THE SINGLE FORM - GUIDELINES

ECHO Single Form Guidelines can be found at http://ec.europa.eu/echo/about/actors/fpa_en.htm. They will be regularly updated according to best practices gathered over time. Partners should therefore check the website regularly.
ECHO Financing Decisions can be found at http://ec.europa.eu/echo/funding/decisions_en.htm

1. What is the Single Form?

The Single Form (Annex I of the Framework Partnership Agreement) is the form which DG ECHO partners have to use to submit their Action proposal for Community funding. If DG ECHO accepts the proposal, the Single Form, both parties will conclude a Grant Agreement (if the partner is an NGO) or a Contribution Agreement (if the partner is an International Organisation). The Single Form constitutes an integral part of this Agreement.

The Single Form is a **living document** that ECHO partners will use to submit:

- ✓ the **Action Proposal** (when finalised and accepted by ECHO, the Single Form constitutes an integral part of the Grant/Contribution Agreement)
- ✓ the **Intermediate report**
- ✓ the **Final report.**

By "living document", ECHO means that the same document ("Single") has to be **completed/ updated** during the project's life's cycle. Thus, the Single Form allows a comparison between the planned and actual achievements.

2. How to use the Single Form in practice

All sections of the Single Form **have to be completed.** If some information is not available at the initial proposal stage, the corresponding sections will have to be completed at the intermediate (INT) and final report (FIN) stages.

In case of Actions financed under a **Primary emergency decision** all the information may not be available at proposal stage. However to be able to assess the financing of the Action, ECHO needs the following:

- the essential elements in order to understand the proposal and its rationale (needs assessment, strategy and presence in the country of the organisation),

- its main components (location, beneficiaries, logical framework),
- its means of implementation (human resources, implementing partners, financial overview),
- the challenges of coordination, security (if relevant for the given area).

The partner should at least fill in the following sections of the Single Form in case of Primary emergency decision: 1.1 to 1.9, 2.1 to 2.3, 4.1, 4.2.1, 4.2.2, 4.3.1, 12.1 to 12.5.

All the information will have to be provided and the relevant sections completed/updated at the intermediate reporting stage.

For Actions financed under all types of **decisions,** sections indicated as **INT** are only to be completed at the intermediate reporting stage and sections indicated as **FIN** at final reporting stage.

In order to update the Single Form when reporting/amending, whenever possible partners will use the reporting sections (**INT** and **FIN**) to explain what elements of the Action have been amended; when this option is not available modifications will be highlighted by "**striking through**"[1] outdated information and data (such as the dates, the beneficiaries, results and indicators, sectors).

The ECHO reference number is provided by ECHO in the acknowledgement of receipt of the proposal. The ECHO reference should be indicated in the Single Form footer foreseen for that purpose in the revised versions of proposals. Once you receive the ECHO Grant Agreement for signature, the reference number (ECHO/XXX/XXX/1111/22222) in the footer is the official reference to be used in all correspondence with ECHO thereafter.

3. About these guidelines

The purposes of these Guidelines are to explain the main principles the partners need to bear in mind when completing the Single Form and to explain how the Single Form must be completed during the three main phases of the lifecycle of an Action (namely the proposal, intermediate reporting and final reporting stages).

The aim of these guidelines is to give an indication of what ECHO is expecting in terms of information and level of information at each stage of the Action.

One should always bear in mind that the Single Form should allow ECHO:

- to take a decision to fund or not to fund an Action,

[1] Presentation of words with a horizontal line through the center of them. ~~Here is an example.~~

- to use the intermediate report as a monitoring tool,
- to analyse proposed modifications,
- to liquidate the agreement on the basis of the final report.

The guidelines should also be considered as a living document and are subject to modifications and improvements as necessary and appropriate.

4. Single Form Assessment Criteria

The following is a list of reflection points for ECHO desks and for partners.

1. Relevance

⇒ Appropriateness of the Specific Objective, i.e. the extent to which the intervention responds to real needs and problems.
⇒ Pertinence of the Action in regard to the real needs and priorities of the beneficiaries.
⇒ Appropriateness of the Action to the physical and political environment of the crisis.
⇒ Link of the Principal objective of the Action with the ECHO's strategy and the corresponding financing decision.

2. Feasibility

⇒ The objective can be realistically achieved within the constraints of the operating environment.
⇒ The vertical logic of the logical framework is accurate: there is a clear link between the pre-conditions, the risks and assumptions, the activities, the results, the specific and principal objectives and the means and costs.
⇒ The selected indicators should allow adequate reporting on the objective and results for which ECHO will fund the Action. The indicators are SMART, specific, measurable, achievable, relevant to the objectives concerned and within the time frame.
⇒ The timing and work plan are realistic and achievable.
⇒ The risks, assumptions and pre-conditions are realistic, acceptable and complete.
⇒ Political support, local and national politics will not affect the Action in such a way that the objectives will not be met.
⇒ The security constraints and possible contingency measures are identified.
⇒ The necessary resources to undertake the activities and manage the Actions are specified and well justified.

3. Factors for success and impact

⇒ Appropriate technologies are chosen (for example, use, where appropriate, of local resources).
⇒ Local socio-cultural norms and attitudes are taken into account;.
⇒ Specific needs and interests of the most vulnerable groups (women, children, disabled, minorities) are taken into account.
⇒ Involvement of beneficiaries and other important stakeholders in the Action is verified.

- ⇒ Co-operation and coordination between different actors is developed.
- ⇒ Institutional and management capacity of the partner, including supervision and monitoring.

4. *Cost-effectiveness*

- ⇒ The results to be achieved justify the costs.
- ⇒ The means are necessary and realistic to achieve the specific objective and results.
- ⇒ The costs are necessary for the Action and reasonable.
- ⇒ In case of partial financing the sources of financing of the Action have to be realistic.

