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# **Update on the development of the next ECHO Partnership Certificate**

**October 2020**

# The consultation process – 3 years of engagement

## 2018: launch of the process

The FPA Watch Group conducted an evaluation of the current FPA and develop its [position](#) regarding the 6<sup>th</sup> FPA as basis for discussions for FPA with ECHO (May)

- ECHO launched a series of consultation – brainstorming sessions on a set of different topics (VOICE [update](#) on the consultation process by Oct 2018)
- End of FPA validity for Swiss members (31/12)

VOICE exchanges with Ms Gariazzo and ECHO DG Pariat and VOICE President's [intervention at the Partners conference](#) in favor of differed launch of the new FPA => [2 years extension](#) of the 2014 FPA

## 2019: focus on the ex-ante assessment

- VOICE compiled feedback and questions regarding the ex-ante assessment ToR and upon Watch Group's request
- ECHO info session on FPA 2021 (Sept)
- Following exchange with FPA TF, revised and clearer version of ECHO FAQ on ex-ante assessment (Nov)

- Internal EC negotiations with Central Services on future shape of FPA
- [Call for Interest](#) ECHO Programmatic Partnership (Jun)
- Launch of ECHO [ToR for the ex-ante assessment](#) (Aug)
- Final [FAQ on the ToR](#) after the info-session and webinar

- VOICE Board/President meetings with ECHO management calling for consultations to resume and for meeting between ECHO, NGOs and auditors to be organized
- [VOICE Note](#) on proposed timeline for upcoming consultation (Jan)

## 2020: focus on Covid and future partnership in parallel

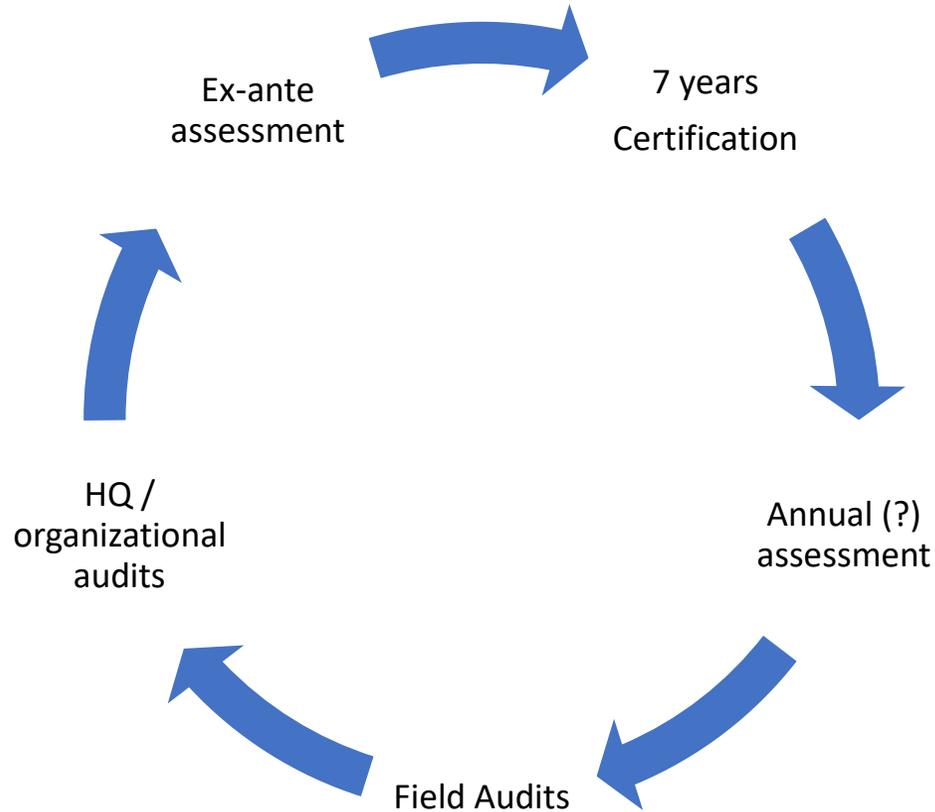
- VOICE/ECHO webinar organized for partners and auditors (Feb)
- Covid-19 guidelines: [further questions to ECHO](#) (Apr)
- FPA TF feedback on [Certificate](#) (Jul) and on the [MGA](#) and [e-SF](#) (Aug)
- FPA WG survey on the ex-ante assessment => [findings](#) (Aug)
- ECHO presentation to the WG of the Certificates, MGA, eSF => ongoing working group to fine-tune the template « Operational Budget » (Oct)

- ECHO adoption of the 'corporate MGA' ; since June, resumed discussions between FPA TF and ECHO (meetings on Certificates, MGA, eSF)
- Publication of [three types of Certificates](#) (Sept)
- Screening of NGO ex-ante assessments – about 140 NGO applicants
- [ECHO trainings](#) (Oct)
- Publication of HIPs (end Oct-Nov)

- Board engagement on Covid-19 impact and [VOICE President letter](#) asking for guidance end flexibility (Mar)
- VOICE President meetings with Commissioner Lenarčič, ECHO DG Michou and Ms Gariazzo to support the FPA Watch Group

# EU Humanitarian Partnership Certificate

# The partnership cycle:



## Where do we stand?

- 140 NGO applications (ex-ante assessment reports) sent to ECHO
- [Templates of Certificates](#) released (Sept 2020)
- Certificates will be granted before end of the year – confirmed at FPA WG (01.10)
- Frequency and scope of future assessments and audits remain unclear

# EU Humanitarian Partnership Certificate 2021-2027 (1)

ECHO Partnership will follow the new **European Commission corporate approach** and be based on a **certification process**

