FRAMEWORK PARTNERSHIP AGREEMENT – ANNEX 1 - SINGLE FORM

Guidelines

These guidelines are drafted for information purposes only. They intend to provide a basis for a common interpretation of the standard formats of the FPA to both partners and ECHO staff. The guidelines do not replace nor supplement the General Conditions of the FPA. ECHO has the right to revise and update these guidelines at any time[1].

INTRODUCTORY REMARKS

The Framework Partnership Agreement (FPA) that came into force in January 2004 pursues the improvement of the efficiency and the effectiveness of the humanitarian aid operations funded by the European Commission. In order to achieve this objective, one of the lines of action followed is the simplification and streamlining of the administrative procedures necessary for the management of agreements funding humanitarian operations.

The introduction of the single form plays a central role in this strategy, reducing the number of documents to be used for the assessment, implementation, monitoring and final evaluation of a humanitarian operation to only one. Equally, the single form is to be used for any action funded on the basis of Council Regulation 1257/96 on Humanitarian aid. Furthermore, all humanitarian organisations, non-governmental organisations (NGOs) and international organisations will use it for the submission of their project proposals and reports.

The single form is a "living document"; it evolves along with the operation it refers to. At pre-determined moments of the cycle of an operation, and whenever a modification of the original agreement is envisaged, the form allows the humanitarian organisation to provide all the essential and/or new information, concerning the operation's strategy and its development. The operation's log-frame must be submitted and adjusted if necessary at each step (proposal, interim and final reports).

[1] This version of the guidelines is based on the experience gained during the first months of implementation of the new FPA procedures.

Modifications of the Annexes of the Framework Parnership Agreement, supporting documents or instructions do not require the signature of a new Framework Parnership Agreement.

Future versions and updates of these guidelines can be identified by the version number that appears in the top right corner of the page. The version number identifies the date of production of the document. The first two digits identify the year, 05, the following two digits the month, 08, and finally the last two, the day, 03. A higher number will identify a more recent version.

These guidelines refer to the single form format to be used in the framework of a grant agreement. There are small differences with the single form used for a contribution agreement with international organisations. To avoid confusion, specific guidelines for contribution agreements with international organisations have been drafted.

The single form is based on the Project Cycle Management (PCM) approach. ECHO has developed a simple PCM manual taking into account the specificity of humanitarian aid operations. Many of the concepts used in the single form are taken from the PCM Manual, in particular those concerning objectives, results, indicators, sources of verification and log-frame. It is, therefore, strongly recommended to read the PCM Manual for a better understanding of the terminology used.

STRUCTURE OF THESE GUIDELINES

The objective of the present guidelines is to explain the use of the single form during the three main phases of the administrative process of a humanitarian operation:

1. Assessment of the project proposal and funding request and definition of objectives and indicators: Project proposal_1._GENERAL_INFORMATION.
2. Monitoring of the implementation of the operation; interim reporting and modification of agreements and preliminary final report: Interim report.
3. Final evaluation and assessment of the operation results: Final report.

PROJECT PROPOSAL AND FUNDING REQUEST

1. The single form as a project proposal

The single form is the standard format to introduce a project proposal. The submission of a project proposal starts the administrative procedure that may end with the signature of a grant agreement. The agreement commits the European Commission to provide a financial contribution for the implementation of the humanitarian operation described in the proposal and commits the humanitarian organisation in the achievement of the objective and results identified. The single form is, therefore part of the grant agreement, as stated in Article 1.2 of the Special Conditions.

From a legal point of view, the reception and registration by ECHO of a single form is considered as a submission of a grant application within the meaning of Article 112 under the Financial Regulation[2] and is of great importance in establishing the eligibility date of expenditure of a given operation.

All sections of the form, for which information is available, must be filled in, in the most complete manner and taking into account the context of the proposal: primary emergency, emergency, non-emergency, global plan, etc. All information concerning a given case or crisis is important/relevant if it allows a better understanding of the situation and of the problem at stake. Nevertheless, sections 3.1 (“Partner’s strategy in country and/or region of the Operation”), 3.4 (“Previous humanitarian Operations with EC grants in the country / region”), 7 (“Perspectives of the humanitarian

[2] Council Regulation (EC, Euratom) 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. Official Journal L 248, of 16 September 2002.

organisation in terms of linking relief, rehabilitation and development") and 8 ("Mainstreaming") are not mandatory in the case of primary emergency operations.

Some sections are not applicable (Sections 1.3.2 ("Interim narrative report"), 1.3.3 ("preliminary final report"), 1.3.4 ("final report") and 1.4 ("grant agreement number")) and should therefore be left empty at the proposal stage. Besides, the template of the single form should by no means be altered when introducing a proposal (Sections 1.3.2, 1.3.3, 1.3.4 and 1.4).

Some sections of the single form are similar to a check list, in particular Sections 3.5 ("have you discussed this proposal with ECHO's technical assistance office in the country/region of Operation?"), 5.3 ("security"), 6.3. ("material resources") and 10.4 ("Contractor(s) and procedure envisaged for the award of the contracts"). Not answering these questions or providing an incomplete answer may result in the rejection of the proposal.

The assessment of the proposal is the responsibility of the appropriate geographic desk officer with the assistance of ECHO's expert in the field. On the basis of the information provided by the humanitarian organisation, the Commission will decide whether to provide financial support for the implementation of the operation.

2. The single form as a funding request

The operation proposal/single form is also a funding request. This means that the financial information necessary to verify the relevance of the costs envisaged and to assess cost efficiency should be provided by the humanitarian organisation. In this respect, complete explanations of the costs envisaged have to be provided in sections 4.9 ("activities"), 4.10 ("Work plan"), 4.11 ("monitoring, evaluation and external audits"), 6 ("resources required"), 9 ("visibility plan and communication strategy") and 10.4 ("Contractor(s) and procedure envisaged for the award of the contracts") of the form.

Section 1 of the form is also annex I of the grant agreement, (description of the operation). The executive summary of the operation (section 1.7 of the form) reproduces exactly (copy-paste) other sections of the proposal. Therefore, its content should be the exact copy of the content of the corresponding sections. ECHO is currently developing a web-based application that will automatically produce Annex I of the grant agreement, but for the time being, partner organisations must submit Annex I of the grant agreement.

3. Elements to be verified when submitting a project proposal funding request

The single form (project proposal/funding request) shall be submitted according to the following guidelines:

- 30 pages maximum, excluding annexes;
- clear needs assessment and definition of intervention strategy;
- consistent with the operation's logframe (guidelines on the logframe standard format are available http://europa.eu.int/comm/echo/index_fr.htm)
- precise and specific information for each section (avoid repeating the same information in different sections, no cut and paste from previous proposals);
- detailed data presented in a structured way (whenever possible as a table);
- pertinent documents, such as feasibility studies, included as annexes.

The following annexes are mandatory:

- ✓ Operation's Logical Framework;
- ✓ Work plan (GANTT diagram or other);
- ✓ When applicable, general Terms of Reference of external audit and/or external evaluation if these costs are included as direct eligible costs of the operation. Specific Terms of Reference are to be provided before the start of the evaluation.

Proposals must also be accompanied by the standard budget breakdown (Annex II of the General Conditions). Based on these documents, the Commission will draft the grant agreement and the budget summary and financial plan (Annex II of the Grant agreement).

Finally, it is strongly advised that the operation proposal is sent to ECHO by registered mail. However, in case of emergency where it is important to establish an early date of eligibility of expenditure, an advance copy may be sent by fax or by e-mail. This copy will be registered and considered as a submission of a grant application from a legal point of view.