SINGLE FORM FOR HUMANITARIAN AID ACTIONS

1. GENERAL INFORMATION	- **All** sections of this section should be filled in.
1.1 Name of Humanitarian Organisation/Country of registration	- **Full legal name** of the partner, used at registration in ECHO database APPEL. - Country where the partner is **legally** registered.
1.2 Title of the Action	- The title can **no longer be modified** after signature of the Agreement. - Partner should <u>avoid</u> data that might change, such as the number of beneficiaries, the exact location or sub-region of implementation, etc. - It may include some notion of the sector of the Action and mention the country/ies.
1.3 Area of intervention (area, country, region)	- Indicate here the country/ies or region/s of intervention, which must correspond to the scope of the ECHO financing Decision. - The exact locality/ies will be detailed under 4.1 with maps and relevant reference points.
1.4 Start date of the Action	- This date should be the **actual starting** date of the Action in the field, it should not necessarily be the first day of a month. - It may be different from the date for eligibility of expenditure (see 1.6 below). - **If the Action has already started** explain the reason that justifies this situation (such as primary emergency or urgent Action, as indicated under 1.8.).
1.5 Duration of the Action in months	- The duration of the Action is the **implementation period of the Action in the field** from the start date (see 1.4). - It covers the **entire duration of the Action**. It should be preferably in whole months. Fractions of months (e.g. 7 months and 23 days) should be avoided. - The period for finalising the final report (max 3 months) is **not included** in the total duration. - Primary emergency Actions have a maximum duration of 3 months. - Emergency Actions have a maximum duration of 6 months. - The duration of any Action cannot go beyond the duration of the ECHO Financing Decision, except in case of suspensions during the implementation of the Action.
1.6 Start date for eligibility of expenditure **Please explain if this date differs from submission initial proposal (see 1.10)**	- Start date of eligibility is the **date from which expenditure may be considered** as eligible (see Article 18 General Conditions). - The nature of expenditure corresponding to this eligibility period (time elapsed between the eligibility date and start date) should be clearly identified at proposal stage (4.3.2) and agreed with ECHO.

	- The start date of eligibility may correspond to the date of receipt of the proposal by ECHO Brussels in order to cover preparation activities for the implementation of the Action in the field e.g. time to open a local office, time to pre-order supplies, etc. In such a case, proper justification should be given. - In the case of an Action related to a primary emergency or emergency ECHO decision, the start date of eligibility can be the date of the crisis. - For more information on the eligibility dates, refer to Fact Sheet n° A.2.

1.7 Requested funding modalities for this agreement
 	
100% financing
Co-financing(for NGOs)
Multi-donor (for International Organisations)
 	
In case of 100% financing: justify the request
	- Funding of Humanitarian Actions has to be on a "costs sharing" basis between ECHO and its partners. This is the **<u>rule</u>** foreseen by the EU financial regulation and will be implemented for ECHO through:
	  - **Co-financing** modality with NGOs
	  - **Multidonor** modality with International Organisations.
	
	- An **<u>exception</u>** to the rule has been foreseen for Humanitarian Actions <u>in duly justified circumstances</u>: the **100%** funding modality. The partner must provide relevant justification on the 100% funding. Justification may be linked to:
	  o the urgency of the Action: see section 1.8 of the present guidelines,
	  o the absence of any other funding possibilities in some given areas; or
	  o the necessity for the partner to adjust its proposed action to ECHO criteria while the project is part of a larger programme. According to article 253 of the Implementing rules of the Financial Regulation, there are three conditions that give sufficient reason for 100%. They are timing, activity (forgotten needs) and location (crisis area).
	
	- In both co-financing (NGOs) and Multidonor (International organisations) modalities, the Single Form must contain:
	  - the information related to the **entire Action** (both in terms of narrative and financial information),
	  - all components have to be **eligible** for ECHO and in line with the ECHO related financing decision.
	
	- In case of <u>co-financing</u> with NGOs, the Grant agreement will be based on a maximum amount to be funded by ECHO and a percentage of the total costs of the Action.
	
	- In case of <u>Multidonor</u>, only a maximum amount is fixed in the Contribution agreement.

1.8 Urgent Action Yes No If yes: ECHO Primary emergency decision ECHO Emergency decision Other ECHO decision Please justify:	- As defined in article 1.21 of FPA Annex IV, Urgent Actions are intended to meet **immediate and unforeseeable** humanitarian requirements generated by sudden natural or man-made disasters. o Actions financed by Commission's **primary emergency** and **emergency decisions are always** Urgent Actions. o In duly justified cases, the concept of urgency **may be applied** to Actions financed under **other types** of financing decisions (ad hoc, Global Plans), in which the implementation of the humanitarian Action has to start immediately and the delay incurred by putting out to tender procurement contracts would put lives at risks. - The type of decision, if not known by the partner, will be communicated by ECHO desk. - For procurement procedures in urgent actions, single quote can be used (point 4.2 of Annex IV).
1.9 Control mechanism to be applied A P	- The control mechanism applicable to the Partner for a specific Action is **fixed and known** by both Parties. - This field will have to be ticked before the Agreement is signed and will be mentioned in article 1 of the Agreement. - It cannot be modified for a specific Action during its lifetime.
1.10 Proposal and reports Initial proposal date: dd-mm-yy Revised proposal N°... date: dd-mm-yy ECHO reference A/… date: dd-mm-yy Intermediate report date: dd-mm-yy Final report date: dd-mm-yy	- **Initial proposal**: is the date of receipt by the ECHO HQ/Brussels central mailbox: ECHO-CENTRAL-MAILBOX@ec.europa.eu . - **Revised proposal**: must be filled in each time a revised version of the initial proposal is submitted. Both the number and the date should be updated. The **date of the last proposal** will be included in article **1.2** of the Agreement. - The acknowledgment letter will provide the reference number and the date of receipt of the proposal. - This section should be updated each time the Single Form is submitted, i.e. tick the box and indicate the date of the document that is being sent. - For more information on how to transmit documents to DG ECHO, refer to Fact Sheet n° A.6.
1.11 [INT] List the supplementary agreements and exchange of letters after signature of the Agreement up to intermediate report stage.	- Provide here the list **of signed supplementary agreements and exchange of letters (maximum 1 line per concerned amendment)** including the date of ECHO correspondence and subject.
1.12 [FIN] List the supplementary agreements and exchange of letters after submission of the Intermediate report up to final report stage.	- Provide here the list **of signed supplementary agreements and exchange of letters (maximum 1 line per concerned amendment)** including the date of ECHO correspondence and subject.