- Certificate issued if **successful ex-ante assessment** (instead of a FPA signed)
  - Have a look at the [findings and recommendations](#) of the FPA Watch Group survey on the ex-ante assessment
- Certificates **delivered before the end of 2020**
  - Have a look at the [feedback](#) from the FPA Task Force on the content of the Certificate
- Once a partner NGO has been granted a Certificate, the NGO will have to sign a **receipt letter** (call for interest to be potentially adapted in the medium-/long-term)

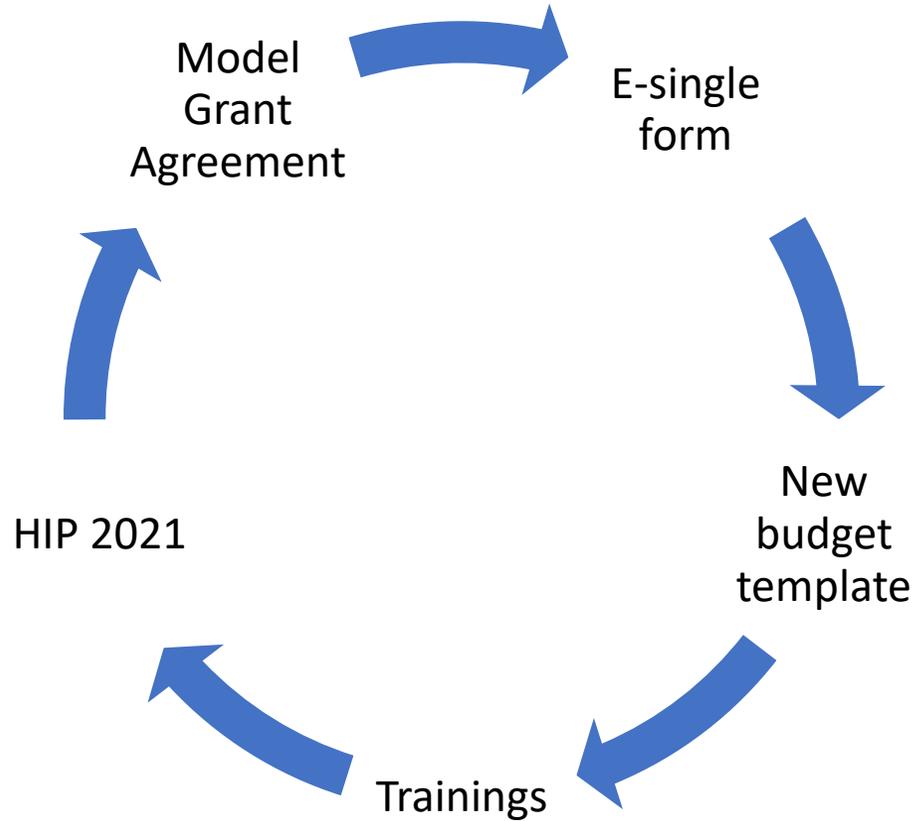
# EU Humanitarian Partnership Certificate 2021-2027 (2)

## Main changes

- It lasts **7 years** = duration of MFF
- **Reduced content** compared to the FPA since technically it is not a contract
- **New annual reporting** to the EC on the implementation of policy related to SEAH and other types of unethical behaviour towards staff, partners, contractors or beneficiaries, illegal employment and intentional environmental damage in accordance with the **applicable Commission guidance**
- **Annual assessment:** submission of annual financial statements (to check financial ratios), statement by Legal Representative confirming the conditions under which the certificate was awarded, statement about exclusion criteria, **new inventory of critical audit recommendations and action plan**
- Publication by ECHO of **3 types of Certificates** on [ECHO Partners' Website](#) (Partnership Certificate, Niche Partnership Certificate and Programmatic Partnership Certificate)

# Model Grant Agreement

# The project cycle:



## Where do we stand?

- New MGA presented to the FPA WG but not yet released
- E-Single Form and annex on budget presented to the FPA WG but not yet released
- Partners piloting of the e-Single Form since mid-October
- FPA TF & ECHO working on budget template
- First training modules announced
- HIPs 2021: to be published end of October / beginning of November with deadlines for submission earliest end January 2021

# New Model Grant Agreement (1)

- A new EC **corporate Model Grant Agreement** (MGA) introduced as from 2021 by Commission Decision of 12 June 2020 (C(2020)3759 final) to all EC DGs
- The MGA template was presented to the FPA Task Force and then to FPA Watch Group but is not released yet
  - Feedback from the Task Force can be found [here](#) and questions from the WG [there](#)
- Format is different from the current ECHO Grant Agreement, but the **majority of rules are similar**
- **New language** (imposed by the corporate nature of the template) but continuity of approach
- Further clarity will be provided in EC corporate guidance in **Annotated Grant Agreement (AGA)**
- **Annex 5 (specific to ECHO)** to reflect the specificities of EU Humanitarian Aid that are not included in the general MGA template
- Additionally, there will be **specific ECHO guidance to complement the AGA**
- MGA to be used for signed contracts as of HIPs 2021

# New Model Grant Agreement (2)

## *The structure*

Structure of the MGA (both specific and general conditions)

**Terms and Conditions:**

Data sheet is the 'specific' part of the agreement

Chapters 1-6 are the 'general' part of the agreement

**Annex 1** Description of the action (e-Single Form)

**Annex 2** Budget (corporate template)

**Annex 3** Accession Form for multi-beneficiary actions

**Annex 4** Financial statement model

**Annex 5** Specific rules for humanitarian aid



**Humanitarian Aid (HA)**

General Model Grant Agreement

(Humanitarian Aid MGA — Multi & Mono)

Version 1.0  
gjd Month 2020



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# New Model Grant Agreement (3)

*Legal hierarchy*

Annex 5 (DG ECHO specific rules)