SECTIONS	GUIDELINES and COMMENTS
1. GENERAL INFORMATION	*Section 1 of the single form is also Annex I of the grant agreement: description of the operation.*
1.1. Name of Humanitarian Organisation	*Full name of the organisation*
1.2. FPA number (if applicable):	*Organisations that have not yet signed the FPA can also present a proposal. Before approving the financing request and signing a grant agreement, ECHO has to carry out a number of checks. The derogations for FPA signatories do not apply in this case. This procedure is exceptional and must be justified by overriding needs.* *For further information please refer to the fact sheet on contractual relations.*
1.3. Purpose of the submission	*Identify if it is the submission of a new proposal or if it is a revised version of a previously presented proposal.*
1.3.1. Proposal ☐ New proposal: date:dd-mm-yy ☐ Revised proposal: date: dd-mm-yy ☐ ECHO reference: A/… date: dd-mm-yy	*The date is the dispatch date of the document to ECHO.* *ECHO reference is communicated to the partner with the acknowledgement of receipt of a new proposal. ECHO reference includes a number and a date of registration.* *For revised proposals, the partner should mention this reference.* *The last version of the proposal will be the one used to generate Annex I of the Agreement. The partner must send the last version, as ECHO cannot modify a proposal.*
1.3.2. Interim narrative report ☐ date: dd-mm-yy	*Not applicable at this stage.*
1.3.3. Preliminary final report ☐ date dd-mm-yy	*Not applicable at this stage.*
1.3.4. Final report ☐ date dd-mm-yy	*Not applicable at this stage.*

SECTIONS	GUIDELINES and COMMENTS
1.4. Grant agreement number: ECHO/…	*Not applicable at this stage.*
1.5. Implementing rules applicable to this agreement ☐ Grant, 100% financing ☐ Grant, co-financing	*When requesting 100% funding, the partner shall provide the reasons on which the request is based in section 11.2 of the single form. The desk shall then evaluate the partner's request and provide a reasoned explanation of his/her decision in the FICH-Op.* *See point 11.2 below for the three criteria that justify 100% funding.* *Independently of the financial contribution requested, the proposal shall present the operation in full.*
1.6. Framework of this submission Primary emergency decision ☐ Emergency decision ☐ Ad hoc decision ☐ Global plan decision ☐ DIPECHO ☐ Other, please specify ☐ (Grant Facility, thematic funding)	*At the time of first submission of a proposal, it may not be possible for the partner to know the type of funding decision that the Commission intends to adopt. In this case this section should be left empty.* *However, it is important to specify this information in the last version of the proposal before the signing of the agreement as the type of decision determines some of the procedures that will have to be followed by the partner.*
1.7. Executive summary of Operation	*This section contains the main elements of the proposal. The humanitarian organisation must copy the contents of the sections of the proposal listed below.* *For guidelines concerning the sections below, it is advised to refer to the relevant section further on in the document. Expected results and indicators should be clearly and fully stated.*
(4.1.) Title of the Operation	4. OPERATIONAL FRAMEWORK
(4.2.) Exact location of the Operation	4. OPERATIONAL FRAMEWORK
(4.3.) Start date of the activities in the field (start date of the Operation)	4. OPERATIONAL FRAMEWORK
(4.4.) Duration in months	4. OPERATIONAL FRAMEWORK

SECTIONS	GUIDELINES and COMMENTS
(4.5.1.) Total number of direct beneficiaries	4. OPERATIONAL FRAMEWORK
(4.5.2.) Identify the status and give details of the beneficiaries:	4. OPERATIONAL FRAMEWORK
(4.7.1.) Operation specific objective	4. OPERATIONAL FRAMEWORK
(4.7.2.) Indicator(s) and source(s) of verifications	4. OPERATIONAL FRAMEWORK
(4.8.1.) Result 1, relevant indicator(s) and source(s) of verification	4. OPERATIONAL FRAMEWORK
(4.8.n.) Result n, relevant indicator(s) and source(s) of verification	4. OPERATIONAL FRAMEWORK
(11.1.) Total budget of the Operation: EUR […],	11. FINANCIAL INFORMATION
(11.2.) Contribution requested from European Community: EUR […]	11. FINANCIAL INFORMATION
(11.5.) Eligibility of expenditures, date	11. FINANCIAL INFORMATION

2. NEEDS ASSESSMENT	*This section refers to two types of needs assessments.* *The **first type** is an assessment that is carried out outside the timeframe of the operation.* *Should the partner request funding for this study, a separate single form for a specific grant agreement should be filled in. If no funding is requested, the partner shall anyhow provide details on the assessment since the results are relevant for the proposal evaluation.* *2. The **second type** is an assessment that takes place within the implementation period of an operation in order to optimise the implementation of the operation or to prepare follow-up operations.* *If a partner requests ECHO funding for carrying out either type of needs assessment, the Terms of Reference should be included. When the needs assessment is carried out by an external body, the procedure used for tendering should be indicated in section 10.4.*
2.1. Date(s) of assessment	*Indicate the date and the period covered/duration of the study.*

2.2. Methodology and sources of information used	*Indicate the methodology followed and list the main sources of information used and/or quoted.*
2.3. Organisation/person(s) responsible for the assessment	*If the assessment was carried out by another organisation, it is important to give the names and qualifications of the assessors.*
2.4. Problem statement and stakeholder analysis	*This section presents the general situation and the stakeholders of the proposal. In the PCM manual this corresponds to the problem tree.*
2.5. Findings of the assessment	*If a report was specifically produced to prepare the operation proposal, enclose a copy or a summary of the findings. The partner can choose which is the most convenient.*

3. HUMANITARIAN ORGANISATION'S STRATEGY	*Sections 3.1, 3.2 and 3.4 are not mandatory for primary emergencies.*
3.1. Partner's strategy in country and/or region of the Operation	*The partner shall give a brief history of its presence in the country or region (location(s), sector(s) of intervention, main donors), its general strategy in the country (not the partner's general mandate or vision) and their current or recent activities, stressing links with the present proposal (lessons learned). Note that a region is a geographic entity within the country of operation.* *Mention the Operations that are implemented outside ECHO's mandate or funded by other donors.*
3.2. Link between the Operation, the findings of the assessment and the problem statement.	*According to the PCM approach, an operation is supposed to solve only one branch of the problem tree. In relation to what is described in section 2.4 and 2.5, the partner shall explain the choices that have been made (strategy of the operation). It is essential that a logical framework matrix is annexed to the proposal.*
3.3 Is/are there similar Operation(s) in the country/region? **If yes, explain the measures foreseen to avoid overlap/duplication?**	*An operation is considered similar if it shares the following elements with the operation to be funded by the EC: the beneficiaries, the sectors of intervention and the geographic area of intervention.* *The system to be applied by the partner for the identification of costs and the way these are charged to the different projects has to be outlined here. It is very important to present the procedure followed in order to avoid double funding when the operation to be funded by the Community involves sharing of personnel, equipment or support structures with other operations implemented during the same period.*
3.4. Previous humanitarian Operations with EC grants in the country / region	*Mention, if relevant, reference numbers of previous/existing humanitarian operations with EC grants in the same country/region during* ***the last 2 years.*** *Make a distinction between ECHO funded operations (only reference number) and other EC-funded programmes (amount, date, objectives, sectors…).* *In case of DIPECHO or Grant Facility proposals, partners should make reference to similar projects funded by ECHO independently of country or region of operation.*

3.5.	**Have you discussed this proposal with ECHO's technical assistance office in the country/region of Operation?** ☐ **Yes** ☐ **No** **Comments:**	*All proposals for humanitarian aid should be discussed with ECHO's technical assistance office covering the region/country prior to submission.* *If this is not the case here, the partner should explain why.*

4.	***OPERATIONAL FRAMEWORK***	*Objectives, results, activities, indicators, assumptions and pre-conditions must also be presented in the logical framework matrix (max 3 pages).* *The logical framework matrix is the basis but also a summary of the information provided in the operation proposal and funding request.* *The ECHO PCM manual and the Logical Framework Matrix guidelines should be referred to for any question on the above.*
4.1.	**Title of the Operation:**	*The title should be as specific as possible (max 120 characters) and should avoid inclusion of specific data that could change, such as the number of beneficiaries, sub-region of implementation, etc.*
4.2.	**Exact location of the Operation - Map**	*A map of the country(ies) should be attached with a clear identification of the operation location .*
4.3.	**Start date of the activities in the field (start date of the Operation)**	*The start date of the operation should normally be the start date of activities in the field. If that is not the case, an explanation should be provided.* *The start date of the operation will be established in Article 2.2 of the Special Conditions. As far as the eligibility of expenditure is concerned, as a general rule, it corresponds to the start date of the operation. However, if the start date of the eligibility period precedes the start date of the operation, refer to section 11.5.2. below.*
4.4.	**Duration in months**	*The duration refers to the implementation period of the Operation covered by the agreement and will also be included in Article 2.2 of the Special Conditions of the Grant Agreement. It should be a round number of months. In exceptional cases duly justified, ECHO might accept fractions of months.*
4.5.	**Beneficiaries**	*In section 4.5.1, the total number of beneficiaries is the total number of individuals receiving goods or directly benefiting from services provided by the operation. In section 4.5.7 below the number of beneficiaries must be established by reference to each sector/activity and not to physical individuals.*