2. NEEDS ASSESSMENT	
2.1 Date(s) of assessment; methodology and sources of information used; organisation/person(s) responsible for the assessment	- The information should **be brief** and may be in the form of bullet-points.
2.2 Problem statement and stakeholder analysis	- Please refer to the Project Cycle Management (PCM) methodology.
2.3 Summarise findings of the assessment (include full report in annex, if relevant) and link these to the Action	- This should form the **basis for the intervention logic**. - If there is a report of the assessment it may be annexed and the results summarised here with regard to the proposed Action. - When relevant, assessment of risks potentially arising from natural disasters should be provided.
2.4 [INT] If changes in needs assessment at intermediate report stage, please explain	- Complete **only if necessary**: briefly describe only the changes. - In case the changes affect other sections of the Single Form, refer to them.
2.5 [FIN] If changes in needs assessment after intermediate report, please explain	- Complete **only if necessary**: briefly describe only the changes. - Refer also to the sections where the consequences of the changes are further reported on.
3. HUMANITARIAN ORGANISATION IN THE AREA OF INTERVENTION	

3.1 Humanitarian Organisation's presence in the area of intervention: brief overview of strategy and current or recent activities in the country.	- Indicate:
	  - brief overview of current and future strategy in the country
	  - the current and recent activities in the country
	  - brief overview of the presence in the country (number of years, type of intervention, regions, type of set-up).

3.2 Actions currently on-going and funding requests submitted to other donors (including other EC services) in the same area of intervention - indicate how overlap and double funding would be avoided	- Actions **in related sectors** and **nearby geographic** locations should be included here including donor and current state of funding requests (submission/approval…). - Definition of double-funding: the partner receives financing from two or more donors for exactly the same resources (goods or human resources) or the same activities within the same timeframe and the same geographical scope, without declaring it to the respective donors. Double funding is different from co-financing. - Examples of possible actions to avoid overlap could be: split of intervention area, time period differences.

3.3 [FIN] List other Actions carried out by the Humanitarian Organisation or its Implementing Partners in the same period in that area of intervention and how risks for double funding were avoided.	
4. OPERATIONAL FRAMEWORK	
4.1 Exact location of the Action (include map of project location)	- Include the map - Specify the localities, (Try to be as exact as reasonably possible).
4.2 Beneficiaries	
4.2.1 Total number of direct beneficiaries	- At the time of the proposal, this number is **a realistic estimate**. - This should be the total number of individuals receiving goods or directly benefiting from the services provided within the timeframe of the Action, irrelevant of the number of results they benefit from.
4.2.2 Status of the direct beneficiaries (multiple options possible) IDPs Refugees Returnees local population Others (e.g. for Grant Facility, thematic funding, etc.)	- Tick **as many boxes as necessary.** - In case of 'others', specify the type of beneficiaries and their status (e.g NGOs, local authorities, etc).
4.2.3. Specificities of direct beneficiaries (please elaborate, refer to groups as appropriate, e.g. unaccompanied minors, disabled, children, ex-combatants...)	- Should be different from 4.2.2. - Provide more in-depth details about the different categories and groups of direct beneficiaries
4.2.4. Direct beneficiary identification mechanisms and criteria	- Explain how the direct beneficiaries were selected or targeted.
4.2.5 Describe to what extent and how the direct beneficiaries were involved in the design of the Action	- Mechanisms put in place to ensure participation of affected populations in the identification of needs and during the implementation of the Action. - Examples would include consulting village elders or women's groups, coordination meetings with school teachers or local government, etc.
4.2.6 Other potential beneficiaries (indirect, "catchment", etc.)	- Complete only if relevant. - 'Catchment' or indirect beneficiaries are the number of individuals that could potentially benefit from the Action as opposed to the direct beneficiaries.

4.2.7 Direct beneficiaries per sector: SECTOR : BENEFICIARY	- SECTORS are listed in annex.
4.2.8 [INT] In case of changes, please explain	- Complete with modified figures. - Do not repeat what is in the proposal. - Explain any substantial difference from the initial target figures. - Basic data can be changed in 4.2.1, 4.2.6 and 4.2.7.
4.2.9 [Fin] In case of changes, please explain	- Give final figures (no use of strike-through). - Do not repeat what is in the proposal or intermediate report. - In case the final figures differ significantly from the estimated target figures, explain here.
4.2.10 [FIN] Estimate per type of beneficiaries female: … %, male: … % (total= 100%) infants (< 5y): … , children (<18y): …%, elderly: … %	- Report percentages and whole numbers. - Use global figures and reasonable estimates. - According to the Convention of the Rights of the Child, children are 18 years old or less. For simplification, children under 5 are defined as infant (to be clarified). - Elderly is defined as >50 years of age. - In case your organisation uses different definitions, indicate how the global figures were defined.
4.3 Objectives, Results and Activities	- In line with the results based approach, greater attention will be given to the quality of results and indicators.
4.3.1 Overview: Log-frame (max. 3 pages)	**At proposal stage:** - The Log-frame has to provide a good overview of the proposed Action in line with the basics of Project Cycle Management. It is nevertheless an abbreviated version since it contains a maximum of 3 main activities per result and no means and costs. (All this information has to be provided in details in 4.3.2) - This Log-frame will constitute Annex I of the signed Agreement. - As a general rule, the Log-frame should be a maximum of 3 pages. **At reporting stage:** - The Log-frame cannot be used as a "reporting tool" but only as a "modification tool" (i.e. for changes in the Action). Only key data are changed in the Log-frame by <u>using strike-through</u>. - All explanations on changes and updates on stage of implementation have to be provided in 4.3.2 of the Single Form. **Amendment:** - In line with Article 11 of General Conditions, changes in the Log-frame might lead to an amendment.
Title of the Action	- Same title as 1.2. - See explanations in 1.2.

Principal Objective	- There is **only one** principal objective. - The **Principal Objective** explains the longer-term benefits to beneficiaries, or the impact, of the Action. This objective will not be achieved by this Action alone and will require the contributions of other Actions and other players as well. - This objective should be in line with one of the specific objectives of the relevant ECHO Financing Decision. - The Principal Objective **cannot** be modified after the signature of the Agreement.
Specific Objective: Intervention Logic:	- Identify **only one** specific objective per Action. - The **Specific Objective** is what should be achieved by implementing the Action, or the desired results. It should address the core problems or one part of it as identified in the findings of the need assessment. It should be defined in terms of direct benefits for the target groups. - The Specific Objective **cannot** be modified after signature of the agreement. The wording of the objective should be flexible enough so as to allow for future adjustments or minor changes in the Action. Partner should <u>avoid</u> data that might change, such as the number of beneficiaries, the exact location or sub-region of implementation, etc.

