

TECHNICAL ANNEX

EMERGENCY TOOLBOX

FINANCIAL, ADMINISTRATIVE AND OPERATIONAL INFORMATION

The provisions of the financing decision ECHO/WWD/BUD/2023/01000 and the General Conditions of the Agreement with the European Commission shall take precedence over the provisions in this document.

The activities proposed hereafter are subject to any terms and conditions that may be included in the related Humanitarian Implementation Plan (HIP).

1. CONTACTS

Operational Unit in charge	DG ECHO ¹ /A1
Contact person at HQ	Desk Officer for the Emergency Toolbox Svetlana Slavcheva svetlana.slavcheva@ec.europa.eu

2. FINANCIAL INFO

Indicative Allocation²: EUR 44 500 000 ³.

Indicative breakdown per Actions as per Worldwide Decision (in euro)⁴:

Action (b) Initial emergency response/small-scale/epidemics

• Epidemics Tool	EUR	6 000 000
• Small-scale Tool	EUR	9 000 000
• Acute Large Emergency Response Tool	EUR	19 500 000
• DREF	EUR	10 000 000
• Emergency response reserve	EUR	-
Total:		EUR 44 500 000

¹ Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

² The Commission reserves the right not to award all or part of the funds made or to be made available under the HIP to which this Annex relates, or to allocate part of the funding to interventions with a regional or multi-country approach.

³ Total amount of the HIP

⁴ For flexibility and fast responsiveness purposes, this breakdown can be adjusted within certain limits based on newly arising needs.

3. PROPOSAL ASSESSMENT

a) Co-financing:

Under the EU Financial Regulation, grants must involve co-financing; as a result, the resources necessary to carry out the action must not be provided entirely by the grant. An action may only be financed in full by the grant where this is essential for it to be carried out. In such a case, justification must be provided in the Single Form (section 10.4).

b) Financial support to third parties (implementing partners)

Pursuant to Art. 204 FR, for the implementation of actions under this HIP, partners may provide financial support to third parties, e.g. implementing partners. This financial support can only exceed EUR 60 000 if the objectives of the action would otherwise be impossible or excessively difficult to achieve. Such situations can occur in cases where only a limited number of non-profit non-governmental organisations have the capacity, skills or expertise to contribute to the implementation of the action or are established in the country of operation or in the region(s) where the action takes place.

Ensuring broad geographical/worldwide coverage while minimising costs and avoiding duplications concerning in particular presence in country, prompted many humanitarian organisations to network, e.g. through families or confederations. In such a context, the situations referred to above would imply that the partner would rely on other members of the network. In such cases, justification must be provided in the Single Form.

c) Alternative arrangements

In case of country or crisis-specific issues or unforeseeable circumstances, which arise during the implementation of the action, the Commission (DG ECHO) may issue specific ad-hoc instructions which partners must follow. Partners may also introduce via the Single Form duly justified requests for alternative arrangements to be agreed by the Commission (DG ECHO) in accordance with Annex 5 to the Grant Agreement.

d) Field office costs

Costs for use of the field office during the action are eligible and may be declared as unit cost according to usual cost accounting practices, if they fulfil the general eligibility conditions for such unit costs and the amount per unit is calculated:

- i. using the actual costs for the field office recorded in the beneficiary's accounts, attributed at the rate of office use and excluding any cost which are ineligible or already included in other budget categories; the actual costs may be adjusted on the basis of budgeted or estimated elements, if they are

relevant for calculating the costs, reasonable and correspond to objective and verifiable information

and

- ii. according to usual cost accounting practices which are applied in a consistent manner, based on objective criteria, regardless of the source of funding.

- e) Actions embedded in multiannual strategies

Funding under this HIP may be used to finance actions implemented in the framework of multiannual strategies, as and when provided for in the HIP.

- f) Regional and multi-country actions

Regional/multi-country actions can be supported under this HIP (and where relevant in conjunction with other HIPs⁵), where they are proven more suitable/effective than country-based interventions to respond to identified needs, taking into account the operating context, the strategy and the priorities set out in the HIP (or respective HIPs), the operational guidelines provided in section 4.1.2. of this Annex, as well as the applicant organisation's capacities. The proposals should specify the breakdown between the different country allocations.

