

SINGLE FORM GUIDELINES – JUNE 2016

(These guidelines apply for actions created after 22.06.2016)

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INTRODUCTION

The Single Form is the main instrument of Framework Partnership Agreement.

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 ECHO of achievements.

Single form to be used for

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

The Single Form allows **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 13 chapters.

1. General information	8. Monitoring and evaluation
2. Humanitarian organisation in the area	9. Visibility
3. Needs assessment and beneficiaries	10. Financial overview of the action
4. Logic of intervention	11 Request for derogation
5. Quality markers	12. Administrative information
6. Implementation	13 Conclusions and humanitarian organisation’s comments
7. Coordination	

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

INT

FIN

When opening a **Modification Request (MR)** (to introduce modification by mutual consent or non-essential changes), 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 Section 13.

WHERE TO FIND THE SINGLE FORM?

The Single Form is only accessible through APPEL.¹

APPEL is an **electronic exchange system** used by 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.

A **user manual** is available on the Partner Helpdesk website.

[Annex SF-1](#)
Sections of the SF

In annex 1, the partner will find tables summarising the Single Form. These tables indicate also whether a section is compulsory or not and the number of bytes per section

MODULAR APPROACH

Partners are invited to use a different version of the Single Form according to the nature of the Action submitted for funding. A function is available in APPEL where partners can identify the Single Form corresponding to their Action:

- Actions aiming at responding to a non-emergency Action.
⇒ Full Single Form
- Actions aiming at responding to a complementary Action
⇒ Single Form adapted
- Actions aiming at responding to an urgent Action or the small scale disasters²
⇒ Simplified Single Form

[Annex SF-2](#)
Comparison
modular SF

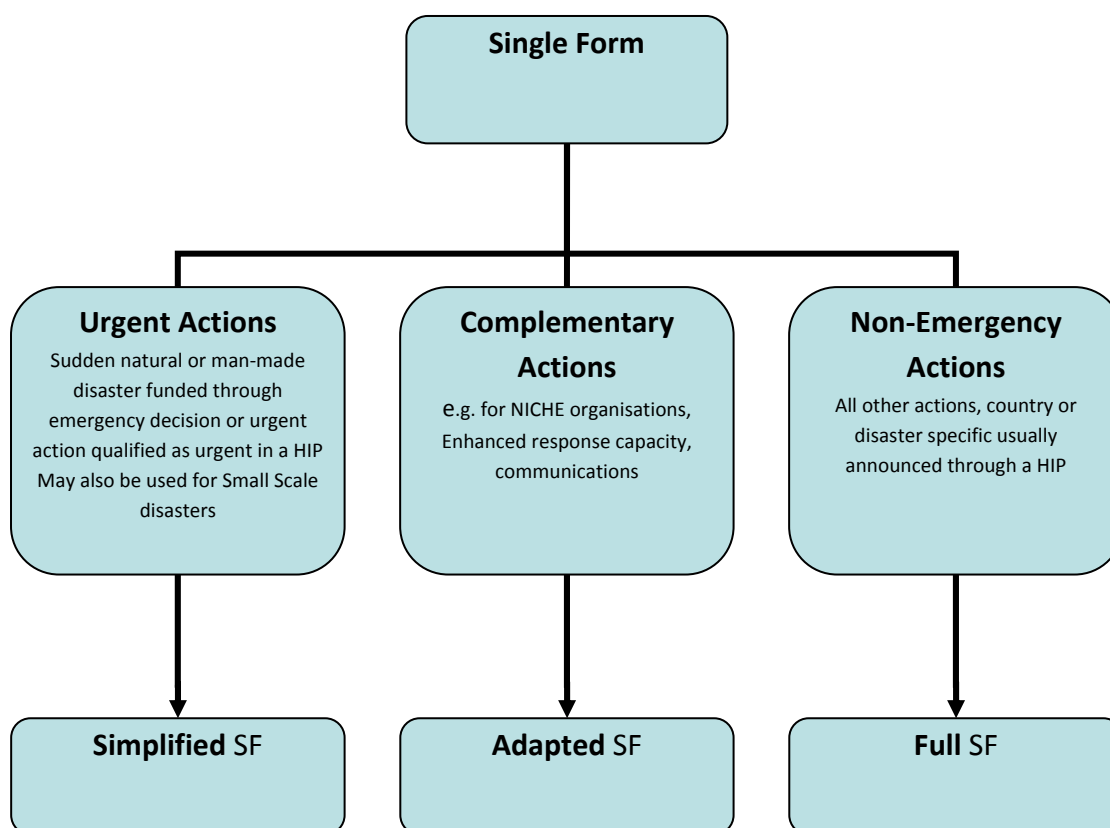
A **comparison table** is provided in annex, showing the difference between the three Single Forms. Some sections of the Single Form will therefore be hidden when selecting the simplified or the adapted Single Form. As a general rule, the Guidelines, except when otherwise specified, apply to all types of Single Form.

The partner is, however, free to use the full Single Form instead of the simplified or adapted versions should they wish to provide more information to ECHO.

For the simplified Single Form, the partner has the possibility, should it wish do so, to provide more information once the project is started by introducing a modification request. All the Single Form sections will then be available.

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

² Worldwide - Small Scale Humanitarian Response to disasters: affected population less than 100 000 and intervention limited to EUR 300 000



The list of ECHO Funding Decisions & Humanitarian Implementation Plans (HIPs) is updated on regular basis and is available on ECHO website.

ASSESSMENT CRITERIA

During the assessment of proposals, 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, 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 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, Linking Relief Rehabilitation and Development, 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 ECHO to assess the proposal.

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. However, the title should be general enough to avoid future amendment.

1.3 Narrative summary should give a snapshot of the Action. The partner will include here what it would like ECHO to say about its Action. The summary might be used by 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.

INT

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.

FIN

The narrative summary will summarise the achievements of the Action.

1.4 Information provided in this section, Area of intervention, might be used to assess whether the geographical areas of intervention are relevant and in line with ECHO strategy. The location will also provide indications to ECHO for its monitoring visits.

①Activities taking place in regions not covered by crisis/HIP are not eligible.

The partner will ensure that the countries and regions of intervention correspond to the scope of the ECHO financing decision/HIP. The term *region* corresponds to a division in the country concerned or to a territory covering several countries. The term "*location*" refers here to the sites where the activities will take place. When available, it is possible to annex a map of the locations covered by the Action.

INT

This section is optional at the interim stage. The partner has to update the locations if necessary and briefly explain the rationale behind the changes of location, if not explained in other sections of the Single Form.

FIN

This section is optional at the final report stage if no changes occurred. The partner has to provide information on the locations which have changed and explain the rationale behind the changes.

1.5 Dates and duration: 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 used to prepare the agreement.

The **start date** is the actual starting date in the field of the Action. It can be any day of the month.

The **duration** of the Action is the implementation period of the Action in the field from the start date. It covers the entire duration of the Action.

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. The table on the right summarises the general rules on duration according to the nature of the Action.

ⓘ Action cannot be finished at the time of the entry into force of the agreement.

The duration cannot go beyond the duration of the ECHO financing decision, except in the case of suspension³ during the implementation of the Action.

Decision Type	Duration	Extension possible
Primary Emergency	3 months – maximum	No
Emergency	6 months – maximum	No
Urgent action in HIP	6 months – maximum	No
Non-Emergency actions	Defined in the decision, HIP (usually 12 months)	Yes
Complementary actions	18 months	Yes

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.

The **start date of eligibility** is the date from which expenditure may be considered as eligible. In the Single Form, the start date for eligibility of expenditure is by default the starting date. A different eligibility date can be encoded. The earliest possible eligibility date is indicated in the Technical Annex of the HIP⁴, under section 3.1. For urgent actions (under an emergency decision or a HIP), the eligibility date can be the date of the crisis.

If an eligibility date different than the default one is encoded, a new section will appear inviting the partner to justify the duration of the eligibility period. In this section, the partner must explain why an eligibility period before the starting date is necessary. (E.g. for setting up of office, for launching of the procurement, etc.)

³ For more information on suspension, see [guidelines – not finalised yet]

⁴ HIP – Humanitarian Implementation Plan – are available at:

http://ec.europa.eu/echo/funding/index_en.htm#

2. HUMANITARIAN ORGANISATION 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.

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

① For certain crises, a confirmed presence in the country of operations might be a prerequisite, for instance in emergency

This section is also the 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 regions of intervention and/or the sectors.

In case of urgent Action (simplified Single Form), the partner will briefly mention whether its organisation is present in the country and whether it has the operational capacity to implement the activities immediately.