Specific Objective: Objectively Verifiable Indicators	- A good indicator should be **SMART**
	  - **S**pecific (an observable Action, behaviour or achievement is described)
	  - **M**easurable (a reliable system is in place to measure progress towards the achievement of the objective)
	  - **A**chievable (can be reached/achieved within the framework of the Action)
	  - **R**elevant (is important/relevant for the achievement of the objective)
	  - **T**ime bound (can be measured within the framework of the Action).
	- Several indicators may be needed to give reliable information on the achievement of the specific objective, but their number should be limited (max. 10).
	- In urgent Actions, these indicators can be less precise. But, if relevant, further details can be provided during implementation, once additional information is available.
	- Revision of indicators will lead to an exchange of letters. The changes should be indicated in strike-through (Fact Sheet n° A.4).

Specific Objective: Sources of Verification	- For each indicator, establish and describe the sources of verification that you will use to assess your performance in delivering these benefits.
	- The sources of verification should specify:
	  - The format in which the information should be made available (progress report, statistics, etc)
	  - What are the sources of information that exist or can be collected (provided by who)?
	- What are the methods required to get this information?

Risks and Assumptions	- **Assumptions** are the external factors that may affect the results of the Action. - **Risks** are negative or critical assumptions. Include realistic risks that are important and that can be mitigated. - The partner can use the same set of risks and assumptions for the specific objective, the different results and activities. - The 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 that will be taken should be explained in 8.1. In certain cases, Action should be redesigned or, if appropriate, even interrupted.
Results	- Results are the 'products and services' provided by the project – or the output envisaged to achieve the Specific Objective. - As a general rule, **each result** is linked to only **one sector** (but several sub-sectors can be addressed). - Only list here the results. Further details will be provided under 4.3.2.
Results: Objectively Verifiable Indicators	- Maximum 5 indicators per result. - Indicators should: o be SMART o include target values o help answer the question 'how will we know if the result have been achieved?'. o include appropriate details of quantity, quality and time. - Revision of indicators will lead to an exchange of letters. The changes should be indicated in strike-through (Fact Sheet n° A.4).
Activities	- List as bullet points the **3** main activities **per result**. - Activities are **the tasks** that need to be carried out to deliver the planned results. - **Additional activities** and **more details** on each activity **MUST** be provided **in 4.3.2**. - No information on means and costs should be provided in this section. That information will have to be provided under 4.3.2.
Pre-conditions	- Pre-conditions are the conditions outside the Partner's direct control that have to be met for the implementation of the planned activities.
4.3.2. More detailed information per result	- As 4.3.1-Log-frame has to be concise, more detailed information will be gathered here. - The information provided under 4.3.2 should be completed at proposal and updated at intermediate (INT) report and final report (FIN) stages. - Each result should be further detailed in the section(s) hereunder.

4.3.2.x. RESULT x	- The wording of the result should be the **same as** in 4.3.1 – Log-frame - Information and communication products developed within the context of a project (operational communication) such as training manuals, hygiene promotion, advocacy leaflets, … cannot be considered within section 9 (for institutional communication) of the SF but within this section under the appropriate result and sub-sector. - Add as many chapters/paragraphs as the number of Results.
4.3.2.x.1. Proposal Stage	
Proposal: Sector: ... Related sub-sectors	- Use **only** the Sector and Sub-sectors listed in Annex of these guidelines. - Each result should refer to **1 sector only**. - There is no restriction on the number of sub-sectors.
Proposal: Total amount: ………... EUR	- It is the **estimated total cost** for achieving this result. This amount will include, i.e. all costs that can be (reasonably) attributed to the result and related activities. - The **sum** of each result "total amount" plus the "total other costs" in table 4.3.2.4 **must** be equal to the "subtotal direct eligible costs" indicated in table 11.
Proposal: Beneficiaries (status + number)	- The information on beneficiaries should be **consistent** with the data in **4.2**.
Proposal: Indicators for this result	- Indicators should be SMART. - There are **max. 5** indicators per result.
Proposal: Activities related to the Result	- In complement to 4.3.1- Log-frame, this section should describe **in detail all the activities** envisaged for the result, and not only the 3 main activities. Sufficient information should be provided in order to understand how the activity will contribute to the achievement of the result. These activities should also be reflected chronologically in the Work plan or GANTT chart. - **Special** attention should be given to certain activities such as cash and cost recovery activities. For those, refer to Fact sheet n° D.3.
Proposal: Means and related costs	- **Sufficient** details should be provided to allow ECHO to assess the **efficiency** and **cost-effectiveness** of the proposed intervention and to allow comparison between similar proposals when appropriate. Unit-costs should be provided when relevant and available. - The main means to be described are goods and services delivered to the beneficiaries, human resources (to be listed under section 10), logistics (including equipment). - Any cost committed between the eligibility date and the start date of the Action should be mentioned in this section. - A list of main durable equipment, together with the indication of whether equipment is fully charged or depreciated, might be appropriate in order to assess its necessity for the implementation of the Action. For further details refer to Fact Sheet n° B.2.

