



SINGLE FORM FOR HUMANITARIAN AID ACTIONS¹

1. GENERAL INFORMATION

1.1 Name of Humanitarian Organisation/Country of registration:

1.2 Title of the Action:

1.3 Area of intervention (country, region):

1.4 Start date of the Action:

If the Action has already started explain the reason that justifies this situation (urgent Action or other reason):

1.5 Duration of the Action in months:

1.6 Start date for eligibility of expenditure:

Please explain if this date differs from submission initial proposal (see 1.10)

1.7 Requested funding modalities for this agreement

Co-financing
Multi-donor (for International Organisations)
100% financing

In case of 100% financing: justify the request

Action Total amountEUR

DG ECHO contribution requested:EUR

1.8 Urgent action Yes No

If yes: ECHO Primary emergency decision
ECHO Emergency decision
Other ECHO decision Please justify:

1.9 Control mechanism to be applied: A P

1.10 Proposal and reports

Initial proposal date: dd-mm-yy
Revised proposal N°... date: dd-mm-yy
ECHO reference: ... date: dd-mm-yy
Intermediate report date: dd-mm-yy
Final report date: dd-mm-yy

¹At proposal stage fill the numbered paragraphs, except those which start with [INT] (to be filled in at intermediate report stage) or with [FIN] (to be filled in at final report stage). At intermediate and final report stage, modify only key data in the numbered paragraphs (using strikethrough).

1.11 [INT] List the supplementary agreements and exchange of letters after signature of the Agreement up to intermediate report stage

1.12 [FIN] List the supplementary agreements and exchange of letters after submission of the Intermediate report up to final report stage

2. NEEDS ASSESSMENT

2.1 Date(s) of assessment; methodology and sources of information used; organisation/person(s) responsible for the assessment

2.2 Problem statement and stakeholder analysis

2.3 Summarise findings of the assessment (include full report in annex, if relevant) and link these to the Action

2.4 [INT] If changes in needs assessment at intermediate report stage, please explain

2.5 [FIN] If changes in needs assessment after intermediate report, please explain

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

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

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 explain how risks for double funding were avoided

4. OPERATIONAL FRAMEWORK

4.1 Exact location of the Action (include map of project location)

4.2 Beneficiaries

4.2.1 Total number of direct beneficiaries:

4.2.2 Status of the direct beneficiaries (multiple options possible)

- IDPs Refugees Returnees local population
 Others e.g. for Grant Facility, Capacity building, etc.

4.2.3 Specificities of direct beneficiaries (please elaborate according to SF guidelines)

4.2.4 Direct beneficiary identification mechanisms and criteria

4.2.5 Describe to what extent and how the direct beneficiaries were involved in the design of the Action

4.2.6 Other potential beneficiaries (indirect, "catchment", etc.)

4.2.7 Direct beneficiaries per sector:

Sector	Number of beneficiaries

4.2.8 [INT] Report on changes and progress

4.2.9 [FIN] Report on changes and achievements

4.2.10 [FIN] Estimate per type of beneficiaries

female: ... %, male: ... % (total female + male= 100%)
infants (< 5y):... %, children (< 18 y): ... %, elderly: ... %

4.3 Objectives, Results and Activities

4.3.1 Operational Overview of the Action: Log-frame² (max. 3 pages)

Title of the Action				
Principal Objective				
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
Specific Objective				
Results				
Activities				
				Pre-conditions

² This table will be annex I of the signed Agreement. It has to give a comprehensive overview of the different elements of the Action. It will only contain concise information on results and activities. Any changes made to the log-frame at intermediate report or final report stage will be done using strikethroughs.

4.3.2 More detailed information on specific objective and results³

4.3.2.1 Specific objective

4.3.2.1.1 *At proposal stage:*

4.3.2.1.2 *[INT] - Intermediate report*

4.3.2.1.3 *[FIN] - Final report:*

- Report on indicators:
- Achievement of Specific Objective:

4.3.2.2 Result 1: ...

4.3.2.2.1 *At proposal stage*

- Total amount: ... EUR
- Sector: ...
Related sub-sector: ...
- Beneficiaries (status + number): ...
- Indicators for this result:
- Activities related to the result
- Means⁴ and related costs

4.3.2.2.2 *[INT] - Intermediate report*

- Total amount: EUR
- Update⁵ on indicators
- Update⁵ on beneficiaries (status + number)
- Update⁵ on activities
- Update⁵ on means and related costs

4.3.2.2.3 *[FIN] - Final report*

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)

³ Per result identified in the log-frame, more detailed information necessary for a good understanding of the proposal/ report will be completed here. A specific sub-section per result at proposal, intermediate report and final report stage has been foreseen (don't update information from a previous stage in this section, comment the change in the appropriate sub-section of the result). See also the guidelines for more information. (e.g. for the list of sectors and related sub-sectors)
Also the main foreseen procurement procedures will have been identified (as well as in section 4.4 – work plan).

⁴ The main means and costs (the sum of the indicated costs has thus not to be equal to the total amount for that result) have to be identified to ease understanding how the results will be reached and the activities implemented.