2.2 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**. In particular, this section can be used to explain:

- How the Action fits in a bigger picture, i.e. what are the links with related projects which do not fall within 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.

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

It should be noted that issues relating to transition, LRRD, exit strategy and resilience are covered under section 7.4 of the Single Form.

FIN

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

3. NEEDS ASSESSMENT AND BENEFICIARIES

3.1 NEEDS AND RISKS ANALYSIS

A good needs assessment is vital for the success of the Action. ECHO is a needs based donor and funding allocations are based on the evaluation of needs. This chapter will help 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.

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 ECHO's mandate and coherent with its policy priorities.

3.1.1 Date(s) of assessment: The partner must provide the date(s) of the most recent needs assessment.

3.1.2 Assessment methodology: The partner must provide details on the **assessment methodology** used. In particular, it will explain:

- briefly 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) and whether the information could be confirmed by a field visit.

In addition, in order for ECHO to assess whether certain specific sources/tools of information are pertinent 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).

In the adapted Single Form, this section is optional.

3.1.3 Problems, needs and risks analysis: The partner must describe the main problems and needs identified by the needs assessment 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 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

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

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.

- include in the **analysis relevant cross-cutting issues** (e.g. natural hazard, DRR, protection), especially when those issues are highlighted in the funding decision/HIP.
- 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.

3.1.4 Response analysis: The partner must outline its strategy to address the identified problems and briefly explain why other responses were not chosen. The partner will also explain how the proposed response addresses the specific needs of the affected persons. The partner should also stress in this section how the proposed response is coherent with the priorities defined in the ECHO's funding decision/HIP.

NB: In support to the explanation provided in sections 3.1.2, 3.1.3 and 3.1.4, 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.

3.1.5 Previous evaluation or lessons learned exercise relevant for this Action: This section is optional and applies in cases of follow-up actions. It is an opportunity to information to ECHO about the partner's capacity to build on lessons and to take action to overcome past problems, if any. The partner will have the possibility in section 3.1.5.1 to briefly present the conclusions of previous evaluations/lessons learned particularly relevant to the Action.

NB: In support to the explanation provided in section 3.1.5, the partner can provide in annex a copy of the previous evaluation reports.

INT

The partner will provide as necessary, an update of section 3.1. 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 3.1. 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.

3.2 BENEFICIARIES

The purpose of these sections is to verify the pertinence of the identification of the beneficiaries and their vulnerability. It will also be used for data collection.

3.2.1 Estimated total number of direct beneficiaries targeted by the action: The partner must provide an estimation of the number of beneficiaries who will receive the assistance or who will benefit **directly** from the Action, within the timeframe of the Action. These numbers can represent either as individuals and/or organisations or both. The term *Organisation* does not necessarily imply that there is a legal entity (for example disaster management committee in a village). The numbers mentioned here may not necessarily match the sum of individuals mentioned in section 4 (results) as one beneficiary can benefit from several results.

FIN

Estimated total number of direct beneficiaries targeted by the Action: The partner must provide an updated number of individuals or organisations which benefitted from the Action.

3.2.2 Estimated disaggregated data about direct beneficiaries: When known, the partner has to provide estimated percentages 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. This section only applies to individuals. 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 3.2.6.

① For more information on SADD, consult the Gender Age marker toolkit (page 27)

The total of the first column should not necessarily sum-up to 100 % as information might not be available for all age categories (partners may have estimates for age groups that are different from those mentioned below). However, the total of female and male should be equal to 100%.

3.2.2 Estimated disaggregated data about direct beneficiaries (only for individuals)

	Estimated % of target group	% female (F)	% male (M)
Infants & young children(0-59 months)	43 %	55 %	45 %
Children (5-17y)			
Adults (18-49y)	30 %	65 %	35 %
Elderly (≥ 50y)			

FIN

Estimated disaggregated data about direct beneficiaries: In the final report, the partner must provide disaggregated data.

3.2.3 Does the action specifically target certain groups or vulnerabilities? This section allows 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 3.2.3.1. (Infants and young children/ Children/ Elderly/ Pregnant Lactating women/ Disabled/ Male/ Female) It is possible to select several groups, but not all. If only few results target certain groups, then the target should be mentioned under the corresponding results in section 4.

For more information and examples on targeted actions, consult the Gender Age marker toolkit (page 28)

FIN

Specific target: The partner must provide an update in case the target of the Action has changed during implementation.

3.2.4 Beneficiaries: what are the selection criteria: This section will allow ECHO to assess whether the selection and identification 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.

3.2.5 Beneficiaries: what is the involvement of beneficiaries 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 were involved in the design of the Action. The partner will briefly explain the mechanisms put in place to ensure participation of the affected populations in the identification of needs, the design of the Action and further on in the implementation and evaluation of the Action. When relevant, the partner will indicate whether the relevant gender and age groups adequately participated in the design of the Action. In exceptional cases, when it was not possible to involve the beneficiaries, the partner has to explain why.

3.2.6 Beneficiaries: more details on beneficiaries: In this section, the partner can provide additional information when needed on the specificities of direct or potential indirect beneficiaries. In cases where the partner is unable to provide figures in section 3.2.2 (Disaggregated data), it will give a short explanation here.

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.

4. 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, the specific objectives, the results to be achieved, the activities, the pre-conditions, the risks, the assumptions and the costs.

4.1 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 ECHO Financing Decision. There must be **only 1** Principal objective.

4.2 SPECIFIC OBJECTIVE

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.

4.2.1 Short description: The partner will describe the specific objective as it will appear in the Logframe.

4.2.2 Detailed description: This section is optional. It can be used to provide more information on the Specific objective if needed. The partner will not repeat information provided in the needs assessment. It will not introduce information that will appear under results and activities.

4.2.3 Indicators

The screenshot shows a web-based form for adding indicators. At the top, there are three buttons: 'Add Indicator' (blue), 'Indicator 1' (green), and 'Indicator 2' (blue). Below these is a form with several sections: 'Indicator' (a dropdown menu with 'Please select'), 'Definition' (a large text area), 'Baseline' and 'Target value' (two input fields), 'Source and method of data collection' (a large text area), and 'Comments on the indicator and the achievement of the target value' (a large text area). A 'Delete Indicator' button is located at the bottom right of the form.

4.2.3 Indicators: Indicators are necessary to objectively describe the progress and achievement of the specific objective. Partners can choose the pre-defined **Key Outcome Indicators (KOI)** - full list available in the annex 4 - or add custom indicators manually. 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.

From the perspective of quality and coherence with ECHO policies, the **KOI** which are based on indicators widely used in the humanitarian community, will contribute to the improvement of project proposals as well as reporting, monitoring and evaluation.

Partners are therefore **strongly encouraged** to use **predefined KOI** whenever possible and in conjunction with custom indicators.

Action proposals submitted after 21.06.2016 **should use at least one KOI** if they include activities in the Food Assistance, Nutrition, Health, Shelter, WASH or Education sectors. Multi-sector projects should be able to use several KOI.

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

The partner will introduce indicators sufficient in number to adequately cover the specific objective. The maximum number of indicators is limited to 10, however it should be kept reasonable and manageable for both the partner and ECHO, especially as it is expected that partners provide reliable data on each indicator in their reporting.

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).

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).

❗ 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.

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).

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.

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.

4.3 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 **description box**, the partner will indicate the title of the result.

SECTOR/AMOUNT

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.

[Annex SF-3](#)
List of sectors

Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Sector <input type="text" value="Nutrition"/>				
Subsectors				
<input type="checkbox"/> Prevention of under nutrition, nutritional rehabilitation and supplementation				
<input type="checkbox"/> Treatment of undernutrition - KRI				
<input type="checkbox"/> Nutrition surveys and surveillance - KRI				
<input type="checkbox"/> Capacity building (Nutrition) - KRI				
<input type="checkbox"/> Other (Nutrition)				
Estimated total amount <input type="text"/>				

The partner will also provide the **estimated budgetary amount** necessary to achieve the result. The estimated amount can be calculated based on the percentage provided per result in the financial statement (section 10.2). This amount does not include indirect costs.

① One sector per result but what to do if:

Regional action?

The partner has two options: either to present a multi-country result (i.e. 1 sector covering several countries) or mono-country result. In the latter case, the partner will have to add several results covering the same sector. For clarity sake, the partner can indicate the name of the country concerned by the result at the beginning of the result description.

Consortium?

The partner has two options: either to present a multi-partners result (1 sector implemented by several partners) or a mono-partner result. In the latter case, the partner will have to add several results covering the same sector. For clarity sake, the partner can include the name of the FPA implementing partner in the result description.