4.5.1. Total number of direct beneficiaries	*A direct beneficiary is an individual who receives goods or directly benefits from service(s) in line with the specific objective(s) specified in the EC Decision within the timeframe of the operation.* *At the time of making the proposal, this number is a realistic estimation which should be based on the assessment described under section 2 above.* *Direct beneficiaries are identified in the EC decision per specific objective. A discussion with the desk officer may be necessary on this issue.*
4.5.2. Identify the status and give details on the beneficiaries	*Information provided here should facilitate the understanding of who the beneficiaries are and how their number is estimated.* *Status refers to broad population categories. ECHO's categories are:* ***local population, IDPs, refugees and mixed target population.*** *Within each one of these broad categories, more detailed sub-categories (type of beneficiaries) shall be provided. ECHO has codified the following types of beneficiaries:* ***elderly, women, children, men and specific group of beneficiaries*** *(for instance handicapped, ex-combatants, etc).* *The reference to a specific group of beneficiaries is only required when this group constitutes more than 70% of the direct beneficiaries.* *Note that some guidelines on children affected by humanitarian crises are available on http://europa.eu.int/comm/echo/index_en.htm. The guidelines provide partners with a definition of what is a child.* *Any other information available in order to better understand who the beneficiaries are should be given here. If several statuses of beneficiaries are mentioned, an estimation of their number should be given for each status. These numbers will have to be calculated as precisely as possible during the operation and reported in the interim and final narrative reports. ECHO will use them to update their database and for statistical purposes.*
4.5.3. "*Catchment"* population	*"Catchment" population is the number of individuals that* ***potentially*** *could benefit from the operation as opposed to the direct beneficiaries.*
4.5.4. What are the identification mechanisms and criteria?	*Identification refers to concepts of selection/targeting.*
4.5.5. To what extent and how were the beneficiaries involved in the design of the Operation?	*ECHO will pay special attention to the mechanisms put in place to ensure the participation of affected populations in the identification of needs, implementation of the operation, assessment of results and follow-up, when applicable.*

4.5.6. Sectors of activity: Sector 1: Sector 2: Sector n:	*ECHO identifies the following 11 sectors (these correspond to budget chapters in title 01 of the budget):* *Food security* — *Non food items* *Water and sanitation* — *Rehabilitation/continuum* *Health* — *Disaster preparedness and mitigation* *Nutrition* — *Special mandates* *Shelter* — *Specific actions* *De-mining and awareness* *In the budgetary breakdown, each sector/chapter is further detailed in sub-sectors/budget articles that explain what types of activity are planned under each sector.* *ECHO desks will verify whether the budget breakdown is coherent with the sectors identified here.*
4.5.7. Give the following information for each sector: • Total number of direct beneficiaries • Types of beneficiaries and number of beneficiaries per type/group • Location	*When the implementation of an operation involves different sectors/activities of intervention, the number of beneficiaries should be established by reference to each sector/activity and not on the basis of the physical individual. Therefore, the sum of the beneficiaries per sector could be higher than the total number of direct beneficiaries of the operation.* *This section requires more detailed information on beneficiaries by sector of activities but using the same criteria for identification than the ones employed in 4.5.2. The aim is to give detail about the status and number of individuals benefiting from the activities by sector. ECHO will verify the consistency between this section and section 4.5.2 and will pay special attention to the allocation of resources.* ***For instance,*** *if the specific objective of the operation is to restore the basic health conditions of 20,000 individuals in 15 villages after a natural disaster, the operation could have activities in the primary health care and in the water and sanitation sectors. The total number of beneficiaries referred to in section 4.3.1 is the population of the villages (20,000). "Water and sanitation" sector will cover the needs regarding clean water of the 20,000 people while the "Primary health care" sector will look after 5000 people; and the catchment population of this sector is 20,000. The sum of the two sectors is 25,000 individuals, whereas the total number of direct beneficiaries of the operation is 20,000. In line with the operation's specific objective, both sectors contribute to its achievement.*
4.6. Principal objective	*Identify the principal objective (equivalent to the overall objective in the PCM) to which the operation will contribute.* *This objective should be in line with one of the specific objectives of the relevant Commission decision. Discussions with ECHO desks are key so that the principal objective is properly stated in the proposal.*

4.7. Operation specific objective	*Formulate the operation specific objective.* *The notion of specific objective appears both in the EC decision for a humanitarian intervention and in the operation proposal. Both specific objective definitions may be similar, depending on the degree of flexibility in the EC decision's definition of its specific objectives.* *The specific objective will be attained by implementing activities identified in 4.9.* *The specific objective of the operation should address the core problem or one part of it as identified and explained in sections 2.4, 2.5 and 3.2. It is defined in terms of the benefit(s) to be received by the beneficiaries. The benefit(s) is generally a consequence of the combination of the different results expected to be achieved as described in section 4.8.* *In emergencies and primary emergencies, objectives are more straightforward. Therefore indicators and sources of verification can also be less sophisticated.*
4.7.1. Specific objective	*In this section, the partner provides further explanation concerning the specific objective in particular: describe what the benefit is for the types of beneficiaries/target groups referred to in section 4.5.2. and how it will help address part(s) of the core problem(s).* *The specific objective will be achieved through the implementation of activities identified in section 4.9.* *The effectiveness of the operation is therefore the degree to which the beneficiaries effectively receive these benefits, once the operation's activities have been implemented and have produced partly or fully the expected results. The effectiveness can also be referred to as the degree of achievement of the specific objective.* ***Identify only one specific objective.***

4.7.2. Indicator(s) and source(s) of verification	*Indicators and sources of verification are closely linked. In the PCM and in the logframe, they are to be specified at 3 levels. However, in the framework of a humanitarian operation, their definitions are only requested for the specific objective and the results, as the impact of the operation on the principal objective is not measurable most of the time within the timeframe of the operation.* ***Indicators*** *have to be* ***SMART*** *(specific, measurable, achievable at a reasonable cost, relevant with regard to the objective concerned and time bound to be measured within the framework of the operation, art. 27 par. 3 of the Financial regulation).* *A source of verification indicates where, how often, and in what form, information on the achievement (described by the indicators) will be collected. Sources of verification can be inside or outside the operation control. The former could necessitate specific activities if the partner wants to improve their reliability and relevance. The latter should be carefully assessed for accessibility, reliability and relevance as, for instance, in many humanitarian crises, official data on population and health is not available, are outdated or inaccurate. It has to be stressed that indicators can be quantitative and/or qualitative. For instance, the degree of satisfaction of individuals treated in a medical centre is a qualitative indicator and the number of people treated during a reference period is quantitative. The partner shall state the indicators they will use to assess effectiveness (the degree of achievement of the specific objective) of the operation and their related sources of verification. For each indicator, sources of verification that the partner will use to assess their performance in delivering these benefits should be established and described. It has to be done at the start of the operation, because if an adequate source of verification is not available or can not be built within the operation, another indicator has to be chosen.*
4.8. Results and indicators	*In emergencies, results are more straightforward and indicators as well as sources of verification are therefore less sophisticated. Information provided in this section has to be consistent with the section 4.5.6 and the activities enumerated in 4.9.*
4.8.1. Result 1, relevant indicator(s) and source(s) of verification	*This section has to be reproduced for each sector of activity where a result is expected and the partner shall also refer to definitions of and explanations on indicators and sources of verification in section 4.7.2. Results are "products" /outputs of the activities undertaken.* *Describe separately each expected result and its indicator(s) and sources of verification.*
4.8.2. Result 2, relevant indicator(s) and source(s) of verification	
4.8.n. Result n, relevant indicator(s) and source(s) of verification	

