SINGLE FORM GUIDELINES 2021

September 2026

DG ECHO

SINGLE FORM GUIDELINES – UPDATED IN SEPTEMBER 2026

(These guidelines apply for actions submitted for HIP 2021 and onwards)

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INTRODUCTION

The Single Form is Annex 1 to the Model Grant Agreement (MGA).

Single form to be used for
- Request (RQ)
- Modification (MR)
- Interim report (IR)
- Final report (FR)

The Single Form allows **partners** to:

- Submit a proposal in response to a crisis or an identified need
- Reflect the reality of the project in the field
- Anticipate assumptions, risks, change in project design, etc.
- Inform DG ECHO of achievements.

The Single Form allows **DG ECHO** to:

- Take a decision to fund or not to fund an Action
- Monitor the Action
- Analyse the modifications introduced in the Action.
- Liquidate the agreement on the basis of the final report
- Report on the Action funded, using the data mentioned in the box "data extraction"

These guidelines follow the structure of the Single Form, section by section, from the proposal stage to the final report stage.

STRUCTURE OF THE SINGLE FORM

The Single Form comprises 18 chapters.

1. General information	**10.** Implementation
2. Project data overview by country	**11**. Field coordination
3. Humanitarian organisation in the area	**12.** Visibility, communication and information activities
4. Needs assessment and risks analysis	**13.** Financial overview of the action
5. Beneficiaries	**14.** Request for alternative arrangements
6. Gender and age marker	**15.** Administrative information
7. Logic of intervention	**16.** Conclusions and lessons learned
8. Resilience marker	**17.** Logframe
9Monitoring and evaluation	**18.** List of ECHO pre-defined annexes

Each chapter includes information on the **Interim** and **Final reports** requirements. INT FIN

When opening a **Modification Request (MR)** (to introduce modification by mutual consent), all the sections of the Single Form will be displayed automatically. The partner will then update the sections relevant to the modifications. The partner is invited to provide a summary of the modifications brought to the Single Form in chapter 1, section 1.6.

TERMINOLOGY

Beware of the difference of terminology between the Model Grant Agreement (corporate template) and the terminology commonly used in DG ECHO:

MGA terminology	**DG ECHO terminology**

Grant Beneficiary	The (certified) partner organisation to which a grant is awarded
Grant co-beneficiary	A certified partner organisation cooperating with the certified partner organisation signing the grant agreement and acting as coordinator (grant beneficiary)
Third party	An entity or a person which is either final beneficiary or implementing partners.
Continuous reporting	Reporting not linked to payment, e.g. interim reports, etc.
Periodic reporting	Reporting linked to payment: e.g. final report
Financing decisions	World Wide Decision/HIPs
Alternative arrangements	Derogations

NOTE: that at the time of issuance of these guidelines, work on the Single Form was still on-going. There may be minor discrepancies between the final format of the Single Form and the content of these guidelines. The present document will be updated regularly. For specific support on the Single Form contact ECHO-IS-SUPPORT@ec.europa.eu

WHERE TO FIND THE SINGLE FORM?

The Single Form is only accessible through APPEL.[1].

APPEL is an **electronic exchange system** used by DG ECHO and its partners. In order to be able to connect to APPEL, you will first need to create an ECAS account. If you do not have an ECAS account, please contact your organisation to request an access.

Annex SF-1
Sections of the SF

"more information on how to deal with Appel and how to manage the electronic Single Form is available on the Partners' Website" – documents are available here: https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo while narrative info on Appel is here: https://www.dgecho-partners-helpdesk.eu/ngo/communication-with-dg-echo/appel-electronic-exchange-system

ASSESSMENT CRITERIA

During the assessment of proposals, DG ECHO will look at:

- The compliance of the Action with the proposed strategy (HIP) or financing decision and the operational requirements described here below.
- The compliance of the Action with the operational requirements which include:
    - Commonly used principles such as: quality of the needs assessment and of the logical framework, respect of DG ECHO policies and standards, relevance of the intervention and coverage, feasibility, applicant's implementation capacity and knowledge of the country/region;
    - Quality of the proposed localisation approach, including measures taken to minimise the transfer of risks, coordination with local and national actors, contribution to developing/strengthening local capacity, and including the information on the share of overhead costs transferred to local implementing partners;
    - in case of actions already being implemented on the ground, where DG ECHO is requested to fund a continuation, a visit of the ongoing actions may be conducted to determine the feasibility and quality of the Action proposed;
    - depending on the characteristics of the crisis, other elements could be taken into account when assessing the proposals, such as: security, coordination, access arrangements, quality of monitoring, sustainability, humanitarian-development nexus, resilience, cost efficiency, comparative advantage of the Action or the partners.

In each chapter of these guidelines, the partner will find boxes explaining what information will be used by DG ECHO to assess the proposal.

TRANSITIONAL MEASURES

[1] References to **useful websites** and related links are regrouped in the table page 42.

Please note that for new proposals submitted under the programming period 2027, the sections/paragraphs below will no longer apply and are no longer displayed in APPEL.

For ongoing actions, those sections/paragraphs still apply and remain visible in APPEL.