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

BENEFICIARIES

In the tab "**Beneficiaries**", the partner will provide more specific information on the beneficiaries targeted by the result.

4.3.1 Estimated total number of direct beneficiaries targeted by the result: The partner can choose to present the number of beneficiaries as individuals or households and/or organisations. The box "households" will be used when no exact figures are available on individual beneficiaries or when the results foresee a counting by households. When the option "households" is used, the system will calculate automatically the number of individuals concerned. "Households" and "individuals" **are mutually exclusive**; the partner has to choose between the two options to enter the number of targeted beneficiaries.



Beneficiaries' final number: In the final report, the partner will provide the number of the Action's actual beneficiaries.

Details Beneficiaries Indicators Activities

4.3.1 Estimated total number of direct beneficiaries targeted by the result

Individuals

Organisations

Households Individuals per household or total individuals

4.3.2 Beneficiary type

IDPs Refugees Returnees Local population Other

4.3.3 Does this result specifically target certain groups or vulnerabilities?

Yes No

4.3.3.1 If yes, please select one of the following

Infants and young children

Children

Elderly

PLW

Disabled

Male

Female

4.3.4 Comments on beneficiaries

4.3.2 Beneficiary type: The partner should identify the type of the beneficiary. Several options can be selected.

4.3.3 This section is **similar to section 3.2.3** presented above with the only difference that in this section the specific target concerns the beneficiaries of the result.

4.3.4 Comments on beneficiaries: The partner can include additional information on beneficiaries. ECHO might require specific information on beneficiaries for certain sectors (for instance, cash and vouchers). Partners will consult the technical annex of the HIPs for more information. However, partners should avoid repeating information already provided in other sections such as the sections in Chapter 3.

- INT **Progress report on beneficiaries:** The partner will provide an overall update on the beneficiaries section if necessary. **N.B.** A decrease of beneficiaries requires an amendment by mutual consent. (See section on changes in the Guidelines)
- FIN **Report on beneficiaries: The partner will report on the details of beneficiaries for each result.**

TRANSFER MODALITIES

In the tab "**Transfer modalities**", the partner will provide detailed information on cash, vouchers and in kind transfers that are going to be used in the context of specific result.

Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Select one or more transfer modalities used in this result:				
<input type="checkbox"/> No transfer envisaged <input checked="" type="checkbox"/> Cash (single sector) <input checked="" type="checkbox"/> Voucher <input checked="" type="checkbox"/> In kind				
	Estimated total net amount	Estimated number of individuals	Conditional transfer?	
Cash	50.000,00 €	1.000	No	
	Estimated total net amount	Estimated number of individuals	Conditional transfer?	
Voucher	10.000,00 €	1.000	No	
	Estimated total product cost	Estimated number of individuals	Conditional transfer?	Origin
In kind	25.000,00 €	5.000	No	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Regional <input type="checkbox"/> International
Comments on transfer modalities in this result				

In the e-SF, ECHO expects its partners to use the following definitions⁵ 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.). If a cash transfer is designed to meet the needs in only one sector, it is to be reported in the Single Form under a result corresponding to the sector as "Cash (single sector)". If the cash transfer is designed to cover needs in several sectors, it is to be reported as Multi-Purpose Cash under a result with the dummy sector "Multi-Purpose Cash Transfer".

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 Single Form collects the following information on the transfer modalities:

- **Estimated total net amount** (for cash and vouchers modality): partner indicates the total net amount in Euro given to all the final beneficiaries / recipients receiving this type of transfer modality in this result. At proposal level the amount is just estimated. At final report stage, the partner indicates the total net amount that was transferred;
- **Estimated total product cost** (for in kind modality): partner indicates the total cost of the products / goods / items purchased AND transferred to all the final beneficiaries / recipients in this result. The partner indicates only the procurement costs excluding the costs of transport, storing, 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 "Estimated total amount" in the tab "Sector / Amount" of the same result.
- **Estimated number of individuals:** This is an estimated number of final beneficiaries / recipients receiving this type of transfer modality. If the total number of individual is not known, please simply multiply the estimated number of households for the estimated average number of individual per household. If there are changes in this estimation during the action, please make the update at final report stage; this will not require an amendment by mutual consent, unless the number indicated in the "Beneficiaries" tab changes as well;
Note that the sum of the beneficiaries for all the transfer modalities in this tab cannot be higher than the one indicated under the tab "Beneficiaries" under the same result.

⁵ 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.

The following rules are applied to the fields "**Estimated total net amount**" and "**Estimated number of individuals**":

- The sum of the estimated total net amounts introduced for all transfer modalities within one result cannot exceed the estimated total amount of this result, introduced in the tab "Sector / Amount";
- The estimated number of individuals for any transfer modality within one result cannot exceed total number of direct beneficiaries, introduced in the tab "Beneficiaries".

❗ Information on transfer modalities can be edited by partner at proposal (RQ), amendment (MR) and final report (FR) stages.

❗ For urgent / emergency actions partners should provide estimated values and then updates the figures later on during the action if possible and certainly during at FR level

Multi-purpose cash transfer (MPCT

Partners are encouraged to use MPCT when feasible and appropriate. ECHO has a clear definition of Multi-purpose cash transfer (MPCT)⁷:

Multi-purpose cash-based assistance can be defined as a transfer (either delivered in several tranches regular or as an ad-hoc payment) corresponding to the amount of money that a household needs to cover, fully or partially, their basic needs that the local market and available services are able to meet appropriately and effectively. Multi-purpose transfers demand greater coordination between humanitarian actors and donors to assess needs and to translate this into a single monetary value, the Minimum Expenditure Basket (MEB). Realistically, humanitarian assistance will contribute to this figure. Beneficiaries will be faced with the need to prioritise how best to use the assistance received so as to ensure that their basic needs are covered.

Under the tab "Sector / Amount" A result is considered as MPCT if it was "designed and planned" to be so in line with this definition given by ECHO. Only unrestricted cash transfers are considered to be MPCT.

Partner can report details on cash distribution by:

- selecting abstract **Multi-purpose cash transfer** sector in the tab "Sector / Amount" (there are no subsectors for this sector);
- filling in all mandatory fields in the tab "Transfer Modality" (only the fields related to cash transfer are visible).

If other modalities that restrict the supplies to specific commodities (i.e. vouchers) are used, these should NOT be included in the same result of MPCT, but rather allocated in another result whose sector is selected appropriately, functional to the specific need covered.⁸

⁷ Refer to the 10 [Common Principles for Multi-Purpose Cash-Based Assistance adopted in June 2015](#) in the [Council Conclusions](#) of the European Union.

⁸ For instance, voucher to purchase construction material will be listed under a result having the sector "shelter and settlement" selected.

Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Sector: Multi-purpose cash transfer				
Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Select one or more transfer modalities used in this result:				
<input checked="" type="checkbox"/> Cash				
	Estimated total net amount	Estimated number of individuals	Conditional transfer?	
Cash	<input type="text"/>	<input type="text"/>	Please select <input type="text"/>	
Comments on transfer modalities in this result				
<input type="text"/>				

INDICATORS

Indicators are necessary to objectively describe the progress and achievement of the results. Several indicators might be needed to adequately describe a result but their number is **limited to 10 per result**.

The Single Form uses both **predefined** indicators (Key Results Indicators – KRI) and **custom** indicators. 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.

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.

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).

Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Add Indicator	Indicator 1	Indicator 2		
Type / Subsector	Water supply			
Indicator	Number of people having access to sufficient and safe water for domestic use			
Definition	<p>Access = Maximum distance to water point 500m, queuing time less than 15min, filling time maximum 3 min/20 litres. Water access should be during the whole period of implementation unless action is mostly related to building the local water delivery capacity.</p> <p>Sufficient = covering basic needs, i.e. 7.5-15 l/p/d or as locally agreed.</p> <p>Safe = 1) low risk of faecal contamination, 2) No faecal coliforms detectable in any 100-ml sample, 3) For piped water supplies, or for all water supplies at times of risk or presence of diarrhoea epidemic, water is treated with a disinfectant to achieve free chlorine residual at the tap of 0.5 mg per litre and turbidity is below 5 NTU, 4) No (significant probability of) negative health effect is detected due to short-term use of water contaminated by chemical or radiological source.</p> <p>Domestic purpose = drinking, cooking and personal hygiene (incl. laundry).</p>			
Baseline	<input type="text"/>	Target value	<input type="text"/>	
Source and method of data collection	<p>[Adjust/specify as necessary and justified]</p> <p>Direct observation; (household) survey at point of consumption with 5% statistically accurate representative sample on a monthly basis.</p>			
Comments on the indicator and on the achievement of the targets	<input type="text"/>			

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).

