



EUROPEAN COMMISSION
DG FOR CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS

ECHO IS SUPPORT TEAM

Single Form 2021

What has changed?

(10.10.2020)

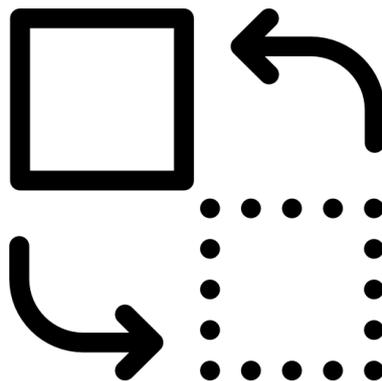


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1. INTRODUCTION

The new ECHO Partnership, entering into force in 2021, triggered a number of changes not only in the business processes, procedures and rules governing the implementation of ECHO funded humanitarian actions but also in the IT applications used by ECHO and ECHO Partners.

One of the impacted applications was the Single Form, which has undergone a full revision process to ensure that relevant, consistent and complete information is collected for the purposes of optimal assessment of the humanitarian aid projects, their accurate monitoring and detailed reporting on the implementation of important ECHO policies.

From the technical perspective, the new Single Form 2021 is very similar to the current Single Form 2018¹, however content and structure wise there are quite substantial differences between the tools mentioned above.

This document intends to describe briefly the major differences between both tools as well as to highlight existing similarities to help Partners with previous experiences with the current Single Form to smoothly get up to speed with the new Single Form.

2. SIMILARITIES

Technology

Both editions of the Single Form (2018, 2021) run in modern browsers such as Google Chrome, Mozilla Firefox and Microsoft Edge (versions 84+ based on Chromium).

They are usable online (for Partner users with direct access to the APPEL platform) and offline (for Partner users working from places of no or limited internet connectivity).

The same offline application (known as zipped Single Form²) can be used to edit proposals and reports for both Partnerships (2014, 2021). Details included in the XML ensure that the proper variant of the Single Form is rendered and contains the correct project information.

Both editions of the Single Form (2018, 2021) benefit from improved performance, optimised recently to provide agreeable user experience in the context of increased volume of information processed within the Single Form.

¹ The Single Form used in the context of Partnership 2014 existed in several versions including Single Form 2014 in PDF and Single Form 2018 (online and offline). In this document, we only refer to the latest Single Form in use during the Partnership 2014 which was the Single Form 2018.

² We strongly recommend to download the offline Single Form again once the new Single Form 2021 is officially launched and to discard/delete any instances of the offline Single Forms that might have been downloaded earlier. This is the only way of ensuring that the offline Single Form works correctly and includes the latest package of functionalities. This newly downloaded offline Single Form can be used for editing old and new proposals (for Partnerships 2014 and 2021).

Functionalities

The Single Form offers a high number of functionalities that could be combined in several groups:

- **Data handling functionalities** (XML import and export, upload, annexes);
- **Editing functionalities** (spellchecking, formatting tool bar for rich text, plain text, handling the excess of text);
- **Helping functionalities** (global and chapter validation, embedded guidelines, character counters, mouse over tooltips for buttons);
- **Presentation functionalities** (diverse visual rendering of normal and mandatory fields, editable and read-only fields, overall layout).

Both editions of the Single Form (2018, 2021) benefit equally from all functionalities mentioned above. To learn more about all mentioned functionalities - please consult the “Offline Single Form – Detailed Manual” available [here](#).

Content and structure

About 70% of content (in terms of sections, fields) collected by both editions of the Single Form (2018, 2021) is the same. Sometimes, however, a section or a field existing in the Single Form 2018 under a specific chapter might appear in the Single Form 2021 in another chapter as the structure of the latter was revised to group contextually similar information types.

The following table presents the comparison of the structure between the Single Form 2018 and the Single Form 2021.