4.9. Activities	*The partner should give a description of the actions/activities that have to be implemented to produce the results and related means.* *Provide the estimated costs envisaged for each activity. Indicate when progress will first be measured.* *This information has to be consistent with section 4.5.6. When assessing resources required for implementation of activities, ECHO will pay special attention to data provided in this section.*
4.10. Work plan	*A common way to present a work plan is through **a "GANTT-chart"**. If relevant, other possibilities that reflect better multiple scenarios (PERT Program Evaluation Research Task) exist and can be used as long as they are clearly presented and commented.* ***The work plan has to be provided as an Annex.** An ideal work plan should also include the commitment of expenditure planning and may also indicate the staff responsible for carrying out each activity.*
4.11. Monitoring, evaluation and external audit	
4.11.1. Monitoring	*Describe the monitoring mechanisms. These mechanisms are related to the activities, results and specific objective 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 operation 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 On the contrary, it refers to monitoring done by the partner itself.*
4.11.2. Evaluation Is an evaluation foreseen during the Operation? Yes ☐ No ☐ Is an evaluation foreseen after the end of the operation? Yes ☐ No ☐	*This section refers to evaluation implemented by an external consultant. ECHO can propose to the partner to carry out an evaluation of the project.* *In case the partner intends to request ECHO's funding for an external evaluation, general terms of reference will have to be provided with the operation's proposal. Before the evaluation takes place, specific TOR will have to be sent to ECHO for approval.* *Information concerning this specific type of contracted service must be submitted in the operation proposal under 10.4 and in the budget breakdown under 02.06 "specialised services".* *Evaluation costs have to be incurred (committed) before the end of the implementing period of the operation. The evaluation itself must be carried out within three months of the end of the operation.* *In any case, evaluation reports have to be submitted to ECHO with the final report.*

4.11.3. External audit Is an audit foreseen during the Operation? Yes ☐ No ☐ Is an audit foreseen after the end of the Operation? Yes ☐ No ☐	*ECHO can propose to the partner to carry out an external audit of the project before proceeding with the final payment.* *In case the partner intends to request ECHO's funding for an audit, general terms of reference will have to be provided with the operation's proposal. Before the audit takes place, specific TOR and CV(s) of the auditor(s) will have to be sent to ECHO for approval.* *Information concerning this specific type of contracted service must be submitted in the operation proposal under 10.4 and in the budget breakdown under 02.06 "specialised services".* *Audit costs have to be incurred (committed) before the end of the implementing period of the operation. The audit itself must be carried out within three months of the end of the operation.*

5. RISKS AND ASSUMPTIONS	
5.1. Pre-conditions	*Identify factors external to the operation, which need to be in place if the operation is to start. Detail the pre-conditions identified in the logical framework matrix.*
5.2. Assumptions and Risk assessment profile	*The partner shall identify factors external to their operation that could actively either prevent them from achieving the objective, results and activities identified in sections 4.7, 4.8 and 4.9 or have a negative impact on the implementation of the operation.* *If some of them materialise, the partner should explain how they would react to mitigate their effects on the implementation of the operation and what other options would be envisaged to achieve results.*
5.3. Security	
5.3.1 Situation in the field	*The partner shall give their assessment of the security constraints of this operation.*
5.3.2. Have you established a specific security protocol for this Operation? Yes ☐ No ☐ Standard procedures ☐ If yes please elaborate:	*Standard procedures refer to the protocol specified in the organisation's internal procedures. It is a generic document. Specific security protocol refers to additional measures taken in view of the seriousness of the situation in the country/region of operation.* *Ticking "no" for the specific security protocol and not ticking the standard procedures box means that no security rules are applied.* *In case a specific security protocol applies, the partner shall provide more detail in this section.*

5.3.3.	Have you a specific plan for security-related and medical evacuations for this Operation? Yes ☐ No ☐ Standard procedures ☐ If yes please elaborate:	*Standard procedures refer to the protocol specified in the organisation's internal procedures. Specific plan refers to additional measures because of the seriousness of the situation.* *Ticking "no" for the specific plan and not ticking the standard procedures box means that no security rules are applied.* *In case a specific security protocol applies, the partner shall provide more detail in this section..*
5.3.4.	Are your field staff and expatriates informed of and trained in these procedures? Yes ☐ No ☐	*This point engages the legal responsibility of the humanitarian organisation. In accordance with art.3 of the General Condition, the organisation discharges the Commission of all liability associated with any claim related to any damage caused during the operation's implementation.*

6.	***RESOURCES REQUIRED***	
6.1.	**Total budget (point 11.1.)**	*11. FINANCIAL INFORMATION (section 11.1 of the Single Form)* *This is the general justification of the budget of the operation. It should focus on major categories of expenditure, including costs not related to human and material resources included in the budget of the operation.* *When assessing this part of the proposal ECHO will pay special attention to its consistency with sectors of intervention identified in section 4.5.6.*
6.2.	**Human resources**	*The partner shall provide the total amount of the envisaged costs of human resources.*
6.2.1.	Staff included in Title 1: "Goods and services delivered to the beneficiaries" • Number of staff • Status • Function	*The costs of these human resources are a direct cost of this operation within the sense of Article 15 of the General conditions.* *Identify the expatriate and local staff to be considered under Title 01 and explain briefly the main tasks of each of them. The status relates to the status of expatriate or local staff. The function relates to the tasks (doctor, nurse, engineer, etc.).* *Whenever a given staff member fulfils different tasks, an indicative time allocation for each task should be provided.* *For further explanation, refer to the fact sheet on staff and to the budget guidelines.*

6.2.2. Staff included in Title 2: "Support costs" • Number of staff • Status • Function	*The costs of these human resources must be also a direct cost of this operation within the sense of Article 15 of the General Conditions.* *Identify the expatriate and local staff to be considered under Title 2 and explain briefly the main tasks of each of them. The status relates to the status of expatriate or local staff. The function relates to the tasks (project manager, driver, logistician, etc.).* *Whenever a given staff member fulfils different tasks, an indicative time allocation for each task should be provided.* *Whenever personnel costs at headquarter level are included in the budget of the operation, the humanitarian organisation shall provide detailed information here (Chapter 02.09 of the budget breakdown).* *For further explanation, refer to the fact sheet on staff and to the budget guidelines.*
6.3. Material resources	*Partners shall provide reasoned justifications of the cost-efficiency of the options envisaged in section 6.3.1 and 6.3.2.* *In this respect, Partners should provide in this section information about what they intend to purchase, the estimated cost of each purchase and the procedure that they intend to follow for awarding these contracts. Should these procedures be different from the procedures established in Annex V, the partner must formally request derogation to Annex V and justify the request.* ***In accordance with Article 7.4 of the General Conditions, whenever the European Community finances 100% of the operation**, the organisation shall submit an inventory of this equipment with a proposal concerning its future use one month before the end of the operation. The Commission will determine the final destination of this equipment.* ***Note that in the case of co-financing**, **Article 7.3 of the General Conditions applies**: <u>unless otherwise specified in the Special Conditions</u> of the Grant Agreement, at the end of the operation the equipment shall be transferred to local authorities (for NGOs only), local partners or to the final recipients of the operation. The partner must inform ECHO about the destination of this equipment. Should the partner wish to retain the use of the equipment, it must request here the introduction of a special condition in Article 9 of the agreement derogating from the General Conditions.*