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 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 **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 KRI, the fields for the indicator definition and for the source and method of data collection are automatically prefilled. The "definition" field of a KRI 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.

ⓘ 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 4.

In the fields "**Comments on the indicator**", the partner can provide additional details on the indicator (e.g. locally defined standards) including those requested in the definition of some KRI as well as comments on the progress towards and the achievement of the target.

INT	Progress value: In the interim report, the partner will provide an update on the progress value if available.
FIN	Achieved value: In the final report, the partner will update the value and provide the value actually achieved.
FIN	Source and method of data collection: In the final report, the partner will update the SoV or comments on the SoV
INT	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.

ACTIVITIES

In the tab "**Activities**", the partner can add as many activities as necessary. A short description/title should be provided together with a detailed description.

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. More information can be provided here on the cash transfers as mentioned above.

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.

4.4 PRECONDITIONS:

The partner will provide a brief description of preconditions. 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. Additional information can be provided if needed in **section 4.7** referring to Additional information on the operational context of the Action.

4.5 ASSUMPTIONS AND RISKS

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. 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.

i 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 4.6**. In certain cases, the Action should be redesigned or interrupted.

4.6 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.

4.7 ADDITIONAL INFORMATION ON THE OPERATIONAL CONTEXT OF THE ACTION:

If necessary, the partner will use this section to provide additional information on specific issues raised in sections 4.4 to 4.6. It **should not, however, repeat** information already provided in other sections.

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.

5. QUALITY MARKERS

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

5.1 GENDER & AGE

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 ECHO to monitor its own performance on integrating gender and age.

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.

① For more information, please consult the Gender-Age Marker Toolkit, (page 54 to 62) http://ec.europa.eu/echo/files/policies/sectoral/gender_age_marker_toolkit.pdf

5.1 Gender & Age

5.1.1 Marker Details

Does the proposal contain an adequate and brief gender and age analysis?

Please select

Is the assistance adapted to the specific needs and capacities of different gender and age groups?

Please select

Does the action prevent/mitigate negative effects?

Please select

Do relevant gender and age groups adequately participate in the design, implementation and evaluation of the action?

Please select

Initial mark

N/A

5.1.2 Additional comments and challenges

5.1.1 Markers Details: the partner will assess its action by answering the 4 quality criteria and selecting the relevant answer: **Yes, or not sufficiently**. The partner will use the information provided in **Chapter 3** and **Chapter 4** to answer the questions.

Based on the answers, each Action will be marked with a score (0-2). The mark will be attributed automatically in PDF 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

5.1.2 Additional comments and challenges:
 The partner will provide additional information relating to gender and age, including for example potential negative effects of the Action and measures to prevent them, measures for integrating gender and age that would have been appropriate but

were not or could not be taken or other challenges encountered when integrating gender and age considerations.



The partner will report in case of changes in the markers and comments provided in section 5.1.1 and 5.1.2 Information on improvements and setbacks in efforts to integrate gender and age will also be reported.

5.2 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 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 ECHO to monitor its own performance in supporting resilience.

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

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

5.2 Resilience

5.2.1 Marker Details

Does the proposal include an adequate analysis of shocks, stresses and vulnerabilities?	<input type="text" value="Please select"/>
Is the project risk informed? Does the project include adequate measures to ensure it does not aggravate risks or undermine capacities?	<input type="text" value="Please select"/>
Does the project include measures to build local capacities (beneficiaries and local institutions)?	<input type="text" value="Please select"/>
Does the project take opportunities to support long term strategies to reduce humanitarian needs, underlying vulnerability and risks?	<input type="text" value="Please select"/>
Initial mark	<input type="text" value="N/A"/>

5.2.2 How does the Action contribute to build resilience or reduce future risk?

5.2.1 Markers Details: the partner will assess its action by answering the 4 quality criteria and selecting the relevant answer: **Yes, or not sufficiently**. The partner will use the information provided in following sections of the Single Form: 2.2, 3.1.3, 3.1.4, Chapter 4 and section 7.1, 7.3 to answer the quality criteria.

Based on the answers, each Action will be marked with a score (0-2). The mark will be attributed automatically in PDF 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

5.2.2 How does the Action contribute to build resilience or reduce future risk? The partner will provide additional information relating to resilience, including for example: explanations on the aspects of the markers which are not applicable to the Action, possible constraints

or challenges in integrating resilience consideration in the Action.



The partner will report in case of changes in the markers and comments provided in section 5.2.1 and 5.2.2 Information on improvements and setbacks in efforts to integrate resilience will also be reported.

6. 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 – SUPPLIES – WORKPLAN

6.1 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.

6.2 Do you intend to deploy EU Aid Volunteers in the framework of the Action? This section concerns only partners participating in the *EU Aid Volunteer initiative* launched by ECHO. The default answer to the question is "No".

If you are one of the organisations participating in this initiative and if you intend to employ EU Aid Volunteers in the framework of this Action, click on the option "Yes" or "do not know yet".

This section will only be used for information purposes. This section has no influence on the decision to fund or not the action.

FIN

Did you deploy EU Aid Volunteers in the framework of this action? If the partner clicked on "Yes" or "Do not know yet" at the proposal stage, it will either confirm with "Yes" or respectively with "No".

EQUIPMENT AND GOODS

6.3. Equipment and Goods: This section emphasizes the importance of the eligibility requirements in relation to the procurement of supplies. (Supply chain and eligibility)

The partner will provide information on major **equipment and goods** in particular when the purchase of these supplies has an impact on the implementation of the Action. Concerning the goods, the partner will inform ECHO whether it plans to replenish **stocks** of goods procured thanks to other funding. More information on stocks is provided in the FPA guidelines.

The partner will inform 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 and medical supplies**, without the support of one of the Humanitarian Procurement Centres, it will indicate here briefly how it intends to ensure the quality 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. (ref. section 4 of annex III of the FPA)

ⓘ Partner is invited to read the General Conditions and/or the guidelines to check the eligibility rules of equipment and goods.

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 on the issues mentioned in sections 6.3. It will provide explanations 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.

6.4 Use of Humanitarian Procurement Centers (HPC): The partner will inform ECHO of its intention or not to use an HPC for its procurement. This section has no influence on the decision to fund or not the action. The by-default answer is “NO”.

FIN

At the final report stage, the partner has the possibility to update the answer provided in 6.4 and to give the name of the HPC used for the procurement

WORK PLAN

6.5 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.

SECURITY

This chapter offers the partner the possibility to explain its knowledge of security constraints, and when and where necessary, the security measures which have been put in place to ensure the security of both the humanitarian staff and beneficiaries.

6.6 Specific security constraints: This section is to be filled in only where and when relevant or when specifically asked by ECHO i.e. in those contexts where security is a key element for the success of the Action. If this is the case, the partner has to provide an assessment of the security constraints linked to the Action.

Requirements about security, when applicable, can be found in the Technical Annex of the HIP.

In case a specific protocol has to be established outside the standard procedures for the country, the partner will provide some details of this protocol. When necessary, the partner will make reference to the contingency measures in section 4.6.

If the partner replied “Yes” at section 6.2 on EU Aid Volunteers, it will explain here how the security of the EU Aid Volunteers will be ensured.

i Partner The partner will inform ECHO immediately in case of security incident or in case of new security threats.

INT

In the interim report, the partner will update section 6.6 only in cases where the section was initially filled in.

FIN

In the final report, the partner will report on section 6.6 only in cases where the section was initially filled in.

IMPLEMENTING PARTNER

The implementation of the Action may be entrusted on a non-profit basis to one or several Implementing partners. This section offers the opportunity to explain what will be the role of the implementing partners in compliance with article 3.1 of the General conditions. Additionally, this section will serve to assess the feasibility of the Action and the implementation capacity of the partner.

6.7.1 Are there any implementing partners? The partner has to indicate first whether it intends to work with implementing partners or not. The default answer is “No”.

- If the answer is “No” or “Do not know yet”, the partner can go directly to section 7. The partner will have the possibility to modify these statements later during the Action implementation.
- If the answer is “Yes”, the sections below will be displayed and the partner will be invited to answer the questions.

6.7.2 Added value: This section invites the partner to explain how the fact of working with implementing partners will contribute to the achievement of the Action. When the implementing partners are FPA partners, the partner will explain the additional advantages brought about by such a close cooperation.



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

6.7.4 Coordination, supervision and controls: 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.

If specific supervision or controls are needed for one of the implementing partners, it will have to be explained in the section "Type of relationship with implementing partner(s) and the expected reporting by the implementing partner".