Data sheet (Action details)

Other terms and conditions (general rules)

Annex 2 (budget)

Annex 1 (Single Form)

# New Model Grant Agreement (4)

## *A new terminology*

Old terminology	New terminology
(aid) Beneficiaries	Final recipients
Partners	(grant) Beneficiaries
Implementing Partners	Financial Support to third parties
APPEL	Electronic exchange system
Reporting not linked to payment (i.e. interim reports )	Continuous reporting
Reporting linked to payment (i.e. final report)	Periodic reporting
World Wide Decision / HIPs	Financing decisions

# New Model Grant Agreement (5)

## *A new terminology*

### The legal definition

#### **Beneficiary**

A legal entity which has signed the Grant Agreement (as coordinator or co-beneficiary) and therefore is bound by its terms and conditions with regards to the European Union (represented by DG ECHO).

#### **Other participants**

Legal entities which carry out some tasks in an action, but which do not sign the Grant Agreement (including entities linked to the beneficiaries). They are not bound by the terms and conditions of the Grant Agreement and consequently, DG ECHO has no obligation vis-à-vis them.

# New Model Grant Agreement (6)

## *A new terminology*

### Two types of MGA

#### **Mono-beneficiary**

One certified organisation signs the MGA and is fully responsible for its implementation

#### **Multi-beneficiary (multi-partner)**

More than one certified organisation sign the MGA, either directly or through an accession form. They are jointly responsible for appropriate implementation of activities and management of funds; after final payment, recoveries will be made directly against the beneficiaries concerned

# New Model Grant Agreement (7)

## *A new terminology*

### Types of other participants

- Third parties giving in-kind contributions
- Subcontractors: must respect proper implementation, conflict of interest, confidentiality and security, ethics, visibility, Annex 5, information and record-keeping
- Recipients of financial support: must respect proper implementation, conflict of interest, confidentiality and security, ethics, visibility, Annex 5, information and record-keeping
- Participants with special status: International Organisations and Pillar Assessed Organisations, specific requirements

# New Model Grant Agreement (8)

## *Some new rules and requirements*

### Main changes (non exhaustive)

- **Justification for financial support to third parties (IPs)** above EUR 60.000
- **Procurement is simplified** = beneficiaries' (i.e. ECHO partners) usual purchasing practices apply
- **One single exchange rate** with no possibility of derogation
- **Personnel cost calculation** (daily rates with a calculation basis of 215 days per year)
- **Field Office Costs** based on actual cost or rate of actual use (SPC)
- Difference between **purchases of goods/services and subcontracting**
- **Sanctions clause** – but no request to vet final beneficiaries



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# New Model Grant Agreement (9)

*Some new rules and requirements*

## The use of financial support to third parties

- Legally speaking, entities which are not part of the Agreement are to be considered as third parties
- 60,000 EUR limit (as per art 204 of the Financial Regulation) not applicable where achieving the objectives of the actions would otherwise be impossible or overly difficult
- DG ECHO is preparing standard justifications to be inserted in Financing Decision, HIP and Single Form



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# New Model Grant Agreement (10)

*Some new rules and requirements*

## Eligibility conditions for actual costs

- Unchanged provisions
- Eligibility period:
  - eligibility start date corresponds to Action start date
  - after the implementation period, only final report preparation-related costs can be eligible
- Other provisions for unit costs / contributions, flat-rate costs / contribution, lump sums: included in MGA but not used by DG ECHO



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# New Model Grant Agreement (11)

*Some new rules and requirements*

## Remaining supplies

- Provisions to be detailed in the Partnership 2021 Guidelines
- Donation: DG ECHO prior approval required in all cases
- Updated thresholds: 750 EUR increased to 1.000 EUR; marginal quantity of remaining goods 20%
- Possibility to obtain authorisation to retain equipment and goods requiring expert handling



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# New Model Grant Agreement (12)

## *Some new rules and requirements*

## Reporting

- Pre-financing report: technical part on progress of activities and statement on the use of funds provided (format provided)
- Continuous reporting: to cover interim report (includes budget update), quarterly reports, any additional requested report; timing and conditions specified in MGA
- Periodic reporting: linked to payments, includes updates in the Single Form and financial information
  - Financial statements
  - Linked corporate template and operational template for the explanation on the use of resources
  - Declaration



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# New Model Grant Agreement (13)

*Some new rules and requirements*

## Amendments

- Possible from MGA signature until final payment
- Budget flexibility is maintained, but other Single Form-related elements need formal changes (i.e. non-essential changes disappear)
- Procedure does not change (via APPEL through MR)
- DG ECHO to provide an answer within 45 days
- New clause for tacit rejection: no answer from the other party entails rejection



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# New Model Grant Agreement (14)

*Some new rules and requirements*

## The case of suspension

- MGA foresees possibility for suspension by the organisation (in case of force majeure), but suspension costs are NOT eligible
- Termination of grant if suspension is longer than 1/3 of the duration of the Action no longer applicable
- To be managed as an amendment, to increase duration and adapt Action to changed circumstances

# New Model Grant Agreement (15)

## *Some new rules and requirements*

### Procurement

- No more dedicated annex: purchase costs for the action (including related duties, taxes and charges) are eligible if they fulfil the general eligibility conditions and are bought using the organisation's usual purchasing practices — provided these ensure purchases with best value for money and that there is no conflict of interests
- Obligation to ensure compliance with the quality standards for medical supplies, devices and food established by the granting authority
- Exceptions to be codified by Partners
- Use of HPC to be detailed in guidance document