4. ADMINISTRATIVE INFO

For the Epidemics Tool, Small-scale Tool and ALERT, subsequent allocation rounds may take place as and when needs arise. The Commission reserves the right not to grant all the funds available.

Epidemics Tool

Allocation round 2

- a) Indicative amount: up to EUR 3 000 000
- b) Description of the humanitarian aid interventions relating to this assessment round: all interventions as described in the HIP.
- c) Costs will be eligible from triggering event in 2023⁶. Actions may start from 01/01/2023.
- d) The expected initial duration for the Action may be up to 12 months.
- e) Potential partners⁷: All DG ECHO Partners

⁵ For multi country actions falling under more than one HIP, partners are requested to submit only one proposal in APPEL. The single form should refer to the HIP that covers the majority of targeted countries.

⁶ The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

⁷ Unless otherwise specified potential NGO partners refer to certified partner organisations.

- f) Information to be provided: Single Form or Modification requests of on-going actions⁸
- g) Proposals may be submitted throughout the year in response to specific epidemic outbreaks.

Allocation round 1

- h) Indicative amount: up to EUR 3 000 000.
- i) Description of the humanitarian aid interventions relating to this assessment round: all interventions as described in the HIP.
- j) Costs will be eligible from triggering event in 2023⁹. Actions may start from 01/01/2023.
- k) The expected initial duration for the Action may be up to 12 months.
- l) Potential partners¹⁰: All DG ECHO Partners
- m) Information to be provided: Single Form or Modification requests of on-going actions¹¹
- n) Proposals may be submitted throughout the year in response to specific epidemic outbreaks.

Small-scale Tool

Allocation round 4

- a) Indicative amount: up to EUR 1 500 000. Up to EUR 500 000 per agreement.
- b) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- c) Costs will be eligible from triggering event in 2023¹². Actions may start from 01/01/2023.
- d) The expected initial duration for the Action may be up to 12 months.
- e) Potential partners¹³: All DG ECHO Partners

⁸ Single Forms will be submitted to DG ECHO using APPEL.

⁹ The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

¹⁰ Unless otherwise specified potential NGO partners refer to certified partner organisations.

¹¹ Single Forms will be submitted to DG ECHO using APPEL.

¹² The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

¹³ Unless otherwise specified potential NGO partners refer to certified partner organisations.

- f) Information to be provided: Single Form or Modification requests of on-going actions¹⁴
- g) Proposals may be submitted throughout the year in response to specific events.

Allocation round 3

- h) Indicative amount: up to EUR 2 000 000. Up to EUR 500 000 per agreement.
- i) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- j) Costs will be eligible from triggering event in 2023¹⁵. Actions may start from 01/01/2023.
- k) The expected initial duration for the Action may be up to 12 months.
- l) Potential partners¹⁶: All DG ECHO Partners
- m) Information to be provided: Single Form or Modification requests of on-going actions¹⁷
- n) Proposals may be submitted throughout the year in response to specific events.

Allocation round 2

- o) Indicative amount: up to EUR 1 500 000. Up to EUR 500 000 per agreement.
- p) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- q) Costs will be eligible from triggering event in 2023¹⁸. Actions may start from 01/01/2023.
- r) The expected initial duration for the Action may be up to 12 months.
- s) Potential partners¹⁹: All DG ECHO Partners
- t) Information to be provided: Single Form or Modification requests of on-going actions²⁰

14 Single Forms will be submitted to DG ECHO using APPEL.

15 The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

16 Unless otherwise specified potential NGO partners refer to certified partner organisations.

17 Single Forms will be submitted to DG ECHO using APPEL.

18 The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

19 Unless otherwise specified potential NGO partners refer to certified partner organisations.

20 Single Forms will be submitted to DG ECHO using APPEL.

- u) Proposals may be submitted throughout the year in response to specific events.

Allocation round 1

- v) Indicative amount: up to EUR 4 000 000. Up to EUR 500 000 per agreement.
- w) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- x) Costs will be eligible from triggering event in 2023²¹. Actions may start from 01/01/2023.
- y) The expected initial duration for the Action may be up to 12 months.
- z) Potential partners²²: All DG ECHO Partners
- aa) Information to be provided: Single Form or Modification requests of on-going actions²³
- bb) Proposals may be submitted throughout the year in response to specific events.