The partner will report on the mechanisms described above and explain, when relevant, the difficulties encountered.

By clicking on the button **Add a partner**, it will be possible for the partner to add as many implementing partners as necessary to give a fair representation of how the Action is being implemented. The number of Implementing Partners to include will depend on the level of involvement in the Action and the budget managed. The Partner should in any cases include the Implementing partners which will be the recipient of a donation (goods or equipment).

The partner will have to choose first whether the implementing partner is a FPA partner or not.

- For the **FPA partner**, information to be provided is the name (from the proposed list) and the share of the budget for which the implementing partner will be responsible. If the FPA partner is itself entrusting a major part of the activities to a local implementing partner, it will have to open a section for this partner.
- For the **non FPA partner**, the information to be provided includes the name, the address, the status and the share of the budget allocated to the implementing partner. Depending on the status of the implementing partner, in the narrative field the partner may explain how the non

FPA partner was selected or it can provide any other relevant information on the implementing partner.

Add Partner		Partner 1	
Type	Non-FPA		
Name (non-FPA)	Estimated share in %	Address	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	null
If other status, please specify			
<input type="text"/>			
Narrative field (in case of non-FPA)			
<input type="text"/>			
Role to be carried out			
<input type="text"/>			
Type of relationship with implementing partner(s) and the expected reporting by the implementing partner			
<input type="text"/>			
			Delete Partner

The **budget share** to be provided is an estimated percentage of the share of the budget implemented by the implementing partner, without indirect costs.

In the following box, the partner will provide brief information on the **role to be carried out** by the implementing partner. It is not necessary to repeat information already provided elsewhere in the Single Form (for instance under Activities). The information provided might be very concise (e.g. in charge of result 1).

In the section **Type of relationship with implementing partner(s) and the expected reporting by the implementing partner** the partner will explain what type of relationships have been established with the implementing partner and whether there is a legal commitment or a link of another nature (e.g. network, MOU).

As regard to the **expected reporting**, the partner will explain only the specific reporting measures taken for this implementing partner which are not covered under 6.7.3 (for instance, in cases where the implementing partner is responsible for the procurement of important quantities of goods or equipment, or when the IP is working in remote regions).

INT

In the interim report stage, the partner will provide an overall update on the entire implementing partner section.

FIN

In the final report, the partner will provide a thorough report on the role and activities implemented by each implementing partner.

7. 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.

7.1 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.

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 ECHO are employed to the maximum extent possible in fostering such coordinated response.

7.2 Action listed: When applicable, the partner will identify **the appeals** where the action is listed.

7.3 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.

7.4 Coordination with development actors and programmes: In this section, the partner will address the issues of transition, LRRD, 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 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.

8. 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.

8.1 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.

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

In **exceptional cases** of remote management, explain how the monitoring arrangements have been adapted to this specific working environment.

8.2 Tick the box if one or more of the following will be undertaken and charged to ECHO's contribution to the action's budget: In this section, the partner has to provide information on the **evaluations to be funded by 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 ECHO before the external evaluation takes place⁹. The Terms of Reference will be submitted as soon as possible to 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 or when such an audit is requested by the Commission¹⁰. Those audits do not replace audits carried out by ECHO.

8.2.1. Further details: This section gives the possibility to add additional information on the

study 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.

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

⁹ Art 22.1.c of the General Conditions

¹⁰ Art 8.2.j of General Conditions

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

8.3 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, 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 4.

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 ECHO funding.

9. VISIBILITY, COMMUNICATION AND INFORMATION

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).

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 field visual identify on project sites.
- Written and verbal acknowledgment of EU funding and partnership.

• Section 9.1.A)

To comply with the visibility requirements foreseen in the General Conditions, the Partner must implement the activities described under A. Failure to comply may impact negatively the assessment of the project or may result in the application of a penalty at the liquidation stage.

9.1 Standard visibility

A. Display of EU Humanitarian Aid visual identity on:

A1: Signboards, display panels, banners and plaques

A2: Goods and equipment

Please provide additional details on section A:

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.).

The boxes A1 and A2 are selected by default. **If A1 and/or A2 are de-selected**, the partner **must** request derogation under chapter 11. Derogation may be granted in contexts where the visibility activities may harm the implementation of the Action, or the safety of the staff of the partner or its Implementing partners, or the safety of beneficiaries or the local community.

• Section 9.1.B)

To comply with communication and information requirements, the partner should also acknowledge the partnership with 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-B6 are selected by default. The partner is expected to select at least 4 boxes. In the comment box, the partner must specify the selected options (including B7 where relevant). If more than three boxes in section 9.1.B are deselected, a derogation must be requested under chapter 11.

B. Written and verbal acknowledgement of EU funding and partnership through:

- B1: Press releases, press conference, other media outreach
- B2: Publications, printed material (for external audiences, not operational communication)
- B3: Social media
- B4: Partner's website (pages related to EU funded projects)
- B5: Human interest blogs, photo stories
- B6: Audiovisual products, photos
- B7: Other

Please provide additional details on section B:

Standard Visibility

- up to 0.5% of the direct eligible costs
- Maximum of EUR 8000.

ABOVE STANDARD VISIBILITY

9.2 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 ECHO.

ECHO can provide budget exceeding 0.5% 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 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.

❗ For more information on the requirements, the partner should consult the **Visibility website**: <http://www.echo-visibility.eu>

It is important to note that operational information products developed within the context of an Action (such as training manuals, hygiene promotion, advocacy leaflets, etc.) cannot be considered for visibility funding and must be described in section 4.

INT

The partner must provide here an update on the implementation of **above standard** where applicable. For standard visibility, an update is only required in case of changes compared to the proposal.

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 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 to 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 9.2.

10. FINANCIAL OVERVIEW OF THE ACTION

The purpose of this chapter is to present the financial elements of the Action. These data will allow ECHO to assess whether costs are 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.

10.1 Expenditure: In this table the partner needs to provide the estimated total direct eligible costs and indirect costs.

These amounts are extracted from the financial statement presented in the annex requested under **section 10.2**. The indirect costs cannot be higher than 7% of the direct eligible costs. If the Action includes contributions by beneficiaries, these contributions cannot be taken into account for the calculation of the indirect costs.

10.2 The financial statement annex is a compulsory annex (in the simplified Single Form, this annex is optional). It consists of a more detailed financial breakdown. The partner can use its own internal financial reporting formats as a basis for the financial statement. A **template** of the financial statement is provided below to show partners what is the level of information required by ECHO. A version of this template in the .xls format is also available on the Helpdesk website. The partner is, however, not required to follow the same format if the minimum requested information is provided.

The partner must provide information at least up to sub-heading 3, as described in the template provided hereafter. In addition, the table must **at least include** the description of the expenses, the total budget in EUR, the allocation per result and, if available, a reference to the ledger codification. The financial statement should give a reasonable representation of the financial resources invested in the Action. When applicable, it should include the expenses managed by the implementing partners. In such a case, the codification of the ledger should include the codification of the implementing partner, when available.

The **allocation per result** is to be presented as a percentage and is limited to the main headings (e.g. HR). This information is one of the elements that allow ECHO to assess the cost-efficiency and cost effectiveness of the Action. One column may be reserved to indicate the percentage of expenses that are not attributable to a specific result. This **estimated** allocation per result should not necessarily be provided for actions presented by niche NGOs (e.g. telecom, demining, etc.) and for actions of less than EUR 500,000.

INT

From a financial point of view, in the interim report, the partner has to update only section 10.1 of the Single Form (the Financial Overview). The Financial Statement foreseen in section 10.2 should not be updated, unless ECHO specifically requests it. In case of changes in the initial budget presented in the proposal, the partner can either annex an update budget in the interim report or at a later stage through a request for non-essential changes in APPEL.

FIN

In the final report, the partners will update the section 10.1 and provide an updated financial statement (10.2). The allocation per result (%) should not be updated at final report stage.

10.1 Estimated expenditure

	Initial budget	Revised budget	Intermediary report incurred costs	Final report incurred costs
Total direct eligible costs	1.401.869,16 €			
Indirect costs	98.130,84 €			
Total costs	1.500.000,00 €			

10.2 Financial annex

Insert an annex

10.3 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.