Single Form 2018	Single Form 2021
1. General Information	1. General Information
2. Humanitarian Organisation in the Area	2. Project Data Overview by Country
3. Needs Assessment and Beneficiaries	3. Humanitarian Organisation in the Area
4. Logic of the Intervention	4. Needs Assessment and Risks Analysis
4.3 Results	5. Beneficiaries
4.4 Results Context and Conditions	6. Gender and Age Marker
5. Quality Markers	7. Logic of the Intervention
6. Implementation	7.3 Results
7. Field Coordination	7.4 Results Context and Conditions
8. Monitoring and Evaluation	8. Resilience Marker
9. Visibility, Communication and Information Activities	9. Monitoring and Evaluation
10. Financial Overview of the Action	10. Implementation
11. Requests for Specific Derogation	11. Field Coordination
12. Administrative Information	12. Visibility, Communication and Information Activities
13. Conclusions and Humanitarian Organisation's Comments	13. Financial Overview of the Action
14. Logframe	14. Requests for Alternative Arrangements
LEGEND:	15. Administrative Information
New chapters	16. Conclusions and Lessons Learned
Moved chapters	17. Logframe
Divided chapters	18. List of ECHO Pre-defined Annexes

More details on what has changed and on what remained the same inside of each chapter will be presented in the next section of this document.

3. DIFFERENCES

Technology

There are no technological differences between both editions of the Single Form (2018, 2021).

Functionalities

Both editions of the Single Form (2018, 2021) share the same functionalities with two minor exceptions.

1. Contrary to the Single Form 2018 that existed in three different variants (normal Single Form, simplified Single Form for urgent decisions/emergency actions and Single Form for complementary activities), the new Single Form 2021 is launched with only one single variant to be used for all kinds of actions irrespective of their degree of urgency or specific characteristics. In the future, if this approach proves not to be flexible enough, ECHO might re-assess the current approach and re-introduce another variant of the Single Form more adopted to specific requirements.
2. A new functionality was added to the Single Form 2021 to facilitate the process of encoding the information and to ensure data consistency between several chapters of the Single Form.

This new functionality is available in the header of chapter 2 (Project Data Overview by Country), chapter 7.3 (Results) and chapter 13 (Financial Overview by Country):



As you might have already discovered, the budgetary information is collected in different perspectives in the mentioned chapters (in chapter 2 - allocated budget by sector and country, in chapter 7.3 - estimated budget by result and in chapter 13 – total project budget). The new functionality, triggered when the “Info” button is clicked, intends to help you encoding the consistent budgetary information.

In this example, the Single Form targets 3 sectors in 2 countries:

Sectors summary by country	
<u>Amount allocated per sector:</u>	
Country: #1 - Afghanistan	
Sector	Amount
Education in emergencies	900.000,00€
Health	500.000,00€
Country: #2 - Syrian Arab Republic	
Sector	Amount
Nutrition	600.000,00€

With this information, when encoding the results in chapter 7.3, it is much clearer that the project will require 3 results (one result for each sector) with corresponding estimated amounts to be allocated to respective results/sectors. It is also clearer, when filling in chapter 13 with the financial overview of the action that the total costs should be equal to the sum of budgets allocated to all sectors in all targeted countries.

Content and structure

The content and the structure of the Single Form 2021 differs slightly in comparison to the Single Form 2018. This section will detail, at very high level, the changes that took place in some of the chapters of the Single Form.

To get a better understanding of the structure and content of the new Single Form 2021 – please download and have a look at [this set of screenshots](#).

- **Chapter 1:** General Information

No major changes in this chapter. The previously existing section on action locations has been integrated into the newly created chapter 2. One additional field was added – 1.6 List of the modifications and their justifications.

- **Chapter 2:** Project Data Overview by Country

This is a brand new chapter aggregating all the quantitative information on action beneficiaries at country and at sector levels.