# New Model Grant Agreement (16)

## Next steps?

- DG Legal Service **still introducing certain corrections and changes** to fit all DG needs including some requested by ECHO following exchanges with VOICE and the FPA Task Force
- Supporting document:
  - Annotated Model Grant Agreement (AGA) developed by Horizon 2020 – latest version 26 June 2019 (updated version February 2021, managed by Legal Services)
  - DG ECHO specific guidance document on Annex 5 – currently under development
  - Updated «FPA guidelines» (now Partnership 2021 Guidelines), referring to the entire project cycle, from proposal to audit, including horizontal issues (certification, financing decision, PSEA reporting, etc.)
  - Single Form Guidelines under revision
  - Visibility Manual

Single Form



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# Application process

## Unchanged process

Needs assessment (INFORM, FCA, IAF)

Strategy

Financing Decision and HIP

Submission of proposals

# New Single Form (1)

- First exchange on the e-SF in the summer
  - Have a look at the [FPA TF feedback](#) to ECHO
- New e-Single Form presented to the Watch Group
- Changes introduced based on ECHO evaluation of the tool and to take into account the recommendations from the European Court of Auditors (ECA)
- On IT development, launching of the testing phase of the new tool in mid-October
- New operational budget template presented to the Watch Group – on-going working group to fine-tune it

# New Single Form (2)

## Main changes

- **Only one model of the Single Form** for emergency action (i.e. simplified and adapted templates are dropped)
- The **structure and the order** are revised (18 sections instead of 13 chapters)
- **All quantitative information** is aggregated in a new section, section 2 (project data overview by country)
- **Annex for detailed budget** is to (operational budget) be submitted next to the Single Form data (on top of Annex 2 of the MGA)
- **Section 14 on 'Alternative Arrangements'** incorporated to keep flexibility despite the corporate approach of the MGA
- **Section 18 summarizing mandatory annexes**
- In **IT terms**, the performance has been increased, more responsive and faster interface, pop-up windows to explain what ECHO is expecting for each of the questions



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## New Single Form (3)

### Adaptation of the Single Form structure

Current structure	New structure
<ol style="list-style-type: none"><li>1. General Information</li><li>2. Humanitarian Organisation in the Area</li><li>3. Needs Assessment and Beneficiaries</li><li>4. Logic of the Intervention</li><li>4.3 Results</li><li>4.4 Results Context and Conditions</li><li>5. Quality Markers</li><li>6. Implementation</li><li>7. Field Coordination</li><li>8. Monitoring and Evaluation</li><li>9. Visibility, Communication and Information Activities</li><li>10. Financial Overview of the Action</li><li>11. Requests for Specific Derogation</li><li>12. Administrative Information</li><li>13. Conclusions and Humanitarian Org. Comments</li><li>14. Logframe</li></ol>	<ol style="list-style-type: none"><li>1. General Information</li><li>2. Project Data Overview by Country</li><li>3. Humanitarian Organisation in the Area</li><li>4. Needs Assessment and Risks Analysis</li><li>5. Beneficiaries</li><li>6. Gender and Age Marker</li><li>7. Logic of the Intervention</li><li>7.3 Results</li><li>7.4 Results Context and Conditions</li><li>8. Resilience</li><li>9. Monitoring and Evaluation</li><li>10. Implementation</li><li>11. Field Coordination</li><li>12. Visibility, Communication and Information Activities</li><li>13. Financial Overview of the Action</li><li>14. Requests for Specific Derogation</li><li>15. Administrative Information</li><li>16. Conclusions and Lessons Learned</li><li>17. Logframe</li><li>18. List of ECHO pre-defined Annexes</li></ol>
<p><b>Legend:</b></p> <ul style="list-style-type: none"><li>- New chapter</li><li>- Divided chapter</li><li>- Renumbered chapter</li><li>- Renamed chapter</li></ul>	

# Section 1 General Information

Ref. no.: [140023]      FPA: 2021      Partner id.: PUNTO SUD      Partner HQ: ITALY

Country	Action title	Action type:	Amount	Status	Creation	Submission
		Non-emergency action	0,00€	Draft	16/10/2020	

Delete Submit Upload Annexes Export Print Edit Validate Save Cancel Back to list

**1. General Information**

2. Project Data Overview by Country: +

Country [01]

Country [02]

3. Humanitarian Organisation in the Area

4. Needs Assessment and Risks Analysis

5. Beneficiaries

6. Gender and Age Marker

7. Logic of the Intervention

7.3 Results: +

Result [01]

Result [02]

Result [03]

7.4 Results Context and Conditions

8. Resilience Marker

**1. General Information** Validate this chapter ⚠ Guidelines

1.1 Humanitarian organisation

PUNTO SUD

1.2 Title of the action

0/300

1.3 Time frame of the action

Start date  📅 ✎

Duration of the action (in months)

Start date for eligibility of expenditure  📅 ✎

1.4 Executive summary of the action

0/2000

1.5 HIP / Decision (if known)

Please select ▼



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# Section 2 Project Data Overview (1)

- 1. General Information
- 2. Project Data Overview by Country: +
  - Country [01]**
  - Country [02]
- 3. Humanitarian Organisation in the Area
- 4. Needs Assessment and Risks Analysis
- 5. Beneficiaries
- 6. Gender and Age Marker
- 7. Logic of the Intervention
  - 7.3 Results: +
    - Result [01]
    - Result [02]
    - Result [03]
  - 7.4 Results Context and Conditions
- 8. Resilience Marker
- 9. Monitoring and Evaluation
- 10. Implementation

✖ **2. Project Data Overview by Country - Country [01]** Validate this chapter Info ⚠ Guideline

**Attention:** The numeric data introduced in this chapter at the proposal stage / modification request stage should be understood as target figures (number of beneficiaries, budget amounts) to be achieved during this action.