3. HUMANITARIAN ORGANISATIONS IN THE AREA
3.1 Presence in the area
3.2 Synergies, links, complementarity with your other actions
4.4 Have you assessed this project as entailing data protection risks?
4.4.1 Further details on DPIA or justification of the lack of such an assessment
5.2 Involvement of the beneficiaries in the design of / and in the action
7.4 Preconditions
8.1 Resilience
9.3 Is this action remotely managed
9.4 Which of the following evaluations will be undertaken and charged to the action?
9.4.1 Further details on each evaluation / justification for external audit
9.5 Studies carried out in relation to the Action (if relevant)
9.5.1 Explain in few words the content of these studies
10.2 Do you intend to deploy EU Aid Volunteers in the framework of this action?
11.2 Action listed - Humanitarian Response Plan (HRP)
11.2 Action listed - UN Flash Appeal
11.2 Action listed - Red Cross / Red Crescent appeal
11.2 Action listed – Other
13.8 VAT exemption granted
13.8.1 Details on VAT exemption (mandatory if the answer is "No" or "Do not know yet")
13.9 [FIN] VAT charged to project (including via the implementing partners)?
13.9.1 [FIN] Reasons and amount of TVA charged to project
13.10 Do you intend to involve and charge HQ staff costs to project?
13.10.1 Details on HQ staff costs to be charged to project
13.12 [FIN] Were there any remaining goods?
13.12.1 [FIN] Details on the remaining goods and their eventual transfers
13.13 [FIN] Was there any equipment charged to the project at full price (instead of depreciation)?
13.13.1 [FIN] Details on the equipment charged to the project at full price
13.13.2 [FIN] You are expected to upload to APPEL the list of equipment fully charged to action, …
16.1 Comments at proposal stage
16.2 [INT] Conclusions and lessons learned
16.4 [RCI] Final report final update

1. GENERAL INFORMATION

The main purpose of this chapter is to provide the main elements of identification of the Action

1.1 Name of the organisation is automatically encoded by the system. It is the name of the organisation submitting the proposal in APPEL.

1.2 Title of the Action is given by the partner. There are no specific restrictions concerning the title. While reflecting the action's purpose, the title should be general enough to avoid future amendment.

1.3 Time frame of the action: This section establishes the starting date of the Action and its duration which will be used to assess the feasibility of the Action within the proposed duration. When the proposal is approved, this information will be encoded in the Data Sheet of the MGA.
The **start date** is the actual starting date of the Action as well as of the period of the eligibility of costs. It can be any day of the month.
The **duration** of the Action corresponds to the period during which the action is implemented. The starting date and the eligibility date are the same date. No cost can be eligible before the start date of the action. The costs necessary for setting up office, or launching procurement processes should be included in the implementation period of the action.
The earliest possible eligibility date is indicated in the Technical Annex of the HIP[2], under section 4 c)
At proposal stage, it must be expressed in months. The expected duration of the Action is mentioned in the HIP or in the financing decision: it is in the majority of the cases up to 24 months and can be in some cases higher.

The period for finalising the final report (as a general rule 3 months from the end date of the Action) is not included in the total duration.

Please note that, as stated in article 4 of the Model Grant Agreement (MGA), the duration and the starting date of the action are set out in the Data Sheet of the MGA.

1.4 Executive summary of the action should give a snapshot of the Action. The partner will include here what it would like DG ECHO to say about its Action. The summary might be used by DG ECHO to prepare briefings or reports on its action. Ideally, a good summary will explain the main purpose of the project; the links with the needs identified; the intervention logic, the expected results, and the objectives which the Action is aiming to reach.

INT

This section is optional at interim stage. The narrative summary can be updated to record the changes in the Action since the submission of the proposal. The partner will not report on progress in this section.

[2] HIP – Humanitarian Implementation Plan – are available at: https://ec.europa.eu/echo/funding-evaluations/funding-humanitarian-aid/financing-decisions-hips_en



The narrative summary will summarise the achievements of the Action.

1.5 HIP / Decision (if known): the partner should select the HIP / Decision under which is submitting the proposal from the displayed drop-down menu. This is a not-mandatory section, but the information is useful to ease the management of the contract.

1.6 [MR] List of the modifications and their justifications: at MR stage the partner details what changes triggered the amendment and provides justification.

For multi-donor actions, when the Contribution requested from DG ECHO is increased without changes in the total costs of the action, a justification should be included in this section (e.g. initial level of expected funding for the action has not materialised; action responding to essential humanitarian needs for which additional DG ECHO funding is crucial to reach the expected results, etc.).

ⓘ The partner is invited to provide a summary of the modifications brought to the Single Form in chapter 1, section 1.6.

2. PROJECT DATA OVERVIEW BY COUNTRY

This chapter presents all numerical data per country and sector of intervention. At proposal / modification stage, these numbers represent the target figures to be achieved by the Action. The encoding of such information is requested in any case at Final reporting stage.

In order to fill in the chapter, at least one country needs to be added by clicking on the "+" appearing in the menu. The partner needs to add as many tabs as the number of countries where the Action is taking place (maximum 10). In case the partner needs to list more than 10 countries, it can create a group of countries (see below in 2.1.1).

2.1 Geographical information: Information provided in this section, might be used to assess whether the geographical areas of intervention are relevant and in line with DG ECHO strategy. The location will also provide indications to DG ECHO for its monitoring visits. The partner will ensure that the countries and regions of intervention correspond to the scope of the DG ECHO financing decision/HIP. When available, it is possible to annex a map of the locations covered by the Action.

2.1.1 Country: This section will display the country of intervention. Countries are pre-encoded: the partner needs to type the first 4 characters and select the preferred option from the displayed drop-down menu. If the partner needs to encode a group of countries, it has to use "Group" as a keyword. Groups of countries should be used if detailed numerical data (allocated amounts, various breakdowns of beneficiaries) are not available at country level and can only be provided for entire area of intervention. When selecting a group, it is obligatory to define the list of countries belonging to it (minimum 10) and provide the name of the group. The groups of countries can be used in combination with countries by adding 2 zones of intervention (one dedicated to the group of countries and the other detailing information at specific country level).
If the partner needs to encode global action, it has to use "Global action" as a keyword. Global actions are actions with world-wide outputs and outcomes, for example global response to covid-19. For such actions detailed numerical data (allocated amounts, various breakdowns of beneficiaries) are not encoded at individual country level but globally at project level.

2.2 Places of intervention: the partner needs to add as many locations as needed. For each one of them, it has to detail

- The name of the **place of intervention**: the partners need to give short and meaningful name to the place of intervention. This name will be used later in this chapter to link sectors with places of intervention. If the action has more than 10 countries of implementation use 'N/A';
- The **upper administrative level** (province): is the name of the administrative region per location. Indicate first the "upper administrative level" such as "Province". Use 'N/A' if administrative region cannot be determined or if the action has more than 10 countries of implementation;
- The **lowest administrative level** (district): is equivalent to "district". Use 'N/A' if administrative region cannot be determined or if the action has more than 10 countries of implementation;
- The **type**: urban, rural or both.