Acute and Large Emergency Response Tool – ALERT

Allocation round 3

- a) Indicative amount: up to EUR 2 000 000.
- b) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- c) Costs will be eligible from triggering event in 2023²⁴. Actions may start from 01/01/2023.
- d) The expected initial duration for the Action may be up to 6 months.

Allocation round 2

- e) Indicative amount: up to EUR 5 000 000.

21 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

22 *Unless otherwise specified potential NGO partners refer to certified partner organisations.*

23 *Single Forms will be submitted to DG ECHO using APPEL.*

24 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

- f) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- g) Costs will be eligible from triggering event in 2023²⁵. Actions may start from 01/01/2023.
- h) The expected initial duration for the Action may be up to 6 months.
- i) Potential partners²⁶: All DG ECHO Partners. Partners must have the capacity to respond immediately in the affected area. Partners must have the capacity in terms of structure, personnel, and financial means, to respond effectively and immediately to the emergency on the scale required.
- j) Information to be provided: Single Form or Modification requests of on-going actions²⁷
- k) Proposals may be submitted throughout the year in response to specific events.

Allocation round 1

- l) Indicative amount: up to EUR 12 500 000.
- m) Description of the humanitarian aid interventions relating to this assessment round: all interventions considering needs and respecting criteria described in the HIP.
- n) Costs will be eligible from triggering event in 2023²⁸. Actions may start from 01/01/2023.
- o) The expected initial duration for the Action may be up to 6 months.
- p) Potential partners²⁹: All DG ECHO Partners. Partners must have the capacity to respond immediately in the affected area. Partners must have the capacity in terms of structure, personnel, and financial means, to respond effectively and immediately to the emergency on the scale required.
- q) Information to be provided: Single Form or Modification requests of on-going actions³⁰
- r) Proposals may be submitted throughout the year in response to specific events.

25 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

26 *Unless otherwise specified potential NGO partners refer to certified partner organisations.*

27 *Single Forms will be submitted to DG ECHO using APPEL.*

28 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

29 *Unless otherwise specified potential NGO partners refer to certified partner organisations.*

30 *Single Forms will be submitted to DG ECHO using APPEL.*

Support to the IFRC Disaster Response Emergency Fund (DREF)

Allocation round 2

- a) Indicative amount: up to EUR 2 000 000.
- b) Description of the humanitarian aid interventions relating to this assessment round: all interventions as described in the HIP.
- c) Costs will be eligible from 01/01//2023³¹. Actions may start from 01/01/2023.
- d) The expected initial duration for the Action may be up to 18 months.
- e) Potential partners: Preselected partner is the International Federation of Red Cross and Crescent Societies (IFRC).
- f) Information to be provided: Single Form.

Allocation round 1

- g) Indicative amount: up to EUR 8 000 000.
- h) Description of the humanitarian aid interventions relating to this assessment round: all interventions as described in the HIP.
- i) Costs will be eligible from 01/01//2023³². Actions may start from 01/01/2023.
- j) The expected initial duration for the Action may be up to 18 months.
- k) Potential partners: Preselected partner is the International Federation of Red Cross and Crescent Societies (IFRC).
- l) Information to be provided: Single Form.

Emergency response reserve

Allocation round 4 – transfer of EUR 65 141 000 to the Operational Reserve

- a) Indicative amount: EUR 0.
- b) Description of the humanitarian aid interventions relating to this allocation round: all interventions described in the HIP
- c) Costs will be eligible from from the triggering event in 2023³³. Actions may start from 01/01/2023.

31 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

32 *The eligibility date of the Action is not linked to the date of receipt of the Single Form. It is either the eligibility date set in the Single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

33 *The eligibility date of the action is not linked to the date of receipt of the single form. It is either the eligibility date set in the single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.*

- d) The expected initial duration of the Action is up to 24 months.
- e) Potential partners: all DG ECHO partners
- f) Information to be provided: Single Form
- g) Proposals may be submitted throughout the year in response to specific events.