6.3.1. Equipment needed. Describe the procedure that will be followed for the procurement of the equipment.	*The term refers to the* ***durable equipment*** *used in the framework of the operation, such as* ***vehicles*** *and* ***medical equipment****.* *The partner shall provide detailed explanations about the equipment needed for the operation and the relevant information to substantiate the estimated costs.* *One should note that stocks built up (committed costs) before the submission of the proposal are always eligible for reimbursement. The procedures of Annex V of the FPA do not apply to the constitution of stocks.* *Equipment and vehicles purchased that will not be distributed to the direct beneficiaries have to be mentioned clearly and separately. In case of co-financing, final destination should already be suggested in the proposal so that a specific condition is included in the Agreement (see art 7.3 General Conditions). For further information on the transfer of equipment, refer to the table on remaining stocks and equipment.* *In this section, the partner shall describe the procedure that will be followed for the procurement of the equipment (procurement plan).* *If the partner considers that some equipment to be purchased should be qualified as "dedicated supplies", they should include a list of the equipment to be considered dedicated supplies in this section and justify their choice item per item. Provided ECHO does not object to the list, the partner can consider the equipment as dedicated supplies when the project is accepted. For more information on this, refer to the fact sheet on dedicated supplies.* *It is recommended to present the information on procedures envisaged for the award of supplies contracts in a table with the following 3 columns:* *1. type/quantity of equipment + specify dedicated supply or not* *2. value of the tender/contract* *3. procedure envisaged + derogation request if need be* *If already known, potential contractors should also be identified as well in a fourth column.* *In case the partner uses its equipment, it will have to include the cost of depreciation of their own equipment in the budget. In this case, the partner's accounting rules and practices always apply.*

6.3.2.	Goods to be purchased. Describe the procedure that will be followed for awarding contracts.	*"Goods" refers to every kind of supplies, excluding equipment, that will be distributed to the beneficiaries.* *The partner shall justify the goods needed for the operation and the estimated costs.* *One should note that stocks built up (committed costs) before the submission of the proposal are always eligible for reimbursement.* *In this section, the partner shall describe the procedure that will be followed for the procurement of the goods (procurement plan).* *If the partner considers that some goods to be purchased should be qualified as "dedicated supplies", they should include a list of the goods to be considered dedicated supplies in this section and justify their choice item per item. Provided ECHO does not object to the list, the partner can consider the goods as dedicated supplies when the project is accepted. Medicines and medical equipment are always considered* ***"dedicated supplies"*** *and therefore procurement of goods should be in line with the procedures defined for this type of supplies. For more information on this, refer to the fact sheet on dedicated supplies.* *It is recommended to present the information on procedures envisaged for the award of supplies contracts (procurement plan) in a table with the following 3 columns:* *1. type and quantity of goods + specify dedicated supply or not* *2. value of the contract/tender* *3. procedure envisaged + derogation request if need be* *If already known, potential contractors should also be identified in a fourth column.*
6.3.3.	If the Operation requires the purchase of medicines and/or medical equipment, do you have a standard operational protocol for the purchase, handling and storage of these medicines/equipment? Yes ☐ No ☐ Please specify: Who certifies and validates the supplier and how is it done?	*The partner shall follow the relevant procedure established by WHO and, in any case, ensure compliance with the legislation of the country of operation.* *In accordance with art. 4.4.1 of FPA Annex V, the partner shall explain how the certification procedure of the medical supplies is carried out.* *Finally, it is important to note that medicines and medical equipment shall be purchased only from pre-certified suppliers.*

7.	***PERSPECTIVES OF THE HUMANITARIAN ORGANISATION IN TERMS OF LINKING RELIEF, REHABILITATION AND DEVELOPMENT***	***(Not applicable for primary emergencies)***
7.1.	**This (or similar) Operation is under way since**	*As a general rule, an operation is considered similar if it shares the following elements with the operation to be funded by the EC: the beneficiaries, the sectors and the geographic area of intervention.*
7.2.	**Describe the expected level of sustainability**	*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.*
7.3.	**Continuum strategy**	*The partner shall describe, if relevant, how they plan to continue their action in the field at the end of the ECHO funded operation and with which other body(ies) (authorities, EC, other donors) they are or will be in contact with in this respect.*

8.	***MAINSTREAMING***	*This section shall indicate how cross-cutting issues such as Disaster Preparedness and Prevention (DPP), human rights, gender, environmental impact assessment and LCP (Local Capacities for Peace) or "do no harm" approach will be taken into account throughout the operation.*

9.	***VISIBILITY PLAN AND COMMUNICATION STRATEGY***	*In accordance with Article 6 of the General Conditions, the partner shall contribute to the visibility of the humanitarian Operations financed by the European Community, provided that this does not harm Organisation's mandate or the safety of its staff. Whenever, for security reasons, the partner is not in a position to implement communication/visibility actions, this section should provide detailed reasons and the request for ECHO's explicit agreement.* *The partner shall state what measures it will take to promote awareness of the EC's support to their operation including the target groups and the related costs envisaged, in accordance with the visibility guidelines (See : http://europa.eu.int/comm/echo/index_en.htm).* *If specific financial resources are included in the budget for these activities, an explanation of the costs should be provided.*

10. FIELD COORDINATION AND LOCAL IMPLEMENTING PARTNERS	
10.1. National and local authorities	*Explain the measures taken to obtain the necessary authorisations to operate in the country, e.g. obtaining permits, concluding relevant Memoranda of Understanding, ensuring compatibility with national legislation and local standards, etc.*
10.2. Field co-ordination fora	*If relevant, the partner must explain its participation in national and local co-ordination fora and co-ordination with other humanitarian organisations. This will be checked by ECHO experts.*
10.3. Implementing partner(s)	*An implementing partner is a non profit-making organisation which carries out part of the activities of the operation in co-operation with the ECHO partner. It can be based in the country of operation or in any other country.*
10.3.1. Name and address of implementing partner(s)	*Whenever an implementing partner is a basic element of the operation, this shall be stipulated in the Specific Conditions of the Agreement (Article 9).* *Any change of the implementing partner should be immediately communicated to ECHO that has to give authorisation. This modification is done by exchange of letters.* *Moreover, whenever the implementing partner was considered a basic element of the operation, the ECHO partner shall require ECHO's prior authorisation before the change. This is a modification of the agreement to be done by exchange of letters.*
10.3.2. Role of implementing partner(s) in this Operation	*A memorandum of understanding should be concluded between the ECHO partner holder and its implementing partners identifying clearly the role of each party in the implementation of the operation. ECHO may request a copy of this Memorandum of Understanding.*
10.3.3. Type of relationship with the implementing partner(s)	*Explain the type of agreement the ECHO partner has with the implementing partner (Examples: occasional local cooperation, consortium, part of the same movement, etc.)*
10.3.4. History of previous collaboration with implementing partner(s)	
10.3.5. Name and title of the person(s) authorised to represent the implementing partner(s) with regard to this Operation.	

10.4. Contractor(s) and procedure envisaged for the award of contracts	*A contractor is a legal entity that is engaged by the ECHO partner to carry out specific works and services following the award of a contract.* *Contracting arrangements shall be specified.* *This section shall provide information on procedures for the award of service (consultants, audit, training, evaluation, etc.) and work contracts (rehabilitation of houses, etc.). Information related to procurement of equipment and goods is given in point 6.3.*
10.4.1. Name and address of contractor(s)	*If ECHO informs the agreement holder that the contractor is considered a basic element of the operation, any change of contractor requires ECHO's prior authorisation.* *Potential contractors if already known have to be mentioned here.*
10.4.2. Role of contractor(s) in implementing this Operation	*Identify the part of the Operation that will be contracted and provide an indicative amount of the contract to be awarded.*
10.4.3. Describe the selection procedure (tender) of the contractor(s).	*The partner shall indicate in this section all derogations requested so that ECHO can take a decision and if necessary include them in the Special conditions of the Agreement.* *In order to avoid long explanations, it is recommended to present the information on procedures envisaged for the award of contracts in a table with 3 columns (nature and subject of the contract, value of the contract, procedure envisaged). If already known, potential contractors should also be identified.*
11. FINANCIAL INFORMATION	*This section corresponds to the financial plan of Annex II of the Grant Agreement.*
11.1. Total budget of the Operation: EUR […]	*The partner should provide the total cost of the Operation, irrespective to the amount requested to the European Community. Reporting shall refer to the total budget.*
11.2. Contribution requested from European Community: EUR[…] **Percentage of the total amount: […] %**	*When requesting 100% funding, the partner must provide the reasons on which the request is based. The desk must evaluate the partner request and provide a reasoned explanation in the Fichop.* *According to art. 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).*
11.3. Co-financing:	*Not applicable if the operation is entirely funded by the EC.*
11.3.1. Indicate your own contribution: EUR […]	*The amount provided here is a firm pledge by the partner. This amount will appear in Annex II (Budget summary and financial plan) of the grant agreement.*