⁵ Update and explanation to be provided on progress as well as on changes made to the proposal.

- **Activities accomplished**
- **Finally committed means and related costs**

4.3.2.3 Result x: ...

4.3.2.3.1 At proposal stage

- **Total amount: ... EUR**
- **Sector: ...**
Related sub-sector: ...
- **Beneficiaries (status + number): ...**
- **Indicators for this result:**
- **Activities related to the result**
- **Means⁴ and related costs**

4.3.2.3.2 [INT] - Intermediate report

- **Total amount: EUR**
- **Update⁵ on indicators**
- **Update⁵ on beneficiaries (status + number)**
- **Update⁵ on activities**
- **Update⁵ on means and related costs**

4.3.2.3.3 [FIN] - Final report

- **Total amount: EUR**
- **Indicators for achieved result**
- **Final state on beneficiaries (status + number)**
- **Activities accomplished**
- **Finally committed means and related costs**

4.3.2.4 Result x: ...

4.3.2.4.1 At proposal stage

- **Total amount: ... EUR**
- **Sector: ...**
Related sub-sector: ...
- **Beneficiaries (status + number): ...**
- **Indicators for this result:**
- **Activities related to the result**
- **Means⁴ and related costs**

4.3.2.4.2 [INT] - Intermediate report

- **Total amount: EUR**
- **Update⁵ on indicators**
- **Update⁵ on beneficiaries (status + number)**

- Update⁵ on activities
- Update⁵ on means and related costs

4.3.2.4.3 [FIN] - Final report

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)
- Activities accomplished
- Finally committed means and related costs

4.3.3 Other costs⁶

	Initial amount	Intermediate amount	Final Committed
Visibility costs			
Total other costs			

4.4 Work plan (e.g. annex Gantt chart)

4.4.1 [INT] Revised work plan, if changed after proposal

4.4.2 [FIN] Report if major changes compared to original planning.

4.5 Monitoring, evaluation, audit and other studies

4.5.1 Monitoring of activities (explain how, by whom)

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:

(please remember that for external evaluations, audits and studies financed by the Commission the Terms of Reference have to be agreed by DG ECHO before launching the selection procedure)

4.5.4 [INT] Report on changes and progress

4.5.5 [FIN] Report on changes, challenges or achievements

⁶ The last table groups the costs that have not been dedicated to one specific result (support costs, feasibility studies, audits etc. as explained in the guidelines). The total of the total amounts mentioned per result and in this table will correspond to the subtotal direct eligible costs in the table section 11.

5. TRANSITION (LRRD) AND CROSS-CUTTING ISSUES

- 5.1 *Describe the expected level of sustainability and/or connectedness⁷*
- 5.2 *Transition and/or exit strategies (Linking Relief, Rehabilitation and Development)*
- 5.3 *Mainstreaming (e.g. children, Disaster Risk Reduction, environmental impact, gender, HIV and AIDS, human rights, protection, others to be specified). In your explanation, point to significant elements introduced under 2.3 and 4.3.2.*
- 5.4 **[INT]** *Report on changes, challenges and progress*
- 5.5 **[FIN]** *Report on changes, challenges and achievements*

6. FIELD COORDINATION

- 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)*
- 6.2 *National and local authorities (relations established, authorisations, coordination)*
- 6.3 *Co-ordination with DG ECHO (indicate the Humanitarian Organisation's contacts with DG ECHO and its technical assistants in the field)*
- 6.4 **[INT]** *Report on changes, challenges or progress*
- 6.5 **[FIN]** *Report on changes, challenges or achievements*

7. IMPLEMENTING PARTNERS

- 7.1 *Name and address of implementing partner(s)*
- 7.2 *Status of implementing partners (e.g. NGO, local authorities, etc.) and their role*
- 7.3 *Type of relationship with implementing partner(s) and the expected reporting by the implementing partner*
- 7.4 **[INT]** *In case of changes or problems, please explain*
- 7.5 **[FIN]** *In case of changes or problems, please explain*

8. CONTINGENCY MEASURES AND SECURITY

- 8.1 *Contingency measures (Plan B/ mitigating actions to be taken if risks and assumptions spelled out in the log-frame materialised)*
- 8.2 *Security considerations*
- 8.2.1 *Security situation in the field, describe briefly*
- 8.2.2 *Has a specific security protocol for this Action been established?*
Yes No Standard procedures
If yes please elaborate:

⁷ Sustainability and connectedness are similar concepts used to ensure that activities are carried out in a context that takes longer-term and interconnected problems into account.

8.2.3 Are field staff and expatriates informed of and trained in these procedures?

Yes No

8.3 [INT] In case of changes or challenges, please explain

8.4 [FIN] In case of changes or challenges, please explain

9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES

9.1 Planned communication activities (in field and/or in Europe)

9.2 Visibility on durable equipment, major supplies, and at project locations

9.3 Planned publication activities

9.4 [INT] Report on changes, challenges and progress

9.5 [FIN] Report on changes, challenges, and achievements

10. HUMAN RESOURCES

10.1 Indicate global figures per function and status

Function	Status ⁸	Number of staff	Number of man/ month in project	Comments

10.2 [INT] In case of changes, please explain

10.3 [FIN] In case of changes, please explain

⁸ Expat, local staff, staff of the implementing partner,...