2.3 Information on beneficiaries: this section is very important, as it display the Action targets (number of people **directly** benefitting from the provided supplies and services) and it is used for data collection.

2.3.1 Number of unique direct beneficiaries: The partner must provide the number of beneficiaries at country level. Please note that it should be an "individual" beneficiary, **directly** benefitting from at least one sector of the action (not households), within the timeframe of the Action. Avoid double-counting: if the same beneficiary benefits from several sectors they should be counted only once. The partner needs to encode the total of female and male beneficiaries for this country, and the system will automatically calculate the final number. In case precise disaggregated data is not available at proposal / modification stage, the partner can use reasonable estimates and explain the calculation in section 2.5.
Actual numbers must be provided in interim and final reports.
Please note that the data provided in the IRs must reflect the number of unique beneficiaries since the beginning of the project.

2.3.2 Number of unique beneficiaries by sex and age: The partner must provide estimated numbers of female and male beneficiaries in different age groups as this is relevant for identifying the different needs of women and men, be they children, adults or older persons. Recognising that detailed disaggregation is difficult at initial stage, the partner may use reasonable estimates. The partner may explain the absence of data in section 2.5. Actual numbers must be used in the interim and final reports. Aggregated number of female/male beneficiaries for all age categories needs to be equal to the number of female/male beneficiaries in a given country.

2.3.3 Number of unique beneficiaries with disabilities: the partner must provide the number of beneficiaries who are people with disabilities, disaggregated by sex. Use of the Washington Group Short Set of Questions as well as the involvement of persons with disabilities, including children, their caregivers and organisations of persons with disabilities is strongly encouraged. Avoid double-counting: if the same beneficiary benefits from several sectors, he/she should be counted only once. Reasonable estimates are acceptable in proposals and modification requests; actual numbers must be used in interim and final reports.
The number of female/male beneficiaries with disabilities needs to be lower or equal to respectively number of female/male beneficiaries in a given country.

2.3.4 Number of unique beneficiaries by profile: here the partner needs to indicate the number of beneficiaries by type: local population, IDPs, refugees / asylum seekers, other persons on the move (persons having crossed international borders but who have not lodged an asylum claim or been granted refugee status), returnees (applies both to "refugees returnees" and 'IDPs returnees"), in camp / camp like. The aggregated number of local population beneficiaries, internally displaced beneficiaries, refugees, and other persons on the move needs to be equal to the total number of beneficiaries in a given country.
Reasonable estimates are acceptable in proposals and modification requests; actual numbers must be used in interim and final reports.

2.3.5 Number of organisations directly targeted and benefitting from the action: The term *Organisation* does not necessarily imply that it is a legal entity (it could for example also be a disaster

management committee in a village). The partner needs to differentiate local and international organisations.

2.4 Sectoral information: in this section the partner has to add as many sectors (1 tab per sector) as needed for the country of intervention. The list of sectors selected in chapter 2 needs to match with sectors used in the result section in chapter 7.3.

2.4.1 Sector: the relevant sector has to be selected from the drop-down menu.

2.4.2 Locations for this sector: each country might have one or more locations (listed in section 2.2). For each sector in a given country, the partner has to indicate one or more of these exact locations.

2.4.3 Total amount for this sector: This amount should refer to the part of the total costs of the action that can be attributed to this sector and should correspond to the information provided in the budget of the action. Aggregated amounts for all sectors within all areas of intervention cannot exceed the amount of total costs defined in chapter 13 for respective action stage.

2.4.4 Number of unique beneficiaries in this sector: The partner must provide the number of individuals (not households) directly benefitting from this specific sector, within the timeframe of the Action. The partner needs to encode the totals of female and male beneficiaries for this sector, and the system will automatically calculate the final number. The number of female/male beneficiaries in a specific sector cannot exceed respectively the number of female/male beneficiaries in given area for intervention. In case precise disaggregated data is not available at proposal/modification stage, the partner can use reasonable estimates and explain the calculation in section 2.5. Actual numbers must be used in interim and final reports.

2.4.5 Transfer modalities in this sector: this section should be filled in only if applicable: when doing so, DG ECHO expects its partners to use the following definitions[1] of the three types of transfer modalities:

> **Cash transfers:** the provision of assistance in the form of money - either physical currency or e-cash - to recipients (individuals, households or communities). Cash transfers are by definition unrestricted in terms of use and distinct from restricted modalities including vouchers and in-kind assistance. This means that beneficiaries can choose how to use the transfer. **Voucher**: A paper, token or e-voucher that can be exchanged for a set quantity or value of goods or services, denominated either as a cash value (e.g. $15) or predetermined commodities (e.g. 5 kg maize) or specific services (e.g. milling of 5 kg of maize), or a combination of value and commodities. Vouchers are restricted by default, although the degree of restriction will vary based on the programme design and type of voucher (the restriction of a commodity voucher comes in terms of the use, time and place of redemption and for value voucher in terms of the time and/or place of redemption). They are redeemable with preselected vendors or in 'fairs' created by the implementing agency.

[1] As per CaLP glossary: https://www.calpnetwork.org/wp-content/uploads/2020/03/calp-glossaire.pdf

In-kind assistance: humanitarian assistance provided in the form of physical goods or commodities. In-kind assistance is restricted by default as recipients are not able to choose what they are given.

The selection of modalities should be based on robust analyses. Unless duly justified DG ECHO's policy is to use cash transfers as the default modality, where it is appropriate to the context (see justification box 2.4.6 "explain why cash transfers were not used"). Cash transfers can serve as a complement to, or be complemented by other assistance modalities that help to meet basic needs that cannot be met by cash.