10.3 Funding of action

	Initial budget	Revised	Final State
Direct revenue of the action			
Contribution by applicant			
Contribution by other donors			
Contribution by beneficiaries			
Contribution requested from ECHO			
% of total funding			
Total Funding			

- **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. As this will be accounted for as income, it can increase the overall amount of the Action. At the proposal level, the partner can introduce an estimated amount if known. At the final report stage, this income will be deducted from ECHO's contribution.
- **Contribution by applicant:** if the Organisation makes a contribution to a certain portion/percentage of 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 beneficiaries:** These types of contribution are usually linked to cost recovery schemes. They cannot be accepted as co-financing. At proposal stage, these amounts should not be mentioned in section 10.3 as it is not certain that the cost recovery will be successful. The Specific Grant Agreement will provide in Article 6.1 that the Partner established a cost-recovery system and that the amounts recovered must be directly reinvested into the Action.

These contributions will not be taken into account for the calculation of the indirect costs, as the objective of the amounts recovered is to be reinvested in the Action.

- **Contribution requested from ECHO:** The expected funding from ECHO. This needs to be equal to the amount foreseen in the Agreement at the moment of its signature.
- **% 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 10.4.
- **Total funding:** it is automatically calculated by the system and should be equal to the total costs of the Action mentioned under section 10.1.

10.4 Explanation about the 100% funding: This section has to be filled in only when 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 action¹¹" 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.


10.4 Explanation about 100% funding

Urgent action

Forgotten crisis

Other

If other explain

 The list of forgotten crisis is published on the ECHO website

10.5 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 volunteers, 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.

10.6 Co-financing 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 ECHO or to reducing the volume of activities.

10.7 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 "**do not know yet**", additional explanations need to be provided in the text box below on what actions have been or will be taken with the national authorities in order to obtain the VAT exemption.



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

¹¹ As defined in page 4 of the Single form guidelines.

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.



DRAFT

FINANCIAL STATEMENT OF THE ACTION (minimum requirements)

(excel sheet in Annex - compulsory annex)

Humanitarian Organisation:

Title of the Action:

Grant agreement number :

Duration of the Action:

IMPORTANT:

- This table provides indications about the level of details requested for the financial statement of the Action. This format is presented as an example.
- Partners can use their own format according to the structure of their accounts.
- For each category of expenses, the partner will provide an estimation in percentage of the budget allocated to each result.

Reference of the ledger	Description	Total Budget in Euro	% to R1	% to R2	% to R3	% to R4	% not attributed to results	Revised	Incurred
A	Equipment - Level 1							-	-
A 1.1	Detail - level 3							-	-
A 1.2	Detail - level 3							-	-
B	Human Resources - Level 1							-	-
B1	Local staff - Level 2							-	-
B1.1	Detail - level 3							-	-
B1.2	Detail - level 3							-	-
B2	Expatriates staff - Level 2							-	-
B2.1	Detail - level 3							-	-
B2.2	Detail - level 3							-	-
C	Running costs							-	-
C1	Running costs of vehicles - Level 2							-	-
C.1.1	Detail - level 3							-	-
C.1.2	Detail - level 3							-	-
C2	Travel costs - Level 2							-	-
C2.1	Detail - level 3							-	-
C2.2	Detail - level 3							-	-
C3	Communication, visibility, information - Level 2							-	-
C3.1	Detail - level 3							-	-
C3.2	Detail - level 3							-	-
C4	Buildings : rents and utilities - Level 2							-	-
C4.1	Detail - level 3							-	-
C4.2	Detail - level 3							-	-
C5	Supplies and materials - Level 2							-	-
C5.1	Detail - level 3							-	-
C5.2	Detail - level 3							-	-
C6	External Services - Level 2							-	-
C6.1	Detail - level 3							-	-
C6.2	Detail - level 3							-	-
D	Other operationnal costs - Level 1							-	-
D1.1	Detail - level 3							-	-
D1.2	Detail - level 3							-	-
	GRAND TOTAL							0,00	0,00
	Indirect costs (7%)								
	Total costs								

LOGFRAME

The Logframe is a tool used to provide a good overview of the proposed Action in line with the basics of the Project Cycle Management. The Logframe can be generated automatically by clicking on the tab "Generate Logframe". The contents of the Logframe will be directly retrieved from the section 4 *Logic of intervention*. There is no obligation for the partner to generate the Logframe before submitting the proposal as ECHO can generate it itself.

Logframe Overview

Generate logframe

Title of the action	
<input type="text"/>	
Principle objective	
<input type="text"/>	
Intervention logic	
Objectively verifiable indicators and sources of verification	
SPECIFIC OBJECTIVE	Specific Objective <input type="text"/>
RESULTS	
ACTIVITIES	
Preconditions	
<input type="text"/>	
Assumptions and risks	
<input type="text"/>	

11. DEROGATIONS

The purpose of this chapter is to give the possibility to the partner to introduce a request to supplement or to derogate from a rule applicable to an agreement.

This section will be used by the partner to request the inclusion of provisions **derogating** from or **supplementing** the rules governing the Agreement.

These requests, if accepted by ECHO, will be included in **Article 6 of the Specific Grant Agreement**.

When requesting derogation or a supplementing clause, the partner will be as precise as possible about the nature of the request and will briefly explain the reasons for this request.

ⓘ When the partner has been granted a permanent derogation by ECHO, the text of the derogation will automatically appear in the Single Form. The partner will have the possibility to deactivate the derogation if it does not apply to the Action.

Examples of the most frequent derogations requested by the partners:

- Exchange rate: request from a partner in a non-Euro zone to use a different exchange rate.
- External audit: request the authorisation to declare 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 to derogate to the transfer or donation of remaining supplies.
- Visibility: request to derogate from visibility obligations when circumstances in the field require.

ECHO may also include derogation in Article 6 of the Specific Grant Agreement. In most cases, these articles will concern:

- Derogation to the rules of nationality and origin for Actions financed by the European Development fund (EDF).
- Request to provide additional information to be submitted in the course of the Action. (e.g. specific operational information, Terms of reference for evaluations, etc)
- Designation of the Action as an urgent action.

12. 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 grant agreement and for correspondence purposes.

12.1 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!

12.2 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.

Project Details

GRANT AGREEMENT	REFERENCE NUMBER	PARTNER ECHO ID
ECHO/DRF/BUD/2014/93001	2015/00023	PUNTO SUD

#	Type
1	REQUEST
2	NON-ESSENTIAL CHANGE

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 before the submission of the Final Report.

Update contact details for this action

Attention, when you submit this form to ECHO, APPEL application creates new non-essential change request document in the background. Changes in the contact person details take effect immediately for any subsequent e-mail notifications.

Name	Address	Phone	E-mail	
<input type="text" value="Name of the person"/>	<input type="text" value="HQ city"/>	<input type="text" value="xx-xx-xxxx
xxxx"/>	<input type="text" value="echo-is-support@ec.europa.eu"/>	<input type="button" value="-"/>

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 12.2."

Notification system:

APPEL includes a notification system. When applicable, 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 12.2 will receive an email in their mailbox informing them of the reception of a new notification from ECHO.

Notifications



CRE...	AGREEMENT NO.	DOCUMENT ...	ACTION TITLE	P...	OPT...
23/03/2015 1...		2015/00010/IR/01/01	ACTION : Appel - 2015/00010/RQ/01/02 - RQ - BELGIQUE, LUXEMBOURG - Soumission de la propos...	<input type="text"/>	
23/03/2015 1...		2015/00010/IR/01/01	ACTION : Appel - 2015/00010/RQ/01/01 - RQ - BELGIQUE, LUXEMBOURG - Soumission de la propos...	<input type="text"/>	
18/03/2015 1...	ECHO/PNG/BUD/2014/910...	2014/00111/IR/01/02	ACTION : Appel - 2014/00111/IR/01/01 - IR - BELGIQUE, LUXEMBOURG, POLOGNE - Soumission du ...	<input type="text"/>	

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

13. CONCLUSIONS AND COMMENTS

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

13.1 The section "**comments at proposal stage**" is optional. The partner has the possibility to share with 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, in accordance with article 24 of the General conditions, the partner has to inform 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 13.1 to summarise the changes made in the various sections of the SF and to request changes not directly linked to the SF section (e.g. in case of force majeure, suspension, extension of deadline to submit final report).

13.2 **INT** **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.

13.3 **FIN** **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.

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

WHAT ANNEXES TO SUBMIT WITH THE SINGLE FORM ?