	- As much as possible costs should be attributed to a result (include when possible human resources, logistics, equipment, running costs, etc). In case certain costs are spread over different results, they can be reported pro rata in the relevant results. The allocation mechanism should be explained clearly. Costs which cannot be allocated to results should be indicated under the table "other costs" (4.3.2). - The total cost reported in this paragraph may be less that the total amount mentioned for this result but as a general rule, the total costs reported under the means and costs section should not be less than 80 % of the result total amount.
4.3.2.x.2. INTERMEDIATE REPORT	- Provide update and explanation on progress as well as on changes made to the proposal and particularly to the log-frame section 4.3.1.
[INT] Total amount: ………... EUR	- Update budgeted amount. - If the amount has significantly changed explain why in the field "(INT) update on means and related costs".
[INT] Update on indicators	- Provide update on progress. - If changes on indicators were made to the proposal (log frame strikethrough modifications), explain the reason for the changes.
[INT] Update on beneficiaries (status + number)	- Only complete if there has been a change from the proposal. - Explain why.
[INT] Update on activities	- Update and indicate the degree of completion. - Explain changes in activities
[INT] Update on means and related costs	- Mention occurred and/or foreseen changes; - Explain the circumstances for any significant change.
4.3.2.x.3. FINAL REPORT	This section should reflect the actual state of achievement and implementation of the Action. In this respect, in case the result was not or only partially achieved, sufficient justification should be provided.
[FIN] Total amount: ………... EUR	- Final expenditure per result.
[FIN] Indicators for achieved result	- Report on final achievement of each indicator. - In case the expected indicators were not reached, indicate why and how this influenced the result.
[FIN] Final state on beneficiaries (status + number)	- Report on the actual numbers reached.
[FIN] Activities accomplished	- Complete and explain the degree of completion. - Explain changes in activities compared to the proposal or intermediate report
[FIN] Finally committed means and related costs	- The committed expenses for the whole Action have to be specified. - Reference to the final financial report can be made here.
4.3.2.y. OTHER COSTS	- These costs are generic costs that could not be attributed to one specific result but which nevertheless contribute to the proposed Action.

	- Examples: Country/regional office costs, 1/3 of the time of the country manager, feasibility studies, evaluation, etc. - The first line of the table under 4.3.2.y. will be specifically for **institutional** visibility, information/communication costs related to section 9 of the Single Form. The underlying explanation of costs will be mentioned in section 9. - Other **operational** information/communication costs, if related to several results under 4.3.2 have to go under a separate line. - These costs do not necessarily relate to "other costs" in table 11.
Initial amount	- Specify the foreseen budgeted amount at proposal stage.
Intermediate amount	- Update budgeted amount at intermediate report stage. - Mention **occurred** and/or **foreseen** changes; - Explain the reasons for the change, if any significant change.
Final committed	- At final report stage, indicate amount committed during the Action. - Mention changes that have occurred and explain the reasons for the change. - Reference to the final financial report can be made here.
4.4 Work plan (e.g. Gantt chart)	- 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. - The partner's work plan can be provided as an annex to the Single Form. - A model of a work plan in the form of a Gantt chart is annexed to the Single Form Guidelines. - Not necessary for Primary Emergencies at proposal stage but has to be provided from intermediate report stage onwards.
4.4.1.[INT] Revised work plan, if changed after proposal	- Make here **general comments** on the progress of the Action. - **If changes**, insert an **updated** table.
4.5 Monitoring, evaluation, audit and other studies	
4.5.1 Monitoring of activities (explain how, by whom)	- Describe the monitoring mechanisms. These mechanisms are related to activities, results and specific objectives and should be closely linked to the indicators and sources of verification. These monitoring mechanisms are the ones that should be foreseen and implemented by the partner in any Action to control its implementation and its achievements. - This section on monitoring does not refer to the services of an individual consultant or a private firm, but it specifically relates to the monitoring activities carried out by ECHO partners. - Include also monitoring carried out by implementing partners.

4.5.2 Tick the box if one of the following studies will be undertaken: an external evaluation during the Action an external evaluation after the Action an external audit during the Action an external audit after the Action an internal evaluation or internal audit related to the Action 4.5.3. Other studies: please elaborate:	- Complete only if relevant. - Only studies that are Action-specific 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, study or audit report must be submitted with the final report if financed by this project. - For external evaluations, audits and studies financed by the Action, the Terms of Reference have to be submitted to ECHO before the external evaluation, audit and study takes place (see Article 5.1 General Conditions). Audit, evaluation and studies costs have to be committed before the end of the implementing period of the Action. The audits, evaluations and studies must be carried out within three months after the end of the Action. - Embedded audits (funded by the Action) are eligible but will <u>not</u> replace audits carried out by ECHO.
5. CROSS-CUTTING ISSUES	
5.1 Describe the expected level of sustainability and/or connectedness	- **Sustainability** is the probability of continued long-term benefits. In the humanitarian context, sustainability is related e.g. to hand-over possibilities, lifespan/maintenance of equipment and expected length of impact of training. This sustainability can be defined in terms of the local community, local or national authorities and/or in the strategy of another donor. **Connectedness** refers to the need to ensure that activities of a short-term emergency nature are carried out in a context that takes longer-term and interconnected problems into account. - Examples: - Installing water pumps in a watsan project should be sustainable after the NGO has left. - Medical NGOs cannot be required to be sustainable in Primary Health Care actions, nonetheless they should connect to the local government or equivalent providers to ensure that the situation does not regress.
5.2 Continuum strategy (Linking Relief, Rehabilitation and Development)	- If relevant: - Add a description of how the Action will continue in the field after the end of the ECHO funded Action and with which other donor (EC service or other donor). - Indicate how the current Action will make progress towards a recovery/post emergency and development-oriented project.
5.3 Mainstreaming (e.g. Disaster Risk Reduction, Human rights, Children, Gender, Environmental impacts, others to be specified)	- In this section indicate when relevant how cross-cutting issues such as e.g. Disaster Risk Reduction, Human rights, Children, Gender, Environmental impacts, HIV/AIDS, "Do no Harm" will be integrated into the Action.

	- In case such integration is taking place, components should be included in 4.3.2. (under results or indicators or activities). - ECHO has developed strategies, guidelines and orientations on some of these themes (http://ec.europa.eu/echo/index_en.htm) and mainstreaming of cross-cutting issues will be positively assessed by ECHO. This is clearly the case for integrating disaster risk reduction in response to natural disaster when feasible.
5.4 [INT] In case of changes or problems to be addressed, please explain	- Only report on the relevant and significant changes and/or problems.
5.5 [FIN] In case of changes or problems to be addressed, please explain	- Only report on the relevant and significant changes and/or problems.
6. FIELD COORDINATION	- The Action should be implemented in close coordination with all stakeholders, such as ECHO partners, local and national authorities, other humanitarian organisations, etc. The objective is to avoid overlaps and gaps in the provision of humanitarian aid and to gain possible benefits of synergies. - Security coordination has to be addressed under 8.2.
6.1 Field co-ordination (indicate the Humanitarian Organisation's participation in coordination mechanisms with other relevant stakeholders, e.g. clusters, NGOs, UN agencies, others to be specified as well as the links with the Consolidated Appeal Process, when relevant).	- Explain your participation in national and local co-ordination fora and co-ordination with other humanitarian organisations if relevant to the Action.
6.2 National and local authorities (relations established, authorisations, coordination)	- Type of relationship and coordination modalities that will prevail during the implementation if relevant to the Action. - If relevant, explain the measures taken to obtain the necessary authorisations to operate in the country, e.g. obtaining permits, ensuring compatibility with national legislation and local standards, etc.
6.3 Co-ordination with ECHO (indicate the Humanitarian Organisation's contacts with ECHO and its technical assistants in the field)	- Discussions and information sharing with ECHO technical assistance in the field are recommended during proposal development and throughout the Action. - However, through the entire Action cycle the technical assistants do not have the mandate to approve proposals, modifications or reports. Official decisions about a proposal, its modification, acceptance or rejection and subsequent reports can only be taken by ECHO Brussels. - For further details see Fact Sheet n°. A.6.
6.4 [INT] In case of changes or co-ordination problems, please explain	- Only report on problems and changes in co-ordination that can have a significant impact on the implementation of the Action and the achievement of the objective and results.