The Single Form collects the following information on the transfer modalities:

- **Amount**: the partner must indicate the total net amount in Euro provided to all the final beneficiaries / recipients receiving cash or vouchers. For cash modality, the amount is the total cash transferred to all beneficiaries, net of all ancillary costs (bank fees, cost of debit cards, transaction costs, security). For value vouchers, the amount is the nominal value of vouchers to all beneficiaries, net of printing, security and handling costs. For commodity vouchers, the amount is the value of redeemable goods to all beneficiaries net of storage, transport, security costs. For in-kind, the partner must indicate the cost of the products / good / items purchased AND transferred to all the final beneficiaries / recipients in this sector. The partner indicates only the procurement cost excluding the cost of transport, storage, etc. At proposal level the amount is estimated. At final report stage, the partner indicates the total net amount that was transferred. The amounts encoded in these sections should match with amounts entered under code I.2.1 of the FR – budget and/or final financial statement.
  Note that the total amount transferred to the beneficiaries cannot exceed the total amount for that sector. The system will automatically calculate the "non-allocated amount".
- **Unique beneficiaries**: Whenever some budget is allocated to specific transfer modality (cash, vouchers, in kind) the number of beneficiaries of that transfer modality cannot be equal to 0. Consequently, when there are some beneficiaries of specific transfer modality there needs to be some budget allocated to that transfer modality. Number of beneficiaries for any of the transfer modalities cannot exceed the total number of beneficiaries in given sector.

Cost efficiency analysis is the study of administrative cost of a programme relative to the amount disbursed. It can inform the comparison of programmes in a given context. This requires partners to provide sufficiently detailed cost data. Regardless of the modality (cash, voucher, in-kind) and the budget of the Action, DG ECHO systematically assesses cost-efficiency.

The **Total Cost to Transfer Ratio (TCTR)** is a standard way of measuring efficiency, defined as the proportion of the value of transfers received by beneficiaries to the total cash programme cost. The partners shall provide the TCTR for sectors or multi-purpose cash with transfers in cash above € 1 million the partner shall provide the TCTR in this section of the SF.
The method of calculation is as follows:

TCTR of this sector = Total net transfer value of cash / Total eligible cost of this sector.
The total net transfer value of cash is the total value transferred to all beneficiaries.

The total cost of this sector is the sum of the direct cost (including the transfer value of cash) and the related apportioned amount of indirect costs for this sector.

Note: Multi-purpose cash transfer is a “cross-sectoral” category considered as a “sector” in the tab for practical reason.

For large-scale cash transfers (≥ €10 million): total eligible costs (direct and indirect) include both components A and B (see in DG ECHO cash guidance note the definition of components A, B and C).
For projects that include components A, B and C under one contract and when component C is not outsourced to an independent entity, the total direct and indirect eligible costs for the calculation of the TCTR shall include the three components (A + B + C).

- For sections 2.4.8. – 2.4.11. Provide the number of unique beneficiaries. Avoid double-counting: if the same beneficiaries benefit from several interventions within the same sector, they should be counted only once. Read only at RQ/MR; actual numbers to be provided in IR/FR. Attention: the overall number of beneficiaries per different sector specific categories cannot exceed the total number of beneficiaries in a given sector.

2.5 Possible comments: the partner can clarify in this box a calculation method used for example to disaggregate households information into individuals; or if relevant: to explain the TCTR calculation approach used, to justify a low cash transfer ratio or a decrease of the ratio over the duration of the programme.

3. HUMANITARIAN ORGANISATIONS IN THE AREA

The main purpose of this chapter is to give the opportunity to the partner to demonstrate its knowledge of the country and to explain the links between the Action and other projects.

3.1 Presence in the area: This section will provide information to DG ECHO on whether the partner is present in the geographical area and/or is implementing other projects in the sector of intervention or whether it has sufficiently good knowledge of the country and operational capacity to guarantee the success of the Action.

ⓘ For certain crises, a confirmed presence in the country of operations might be a prerequisite: please double check the indications in the HIP technical annex to verify whether this is the case.

This section also represents an opportunity for the partner to demonstrate its relevance to the specific context. The partner will indicate for instance the number of years of presence in the country, the type of intervention, and the type of presence (either with an established office or through local partner), the existing infrastructure in place, the regions of intervention and/or the sectors.

3.2 Synergies with other actions: This section is optional and should be filled in when applicable. It gives the possibility to **put the proposed Action into perspective** with other programmes/projects implemented in the **same sectors** or **regions** by the same organisation (including co-Partners and Implementing Partners). In particular, this section can be used to explain:

ⓘ It is the responsibility of the partner to avoid overlaps between donors and double funding.

- How the Action fits in a bigger picture, i.e. what are the links with related projects which do not fall within DG ECHO's mandate but which can help to understand the logic of the Action.
- What are the potential synergies with other initiatives and/or other major donors?
- Whether the partner is an implementing partner in a humanitarian project implemented by the UN.

The main purpose of this section is to explain links and complementarities between actions and NOT to list all ongoing projects. The partner is expected to reflect on lessons learned from previous projects, explaining its capacity to build on lessons and to take actions to overcome past problems, if any.
It should be noted that issues relating to transition, nexus, exit strategy and resilience are covered under section 11.4 of the Single Form.

FIN

Report here only when the situation described in the proposal has drastically changed.

4. NEEDS ASSESSMENT AND RISK ANALYSIS

A good needs assessment and risk analysis is vital for the success of the Action. DG ECHO is a needs-based donor and funding allocations are based on the evaluation of needs. This chapter will help DG ECHO to understand whether the needs assessment has been done in a timely manner, and whether the information and data are reliable. It will give also the possibility to check whether the partner has identified potential risks.

DG ECHO will also check whether the proposed Action is coherent with DG ECHO's own evaluation of needs and whether the proposed intervention addresses the actual problems of the beneficiaries. Finally, this chapter assesses whether the Action is in line with DG ECHO's intended response, strategy, priorities for the country/crisis (HIP) and whether the Action is compliant with DG ECHO's mandate and coherent with its policy priorities.