11.3.2. Contribution by other donors: Name: EUR […]	*If applicable. The amounts included here are not considered firm pledges. This amount will appear in Annex II (Budget summary and financial plan) of the grant agreement.* *Any donor expected to contribute to the project should be identified here whenever possible.*
11.4. Pre-financing requested from European Community: EUR[…] **Percentage of the total EC contribution: […]%**	*This refers to the first pre-financing payment. When the amount requested is 50%, a second payment can be envisaged in accordance with Article 5.1 of the grant agreement. If the pre-financing request is more than 50% a detailed time schedule for the commitment of the expenses must be provided. The maximum amount for a pre-financing is 80% of the total EC contribution.*
11.5. Eligibility of expenditures, date	*The partner shall specify here the start date of eligibility requested for the present operation. As a general rule this date should be the same as the start date of the operation in the field. In case of pre-dating of the eligibility of expenditures, the reasons on which the request is based should be presented in section 11.5.2.* *The eligibility date shall be in line with the eligibility date mentioned in the Commission decision:* *In case of a primary emergency or an emergency decision, the Commission decision usually sets the eligibility date as from the date of the disaster.* *One should note that in operations funded under a global plan or an ad hoc decision, the date of reception of the Single Form establishes as a general rule, the date of eligibility of expenditures.*
(4.3.) Start date of the Operation in the field	*See comments in section 4.3.*
11.5.1. If the Operation has already started, explain the reason that justifies that situation. Primary emergency Operation ☐ Emergency Operation ☐ Other ☐ Please elaborate:	*This question shall be addressed when the operation has started before the submission of the project proposal.*
11.5.2. If the eligibility date of expenditure precedes the start date of the Operation, please justify this request.	*This can only be envisaged in the case of an emergency Decision.* *The partner shall give the reasons upon which the date in Article 3.3 of the Special Conditions of the Agreement should be based.*

12. ADMINISTRATIVE INFORMATION	
12.1. Humanitarian Organisation's official name, address, phone/fax n°	

12.2. ECHO FPA number (if applicable)	
12.3. Name and title of legal representative	*Staff member authorised to commit the humanitarian organisation legally. The list of authorised staff members has to be sent officially to ECHO. Any change in that list shall be communicated to ECHO without delays.* *One of these names only shall be included in the introduction of the agreement and for the signature.*
12.4. Name, telephone, fax and e-mail of desk officer at HQ	*The desk responsible for the day to day follow-up of the operation is mentioned here. This name will be included in Article 7 of the Special Conditions of the agreement.*
12.5. Name, telephone, fax and e-mail of the representative in the country of Operation	
12.6. 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): […]	*The humanitarian organisation shall try to keep the same bank account number, preferably in euro, for the administration of all grant agreements concluded with ECHO.* *If the bank account mentioned here is different from the one previously registered by ECHO, this has to be clearly signalled and confirmed by the account identification document certified by the bank concerned.* *In this case, the standard account identification form has to be sent to ECHO together with the proposal, see :* http://www.europa.eu.int/comm/europeaid/tender/gestion/cont_typ/oi/index_en.htm

13. *CONCLUSIONS AND PARTNER'S COMMENTS*	*Partners should mention here whatever element they deem important for ECHO to take into account when assessing the proposal.* *The partner shall provide here an exhaustive list of all derogation and waiver to the General Conditions and rules of Annex V requested.*

REPORTING THE IMPLEMENTATION OF THE OPERATION

The single form is the standard format to be used when reporting to ECHO on the progress of the Operation. It is also the format that should be submitted to ECHO whenever modifications of the original agreement are requested.

REPORTING PROCEDURES

Reporting obligations are defined in Article 2 of the General Conditions and specified for each Operation in Article 4 of the Special Conditions.

Failure to produce a report due within the deadline may be sufficient grounds to terminate an agreement. Repeated failure to do so may be considered sufficient reason for the suspension and termination of the FPA signed with the humanitarian organisation. Timely submission of reports will be taken into account when agreeing to a pre-financing payment higher than 50%.

The **interim report** shall focus on the description of the progress of the activities since the launch of the Operation, on the partial or final results and on the relevant indicators and verification sources. The report shall also mention if the indicators and the verification sources relating to the specific objective already show a positive trend. To this end, the initial log-frame shall be updated and submitted as an annex.

The report shall concentrate mainly on section 4 of the form, i.e. the operational framework. Data from this section should be completed or amended when necessary, in particular the initial information on beneficiaries (section 4.5).

In principle, information concerning other sections of the single form should remain unchanged. Nevertheless, all substantial change or new information that may influence the achievement of the specific objective shall be mentioned in the relevant section. These changes or new information may refer to the needs assessment, the risks and assumptions, changes in the human and material resources needed or the budget.

The interim report shall be drafted respecting the following principles:

- ✓ It should focus on the activities implemented after the launch of the Operation and on the results of these activities.
- ✓ Wherever the data of the proposal has been modified or complemented, modifications or complementary information should be easy to identify visually (using track changes or different colours and fonts). This is a temporary procedure pending the introduction of the IT tool, e-request.
- ✓ All modifications to the initial presentation or all new pieces of information that might have an impact on the implementation of the project shall be described in the relevant section(s).
- ✓ The log-frame presented with the Operation proposal shall be updated to reflect the degree of implementation of the Operation.

The reader should be able to easily identify all new elements of the action and all information pertaining to the activities implemented during the period covered by the report. ECHO's desk and the partner should always compare with the initial proposal, assessing the compliance with the agreed strategy. All changes to the initial proposal need an explanation and a justification.

Some changes require prior acceptance by ECHO before they can be implemented. Modifications of the original proposal may need the signature of a supplementary agreement, (Article 10 of the General Conditions). The fact sheet on the amendment of agreements can be referred to for more detailed information.

Taking into account the duration of the implementing period of the Operation, two different options have been established: Operations up to six months and Operations of more than six months.

Operations up to six months

As a general rule, for primary emergency operations, emergency operations and other operations up to 6 months, the partner will only submit one interim report before the end of the implementing period.

In primary emergency operations the interim report should be submitted at least 30 days before the end of the operation and shall cover the period from the start of the operation to 45 days preceding its end.

In the case of emergency operations or other operations up to 6 months, the interim report should be submitted 30 days before the end of the operation and shall cover the period from the start of the operation to 60 days preceding its end.

It should be noted that, in case of an extension of the operation beyond six months (in case that this can be made), the rules concerning operations of more than six months shall apply. Article 4 of the Special Conditions has to be amended accordingly. It means that a preliminary final report should be submitted one month before the end of the implementing period.

Operations of more than six months

For operations exceeding 6 months, there is an additional report: the preliminary final report.

The interim report should normally be submitted half-way through the implementation period. The report should cover the period from the start date of the implementing period to 30 days before the date when the report is due.

The partner shall submit a preliminary final report no later than one month before the end of the implementing period. This report shall provide ECHO with a precise appreciation of the degree of accomplishment of the Operation's specific objective with reference to the data of the verification sources for each indicator. This report will enable ECHO's field assistance to monitor the Operation in order to assess the results while the partner is still present in the field.

The preliminary final report should not include a financial report, except in the following two cases:
- if the partner makes a request of amendment,
- if there are large transfers between the titles (more than 15%) in the budget.

Nevertheless, a state of expenses committed shall always be included in the narrative report.

The preliminary final report shall also reflect the degree of accomplishment of the objectives of the Operation up to sixty days before the end of the implementing period. Data presented in this report is not final. Partners will be able to improve the analysis of the collected data and the relevant conclusions up to the submission of the final report.

It should be noted that the preliminary final report is the last chance to introduce a request for amendment.

Obligation of reporting on stocks and equipment one month before the end of the implementing period

Independently of the duration of the operation, **partners have to inform ECHO of the stocks of supplies, goods and equipment that will remain once the implementing period of the operation ends no later than one month before the end of the implementing period**. This obligation concerns only stocks of significant value (more than 200 euro per type of item).

This information has to be submitted together with the preliminary final report (operations of more than six months) or interim report (operations of less than six months).