6.5 [FIN] In case of changes or co-ordination problems, please explain	- Only report on the relevant and significant changes and/or problems and their impact on the implementation of the Action and the achievement of the objective and results.
7. IMPLEMENTING PARTNERS	- An implementing partner is an organisation which carries out part of the activities of the Action in co-operation with the ECHO partner. It can be based in the country of Action or in any other country.
7.1 Name and address of implementing partner(s)	- Official name and office address. - If the implementing partner has not been identified at the proposal stage, this information will have to be provided at intermediate or, at the latest at final report stage.
7.2 Status of implementing partners (e.g. NGO, local authorities, etc.) and their role	- Explain the role of your implementing partner(s) within the Action.
7.3 Type of relationship with implementing partner(s) and the expected reporting by the implementing partner	- Include a description of the relationship as well as the legal commitment and relationship (e.g.: network, contract or MOU). - Explain how the work of the implementing partner will be monitored/supervised.
7.4 [INT] In case of changes, please explain	- Only report on significant changes and/or problems.
7.5 [FIN] In case of changes, please explain	- Report on significant changes and/or problems.
8. CONTINGENCY MEASURES AND SECURITY	- This section is also linked to section 4.3.1 and should provide only additional information.
8.1 Contingency measures (Plan B/ mitigating Actions to be taken if risks and assumptions spelled out in the log-frame materialised)	- In case some of the assumptions or risks materialise, the partner should explain how it would react in order to mitigate their effects on the implementation of the Action and what other options would be proposed for the achievement of the envisaged results.
8.2 Security considerations	
8.2.1 Security situation in the field, describe briefly	- The partner shall give their assessment of the security constraints on the Action. - Coordination mechanisms should be included, if relevant.
8.2.2 Has a specific security protocol for this Action been established? Yes No Standard procedures If yes please elaborate	- If a specific security protocol for the Action has been established outside the standard procedures for the country or the organisation (reply YES), include a brief description of the protocol, how and why it is Action specific.

8.2.3 Are field staff and expatriates informed of and trained in these procedures? Yes No	- If NO explain why not and which mitigating measures were taken, if necessary.
8.3 [INT] In case of changes or problems to be addressed, please explain	- Only report on the relevant activities and significant changes and/or problems.
8.4 [FIN] In case of changes or problems to be addressed, please explain	- Only report on the relevant activities and significant changes and/or problems.

9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES	This section concerns: o **Visibility** obligations o **Institutional** partners' Communication/information activities on EC/EU (not operational communication on the project). - **<u>Operational information or communication</u>** products developed within the context of a project (such as training manuals, hygiene promotion, advocacy leaflets, etc.) **must** come under section **<u>4.3.2., under the appropriate result and sub-sector</u>** (and should not be reported here in section 9). Bear in mind that even if the activity is operational and not paid for under the institutional visibility line, all information and communication materials produced must bear the ECHO visual identity and (when appropriate) the recognition of EC's funding. - **<u>Purely institutional visibility, information/communication</u>** should be described under this section 9 and the total cost should be reported under section **<u>4.3.2.y. "Other costs" - on the first line</u>.** Partners should consult the ECHO website: • (1) ECHO Communication Guidelines (new version available in October 2008) • (2) Visual Identity.
9.1 Planned communication activities (in field and/or in Europe)	If communication activities are planned, provide: • a description of the proposed communication activity and the main means and related costs, per activity, where appropriate, • the goal of the communication activity; and • the target public (general), intended audience/impact (specific), including figures.
9.2 Visibility on durable equipment, major supplies, and at project locations.	As a reminder, this kind of visibility is contractually binding, in line with Article 4.2 of the General Conditions and the use of the appropriate logo is therefore compulsory on all products funded under a given project. • Describe briefly how visibility will be assured. • Indicate the types and volume of material produced (for example, posters, stickers, clothing items) and the related costs. Whenever, for security reasons, the partner is not in a position to implement visibility activities, this section should provide detailed reasons and the request for ECHO's explicit agreement.

9.3 Planned publication activities (only public relations publications, no operational)	If non operational publication activities are planned (no obligation) , provide the following information: • the type of publication and foreseen costs, • the goal; and • the target public (general), intended audience/impact (specific), including figures. A draft of the text will have to be submitted to ECHO before publication.
9.4 [INT] In case of changes, please explain	- In the event of changes, explain. Only report on the significant changes.
9.5 [FIN] Report on the relevant activities	- Report on the relevant activities, with: • a description of related costs and means • copies of press releases, press cuttings , all publications and audiovisual materials produced and any relevant visibility items (or pictures thereof).
10. HUMAN RESOURCES	- When assessing this section, ECHO will pay attention to its consistency with 4.3.2 and 4.4. - Indicate total figures per function and status.
10.1. Function	- The function relates to the **tasks** (doctors, nurse, project manager, engineer, etc).
Status Eg Expat, local staff, implementing partner staff	- An Expatriate staff member is any person that has signed a contract with a humanitarian organisation/implementing partner (either as an employee or voluntary worker), that is active where the Action takes place and for whom at least 2 of the following three criteria apply: - 1. Nationality (the staff member is not national of the country where the Action takes place); - 2. Residence (the staff member is not resident in the country where the Action takes place); - 3. Country of recruitment (the staff member has not been recruited in the country where the Action takes place). - Personnel meeting only one or none of these criteria shall fall under the category of local staff. - Information on implementing partner staff is needed for key staff, in particular when no expatriate staff of the partner directly manages the Action at the local level.
Number of staff	
Number of man/month in project	
Comments	
10.2 [INT] In case of changes, please explain	- Only if there are significant changes.
10.3 [FIN] In case of changes, please explain	- Only if there are significant changes. - Link will have to be made with the final financial report (see guidelines on final financial report).