4.1. Assessment dates and methodology: The partner must provide details on the assessment dates and the methodology used: by whom, how and in which conditions the most recent assessment(s) was/were carried out; whether it was a joint/coordinated assessment, and whether it was shared with other agencies; whether the assessment used direct or indirect sources of information (primary or secondary data); whether the information was confirmed by a field visit and whether beneficiaries were directly involved.

In addition, in order for DG ECHO to assess whether certain specific sources of information /tools are relevant and frequently used, the partner should indicate which tools/sources were used, for instance **IPC** (Integrated Food Security Phase Classification, www.ipcinfo.org), **MIRA** (Multi-Cluster Initial Rapid Assessment), **UNDAC** (UN Disaster Assessment and Coordination), **ACAPS** (Assessment Capacities Projects), **MSNA** (Multi-Sector Needs Assessment)

4.2 Problem, needs and risks analysis: The partner must describe the main problems, needs and risks identified by the needs assessment and risk analysis within the geographical area and sectors concerned by the proposed Action, establishing cause/effect relations. The partner will also pay attention to:

- explain how the problem, needs and risk analysis is in line with DG ECHO analysis and strategy for the country.
- provide a **comprehensive risk analysis** that reflects the **threats, hazards, vulnerabilities and capacities** for different age, sex, and disability groups, as well as contextually relevant social, ethnic, religious and other diversity groups.
- provide a brief **gender and age analysis**, including an assessment of the roles of different gender and age groups and their control over resources, issues of inequality or discrimination, including the level of access to humanitarian assistance, the effects of the crisis on different gender and age groups, their specific needs and their capacities for coping with, responding to, recovering from and preparing for crises. If the context does not permit or if the information is not available, the partner will mention it.
- the analysis should **identify the barriers** that hinder persons with disabilities from accessing and participating in humanitarian assistance and protection, **as well as the enablers** facilitating

ⓘ For more information on gender and age analysis in needs assessment, please consult the Gender-Age Marker Toolkit (page 22)

access and participation in society for persons with disabilities on equal basis with others and which can be used to overcome barriers.

- in addition to natural hazards (hydro-meteorological and geological), diseases and epidemics, violence and conflict, please take into account how climate change and environmental degradation can aggravate risks in the geographical area. For more information, please refer to DG ECHO Disaster Preparedness Guidance and to the Resilience Marker Guidelines, as this corresponds to Question 1 of the Resilience Marker.
- explain what are the **underlying risk factors linked** to the **humanitarian crisis**; what is the likelihood of large increases in humanitarian needs due to a conflict, natural disaster, epidemics, etc.; what are the foreseen trends; what potential negative effects/risks could different gender and age groups be exposed to. Risks relating to the implementation of the Action will be explained in section 7.5.
- outline the main issues linked to environmental degradation, which should then be addressed in the response analysis section 4.3. It is important to differentiate between climate induced disasters and issues linked to environmental degradation due to the humanitarian response. The latter should be covered for the purpose of 'greening' actions. These issues may include environmental issues linked to greenhouse gas emissions from energy production and transport of goods, plastic pollution and packaging waste, solid, medical and hazardous waste accumulation, deforestation due to gathering of firewood or for the purpose of building shelters, land degradation, water scarcity and contamination, groundwater pollution[3]. Briefly indicate whether an environmental screening (e.g. using the NEAT+ or CEDRIG) was conducted to identify these potential environmental impacts. In the cases where environmental screenings are mandatory (Shelter & Settlements and WASH sector specific interventions and for site/settlement closure/decommissioning) the implementation of these screenings should be reported here, and the detailed results and report attached as a technical annex. Identifying the risks facilitates the request for modification and/or amendment. It is important to keep in mind the potential negative impact beyond the timeframe of the activities.

4.3. Response analysis: The partner must explain how the proposed response addresses the specific needs and risks of the affected persons identified in the problem, needs and risk analysis. The inclusion of anticipatory response interventions to address potential needs generated by the risks identified are welcome, if possible and relevant. In this section, highlight how the proposed response is coherent with the priorities defined in the DG ECHO's funding decision/HIP.

In this section partners should also mention if and how the project responds to the relevant minimum environmental requirements[4], and provide a short summary of the actions planned in line with the risks outlined in section 4.2. This section will guide DG ECHO staff in understanding whether the requirements were taken into account in the proposal and if environmentally sustainable practices in the delivery of humanitarian assistance were accounted and planned for in the response. The

[3] For more impacts consult the *Report on Environmental Footprint of humanitarian assistance for DG ECHO*, 2020. Available at: https://www.urd.org/en/publication/report-on-environmental-footprint-of-humanitarian-assistance-for-dg-echo-2020/

[4] Refer to DG ECHO's Environmental Guidance for humanitarian projects, which contains DG ECHO's minimum environmental requirements and how to fulfil them: https://civil-protection-humanitarian-aid.ec.europa.eu/what/humanitarian-aid/climate-change-and-environment_en

information provided in this section should be short and concise. Detailed description of the activities will need to be provided under section 7.3.
NB: In support to the explanation provided in sections 4.1, 4.2 and 4.3, the partner can provide in annex a copy of the assessment report. However, information provided in the sections above has to be sufficiently self-explanatory.

4.4 Have you assessed this project as entailing data protection risks? This is just a yes/no question, where the default answer is "No". It is for the partner to analyse any data risks in their operation as part of their risk analysis. In particular the following considerations should be taken into account:

- Does the action entail the management of sensitive data?
- Is data management taking place in a particularly sensitive response context?
- Will the data management activity be systematic or large-scale?