Whenever the European Community finances 100% of the eligible costs, partners have to submit an inventory of the remaining supplies, goods and equipment, proposing one or more possibilities for its future use or distribution. ECHO has to accept or reject this proposal within 15 calendar days of its reception (art 7.4 of the General Conditions). The absence of reply within this deadline does not constitute tacit approval. A modification of the agreement may be necessary.

In the case of co-financing, and in compliance with Article 7.3 of the General Conditions, it is established as a general rule that remaining supplies, goods and equipment will be transferred to local authorities or partners of the humanitarian organisation or to the final recipients of the operation. It is possible to include a clause allowing for alternative proceeding in the Special Conditions of the Agreement (for instance, allowing the humanitarian organisation to retain the use of the equipment).

It is strongly recommended to respect the deadline for the submission of this inventory to ECHO, in particular when a modification of the agreement may be required. Delay in the presentation of this information may result in the rejection of eligibility of costs associated with these supplies, goods or equipment.

OTHER CASES WHERE AN INTERIM REPORT HAS TO BE PRODUCED

In addition to the submission of reports established in the Special Conditions of the grant agreement, partners have to submit an interim report in two other cases: request for modification of the agreement and request for a second pre-financing payment.

Modification of the agreement

Whenever the partner requests a modification of the agreement (art. 10 of the General Conditions), and when it is not possible to introduce a request for modification at the regular reporting period, the partner shall produce an ad hoc interim report substantiating the request on the single form and the interim financial report format.

Nonetheless, in order to reduce the administrative workload, it is strongly recommended to take advantage of the submission of the interim report to present the request for modification of the agreement. When the request is supported by the preliminary final report, this report has to be submitted to ECHO at least one month before the end of the implementing period of the operation. Late submission is a sufficient basis for the rejection of the request. Besides, the request should be clearly mentioned in the cover letter of the interim report or pre-final report.

Request for a second pre-financing payment

Whenever a second payment of pre-financing is established in the Special Conditions of the agreement and in accordance with Article 5.1 thereof, partners have to present interim narrative and financial reports proving that 70% of the previous payment has already been committed before the Commission can proceed with the second payment.

Like in the previous point, in order to reduce the administrative workload, it is strongly recommended to introduce the request for a second payment when submitting the interim report. The request for payment shall be made using the standard form.

SECTIONS	GUIDELINES and COMMENTS
1. GENERAL INFORMATION	*Those sections shadowed in grey should not, in principle change. However, partners are responsible for updating, when necessary, the information available in the proposal. When no changes are made, it is considered that the partner confirms the data that appears in the section.*
1.1. Name of humanitarian organisation	
1.2. FPA number (if applicable):	
1.3. Purpose of the submission	
1.3.1. Proposal	*Not applicable.*
1.3.2. Interim narrative report ☐ date: dd-mm-yy	
1.3.3. Preliminary final report ☐ date dd-mm-yy	
1.3.4. Final report ☐ date dd-mm-yy	*Not applicable.*
1.4. Grant agreement number: ECHO/…	
1.5. Implementing rules applicable to this agreement	*When relevant, the partner shall verify the percentage of the co-financing and request, if needed, the modification of the agreement*
1.6. Framework of this proposal	
1.7. Executive summary of operation	

2. NEEDS ASSESSMENT	

3. HUMANITARIAN ORGANISATION'S STRATEGY	

4.	***OPERATIONAL FRAMEWORK***	*The initial logical framework matrix shall be adapted in light of the implementation of the operation. All the information provided in the proposal has to be confirmed and possibly detailed.*
4.1.	**Title of operation:**	
4.2.	**Exact location of the operation - Map**	*When relevant, the location of the operation has to be confirmed and possibly detailed.*
4.3.	**Start date of the operation in the field:**	*The partner shall mention the exact date when the operation started. If different from the date included in Art. 2.2 of the Agreement, they shall explain the reasons. The Agreement may have to be amended accordingly.*
4.4.	**Duration in months:**	*Any request for extension of the implementing period of the contract has to be mentioned and justified here. If agreed by ECHO, the Agreement will be amended accordingly.*
4.5.	**Beneficiaries**	
4.5.1.	Total number of direct beneficiaries	*The estimate given in the proposal shall be confirmed.*
4.5.2.	Identify the status and give details of beneficiaries:	*The information given in the proposal shall be confirmed and possibly detailed.*
4.5.3	"*Catchment*" population	
4.5.4.	What are the identification mechanisms and criteria?	
4.5.5.	To what extent and how were the beneficiaries involved in the design of the operation?	
4.5.6.	Sectors of activity: Sector 1: Sector 2: Sector n	*The information given in the proposal shall be confirmed and possibly detailed*
4.5.7.	Give if relevant the following information for each sector: • Total number of direct beneficiaries • Types of beneficiaries and number of beneficiaries per type/group • Location	*Confirm and/or correct the number of beneficiaries per sector (estimates of the proposal). If relevant, additional details.*
4.6.	**Principal objective**	

4.7. Operation specific objective	
4.7.1. Specific objective	*It should be noted that the operation's specific objective cannot be changed.*
4.7.2. Indicator(s) and sources of verification	*The partner shall explain if the data already available from the sources of verification show a positive trend or not.*
4.8. Results and indicators	
4.8.1. Result 1 and relevant indicators	*For each expected result, the partner shall explain how the data available shows their partial or total achievement.*
4.8.n. Result n and relevant indicators	
4.9. Activities	*The partner shall describe the actions/activities that have been effectively taken/implemented to produce the results and mention the means that have been/are being used. Indeed, some activities can be adapted or changed provided that they are contributing to the achievement of the results and the specific objective.*
4.10. Work plan	*The partner shall explain if the work plan is respected. If some adaptations were necessary, the possible impact on the implementation should be explained.*
4.11. Monitoring, evaluation and external audit	
4.11.1. Monitoring	*The partner shall describe the monitoring activities effectively implemented.*
4.11.2. Evaluation	
4.11.3. External audit	

5. RISKS AND ASSUMPTIONS	*The partner shall provide complementary detailed information if:* *- security situation has changed* *- assumptions and/or risks have materialised.*

6. RESOURCES REQUIRED	
6.1. Budget	*Any change in the provisional budget has to be explained and justified.* *The partner shall report on the implementation rate of the budget.*

6.2. Human resources	*The partner shall confirm or update the human resources actually engaged in the implementation of the operation.*
6.3. Material resources	*The partner shall confirm or update the goods and equipment actually purchased in the framework of the operation as well as the procedure followed for the selection of suppliers.*

7. PERSPECTIVES OF THE HUMANITARIAN ORGANISATION IN TERMS OF LINKING RELIEF, REHABILITATION AND DEVELOPMENT	*If relevant, partners have to update the different scenarios envisaged in pursuit of the intervention, in particular if they intend to request ECHO funding for a follow-up operation.*

8. MAINSTREAMING	

9. VISIBILITY PLAN AND COMMUNICATION STRATEGY	*The partner shall state what measures have already been taken to promote awareness of the EC's support for the operation.*

10. FIELD COORDINATION AND LOCAL IMPLEMENTING PARTNERS	
10.1. National and local authorities	*The partner shall explain the measures effectively taken to operate (authorisations and compliance with national legislation) and include a reference to any initiative undertaken to assure local tax exceptions on the goods and equipment imported in the framework of the humanitarian operation.*
10.2. Field co-ordination fora	*If relevant, the partner should explain their participation in national and local co-ordination fora. This should be checked by ECHO experts.*
10.3. Implementing partner(s)	*The partner shall confirm or update the proposal and explain changes.*
10.4. Contractor(s)	*The partner shall confirm or update the proposal and explain changes.*