### 2.1 Geographical Information

#### 2.1.1 Country (type "Group" or "Global for respectively actions in the group of countries or global actions)

Jordan ✖ 📝

#### 2.2 Locations

#	Name of the place of intervention	Upper administrative level (province)	Lowest administrative level (district)	Type
01	test location 3 <span>✖</span>	<span>0/400</span> <span>📝</span>	<span>0/400</span> <span>📝</span>	Please select <span>⌵</span> <span>✖</span>
<span>+</span> Add				

#### 2.3 Information on beneficiaries

##### 2.3.1 Number of unique beneficiaries

Female 0

Male 0

Total 0



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## Section 2 Project Data Overview (2)

11. Field Coordination
12. Visibility, Communication and Information Activities
13. Financial Overview of the Action
14. Requests for Alternative Arrangements
15. Administrative Information
16. Conclusions and Lessons Learned
17. Logframe
18. List of ECHO Pre-defined Annexes

### 2.3.2 Number of unique beneficiaries by sex and age

	Female	Male
0 - 59 months	<input type="text"/>	<input type="text"/>
5 - 17 years	<input type="text"/>	<input type="text"/>
18 - 49 years	<input type="text"/>	<input type="text"/>
50 years and more	<input type="text"/>	<input type="text"/>

### 2.3.3 Number of unique beneficiaries with disabilities

	Female	Male
	<input type="text"/>	<input type="text"/>

### 2.3.4 Number of unique beneficiaries by profile

Local population	<input type="text"/>
Internally displaced	<input type="text"/>
Refugees / asylum seekers	<input type="text"/>
Other persons on the move	<input type="text"/>
Returnees	<input type="text"/>
In camp or camp like	<input type="text"/>

### 2.3.5 Number of organizations directly targeted and benefiting from the action

Local	<input type="text"/>
International	<input type="text"/>

# Section 2 Project Data Overview (3)

Nutrition

2.4.2 Locations (for this sector)

test location 3

2.4.3 Total amount (for this sector)

1.000.000,00€

2.4.4 Number of unique beneficiaries (in this sector)

Female

Male

Total

2.4.5 Transfer modalities (in this sector)

	Amount	Unique beneficiaries
In cash	<input type="text" value="€"/>	<input type="text" value="1"/>
In vouchers	<input type="text"/>	<input type="text"/>
In kind	<input type="text"/>	<input type="text"/>
Non-allocated amount	<input type="text" value="1.000.000,00€"/>	

2.4.6 Explain why cash transfers were not used

0/2000

2.4.10 Number of unique beneficiaries (in nutrition sector)

0 - 59 months

Children with Severe Acute Malnutrition

Persons with Global Acute Malnutrition

Pregnant and lactating women



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# Section 3 Humanitarian Organisation

Ref. no.: [140023]      FPA: 2021      Partner id.: PUNTO SUD      Partner HQ: ITALY

Country	Action title	Action type:	Amount	Status	Creation	Submission
		Non-emergency action			16/10/2020	

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- 1. General Information
- 2. Project Data Overview by Country: +
- Country [01]
- Country [02]
- Country [03]
- 3. Humanitarian Organisation in the Area**
- 4. Needs Assessment and Risks Analysis
- 5. Beneficiaries
- 6. Gender and Age Marker
- 7. Logic of the Intervention
- 7.3 Results: +

### 3. Humanitarian Organisation in the Area Validate this chapter Guidelines

3.1 Presence in the area 0/4000

3.2 Synergies, links, complementarity with your other actions 0/4000



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## Section 4 Needs Assessment

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1. General Information

2. Project Data Overview by Country: +

Country [01]

Country [02]

Country [03]

3. Humanitarian Organisation in the Area

**4. Needs Assessment and Risks Analysis**

5. Beneficiaries

6. Gender and Age Marker

7. Logic of the Intervention

7.3 Results: +

Result [01]

Result [02]

Result [03]

### 4. Needs Assessment and Risks Analysis Validate this chapter Guidelines

4.1 Assessment dates and methodology

0/4000

When relevant, upload to APPEL a copy of the most relevant assessment report.

4.2 Problem, needs and risk analysis

0/8000

4.3 Response analysis

0/8000

4.4 Have you undertaken a Data Protection Impact Assessment (DPIA)?

Yes

No

4.4.1 Further details on DPIA or justification of the lack of such an assessment

0/4000



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## Section 5 Beneficiaries

- 1. General Information
- 2. Project Data Overview by Country: +
- Country [01]
- Country [02]
- Country [03]
- 3. Humanitarian Organisation in the Area
- 4. Needs Assessment and Risks Analysis
- 5. Beneficiaries**
- 6. Gender and Age Marker
- 7. Logic of the Intervention
- 7.3 Results: +
- Result [01]
- Result [02]
- Result [03]
- 7.4 Results Context and Conditions
- 8. Resilience Marker
- 9. Monitoring and Evaluation
- 10. Implementation

### 5. Beneficiaries

Validate this chapter  Guidelines

#### 5.1 Beneficiaries - identification criteria

0/4000

#### 5.2 Involvement of the beneficiaries in the design of / and in the action

0/4000

#### 5.3 Does the proposed action provide a specific targeted response for groups or individuals and/or specific vulnerabilities?