If the answers to any of these questions is yes, then further details on how these risks will be mitigated, including information on any Data Protection Impact Assessment (DPIA) that is planned, may be warranted.[5]

4.4.1 Details of risk mitigation measures, including details of any planned Data Protection Impact Assessment (DPIA):
Should the partner determine that there may be data protection risks inherent in the project (4.4) then they should indicate here any mitigation measures that will be put in place against these risks. The partner may wish to carry out a DPIA as part of this process. There is no single approach to DPIAs, and different organisations may use different methodologies in line with their data protection policies or preferences. As a starting point the ICRC handbook on Data Protection in Humanitarian Action provides a DPIA template. If a DPIA is determined to be warranted by the partner, then it should include at least an analysis of the data flow, the risks identified and the mitigation actions put in place either by the partner itself, member(s) of the consortium (co-partners), or by any 3rd party (implementing partners). In this box, the partner may supply details of any DPIA, or planned DPIA, they will undertake.

INT	The partner will provide as necessary, an update of section 4. In particular, it will provide information on new assessment(s) carried out since the submission of the proposals, including an update on newly emerged risks of on-going crises.
FIN	The partner will provide as necessary, an update of section 4. In particular, it will provide information on new assessment(s) carried out since the interim report, including an update on newly emerged risks of on-going crises. The partner will also report on major changes and specific difficulties encountered in relation to the initial assessment.

[5] Further information on when a DPIA may be warranted, as well as expanded definitions of sensitive data, sensitive response contexts and large scale activities can be found in the guidance developed by the OCHA centre for humanitarian data together with DG ECHO

5. BENEFICIARIES

The purpose of these sections is to verify the pertinence of the identification of the beneficiaries and their vulnerability.

5.1 Beneficiaries - identification criteria: This section will allow DG ECHO to assess whether the identification mechanisms and selection criteria of beneficiaries are pertinent, in particular whether they belong to the most vulnerable groups. The partner should briefly explain how the direct beneficiaries were targeted, identified and selected. This should be done by sector.

5.2. Involvement of beneficiaries in the design of and in the action: This section is particularly important to assess how the accountability to beneficiaries is concretely implemented. The partner must explain how and by what means the beneficiaries and affected populations have been and will be involved in the design, implementation and monitoring of the Action. Particular attention should be paid to the involvement of diverse groups (gender, age, persons with disabilities, and any other relevant diversity groups). In exceptional cases, when it was not possible to involve certain groups of beneficiaries, the partner has to explain why.

5.3. Does the proposed action provide a specific targeted response for groups or individuals and/or specific vulnerabilities?: This section allows DG ECHO to identify whether the proposed Action as a whole specifically targets certain groups of vulnerabilities and to assess whether this corresponds to the findings of the problem, needs and risk assessment. If the whole action exclusively targets one or a few specific groups, the partner will be asked to identify those groups by clicking on the corresponding groups in section 5.3.1. It is possible to select several groups, with a maximum of 4 groups. Note that this concerns specific targeted activities designed according to specific vulnerabilities and not mainstreaming **of gender-age, protection and disability inclusion, as this is expected in all actions.** In 5.3.2, it should be explained why the group or specific vulnerability has been targeted, and the specific response foreseen should be elaborated on. In 5.3.3 click on the group/vulnerability that was specifically targeted by the action, and if the situation has changed use 5.3.4 to provide an update on why there were changes in the selection of groups/vulnerabilities, and which targeted responses were provided.

INT

Update on beneficiaries' identification criteria and their involvement: The partner will comment and provide, if needed, an update on the previous beneficiary sections. By sector, the partner should explain 1) how beneficiaries have been targeted, 2) how they are involved in the implementation and monitoring of the Action. When relevant, the partner will provide information on difficulties encountered with the selection and involvement of beneficiaries and the corrective measures identified and undertaken due to the beneficiary involvement

FIN

Report on beneficiaries' identification criteria and their involvement: By sector, the partner will report on 1) how beneficiaries have been targeted, 2) on the involvement of the beneficiaries in the implementation and monitoring the

Action. The partner should also provide information on difficulties encountered with the selection and involvement of beneficiaries and the corrective measures identified and undertaken due to the beneficiary involvement.

6. GENDER AND AGE MARKER

The Gender-Age Marker creates a forum for DG ECHO staff and partners to constructively discuss gender and age in humanitarian aid, aiming to make the assistance more sensitive to the differentiated needs and capacities of women, girls, boys and men of all ages and increase its quality. The Gender-Age Marker ensures coherence with the DG ECHO's policy on Gender in Humanitarian Aid. It tracks gender and age sensitive actions and allows DG ECHO to monitor its own performance on integrating gender and age.

Please refer to the **Gender-Age Marker Toolkit (**which includes **an assessment card, setting out the sub-criteria for each of the four Marker criterion).**

All DG ECHO partner's staff are highly encouraged to follow **dedicated E-Learning on gender-age mainstreaming and the Marker Toolkit (2h30)**.
See:
https://puntosud1.docebosaas.com/learn/course/external/view/elearning/89/mainstreaming-gender-and-age-in-humanitarian-actions
IMPORTANT! Information on the Marker should be included throughout different sections of the Single Form. Please be aware that if core information related to any of the four criteria is included in the comments field of the Marker, but not in other sections of the Single Form, the criterion will not be considered sufficiently met by DG ECHO. Provide an answer to the four criteria questions of the Gender-Age Marker by using the dropdown menu. Select either YES or NOT SUFFICIENTLY for each criterion. The Mark will be calculated automatically. The Mark assess results and not efforts.
http://ec.europa.eu/echo/files/policies/sectoral/gender_age_marker_toolkit.pdf

6.1 GENDER AND AGE

Marker criteria are only met, if ALL sub-criteria are sufficiently met (see the Gender-Age Marker Toolkit and assessment card). Information on the Marker should be included throughout different sections of the Single Form. If core information related to the four Marker criteria is only included in the below section, but not in other sections of the Single Form, the criteria will not be considered sufficiently met by DG ECHO.

Is the marker applicable? The Marker is applicable to humanitarian actions delivering assistance to affected communities. The Marker is not applicable only in FEW specific cases, namely actions that do not deal directly with affected populations. Examples include air services for humanitarian workers or goods, emergency telecommunications, or capacity-building projects targeting only humanitarian organisations or workers. Another example is procurement, transport and storage of goods, as long as this does not include distribution, the choice of the location for storage or the choice of the goods.