11. FINANCIAL OVERVIEW OF THE ACTION⁹

Eligible costs of Action ¹⁰	Initial budget	Revised budget	Intermediate report Committed	Final report committed	Funding of Action	Initial	Revised	Final state
					Direct revenue from Action			
					Contribution by applicant			
					Contribution by other donors			
					Contribution requested from ECHO			
					% of total funding ¹¹ :			
Subtotal direct eligible costs								
Indirect costs (max 7%)					Contributions by beneficiaries ¹²			
Total Costs					Total Funding			

[FIN] In case of other donors, please identify the donors and the amount provided

⁹ This table will constitute annex II of the signed Agreement.

¹⁰ The partner can use another representation of costs in line with the current practice in its organisation. These headings will become the chapters of the final financial reporting. In case personnel costs and the costs on information, communication and visibility are not explicitly available in section 4.3.2, these have to be explicitly mentioned in this table.

¹¹ This does not apply in case of Multi-donor actions.

¹² (*)Contributions by beneficiaries are usually linked to cost recovery schemes (FS D3). These contributions cannot be accepted as co-financing. At proposal stage, the amounts of the contribution by beneficiaries should not be mentioned in section 11. The amounts recovered must be directly reinvested into the Action. At final reporting stage, Partners must identify the amounts recovered in section 11. They are not taken into account for the calculation of the indirect costs. If the Action includes Contributions by beneficiaries, the Indirect costs should be calculated using the following formula: $(\text{direct eligible costs} - \text{contribution by beneficiaries}) \times \text{max } 7\%$

12. ADMINISTRATIVE INFORMATION

12.1 FPA number (if applicable)

12.2 Name and title of legal representative signing the Agreement

12.3 Name, telephone, e-mail and title of the contact person(s) to be mentioned in Article 7 of the Agreement

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. CONCLUSIONS AND HUMANITARIAN ORGANISATION'S COMMENTS (if applicable)

13.1 Comments at proposal stage & requests for derogation

13.2 [INT] Comments and requests for derogation

13.3 [FIN] Conclusions and final remarks ¹³

¹³ Please fill in and provide with final report the check-list provided in Annex B

Annex A: Procurement table¹⁴

Description of the supplies, services or works	Quantity	Amount (EUR)	Procurement procedure ¹⁵	Derogation Y/N	(Forecast) Launch date procedure ¹⁶	(Forecast) Contracting date

¹⁴ At proposal stage, this table is **only mandatory for Agreements with an A-control mechanism**. It regroups the main significant procurement procedures for this Action and will be updated at intermediate report and final report stage. The Partner may attach a table with another lay-out (e.g. already used inside the project) provided that at least the above mentioned information is available.

¹⁵ Open international tender, open local tender, negotiated procedure, single quote, framework contract or use of a Humanitarian Procurement Centre (HPC).

¹⁶ The dates can also be expressed in number of weeks after the start of the Action.

[FIN] Annex B: Checklist on information to be found in the final reports for validation of the payment request.

In order to facilitate the assessment of reports, Partners should to use the below checklist and attach it to the final financial report.

		Not applicable	Included
1	Payment request	Compulsory	<input type="checkbox"/>
2	Updated table 11	Compulsory	<input type="checkbox"/>
3	Detailed financial report coherent with Table 11 headings	Compulsory	<input type="checkbox"/>
4	List of expatriate and key management staff:	<input type="checkbox"/>	<input type="checkbox"/>
5	List of other persons (e.g. local staff, day labourers)	<input type="checkbox"/>	<input type="checkbox"/>
6	List of HQ staff directly involved in the Action (except traditional HR and administrative functions)	<input type="checkbox"/>	<input type="checkbox"/>
7	List of other personnel costs	<input type="checkbox"/>	<input type="checkbox"/>
8	List of Allowance of low value equipment:	<input type="checkbox"/>	<input type="checkbox"/>
9	List of depreciation of equipment	<input type="checkbox"/>	<input type="checkbox"/>
10	List of fully charged equipment	<input type="checkbox"/>	<input type="checkbox"/>
11	Supporting documents for donation of fully charged equipment or remaining stock:	<input type="checkbox"/>	<input type="checkbox"/>
12	List equipment or remaining stocks transferred to another EC funded Action:	<input type="checkbox"/>	<input type="checkbox"/>
13	List of goods	<input type="checkbox"/>	<input type="checkbox"/>
14	List of stationery and running costs	<input type="checkbox"/>	<input type="checkbox"/>
15	List of Service / Transports/ work contracts	<input type="checkbox"/>	<input type="checkbox"/>
16	List of Studies/audits/evaluations	<input type="checkbox"/>	<input type="checkbox"/>
17	List of Communication, Visibility and Information costs,	<input type="checkbox"/>	<input type="checkbox"/>
18	List of miscellaneous costs	<input type="checkbox"/>	<input type="checkbox"/>
19	List of procurement	<input type="checkbox"/>	<input type="checkbox"/>