Yes  
 No

#### 5.3.1 If yes, please select up to 4 relevant groups/vulnerabilities

- Women
- Men
- Infants and children under five
- Girls and boys
- Adolescent girls and boys
- Pregnant and lactating women
- Elderly
- Persons with disabilities
- Victims of explosive ordinances
- Marginalised diversity groups

#### 5.3.2 Provide justification for selected groups and/or vulnerabilities

0/4000



# Section 6 Gender and Age Marker

	Non-emergency action	0,00€	Draft	16/10/2020	
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- 1. General Information
- 2. Project Data Overview by Country: +
  - Country [01]
  - Country [02]
  - Country [03]
- 3. Humanitarian Organisation in the Area
- 4. Needs Assessment and Risks Analysis
- 5. Beneficiaries
- 6. Gender and Age Marker**
- 7. Logic of the Intervention
  - 7.3 Results: +
    - Result [01]
    - Result [02]
    - Result [03]
  - 7.4 Results Context and Conditions
- 8. Resilience Marker

### 6. Gender and Age Marker Validate this chapter Guidelines

#### 6.1 Gender and Age

Is the marker applicable?

Yes  
 No

Q1: Does the proposal contain an adequate and brief gender and age analysis?

Q2: Is the assistance adapted to the specific needs and capacities of different gender and age groups?

Q3: Does the action prevent/mitigate negative effects?

Q4: Do relevant gender and age groups adequately participate in the design, implementation and evaluation of the action?

Initial mark

#### 6.2 Additional comments and challenges

0/2000



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# Section 7 Logic of the Intervention (1)

1. General Information

2. Project Data Overview by Country: +

Country [01]

Country [02]

Country [03]

3. Humanitarian Organisation in the Area

4. Needs Assessment and Risks Analysis

5. Beneficiaries

6. Gender and Age Marker

**7. Logic of the Intervention**

7.3 Results: +

Result [01]

Result [02]

Result [03]

7.4 Results Context and Conditions

8. Resilience Marker

9. Monitoring and Evaluation

10. Implementation

11. Field Coordination

12. Visibility, Communication and Information Activities

13. Financial Overview of the Action

7. Logic of the Intervention Validate this chapter

7.1 Principal objective

0/1000

7.1.2 Specific objective description

0/2000

7.2 Indicators (max 10) 01 + Add

Indicator

Make a choice.

Definition

Source and method of data collection

Baseline

Target value

Progress value

Achieved value

Comments on the indicator, baseline and target value





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## Section 8 Resilience Marker

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1. General Information

2. Project Data Overview by Country: +

Country [01]

Country [02]

Country [03]

3. Humanitarian Organisation in the Area

4. Needs Assessment and Risks Analysis

5. Beneficiaries

6. Gender and Age Marker

7. Logic of the Intervention

7.3 Results: +

Result [01]

Result [02]

Result [03]

7.4 Results Context and Conditions

**8. Resilience Marker** Validate this chapter  Guidelines

8.1 Resilience

Q1: Do the proposed project activities adequately reflect an analysis of risks and vulnerabilities (including conflict, environment and climate risks)?

Not sufficiently

Provide details

0/2000

Q2: Does the project adopt a "do no harm and conflict sensitivity" approach, include specific measures to ensure that the identified risks and any environmental impacts of the project are addressed to the extent possible, and are not aggravated by the action?

Yes

Provide details

0/2000

Q3: Does the project include measures to strengthen local preparedness capacities (of individuals and national or local institutions or organisations) to respond or adapt to identified risks?

Yes

Provide details

0/2000

Q4: Does the project contribute to long-term strategies to reduce humanitarian needs, underlying vulnerability and risks or identifies modalities to link up with ongoing development interventions (national or international stakeholders)?

Yes

Provide details

0/2000



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## Section 9 M&E

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9. Monitoring and Evaluation Validate this chapter Guidelines

9.1 Complaint mechanism 0/4000

9.2 Monitoring of the action 0/4000

9.3 Is this action remotely managed?

No  
 Yes - partially  
 Yes - fully

9.4 Which of the following evaluations will be undertaken and charged to the action?

Internal evaluation of the action's results

Yes  
 No

External evaluation of the action's results

Yes  
 No

External audit

Yes  
 No

9.5 Studies carried out in relation to the action (if relevant)

Yes  
 No

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## Section 10 Implementation (1)

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6. Gender and Age Marker

7. Logic of the Intervention

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Result [03]

7.4 Results Context and Conditions

8. Resilience Marker

9. Monitoring and Evaluation

### 10. Implementation

Validate this chapter   Guidelines

#### 10.1 Human resources and management capacities

0/4000

#### 10.2 Do you intend to deploy EU Aid Volunteers in the framework of this action?

Yes  
 No  
 Do not know yet

#### 10.3 Logistics

##### 10.3.1 Are you overseeing your entire supply chain? Please answer "No" if you are relying on other entities to do this either fully or partially (e.g. Humanitarian Procurement Centre, Global Logistics Cluster, through joint procurement initiatives etc.)?

Please select

##### 10.4.1 Do you anticipate any implementation challenges in the supply chain?

Please select

#### 10.5 Work Plan

You are expected to upload to APPEL the work plan of the action.

#### 10.6 Are there any other participants in the action?

Yes  
 No  
 Do not know yet



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## Section 10 Implementation (2)

13. Financial Overview of the Action

14. Requests for Alternative Arrangements

15. Administrative Information

16. Conclusions and Lessons Learned

17. Logframe

18. List of ECHO Pre-defined Annexes

**10.6.1 Implementing partners / co-partners** 02 + Add

Type  
Implementing partner

Name

Address 0/1000

Status 0/4000  
Please select

Estimated amount of EC budget allocated

Added value, role and main tasks 0/4000

Coordination, supervision and controls 0/4000

✖ Remove



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## Section 11 Field Coordination

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**11. Field Coordination**

12. Visibility, Communication and Information Activities

11. Field Coordination Validate this chapter Guidelines

11.1 Operational coordination with other humanitarian actors 0/4000

11.2 Action listed in 0/4000

Humanitarian Response Plan (HRP)