For each country - Partners are expected to fill in the entire chapter 2 unless the number of countries in a given project exceeds 10. In such a situation, data could be provided for most important countries and the “grouping option” used to provide data in bulk on other less significant group of countries. In a situation of global intervention

(for example global response to Covid), the partner can use the “global option” instead of specifying the country or group of countries.

For each country - Partners need to encode one or multiple detailed locations. These locations are later linked with sectors to make clear where exactly (in which part/region/district) in a country-specific sectoral activities take place.

For each country, the partner is expected to encode information on beneficiaries from different perspectives (broken down for example by sex, age, profile and type).

For each country - Partners need to also provide sectoral information, comprising among others: amount allocated to a given sector broken down by transfer modality, number of beneficiaries by sex and sometimes a bit more specific breakdowns of beneficiaries (for example for protection, nutrition, health and education in emergencies sectors).

The quantitative part of chapter 2 is filled in at all action stages (RQ, MR, IR, and FR). While at the RQ stage partners can encode estimated figures (understood as targets to be reached), at IR and FR stages, the real figures are expected (understood as achieved/reached values, respectively for IR³ during the reporting period and for FR during the full timeframe of the intervention).

Attention: At the moment of the creation of IR or FR, the figures from the last favourable document (RQ or MR) will be copied to chapter 2⁴. The Partners’ task is to update these figures with achieved/reached values. This task requires great deal of caution to avoid the risk of re-submitting at IR or FR stage not updated but overlooked RQ figures. We recommend working with two browser tabs (one with the latest favourable proposal opened on chapter 2 and another one with the respective report opened on chapter 2). In that way, it will be much easier to update chapter 2 at IR or FR stage basing yourself on available RQ figures.

Chapter 2 collects a substantial amount of interrelated quantitative information. To ensure this information is relevant, logical and consistent, the Single Form 2021 validates the introduced information with a set of strict business rules. Some of these rules are listed below:

- Aggregated number of male/female beneficiaries in all age categories needs to match the number of male/female beneficiaries in a given country;
- Number of male/female beneficiaries with disabilities cannot exceed the number of male/female beneficiaries in a given country;

³ In case of the first IR - the reporting period runs from the beginning of action till the moment of submitting the IR. In case of the second IR - the reporting period runs from the moment of submitting the first IR till the moment of submitting the second IR.

⁴ The IT team had another choice here, namely to clean up the entire chapter 2. In our opinion, however, such an approach would trigger even more difficulties and increase workload of partners.

- Aggregated number of first 4 groups of beneficiaries by profile (local population, internally displaced, refugees / asylum seekers, other persons on the move) needs to match the total number of beneficiaries in a given country;
- Number of returnees as well as number of beneficiaries in camp cannot exceed the total number of beneficiaries in a given country;
- Number of male/female beneficiaries in any sector of a given country needs to match the number of male/female beneficiaries in that country;
- Allocation of an amount to any of the transfer modalities implies that there need to be some beneficiaries (this works also in the inverse direction);
- Unique list of sectors encoded in all countries of intervention needs to match with the unique list of sectors encoded in the results;
- Aggregated amounts for all sectors in all countries cannot exceed the total costs of the action as defined in chapter 13;
- Aggregated numbers of male/female beneficiaries for all education levels cannot exceed the number of male/female beneficiaries in education and emergency sector (comparable rules are implemented for other specific sectors such as nutrition, protection and health).

- **Chapter 3:** Humanitarian Organisation in the Area

No major changes in this chapter. Elements related to needs assessment were located in the dedicated chapter 4, elements related to beneficiaries were split between chapter 2 (quantitative part with different data breakdowns) and chapter 5 (narrative part).

- **Chapter 4:** Needs Assessment and Risks Analysis

This is a brand new chapter focusing on the needs assessment, problem, risk analysis and response. A new field was introduced - 4.4 Have you undertaken a Data Protection Impact Assessment.