Q1: Does the proposal contain an adequate and brief gender and age analysis? You can answer YES,

only if the following has been explained in the Single Form: (1) impact of the crisis on women, girls, boys and men, (2) description of roles and access to/control over resources, (3) their specific needs, (4) identification of discrimination/lack of access to assistance and protection, (5) vulnerabilities and capacities of the different gender and age groups, and (6) any specifically vulnerable groups with specific needs. Information should be included in the sections “problem, needs and risk analysis” and “beneficiaries”.

Q2: Is the assistance adapted to the specific needs and capacities of different gender and age groups? You can answer YES only if, based on the gender-age analysis' findings, there is a systematic/coherent adaptation of assistance to different gender and age groups. Concrete examples MUST be provided. If the action targets specific gender and/or age groups, specific needs must be justified. Information should be included in the section “logic of intervention“.

Q3: Does the action prevent/mitigate negative effects? You can answer YES only if information is included on how negative effects potentially caused by the action (e.g. SEA) will be PREVENTED and how gender or age-related risks created by the context (e.g. discrimination) will be MITIGATED. Information should be included in the "risk analysis" and the "logic of intervention".

Q4: Do relevant gender and age groups adequately participate in the design, implementation and evaluation of the action? You can answer YES only if 1) a participatory approach of diverse gender and age groups Active participation of affected populations in design, implementation, monitoring and evaluation; Adequate representation of different gender and age groups; for targeted actions: engagement with other critical stakeholders and; Adequate formats, timing, locations, facilitation techniques and contents to enable the effective participation of all relevant gender and age groups) and 2) Adequate team composition are demonstrated(Mixed humanitarian teams including male and female members of different ages; Team members with experience in integrating gender and age concerns into humanitarian aid).. Information should be provided in the Single Form section “involvement of beneficiaries”.

Based on the answers, each Action will be marked with a score (0-2). The mark is calculated automatically. Remember the mark assess results and not efforts. The mark will be attributed automatically using the following scale:

The action does not deal directly with affected populations	**N/A**
The action meets none or only one criteria	**0**
The action meets 2 or 3 criteria	**1**
The action meets all 4 criteria	**2**

6.2 ADDITIONAL COMMENTS AND CHALLENGES

This section should ONLY be used to provide additional information on measures to prevent or mitigate potential negative effects, challenges and limitations encountered when trying to integrate gender and age into the action, and measures for integrating gender and age that would have been appropriate but were not or could not be taken for a certain reason. If core information related to four

Marker criteria is only included in the below section, but not in other sections of the Single Form, the criterion will not be considered sufficiently met by DG ECHO.



At final reporting stage, the partner will report in case of changes in the markers, provide an update to the mark (answering the same Criterion questions), and comments provided in section 6.1 and 6.2 Information on improvements and setbacks in efforts to integrate gender and age will also be reported. Should the Marker have been deemed N/A, please justify. Please refer to the Gender-Age Marker Toolkit for guidance. The final official Mark will be determined by DG ECHO staff in Headquarters (at final report stage).

7. LOGIC OF INTERVENTION

This chapter is the most important part of the Single Form. The information provided will be used to assess the quality of the logic of intervention, in particular the links between the previously identified needs, the principal and specific objectives, the results to be achieved, the activities, the pre-conditions, the risks and the assumptions.

7.1 PRINCIPAL OBJECTIVE

The principal objective explains the longer-term, indirect change or the impact of the Action. The achievement of the objective depends on a multitude of factors and actions which are in large part outside the control of the Action. The Action only contributes to the Principal Objective. The principal objective has to be in line with DG ECHO Financing Decision. There must be **only 1** principal objective.

7.1.2 SPECIFIC OBJECTIVE DESCRIPTION

The Specific objective is what the partner intends to achieve by implementing the Action. It should address the core problems or some of them as identified in the findings of the problem, needs and risk analysis in accordance with the strategy outlined in the response analysis. It should be defined in terms of direct benefits for the target groups (outcome). The Specific objective should not be a simple combination of the results; it should be logically one step beyond the results – the change to the target group's life thanks to the services/products provided by the results. The partner will identify **only one** Specific objective per Action.

7.2 INDICATORS

Key Outcome Indicators

Indicators are necessary to accurately describe the progress and achievement of the specific objective of the action. Partners can choose among the pre-defined **Key Outcome Indicators** ("KOI") (**Annex SF2** – List of Key Outcome Indicators) or, as a last resort, add 'custom' indicators manually. KOI are standard indicators widely recognised and used in the humanitarian community.

Indicators at specific objective level measure the main outcomes of the action, i.e. the benefits drawn by the target group from (the effects of) the products and services delivered by the project. The delivery of a service or product is an output, not an outcome and can thus not be used as an indicator for the specific objective.

The partner will introduce indicators sufficient in number to adequately cover the specific objective. The indicators should focus on essential dimensions of the project-expected results. The number of indicators (limited to maximum 10) should be kept reasonable, as partners are expected to provide reliable data on each indicator in their reporting.

The partner chooses between the pre-defined KOI through the drop-down menu or, when a specific dimension of the action is not covered by the proposed KOI, a "custom indicator" can be created, in which case a (short) indicator name should be provided. When a 'custom' indicator is chosen, the partner needs to be specific about what is going to be measured. In the field for the definition of the

'custom' indicator, the partner does NOT have to provide baseline or target values or Source/Method of data collection.

'Custom' indicators should be objectively verifiable and SMART (specific, measurable, available, relevant and time-bound).

In the **source and method of data collection** field, the partner has to identify where the indicator data comes from and how and by whom it is collected (e.g. administrative records, registers, surveys, etc). While designing and implementing the action, the partner should keep in mind that some methods require a certain amount of planning and resources.