Yes

No

UN Flash Appeal

Yes

No

Red Cross / Red Crescent appeal

Yes

No

Other

Yes

No

11.3 Coordination with national and local authorities 0/2000

11.4 Coordination with development actors and programmes 0/4000



# Section 12 Visibility and Coms (1)

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**12. Visibility, Communication and Information Activities**

13. Financial Overview of the Action

12. Visibility, Communication and Information Activities Validate this chapter Guidelines

12.1 Standard visibility

**A. Compulsory display of EU Humanitarian Aid visual identity on (all points required):**

A1: Building signage (e.g. partner office buildings, health centers, distribution points)

Yes  
 No

A2: Equipment (for e.g. vehicles, water tanks, containers)

Yes  
 No

A3: Shipments and goods for distribution as part of the humanitarian response (e.g. blankets, sacks, tents, buckets, hygiene kits, debit cards)

Yes  
 No

A4: Branding of the operational materials/outreach materials addressing beneficiaries (e.g. training materials, flyers, notebooks, posters etc.)

Yes  
 No

A5: Clothing items worn by project staff (e.g. T-shirts, field vests, caps)

Yes  
 No

**Attention:** For all categories mentioned above, the emblem is to be displayed in a way that clearly highlights EU humanitarian aid as a donor.

Provide a justification if any of the above Compulsory Display of EU Humanitarian Aid visual identity items will be not implemented:

0/3000

B. External communication of EU funding and partnership through (select at least 5 points):

B1: Press releases, press conference, other media outreach

Yes  
 No

B2: Videos



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## Section 12 Visibility and Coms (2)

07/3000

11. Field Coordination

**12. Visibility, Communication and Information Activities**

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**B. External communication** of EU funding and partnership through (select at least 5 points):

**B1: Press releases, press conference, other media outreach**

Yes

No

**B2: Videos**

Yes

No

**B3: Photos**

Yes

No

**B4: Human interest stories with visuals**

Yes

No

**B5: Social media posts**

Yes

No

**B6: Events**

Yes

No

**B7: Print materials (e.g. brochures, factsheets etc.)**

Yes

No

**B8: Others**

Yes

No

Please specify for each communication action frequency, scope, timeline, channels to be used and number of people to be reached:

12.2 Do you foresee communication actions that go beyond standard obligations?

- Standard visibility, information and communication activities
- Above-standard, visibility, information and communication activities

You are expected to upload to APPEL detailed communication plan, following this template:

- <https://www.dqecho-partners-helpdesk.eu/download/referencedocumentfile/58>



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## Section 13 Financial Overview (1)

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### 13.1 Estimated costs

	Initial budget	Revised budget	Interim report incurred costs	Final report incurred costs	[RCI] Final update
Total direct eligible costs	1.000.000,00€	1.000.000,00€		1.000.000,00€	1.000.000,00€
% of indirect costs (max 7%)	7,0%	7,0%		7,0%	7,0%
Amount of indirect costs (cut after 2nd decimal)	70.000,00€	70.000,00€	0,00€	70.000,00€	70.000,00€
Total costs	1.070.000,00€	1.070.000,00€	0,00€	1.070.000,00€	1.070.000,00€

### 13.2 Percentage of direct eligible costs allocated to the support costs

	Initial budget	Revised budget	Interim report incurred costs	Final report incurred costs
% of support costs	1,00%	1,00%		1,00%

### 13.3 Funding of action

	Initial budget	Revised budget	Final budget	[RCI] Final update
Direct revenue of the action	0,00€	0,00€	0,00€	0,00€
Contribution by applicant	50.000,00€	50.000,00€	50.000,00€	50.000,00€
Contribution by other donors	20.000,00€	20.000,00€	20.000,00€	20.000,00€
Contribution by beneficiaries			0,00€	0,00€
Contribution requested from ECHO	1.000.000,00€	1.000.000,00€	1.000.000,00€	1.000.000,00€
% of total funding	93,46%	93,46%	93,46%	93,46%
Total funding	1.070.000,00€	1.070.000,00€	1.070.000,00€	1.070.000,00€



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## Section 13 Financial Overview (2)

### 13.6 Contribution in kind

Testing eSF for FPA 2021 ChC

### 13.7 Financial contributions by other donors

Testing eSF for FPA 2021 ChC

### 13.8 VAT exemption granted (including to the implementing partners)?

- Yes
- No
- Do not know yet

#### 13.8.1 Details on VAT exemption (mandatory if the answer is "No" or "Do not know yet")

Testing eSF for FPA 2021 ChC

### 13.9 [FIN] VAT charged to project (including via the implementing partners)?

- Yes
- No

#### 13.9.1 [FIN] Reasons and amount of TVA charged to project

Testing eSF for FPA 2021 ChC FR

### 13.10 Do you intend to involve and charge HQ staff costs to project?

- Yes
- No

### 13.11 [FIN] Did you charge HQ staff costs to project?

- Yes
- No

#### 13.11.1 [FIN] Details on HQ staff costs charged to project

Testing eSF for FPA 2021 ChC FR

### 13.12 [FIN] Were there any remaining goods?

- Yes
- No

ALL NEW!

#### 13.13.1 [FIN] Details on the equipment charged to the project at full price

Testing eSF for FPA 2021 ChC FR

13.13.2 [FIN] You are expected to upload to APPEL the list of equipment fully charged to action, the list of remaining goods, the list of low value equipment.

#### 13.14 [FIN] General ledger

You are expected to upload to APPEL the general ledger. If general ledger contains expenditures outside of the eligibility period add a column and justify them.