Allocation round 3 – transfer of EUR 9 400 000 to the Operational Reserve

- h) Indicative amount: EUR 65 141 000.
- i) Description of the humanitarian aid interventions relating to this allocation round: all interventions described in the HIP
- j) Costs will be eligible from from the triggering event in 2023³⁴. Actions may start from 01/01/2023.
- k) The expected initial duration of the Action is up to 24 months.
- l) Potential partners: all DG ECHO partners
- m) Information to be provided: Single Form
- n) Proposals may be submitted throughout the year in response to specific events.

Allocation round 2 – transfer of EUR 3 459 000 to the West and Central Africa HIP

- o) Indicative amount: EUR 74 541 000³⁵.
- p) Description of the humanitarian aid interventions relating to this allocation round: all interventions described in the HIP
- q) Costs will be eligible from from the triggering event in 2023³⁶. Actions may start from 01/01/2023.
- r) The expected initial duration of the Action is up to 24 months.
- s) Potential partners: all DG ECHO partners
- t) Information to be provided: Single Form
- u) Proposals may be submitted throughout the year in response to specific events.

Allocation round 1

- v) Indicative amount: EUR 78 000 000³⁷.

³⁴ The eligibility date of the action is not linked to the date of receipt of the single form. It is either the eligibility date set in the single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

³⁵ On 18/7, The amount of the ERR was reduced by EUR 3 458 000 for the crisis in Chad.

³⁶ The eligibility date of the action is not linked to the date of receipt of the single form. It is either the eligibility date set in the single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

³⁷ On 18/7, The amount of the ERR was reduced by EUR 3 458 000 for the crisis in Chad.

- w) Description of the humanitarian aid interventions relating to this allocation round: all interventions described in the HIP
- x) Costs will be eligible from from the triggering event in 2023³⁸. Actions may start from 01/01/2023.
- y) The expected initial duration of the Action is up to 24 months.
- z) Potential partners: all DG ECHO partners
- aa) Information to be provided: Single Form
- bb) Proposals may be submitted throughout the year in response to specific events.

4.1. Operational requirements:

4.1.1. Assessment criteria:

- 1) Relevance
 - How relevant is the proposed intervention; is it compliant with the objectives of the HIP?
 - Has a joint needs assessment been used for the proposed intervention (if existing)? Have other recent and comprehensive needs assessments been used?
 - Has the proposed intervention been coordinated with other humanitarian actors?
- 2) Capacity and expertise
 - Does the partner, with its implementing partners, have sufficient expertise (country / region and / or technical)?
 - How does the partner contribute to developing/strengthening local capacity?
- 3) Methodology and feasibility
 - Quality of the proposed response strategy, including intervention logic / logframe, output & outcome indicators, risks and challenges.
 - Feasibility, including security and access constraints.
 - Quality of the monitoring arrangements.
- 4) Coordination and relevant post-intervention elements
 - Extent to which the proposed intervention is to be implemented in coordination with other humanitarian actors and actions (including, where relevant, the use of single interoperable registries of beneficiaries).
 - Extent to which the proposed intervention contribute to resilience and sustainability.

38 The eligibility date of the action is not linked to the date of receipt of the single form. It is either the eligibility date set in the single form or the eligibility date of the HIP, whatever occurs latest. In case of amendments to existing agreements, the eligible date will however be the eligible date set in the initial agreement.

5) Cost-effectiveness/efficiency/transparency

- Does the proposed intervention display an appropriate relationship between the resources to be employed, the activities to be undertaken and the objectives to be achieved?
- Is the breakdown of costs sufficiently documented/explained?³⁹

In case of actions ongoing in the field, where DG ECHO is requested to fund the continuation thereof, a field visit may be conducted by DG ECHO field expert (TA) to determine the feasibility and quality of the follow-up action proposed.

No award will be made to NGO partner organisations which have not complied with their obligations concerning the submission of audited financial statements (i.e. which would not have submitted those in due time to the Commission without a proper justification) or which would appear not to offer sufficient guarantee as to their financial capacity to implement the proposed actions (in light of their liquidity and independency ratios as appearing from their latest available annual statutory accounts certified by an approved external auditor).

³⁹ *In accordance with the relevant section of the Single Form guidelines (section10)*