- **Chapter 5:** Beneficiaries

This is a brand new chapter focusing on the beneficiaries' identification and their involvement in the action. This chapter also gives the possibility to indicate specific targeted response for groups or individuals and/or vulnerabilities.

- **Chapter 6:** Gender and Age Marker

No major changes in this chapter. Gender and Age questions were revised and can now be answered by Partners not only at RQ but also at FR stage.

- **Chapter 7: Logic of the Intervention**

No changes in this chapter. In the future, ECHO will revise the Key Objective Indicators section to ensure that the matching ones can be found for most of the sectors with the intention to reduce the utilisation of custom Key Objective Indicators to boost projects comparability.

- **Chapter 7.3: Results**

No major changes in this chapter. The previously existing section on result beneficiaries was integrated into the newly created chapter 2.

- **Chapter 7.4: Results Context and Conditions**

No changes in this chapter.

- **Chapter 8: Resilience Marker**

This is a brand new chapter created by dividing the previously existing chapter on “Quality markers” into two separate chapters called “Gender and Age Marker” and “Resilience Marker”, respectively.

All questions relating to the Resilience Marker have been revised and modified. These questions are asked at RQ and FR stages (contrary to the Single Form 2018, where questions on any markers were essentially only answered at RQ stage). Moreover, it is no longer possible to opt out from answering the Resilience Marker questions by declaring this section to be not applicable. Additionally, for each question answered on the Resilience Marker, the Single Form requires providing additional, narrative remarks.

- **Chapter 9: Monitoring and Evaluation**

No major changes in this chapter. One additional section added - 9.1 Complaint mechanism.

- **Chapter 10: Implementation**

No major changes in this chapter.

- **Chapter 11: Field Coordination**

No changes in this chapter.

- **Chapter 12: Visibility, Communication and Information Activities**

No major changes in this chapter. In the section A (on EU visual identity) and in the section B (on external communication), a number of options/activities has been increased to provide ECHO with a more granular and accurate information on visibility, communication and information.

More information to be encoded in this chapter comes with the additional benefit for Partners in the form of the increased to 1% (up to 10.000 euros) amount of visibility and communication expenses that can be included into the eligible costs of the action.

- **Chapter 13: Financial Overview of the Action**

No major changes in this chapter. Indirect costs are no longer captured as absolute values but they are automatically computed based on the indirect costs' percentage introduced by Partners.

Some additional questions (on VAT, on remaining goods, on equipment charged to action and on HQ staff costs) have been added at the FR stage in the form of a checklist to avoid the same questions to be asked by ECHO in the "Requests for complementary information" after the submission of the final report.

- **Chapter 14: Requests for Alternative Arrangements**

This chapter, previously called "Requests for Specific Derogations", has been renamed. The requests for alternative arrangements can be encoded by Partners in this chapter, however, they will not be added to the text of the Grant Agreement (under section 6.1, 6.2, 6.3) following the changes in treating the derogations and complementary clauses imposed by the adoption by ECHO of new corporate models of Grant Agreements.

For the same reasons, partner's permanent derogations are no longer shown in this chapter.

- **Chapter 15: Administrative Information**

No changes in this chapter.

- **Chapter 16: Conclusions and Lessons Learned**

No major changes in this chapter. The field that was previously used to justify the submission of MR (13.1) has been moved to chapter 1: General Information of the Single Form under section 1.6.

- **Chapter 17:** Logframe

The “Logframe” has been updated to align it with the modified “Results” section. It no longer contains aggregated information on beneficiaries in all the results (since the quantifiable information on beneficiaries has been moved to chapter 2: Project Data Overview by Country).

- **Chapter 18:** List of ECHO Pre-defined Annexes

This is brand new chapter that helps you to identify, for the respective action stage, optional and mandatory annexes to be submitted to ECHO along with the proposal or a report. Additional verification of whether all mandatory annexes were uploaded to APPEL takes place at the moment of submitting the proposal or a report.