13.16 [FIN] The organisation confirms that the co-financing has not led to a double funding of the activity

- Yes



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# Section 14 Alternative Arrangements

Ref. no.: 2020/00733/FR/01/01      FPA: 2021      Partner id.: PUNTO SUD      Partner HQ: ITALY

Country	Action title	Action type:	Amount	Status	Creation	Submission
Belgium, Cyprus, France, Netherlands, Portugal, Spain	Testing eSF for FPA 2021 ChC	Non-emergency action	1.070.000,00€	Active	02/10/2020	02/10/2020

Use this button to re-generate the snapshot of SF in PDF and store it on the server.

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  - Result [02]

### 14. Requests for Alternative Arrangements

#### 14.1 Requests for alternative arrangements

#	Request details
01	Testing eSF for FPA 2021 ChC



# Section 16 Conclusions and Lessons

Ref. no.: 2020/00733/FR/01/01      FPA: 2021      Partner id: PUNTO SUD      Partner HQ: ITALY

Country	Action title	Action type:	Amount	Status	Creation	Submission
Belgium, Cyprus, France, Germany, Greece, Italy, Luxemburg, Netherlands, Portugal, Spain	Testing eSF for FPA 2021 ChC	Non-emergency action	1.070.000,00€	Active	02/10/2020	02/10/2020

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### 16. Conclusions and Lessons Learned Guidelines

- 16.1 Comments at proposal stage
  - Testing eSF for FPA 2021 ChC
- 16.2 [INT] Conclusions and lessons learned
- 16.3 [FIN] Conclusions and lessons learned
- Testing eSF for FPA 2021 ChC FR
- 16.4 [RCI] Final report final update



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## Section 18 Annexes

Ref. no: 2020/00733/FR/01/01      FPA: 2021      Partner id: PUNTO SUD      Partner HQ: ITALY

Country	Action title	Action type:	Amount	Status	Creation	Submission
Belgium, Cyprus, France, Germany, Greece, Italy, Luxemburg, Netherlands, Portugal, Spain	Testing eSF for FPA 2021 ChC	Non-emergency action	1.070.000,00€	Active	02/10/2020	02/10/2020

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### 18. List of ECHO Pre-defined Annexes

#### 18.1 Mandatory and optional annexes to be uploaded to APPEL

List of equipment fully charged to the action (13.13.2)	⚠
List of remaining goods(13.13.2)	⚠
List of low value equipment (13.13.2)	⚠
Audits or evaluations related to action (9.4.1)	
Remote management quarterly report (9.3)	
Final payment request (13.5)	⚠

This chapter lists all ECHO pre-defined annexes to be uploaded to APPEL at this action stage. Some of them are mandatory (marked with exclamation sign), some other optional (mandatory depending on choices made in the Single Form or depending on some other external conditions).

If you fail to upload mandatory annexes at this stage, you might be requested by ECHO to submit them at later stage via the 'new version' functionality.



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# Budget(s)

- To answer to requests/recommendations from the Court of Auditors:
  - Properly assessing the costs **necessity** and **cost efficiency** of the interventions (eligibility criteria)
  - Better **comparability** whenever relevant, so as to take the appropriate decision
  - Replacement of section 10.2 (support costs ratio), which has proven inefficient
- To ease contract management
  - To handle in a more efficient and speedy manner **liquidations** (avoid cumbersome exchanges after submission of final reports)
- Help NGOs filling the new additional financial annex (Commission's budget template)

[Template](#)

# Next steps

- Feedback from partners testing the tools to be incorporated in the e-SF
- Budget template to be finalized
- ECHO to share final tool with partners in November (world version requested)
- Training sessions by Punto Sud
- Change of e-SF on APPEL in January 2021

# Transition & HIPs 2021

- For the **2020 Budget**: still new actions and top-ups of existing actions under the current Single Form and with the current Grant Agreement
- For the **2021 Budget**: use of the new Single-Form and MGA (in principle no MR for on-going actions to avoid parallel systems for too long)
- **HIPs 2021** to be released in the coming weeks – deadlines for proposals not before end of January
  - Preparatory work **not on the current Single Form** → no possibility to transfer proposals from current Single Form system to new one
- Case by case review at desk level to limit discontinuity of aid
  
- For **UK entities**, new MFF not available for them (Brexit) = only top-ups on the 2020 Budget
- For **Pilot Programmatic Partnerships actions**, 2021 and 2022 allocations on the current Single Form

# The Future Partnership Agreement: Main observations based on cross-cutting issues

## **Diversity:**

- 140 NGO applications: a solid diversity of partners should be maintained for the next partnership cycle

## **Consortium:**

- The new MGA allows for sharing responsibility among certified partners when working in consortia

## **Working with implementing partners:**

- ECHO will develop guidelines in the technical annexes of HIPs to simplify partners' request when working with IP at proposal stage

## **Changes vs Stability:**

- A new approach through certification process and new contracting template (i.e. MGA) but stability of tools : HIPs and e-Single Form

## **Simplification:**

- Little evidence of simplification – on the contrary more questions requested at proposal stage ; the Watch Group will monitor whether this translates into less questions raised at negotiation and liquidation stages

## Going forward: what to do next? *Get prepared!*

- Register to upcoming trainings on the ELSE platform  
<https://else.dgecho-partners-helpdesk.eu/learn>
  - Course: « The Certification 2021: What's new? »
- [CI EU Funding Teams](#) and [EU Meeting Point](#) on CARE Shares
- HIPs 2021 and their technical annexes soon to be published on APPEL  
<https://webgate.ec.europa.eu/appel/welcome/>
- HIPs presentation will be accompanied by a short presentation of the new partnership framework ;  
Dates of meetings will be announced in country and on ECHO website  
[https://ec.europa.eu/echo/funding-evaluations/funding-for-humanitarian-aid/consultations-partners-financing-decisions\\_en](https://ec.europa.eu/echo/funding-evaluations/funding-for-humanitarian-aid/consultations-partners-financing-decisions_en)