Compulsory	Not compulsory
<ul style="list-style-type: none"> • Work plan (6.4) 	<ul style="list-style-type: none"> • Map (1.4)
<ul style="list-style-type: none"> • [RQ - FIN] Financial Statement (10.2) 	<ul style="list-style-type: none"> • Needs assessment – additional information if needed (3.1.2/3.1.3)
<ul style="list-style-type: none"> • [FIN] – list of equipment transferred, donated, low value (6.3) 	<ul style="list-style-type: none"> • Lessons learned/evaluations in case of follow-up action (3.1.5)
<ul style="list-style-type: none"> • [FIN] Report of the evaluations funded by the actions.(8.2) 	

LIST OF USEFUL LINKS

Partner Helpdesk	http://dgecho-partners-helpdesk.eu/
APPEL Manual	http://www.dgecho-partners-helpdesk.eu/media/preparing_an_action/fpa2014/technical_edocumentation_pdf_esingleform_2014.pdf
ECHO Funding decisions	http://ec.europa.eu/echo/funding/index_en.htm#
Forgotten crisis	http://ec.europa.eu/echo/policies/needs_en.htm
Cash and vouchers	http://ec.europa.eu/echo/files/policies/sectoral/ECHO_Cash_Vouchers_Guidelines.pdf
Visibility guidelines	http://dgecho-partners-helpdesk.eu/reference_documents/start
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

ANNEXES

- SF - 1: Single Form 2014 - Technical specificities
- SF - 2: Single Form 2014 - Comparison between the 3 Modules
- SF - 3: List of sectors / subsectors (applicable for project proposals submitted after 21.06.2016)
- SF - 4: List of Key Outcome Indicators / Key Result Indicators (applicable for project proposals submitted after 21.06.2016)

ANNEX SF-1 – SINGLE FORM 2014 - TECHNICAL SPECIFICITIES

Full Single Form	# bytes	Compulsory?
1. General Information		
HIP decision/reference		Y
Modular options		
1.1 Name of the Humanitarian organisation		auto
1.2. Title of the Action	300	Y
1.3. Narrative summary	2000	Y
1.4 Area of intervention - World area/country		Y
1.4 Area of intervention - Regions		Y
1.4 Area of intervention - Region + Location		
1.4 Area of intervention - Add Area		
1.4 Area of intervention - Insert an annex		
1.5 Dates and Duration - Start date		Y
1.5 Dates and Duration - Duration of the Action		Y
1.5 Dates and Duration - Start date for eligibility of expenditure		Y
1.5 Dates and Duration - Justify the duration of eligibility period	2000	
2. Humanitarian Organisation in the area		
2.1 Presence in the area	4000	
2.2 Synergies with other actions	4000	
3. Needs assessment		
3.1 Needs and risk analysis		Y
3.1.1. Date(s) of assessment	1000	Y
3.1.2 Assessment methodology	4000	Y
3.1.3 Problem needs and risks analysis	8000	Y
3.1.4 Response analysis	8000	Y
Insert annex		
3.1.5 Previous evaluation or lessons learned exercise relevant for this Action	2000	Y
3.1.5.1 Brief summary	2000	Y (if answered y to 3.1.5)
Insert annex		
3.2.1 – Estimated total number of direct beneficiaries targeted by the Action		Y
3.2.2 Estimated disaggregated data about direct beneficiaries (only for individuals)		
3.2.3 Does the action specifically target certain groups or vulnerabilities?		
3.2.3.1 if yes, please select one of the following		

Full Single Form	# bytes	Compulsory?
3.2.4 Beneficiaries: selection criteria	2000	
3.2.5 Beneficiaries: involvement of beneficiaries	2000	
3.2.6 Beneficiaries: more details on beneficiaries?	2000	
4. Logic of intervention		
4.1 Principal objective	2000	Y
4.2. Specific objective	400	Y
4.2.1 Short description	400	Y
4.2.2 Detailed description	4000	
4.2.3 Indicators - Add indicator		
4.2.3 Indicators – Select predefined or custom indicator		At least 1, max 10
4.2.3 Indicators # - Definition	2000	Y
4.2.3 Indicators # -Baseline	40	
4.2.3 Indicators # -Target value	40	Y
4.2.3 Indicators # Source and method of data collection	2000	Y
4.3. Result - Add result		
4.3. Result # - Title	400	
4.3. Result - Details – sector		Y
4.3. Result - Details – subsector		Y
4.3. Result - Details – estimated total amount		Y
4.3.1 Result - Beneficiaries Estimated total number of direct beneficiaries targeted by the result		Y
4.3.2 Result - Beneficiaries - Beneficiary type		Y
4.3.3 Result - Beneficiaries Does the result specifically target certain groups or vulnerabilities?		
4.3.3.1 If yes, please select one of the following		
4.3.4 Result - Beneficiaries - Comments on beneficiaries	4000	
4.3. Result – Transfer modalities – Select type of modality or no modality envisaged		Y
4.3. Result – Transfer modalities – Estimated total net amount (or Estimated total product cost)		Y if corresponding modality is ticked
4.3. Result – Transfer modalities – Estimated number of individuals		Y if corresponding modality is ticked
4.3. Result – Transfer modalities – Conditional transfer		Y if corresponding modality is ticked
4.3. Result – Transfer modalities – Origin (for in kind transfers only)		Y if corresponding modality is ticked
4.3. Result - Indicators - Add indicator		
4.3. Result - Indicators - Type indicator		Y Depending on sectors and subsectors
4.3. Result – indicators - Definition	2000	Y
4.3. Result – indicators - Baseline		Y

Full Single Form	# bytes	Compulsory?
4.3. Result – indicators - Target value		
4.3. Result – indicators - Source of and method of data collection	2000	Y
4.3. Result – indicators - Comments on the indicator and on the achievement of the targets	1000	
4.3. Result – Activities - Add activity		
4.3. Result – Activities - Short description	400	Y
4.3. Result – Activities - Detailed description	4000	
4.4 Preconditions	4000	Y
4.5. Assumptions and risks	4000	Y
4.6. Contingency measures	4000	Y
4.7 Additional information on the operational context of the Action	4000	
5. Quality markers		
5.1.1 Marker details - Gender markers		Y
5.1.2. Additional comments and challenges	2000	
5.2.1. Marker details - Resilience		
5.2.2 How does the Action contribute to build resilience or reduce future risk?	2000	
6. Implementation		
6.1 Human resources and management capacities	4000	
6.2 Do you intent to deploy EU aid Volunteers in the framework of this Action?		Y
6.3 Equipment and goods	4000	
6.4. Use of Humanitarian procurement centers	4000	Y
6.5 Work plan Insert annex		
6.6. Specific security constraints	4000	
6.7 Implementing partners		
6.7.1 Are there any implementing partners?		Y
6.7.2 Implementing partner - Added value	4000	Y
6.7.2 Implementing partners Coordination, supervision and controls	4000	Y
6.7.2 Implementing partner - Add a partner		
6.7.2 Implementing partner - Type		Y
6.7.2 Implementing partner - FPA partner		Y
6.7.2 Implementing partner - Non FPA partner		Y
6.7.2 Implementing partner Role to be carried out by each implementing partner	4000	Y
6.7.2 Implementing partner Type of relationship with implementing partner(s) and the expected reporting by the implementing partner:	4000	Y
7. Field coordination		

Full Single Form	# bytes	Compulsory?
7.1 Operational coordination with other humanitarian actors	4000	
7.2 Action listed	1000	Y
7.3 Coordination with national and local authorities	2000	
7.4 Coordination with development actors and programmes	2000	
8. Monitoring and evaluation		
8.1 Monitoring of the action	4000	Y
8.2 Tick the box if one or more of the following will be undertaken and charged to DG ECHO's contribution to the action's budget		
8.2.1 Further details	4000	Y
8.3 Studies carried out in relation to the Action (if relevant)	4000	Y
9. Communication, visibility and information activities		
9.1 A) Display EU Humanitarian Aid visual identity		Y
9.1 B) Written and verbal acknowledgement of EU funding and partnership		Y
9.2 Do you foresee communication actions that go beyond standard obligation?	annex	
10. Financial overview of the Action		
10.1 Estimated expenditure		Y
10.2 Financial annex - Annex	Not compulsory	
10.3 Funding of action		Y
10.4 Explanation about 100% funding		Y
10.5 Contributions in kind	2000	
10.6 Co-financing by other donors	2000	
10.7 VAT Exemption granted?		Y
10.7 VAT Exemption – please specify	2000	Y
11. Request for derogation		
Add a derogation		
Derogation request #	2000	
12. Administrative information		
12.1 Name and title of legal representative signing the Agreement		Y
12.2 Name, telephone, e-mail and title of the contact person(s)		Y
13. Conclusions and HO comments		
13.1 Comments at proposal stage	8000	

