

"CASE STUDY"

GUIDED EXERCISE FOR THE SUBMISSION OF OPERATION PROPOSALS TO ECHO

(Phase I: Input/output)

In collaboration with



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INSTRUCTIONS FOR USE

This section, relative to the planning stage, provides input for the guided exercise, in reference to the elements allowing the definition of the Logical Framework¹ and the definition/planning of the activities and resources needed for a correct implementation of the operation. A definition of the operation's output in the simulation is also provided, specifically regarding the requested reports and the introduction of two budget modifications (a Supplementary Agreement changing the percentage of co-financing, approved by ECHO before the submission of the Interim Report, and a budget modification when submitting the Pre-Final Report). This section contains a single document:

→ Introduction

The purpose of this section is to let personnel have a reference framework for the exercise.

NOTE:

- 1. The documents included **do not represent** either **ECHO official documents** or a perfect operation model to be replicated when writing an operation proposal and/or in the various phases of execution of an operation;
- 2. The exercise has been built around the hypothesis of an operation **CO-FINANCED** by ECHO within a **GLOBAL PLAN**. Common sense dictates that in primary emergency and emergency cases the level of detail of this operation proposal will be difficult to attain, and hardly required.

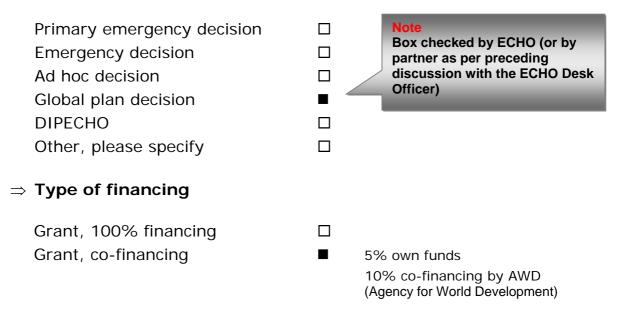
Any remarks or requests for information can be sent to the following e-mail address: <u>emergenza@coopi.org</u>

¹ The Logical Framework has been constructed using the guidelines provided by ECHO in the *"Logical Framework Guidelines"* document, and the SPHERE manual.



Exercise

\Rightarrow Framework of the operation



 \Rightarrow **Duration of operation** (in months): 8 months

Input of the operation

 \Rightarrow **QL standard** (use the SPHERE manual)

\Rightarrow Sectors, by activity

| Sector | Main Intervention | Identified Cost (in €) |
|----------------------|--|------------------------|
| Water and Sanitation | Construction of 100 latrines | 33.200 |
| | Construction of 2 wells | 16.000 |
| Health | Rehabilitation of 2 Health Centers | 40.000 |
| | Procurement of medical material | 182.500 |
| Non-food items | Distribution of blankets | 20.000 |
| | Distribution of pots, pans, kitchen kits | 75.000 |



Monitoring and Evaluation in Humanitarian Aid: Quality Procedures

\Rightarrow Staff

| Role | Estimated Period | Identified Cost | | | | |
|--------------------------------|-----------------------|--|--|--|--|--|
| Expatriate Personnel | | | | | | |
| 1 Program Manager | Duration of operation | Cost according to NGO rules including: accommodation, return travel, briefing/debriefing, insurance, mission compensation. | | | | |
| 1 Doctor | 3 months | Cost according to NGO rules including: accommodation, return travel, briefing/debriefing, insurance, mission compensation. | | | | |
| 1 Hydrogeologist | 3 months | Cost according to NGO rules including: accommodation, return travel, briefing/debriefing, insurance, mission compensation. | | | | |
| 1 Consultant (at headquarters) | 3 months | Cost according to NGO rules including: accommodation, return travel, briefing/debriefing, insurance, mission compensation. | | | | |
| Local Personnel | | | | | | |
| 1 Administrator | Duration of operation | Cost according to NGO rules including: salary, insurance. | | | | |
| 1 Logistics Person | Duration of operation | Cost according to NGO rules including: salary, insurance, per diem. | | | | |
| 3 Nurses | Duration of operation | Cost according to NGO rules including: salary, insurance, per diem. | | | | |
| 3 Guards | Duration of operation | Cost according to NGO rules including: salary, insurance. | | | | |

\Rightarrow Resources and activities

- Car, already owned by NGO (purchasing cost € 15.000, depreciation period 24 months)
- Rental car (€ 8.000)
- 2 radios (purchasing cost € 3.600 per radio, depreciation period 12 months)
- Running costs
- Operation office (rent of premises, power bill, expenses: € 9.800)
- Office consumables & supplies
- External evaluation (€ 5.000)
- Visibility activities (€ 2.500)
- Reserve (none)



Output of the operation

| | Duration of project: 8 months | | | | |
|------------------------|---|---|---|---|--|
| _ | Proposal | Interim Report | Pre-Final Report | Final Report | |
| Narrative + Annexes | Single Form (<i>Proposal</i>) | Single Form (Interim Narrative Report) | Single Form (<i>Preliminary</i> Narrative Report) | Single Form (<i>Final Narrative Report</i>) | |
| Financial | A. Financial Request B. Budget Summary | Interim Financial Report | Interim Financial Report | Final Financial Report | |
| | amendm appro EC | val by HO mentary | Budget Modification (less than 15%) | | |