11. FINANCIAL INFORMATION	*In line with the information provided in the previous sections, and notably in chapter 6, the financial information of the operation may have to be updated. It is very important to duly justify all changes that may require an amendment of the grant agreement.*
11.1. Total budget of the operation: €…	*The partner shall confirm or update the proposal and explain changes*
11.2. Contribution requested from European Community: €… **Percentage of the total amount: … %**	*The partner must exercise due diligence and inform the Commission whenever the percentage is to be changed. This modification requires the signature of a supplementary agreement.*
11.3. Co-financing: €…	*Not applicable if the operation is entirely funded by the EC.*
11.3.1. Indicate your own contribution: €…	
11.3.2. Contribution by other donors: Name: €…	*The partner shall confirm or update the proposal and explain changes*
11.4. Pre-financing requested from European Community: €… **Percentage of the total EC contribution: … %**	*If a second payment of pre-financing was envisaged in Article 5.1 of the grant agreement, the partner shall request it here and justify commitment of 70% of the previous pre-financing payment.* *The standard form (annex II 03: financial interim report format) for requesting the supplementary payment of pre-financing has to be annexed to the report.*

12. ADMINISTRATIVE INFORMATION	

13. CONCLUSIONS AND PARTNER'S COMMENTS	*Partners have to clearly spell out here their requests for modifications of the original agreement, in particular when it requires the signature of a supplementary agreement. The partner should also highlight the requests in a cover note to the report.*

FINAL NARRATIVE REPORT

The same principles outlined with respect to the interim report are applicable here:

- ✓ It should focus on the activities implemented after the launch of the operation and on the results of these activities.
- ✓ Whenever the data of the proposal has been modified or complemented, modifications or complementary information should be easy to identify visually (using track changes or different colours and fonts). This is a temporary procedure pending the introduction of the IT tool, e-request.
- ✓ All modifications to the initial presentation or all new pieces of information that might have an impact on the implementation of the project shall be described in the relevant section(s).
- ✓ The log-frame presented with the operation proposal shall be updated to reflect the degree of implementation of the operation. It shall summarise the progress of the operation and shall allow comparison with the initial log-frame.

The final narrative report shall detail the degree of accomplishment of the specific objective and the results on the basis of the analysis of the indicators data.

For primary emergency and emergency operations or other operations not exceeding 6 months, the final report should be submitted within six weeks after the end of the implementation period of the agreement. For other operations, the final report shall be submitted within three months after the end of the implementation period of the agreement (Article 4.1 of the Special Conditions).

In addition to section 4 "operational framework", the relevant parts of sections 6, 7, 9, 10 and 11 shall also be completed and/or reviewed. Detailed information concerning tendering procedures shall indeed be included in the relevant sections. The use of tables showing a list of contracts (supplies, works and services depending on the sections of the Single Form) and tender procedures applied is to be privileged. However, it must be underlined that most of the data included in the report should have already been presented in the preliminary final report.

A number of sections of the single form should not be modified in this time.

Comments on the assessment of the implementation of the operation and its results may be included in section 13.

SECTIONS	GUIDELINES
1. GENERAL INFORMATION	
1.1. Name of humanitarian organisation	
1.2. FPA number (if applicable):	
1.3. Type of document	
1.3.1. Proposal	*Not applicable.*
1.3.2. Interim narrative report ☐ date: dd-mm-yy	*Not applicable.*
1.3.3. Preliminary final report ☐ date dd-mm-yy	*Not applicable.*
1.3.3. Final report ☐ date dd-mm-yy	*Date of submission by the partner*
1.4. Grand agreement number: ECHO/…	
1.5. Implementing rules applicable to this agreement	
1.6. Framework of this proposal	
1.7. Executive summary of operation	

2. NEEDS ASSESSMENT	*Partners should comment on the validity and accuracy of the needs assessment included in the original proposal. Additional comments could be used as an opportunity to update ECHO about needs.*

3. HUMANITARIAN ORGANISATION'S STRATEGY	

4. OPERATIONAL FRAMEWORK	*The interim logical framework matrix is adapted in light of the implementation of the operation.*
4.1. Title of operation:	
4.2. Exact location of the operation - Map	
4.3. Start date of the operation in the field:	
4.4. Duration in months:	*Total period of execution of activities in the field, even outside of the contractual period*
4.5. Beneficiaries	
4.5.1. Total number of direct beneficiaries	*The partner shall refer to the definition of "direct beneficiaries" and specify the number as precisely as possible.*
4.5.2. Identify the status and give details of beneficiaries	*The partner shall confirm the information and data given in the interim narrative report.*
4.5.3 "*Catchment*" population	
4.5.4. What are the identification mechanisms and criteria?	
4.5.5. To what extent and how were the beneficiaries involved in the design of the operation?	
4.5.6. Sectors of activity: Sector 1: Sector 2: Sector n	
4.5.7. Give if relevant the following information for each sector: • Total number of direct beneficiaries • Types of beneficiaries and number of beneficiaries per type/group • Location	*The partner shall give data as precisely as possible.*
4.6. Principal objective	

4.7.	**Operation specific objective**	
4.7.1.	Specific objective	*The partner shall comment on the degree of achievement of the specific objective.*
4.7.2.	Indicator(s) and sources of verification	*The partner shall give the final data and comment.*
4.8.	**Results and indicators**	
4.8.1.	Result 1 and relevant indicators	*For each expected result, the partner shall give the final data and the results achieved and comment.*
4.8.n.	Result n and relevant indicators	
4.9.	**Activities**	*The partner shall describe the actions/activities that have been effectively taken/implemented to produce the results.*
4.10.	**Work plan**	*The partner shall present the work plan really implemented and explain the adaptations and its impact on the implementation.*
4.11.	**Monitoring, evaluation and external audit**	
4.11.1.	Monitoring	*The monitoring activities effectively implemented shall be described*
4.11.2.	Evaluation Is an evaluation foreseen during the operation? Yes ☐ No ☐ Is an evaluation foreseen after the end of the operation? Yes ☐ No ☐	*If relevant, the partner should present the main conclusions of the evaluation.* *The evaluation report is provided in annex.*
4.11.3.	External audit Is an audit foreseen during the operation? Yes ☐ No ☐ Is an audit foreseen after the end of the operation? Yes ☐ No ☐	*When applicable, the audit report should be enclosed.*

5.	***RISKS AND ASSUMPTIONS***	*Confirm if:* *- the security assessment was accurate or if the situation has changed;* *- assumptions and/or risks have materialised.*

6. RESOURCES REQUIRED	
6.1. Budget	*Details are given in the final financial report. In addition to the information given in the proposal and mid-term narrative report, additional information can be provided in sections 6.2 and 6.3 to facilitate the understanding of the final financial report.*
6.2. Human resources	*See 6.1*
6.3. Material resources	*In order to check procurement rules compliance, the partner shall provide ECHO with a list of all contracts undertaken for the purchase of goods and equipment as well as the procedure used for each contract.* *This information should ideally be provided in a table.*

7. PERSPECTIVES OF THE HUMANITARIAN ORGANISATION IN TERMS OF LINKING RELIEF, REHABILITATION AND DEVELOPMENT	*The partner shall explain and comment.*

8. MAINSTREAMING	*The partner shall comment on the implementation of the strategies mentioned in the proposal.*

9. VISIBILITY PLAN AND COMMUNICATION STRATEGY	*The partner shall state what measures have been taken to promote awareness of the EC's support for the operation.*

10. FIELD COORDINATION AND LOCAL IMPLEMENTING PARTNERS	.
10.1. National and local authorities	
10.2. Field co-ordination fora	
10.3. Implementing partner(s)	*The partner shall confirm the names and missions undertaken by the local implementing partner(s).*

10.4. Contractor(s)	*In order to check compliance of rules on the award of contracts, the partner shall provide ECHO with a list of all service contracts undertaken as well as the procedure used for each contract. The name, nationality and tasks assigned to contractors should also be contained in this section.* *This information should ideally be provided in a table.*

11. FINANCIAL INFORMATION	*The partner shall indicate the actual costs incurred.*
11.1. Total budget of the operation: €…	
11.2. Contribution requested from European Community: €… **Percentage of the total amount: … %**	
11.3. Co-financing: €…	
11.3.1. Indicate your own contribution: €…	
11.3.2. Other donors supporting this operation: Name: €…	
11.4. Pre-financing requested from European Community: €… **Percentage of the total EC contribution: … %**	
11.5. Eligibility of expenditures	

12. ADMINISTRATIVE INFORMATION	

13. CONCLUSIONS AND PARTNER'S COMMENTS	