ANNEX SF-2 - SINGLE FORM 2014 – COMPARISON BETWEEN THE 3 MODULES

Full Single Form	Simplified Single Form	Adapted Single Form
1. General Information		
HIP decision/reference		
Modular options		
1.1 Name of the Humanitarian organisation		
1.2. Title of the Action		
1.3. Narrative summary		
1.4 Area of intervention -World area/country		
1.4 Area of intervention - Regions		
1.4 Area of intervention - Region + Location		
1.4 Area of intervention - Add Area		
1.4 Area of intervention - Insert an annex		
1.5 Dates and Duration - Start date		
1.5 Dates and Duration - Duration of the Action		
1.5 Dates and Duration - Start date for eligibility of expenditure		
1.5 Dates and Duration - Justify the duration of eligibility period		
2. Humanitarian Organisation in the area		
2.1 Presence in the area		
2.2 Synergies with other actions		
3. Needs assessment		
3.1 Needs and risk analysis		
3.1.1. Date(s) of assessment		
3.1.2 Assessment methodology		
3.1.3 Problem needs and risks analysis		
3.1.4 Response analysis		
Insert annex		
3.1.5 Previous evaluation or lessons learned exercise relevant for this Action		
3.1.5.1 Brief summary		
Insert annex		
3.2.1 – Estimated total number of direct beneficiaries targeted by the Action		
3.2.2 Estimated disaggregated data about direct beneficiaries (only for individuals)		
3.2.3 Does the action specifically target certain groups or vulnerabilities?		
3.2.3.1 if yes, please select one of the following		

Full Single Form	Simplified Single Form	Adapted Single Form
3.2.4 Beneficiaries: selection criteria		
3.2.5 Beneficiaries: involvement of beneficiaries		
3.2.6 Beneficiaries: more details on beneficiaries?		
4. Logic of intervention		
4.1 Principal objective		
4.2. Specific objective		
4.2.1 Short description		
4.2.2 Detailed description		
4.2.3 Indicators - Add indicator		
4.2.3 Indicators # - Definition		
4.2.3 Indicators # - Baseline		
4.2.3 Indicators # - Target value		
4.2.3 Indicators # - Source and method of data collection		
4.3. Result - Add result		
4.3. Result # - Title		
4.3. Result - Details – sector		
4.3. Result - Details – subsector		
4.3. Result - Details – estimated total amount		
4.3.1 Result - Beneficiaries Estimated total number of direct beneficiaries targeted by the result		
4.3.2 Result - Beneficiaries - Beneficiary type		
4.3.3 Result - Beneficiaries Does the result specifically target certain groups or vulnerabilities?		
4.3.3.1 If yes, please select one of the following		
4.3.4 Result - Beneficiaries - Comments on beneficiaries		
4.3. Result – Transfer Modalities – Entire tab including all the fields	Can be skipped by selecting "No transfer envisaged"	
4.3. Result - Indicators - Add indicator		
4.3. Result - Indicators - Type indicator		Depending on sectors and subsectors
4.3. Result – Indicators - Indicator/description		
4.3. Result – Indicators -Baseline		
4.3. Result – indicators -Baseline and target value		
4.3. Result – Indicators - Source and method of data collection		

Full Single Form	Simplified Single Form	Adapted Single Form
4.3. Result – Indicators - Possible comments		
4.3. Result – Activities - Add activity		
4.3. Result – Activities - short description		
4.3. Result – Activities - Detailed description		
4.4 Preconditions		
4.5. Assumptions and risks		
4.6. Contingency measures		
4.7 Additional information on the operational context of the Action		
5. Quality markers		
5.1.1 Marker details - Gender markers		
5.2. Additional comments and challenges		
5.2.1. Marker details - Resilience		
5.2.2 How does the Action contribute to build resilience or reduce future risk?		
6. Implementation		
6.1 Human resources and management capacities		
6.2 Do you intent to deploy EU aid Volunteers in the framework of this Action?		
6.3 Equipment and goods		
6.4. Use of Humanitarian procurement centers		
6.5 Work plan Insert annex		
6.6. Specific security constraints		
6.7 Implementing partners		
6.7.1 Are there any implementing partners?		
6.7.2 Implementing partner - Added value		
6.7.2 Implementing partners Coordination, supervision and controls		
6.7.2 Implementing partner - Add a partner		
6.7.2 Implementing partner - Type		
6.7.2 Implementing partner - FPA partner		
6.7.2 Implementing partner - Non FPA partner		
6.7.2 Implementing partner Role to be carried out by each implementing partner		
6.7.2 Implementing partner Type of relationship with implementing partner(s) and the expected reporting by the implementing partner:		
7. Field coordination		
7.1 Operational coordination with other humanitarian actors		

Full Single Form	Simplified Single Form	Adapted Single Form
7.2 Action listed		
7.3 Coordination with national and local authorities		
7.4 Coordination with development actors and programmes		
8. Monitoring and evaluation		
8.1 Monitoring of the action		
8.2 Tick the box if one or more of the following will be undertaken and charged to DG ECHO's contribution to the action's budget		
8.2.1 More details		
8.3 Studies carried out in relation to the Action (if relevant)		
9. Communication, visibility and information activities		
9.1 A) Display EU Humanitarian Aid visual identity		
9.1 B) Written and verbal acknowledgement of EU funding and partnership		
9.2 Do you foresee communication actions that go beyond standard obligation?		
10. Financial overview of the Action		
10.1 Estimated expenditure		
10.2 Financial annex - Annex		
10.3 Funding of action		
10.4 Explanation about 100% funding		
10.5 Contributions in kind		
10.6 Co-financing by other donors		
10.7 VAT Exemption granted?		
10.7 VAT Exemption – please specify		
11. Request for derogation		
Add a derogation		
Derogation request #		
12. Administrative information		
12.1 Name and title of legal representative signing the Agreement		
12.2 Name, telephone, e-mail and title of the contact person(s)		
13. Conclusions and HO comments		
13.1 Comments at proposal stage		

ANNEX SF-3 – REVISED LIST OF SECTORS AND SUBSECTORS

(outdated subsectors are marked with red colour)

Food security and livelihoods
Availability of, access to and consumption of food
Short-term livelihood support
Conditional or unconditional in-kind food assistance
Conditional or unconditional cash/voucher food assistance
Food security information and analysis
Capacity building (Food)
Other (Food)
WASH
Water supply
Excreta disposal
Drainage
Vector control
Solid waste management
Hygiene promotion
Conditional or unconditional cash/vouchers
Capacity building (WASH)
Other (WASH)
Health
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
Conditional or unconditional cash/vouchers
Capacity building (Health)
Other (Health)
Nutrition
Prevention of under nutrition, nutritional rehabilitation and supplementation
Treatment of undernutrition
Nutrition surveys and surveillance
Conditional or unconditional cash/vouchers
Capacity building (Nutrition)
Other (Nutrition)
Shelter and settlements
Individual household shelter
Camps and collective centres
Settlements (Site selection, planning and development)
Support to host communities' shelters and settlements
Conditional or unconditional cash/vouchers
Capacity building (Shelter)
Other (Shelter)
Disaster Risk Reduction / Disaster Preparedness
Community and local level action

Information, communication and public awareness
Hazard, risk analysis and early warning
Contingency planning and preparedness for response
Protection of livelihoods, assets and critical facilities
Institutional linkages and advocacy
Capacity building (DRR / DP)
Other (DRR / DP)
Protection
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)
Other (Protection)
Coordination
Country level (sector/intersector) coordination
Camp coordination
Civil-military coordination
Global (sector/intersector) coordination including global clusters
Other (Coordination)
Support to operations
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)
Mine action
Humanitarian demining
Assistance to victims
Mine education and mine risk reductions
Armed violence reduction
Other (Mine action)
Education in emergencies
Formal education
Non-formal education
Safe and accessible learning environments
Capacity Building (Education)
Other (Education)
Multi-purpose cash transfer

ANNEX - SF4 – LIST OF KEY OUTCOME INDICATORS

Key Outcome Indicators (KOI)
Crude mortality rate (number of deaths/10.000p/day)
% decrease of the full 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
% of school-aged boys and girls continuously accessing quality and protective learning opportunities relevant to the emergency

ANNEX - SF4 – 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 hospitalizations	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
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 boys and girls that access safe, quality learning opportunities	Education in emergencies	Formal education
Number of boys and girls that access safe, quality learning opportunities	Education in emergencies	Non-formal education
Number of learning spaces/schools set up or rehabilitated and equipped to meet standards	Education in emergencies	Safe and accessible learning environments
Number of teachers and other education personnel trained to create a supportive learning environment and to promote learners' psychosocial well-being	Education in emergencies	Capacity Building (Education)