11. FINANCIAL OVERVIEW	- This table will constitute annex II of the signed Agreement. - This financial overview is also closely linked to the Final financial report. - For more details and advice, see the Final Financial Report Guidelines.
Column - Eligible cost of Action	- It is recommended that partners use their formats to report eligible costs. - Modification of the amounts between headings is possible and does not lead to an amendment. - The partner will specify these headings at proposal stage and these headings will become the chapters of the final financial reporting. The headings given in the template are provided as examples. - The denomination of headings cannot be modified during the lifetime of the Action. New headings can be added if necessary. - The "subtotal direct eligible costs" equal the total amounts of the results, specified in 4.3.2.x, and other costs, specified in section 4.3.2.4. - The indirect costs cannot be higher than 7% of the "subtotal direct eligible costs". - Total costs = Total Funding.
Column – Funding of Action	- **Direct revenue of the Action**: In case the Action itself creates income, the initial budgeted/final amount has to be mentioned here. As this will be considered as income, it can increase the overall amount of the Action. This income will be deducted from ECHO 's contribution. Example: fees paid for participating to trainings organized by the partner. - **Contribution by applicant**: if the Organisation makes a contribution to a certain portion/percentage of the costs of the project, mention here the foreseen amount. - **Contribution by other donors**: give an indication of the approved and/or expected funding by other donors. This may include contributions of other DGs of the European Commission. This information is based on real contributions in the Final report. - **Contribution requested from ECHO**: the expected funding of ECHO. This will be equal to the foreseen amount in the Agreement at the moment of signature of the Agreement. - **% of total funding**: in the case of co-financing Agreements only, the % of ECHO funding in relation to the total project costs is required. As specified in article 21.4 of the General Conditions in case that the eligible costs at the end of the Action are less than the estimated "subtotal direct eligible costs" at proposal stage, the contribution of the European Community may be limited to the amount produced by multiplying the actual expenditure by the "percentage of total funding". - **Total funding** is the sum of the direct revenue and 3 types of contribution mentioned in the column. It will always be equal to "Total Costs Funding".

11.1 [FIN] In case of other donors, please identify the donors and the amount provided.	- <u>In case of other donors only</u>: indicate also if these other contributions are confirmed or if there are any special conditions required by other donors
12. ADMINISTRATIVE INFORMATION	- **All** sections of this section should be filled in.
12.1 FPA number (if applicable)	
12.2 Name and title of legal representative signing the Agreement	- Legal representatives are staff members authorised to legally commit the humanitarian organisation. - The list of authorised staff members is encoded by the NGO partner into ECHO database APPEL. For International Organisations partners, this is done by ECHO.B2. - Any change in that list shall be notified through APPEL. - Indicate here the name of the person to be included as representative of the organisation and for signature.
12.3 Name, telephone, e-mail and title of the person(s) to be mentioned in Article 7 of the Agreement	- The various people to be kept informed in the Humanitarian Organisation can be identified in this section. - The partner may add the names of up to 2 persons who may launch unilateral modifications as well as amendment request on behalf of the Humanitarian Organisation. All information sent out by ECHO Brussels for the related Action will be automatically copied via e-mail to these addresses.
12.4 Name, telephone, fax and e-mail of the representative in the area of intervention	
12.5 Bank account Name of bank: […] Address of branch: […] Precise denomination of the account holder: […] Full account number (including bank codes): […] IBAN account code, (or BIC country code if the IBAN code does not apply): […]	
13. [FIN] CONCLUSIONS AND HUMANITARIAN ORGANISATION'S COMMENTS	- At final report stage, it is recommended to mention particular difficulties faced during the implementation, lessons learnt, ideas for future projects and to provide any other information which is considered useful for a better understanding/evaluation of the implemented Actions and its achievements.

Annex A: Procurement table

This table is only mandatory for Agreements with an A-control mechanism.

All sections of this section should be filled in.

It regroups the main significant procurement procedures for this Action and will be filled in at proposal stage and updated at intermediate report and final report stage. The Partner may attach a table with another lay-out (e.g. used inside the project) provided that the information indicated in the table below is available. Partners that signed an agreement with a P-control mechanism do no have to provide such a table with the Single Form at proposal or reporting stages.

A whole procurement procedure will be dealt with per row. A procurement procedure can not to be split because it is used in several activities. If a procurement procedure has to be split, an explanation has to be given.

The dates for launching and contracting can also be expressed in number of weeks after the start of the Action.

Description of the supplies, services or works	**Quantity**	**Amount (EUR)**	**Procurement procedure**	**Derogation Y/N**	**(Forecast) Launch date procedure**	**(Forecast) Contracting dates**
Examples Supply: blankets Services: sub contractor consultant Works: digging wells			Open international tender, open local tender, negotiated procedure, single quote, framework contract or use of a Humanitarian Procurement Centre (HPC)		Date or number of weeks into the Action	

Annex I: List of sectors and sub-sectors

Sector		Sub-Sector	Comments
1	**Food assistance, short term food security and livelihood support**	**General food aid**	General in-kind food distributions, blanket in-kind food distributions, targeted in-kind food distributions etc.
		Activity-linked food aid	In-kind food-for-work, in-kind food-for-assets, in-kind food as incentive (for training) etc.
		Cash and vouchers	General or targeted distribution of cash, vouchers etc. to achieve food security or nutritional objectives
		Activity linked cash and vouchers	Cash-for work, vouchers for work, cash for training etc. to achieve food security or nutritional objectives
		Short-term livelihood support and emergency food-security.	Distribution of agricultural inputs, distribution of livestock, distribution of other productive assets, provision of livelihood-related services (animal health, agricultural extension etc); training, etc.
		Food security information and analysis	Early-warning systems, food-security monitoring systems, market analysis mechanisms etc.
		Constitution of emergency food stocks	Support to strategic grain reserves, cereal banks, etc.
		Other	None of the above, to specify
2	**Water, sanitation and hygiene promotion**	**Rehabilitation, development and operation of water supply and treatment systems**	Actions related to provision of water in humanitarian crisis including (but not limited to); construction/rehabilitation of urban and rural water supplies, drilling of boreholes, digging wells, installation of hand pumps, temporary emergency water supplies, distribution of water treatment materials and capacity building for sustainable operational and maintenance of water supplies.
		Sanitary facilities and waste management	Construction of sanitation facilities including latrines, support to urban sanitation systems, capacity building for sustainable management, waste disposal and management systems for urban areas or camps.
		Hygiene promotion	Hygiene promotion campaigns, development of hygiene promotion materials, training of leaders, distribution of hygiene items, KAP surveys, etc.
		Other	None of the above, to specify
3	**Health**	**Prevention and response to outbreaks/epidemics**	
		Preventative and curative care	Preventive and curative primary and secondary health care activities (not including epidemics).

		Health infrastructure rehabilitation	Health clinics/posts, hospital rehabilitation.
		Mental and psycho-social support	Mental and psycho-social support; including educational and recreational activities (for children).
		Emergency health assistance	Health care services delivered in acute circumstances such as war situations (trauma surgery, first aid, evacuation of injured) or in areas with extremely difficult access (mobile clinics).
		Reproductive health	.
		Other	None of the above, to specify
4	**Nutrition**	**Prevention of under nutrition, nutritional rehabilitation and supplementation**	Activities that aim at preventing or treating malnutrition (Supplementary and therapeutic feeding centres, Community based treatment, education, training, etc.)
		Surveys and surveillance	Ad hoc nutritional surveys or stand by surveillance or monitoring systems
		Other	None of the above, to specify
5	**Shelter and NFIs**	**Emergency temporary shelter**	Actions related to the provision of temporary shelter in humanitarian crisis including (but not limited to): the provision of tents, materials for the construction of temporary shelter (plastic sheeting, wood, roofing-sheets, nails, tools, rope, etc.) and the repair and / or modification of public buildings to temporarily accommodate the homeless.
		Post emergency rehabilitation / semi permanent shelter	Actions related to the provision of shelter in humanitarian crisis that is recognized as a solution for the longer term, including (but not limited to): the provision of materials and tools for the construction or repair of shelters and in exceptional cases the actual reconstruction or repair of shelters.
		Provision of Non Food Items	Actions related to the provision of non-food items in humanitarian crisis including (but not limited to): buckets, jerry-cans, cooking kits, plastic sheeting, rope, cooking/heating fuel, sanitation kits (soap, sanitary napkins etc), clothing, blankets, etc.
		Other	None of the above, to specify
6	**Disaster preparedness**	**Local disaster management components**	Community preparedness, local EWS, evacuation plans, contingency planning etc. & capacity building (training) for local DM institutions.
		Institutional linkages and advocacy	Advocacy - Facilitation of co-ordination; institutional strengthening (linked to institutions involved in disaster management)
		Information, education, communication	Public awareness raising; education (linked with activities in schools of catchment population), National/Regional EWS
		Small-scale infrastructure and services	Infrastructure support including construction/rehabilitation of bunds, water supplies, drainage channels, disaster resistant housing, facilities etc. Mitigation works including resettlement, natural resource management, livelihood protection and/or diversification.

		Constituting stocks of emergency and relief items	Strategic pre-positioning of selected items, logistics systems for rapid disbursement, warehouse systems for tracking stocks etc
		Other	None of the above, to specify
7	**Protection**	**Prevention of and response to violence**	Including psycho-social support to and medical care for victims of violence. This covers also sexual and gender based violence if not included under health.
		Child Protection	Including prevention of child recruitment by armed forces or groups and social reintegration of former CAAF, family tracing and child reunification, educational and recreational activities.
		Refugee/IDP protection	To include interventions dealing with registration and formal identification, ensuring the rights in the context of international law (including legal aid), reducing threats to physical safety and security, educational activities and other interventions (including conventional assistance) that have as first objective the protection of refugees or IDPs. Conventional intervention (health, watsan, etc.) that are implemented in support of basic survival, often in a camp setting, should not be categorised as protection (UNHCR will at times include these under the umbrella of refugees protection).
		Strengthening of protection sensitivity	IHL dissemination and advocacy.
		Detention programmes	Including the monitoring of the treatment of detainees, both prisoners of war as well as other prisoners, in situations of conflict. This can include conventional assistance interventions whose primary purpose is to access the detainees for the purpose of protection (such as food aid, water, sanitation or other rehabilitative works implemented in a prison but where the primary goal is to gain access to the prisoners in order to monitor their treatment).
		Other	None of the above, to specify
8	**Coordination**	**Facilitation of coordination/information management**	Actions related to the provision and facilitation of coordination in humanitarian crisis, including (but not limited to) actions to provide and/or enhance information management, the provision of humanitarian information centres and the provision of other coordination services, including civil-military coordination
		Public awareness and advocacy	Public awareness and advocacy
		Other	None of the above, to specify
9	**Support to Special Operations**	**Special logistic operations**	Such as air support or common transport facilities
		Security	Security services provided.
		Capacity Building	Specific activities related to capacity building of the implementing organisation

		Feasibility studies, needs assessment and other studies	Feasibility studies, needs assessment and other studies
		Emergency infrastructure	Including rehabilitation and / or reconstruction (not covered under any of the above sectors)
		Other	None of the above, to specify
10	**Mine Actions**	**Demining**	De-mining
		Assistance to victims	
		Mine risk reductions	Including de-mining awareness and local capacity building
		Other	None of the above, to specify

Annex II – Gantt Chart

TITLE OF THE ACTION: EXAMPLE OF A GANTT CHART same as in Point 1.2 above						
Activities	Stage	Month March	Month April	Month May	Month N-1	Month N
Activities for Expected Result 1:						
R 1.1						
A.	Prop	Area a	Area b			Area ab
	Intermed					
B.	Prop					
	Intermed					
Activities for Expected Result 2:						
R 2.1						
A.	Prop					
	Intermed					
B.	Prop					
	Intermed					
……………						
……………..						
Prepare the final report						