If a partner uses a predefined KOI, the fields for the indicator definition and for the source and method of data collection are automatically prefilled. The "definition" field of a KOI cannot be edited; deviations from the definition should be mentioned in the comments field. The pre-filled text in the field for "source and method of data collection" is a suggestion based on good practice but should be modified to match the actual sources and methods of data collection used by the partner. For 'custom' indicators, the partner must provide a definition and source and method of data collection manually.

In the **baseline** box, the partner provides the indicator value at the beginning of the action before any activities start. Baseline data is needed to assess the progress and achievement of the Action. Baseline data should be available before the Action starts as part of the needs assessment. The same type of unit (% or absolute value) should be used for both baseline and target value. The type of unit used should be defined in the 'comment' box.

In the **target value** box, the partner will indicate the target it intends to reach by the end of the Action. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages). If the target value equals the baseline, the reason for this should be explained.

Comments on the indicator, baseline and target value: If necessary, the partner can provide additional information on the indicator. When using a pre-defined KOI this field should be used to respond to the questions listed in the KOI guidance.



Progress value: At interim report stage, the partner will Indicate the progress value for each indicator.



Achieved value: At the final report stage, the partner will provide the achieved value for each indicator.



Progress report on indicators: The partner will provide an overall update on progress made towards the achievement of the Specific objective, and if necessary mention difficulties in data collection. If using a pre-defined KOI the questions listed in the KOI guidance should be responded to here.



Report on Specific objective: The partner will report on the level of achievement of the Specific objective providing additional information and context that the indicators might not have been able to capture. Explain why targets have not been met or have been surpassed, and any difficulties in the data collection. If using a pre-defined KOI, the questions listed in the KOI guidance should be responded to here.

7.3 RESULTS

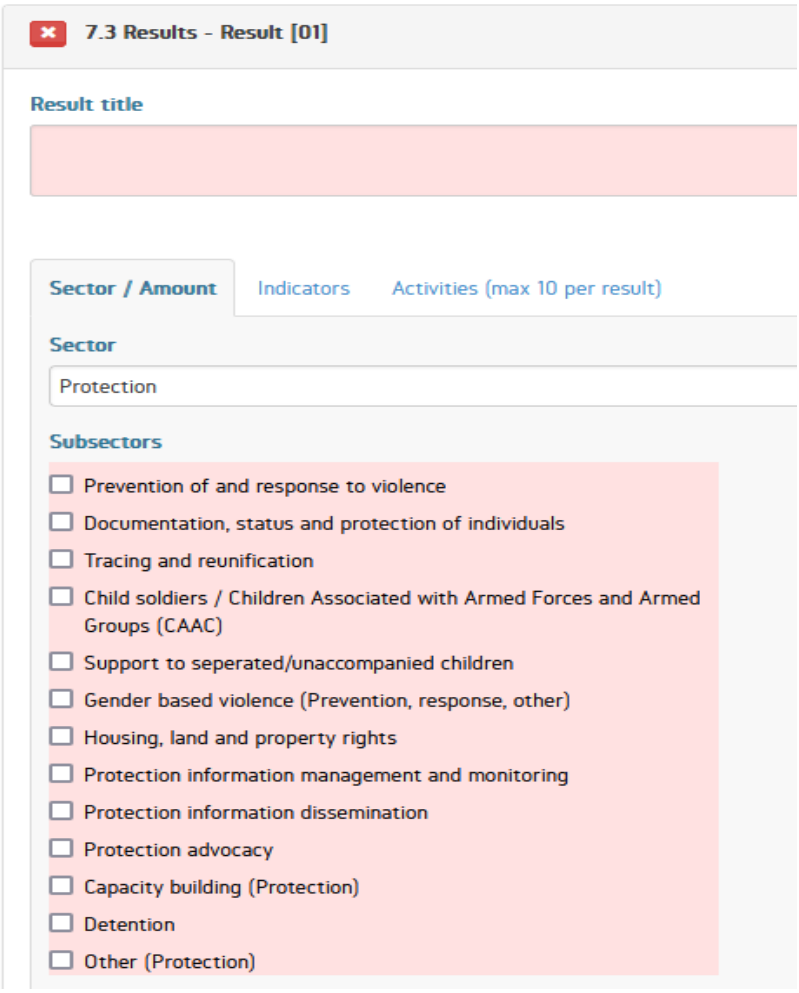
The results are the products and services provided by the Action (i.e. the outputs).
Each result is linked to **only one sector**. It is possible however to have several results for the same sector. Actions with activities in several, distinct geographic locations can use one or several results for each location as long as each result is linked to one sector only.
In the **Result title** box, the partner will indicate the title of the result, considering that subsequent changes in results will trigger a formal amendment procedure.

In the tab "**Sector / Amount",** the partner will indicate which **sector** and **sub-sector**s are covered by the Result. At least one sub-sector is obligatory. A sub-sector should be selected if a substantial amount of activities and resources are dedicated to it.

Multi-Purpose Cash transfer (MPC) should be used if explicitly designed to address multiple needs on a cross-sectoral basis through a cash transfer with the transfer value calculated accordingly. MPCs are transfers (either periodic or one-off) corresponding to the amount of money required to cover, fully or partially, a household's basic and/or recovery needs *that can be monetized and are accessible through markets / service providers through a cash transfer*. MPC transfer values are often indexed to expenditure gaps based on a Minimum Expenditure Basket (MEB).
The category "Other" should only be used in exceptional cases and must be fully justified in the comment field.

The list of sectors and sub-sectors is provided in Annex SF1.

Specific environmental considerations reflected in the proposal (how activities have been adapted to be more environmentally sustainable) as well as standalone environmental activities (if any) are to be described under the Results section. Since Environment and Greening are considered as a mainstreaming issue, the compliance with specific minimum requirements and the activities linked to them must be integrated under the relevant subsectors and related activities should be detailed in the Activity Description paragraph. Environmental indicators will have to be manually entered as 'Custom' indicator. Partners are invited to refer to the list of in **Annex SF3 – List of Key Result Indicators.**



The partner will also provide the **estimated total amount** necessary to achieve the result (including DG ECHO and partners contributions). This amount does not include indirect costs.

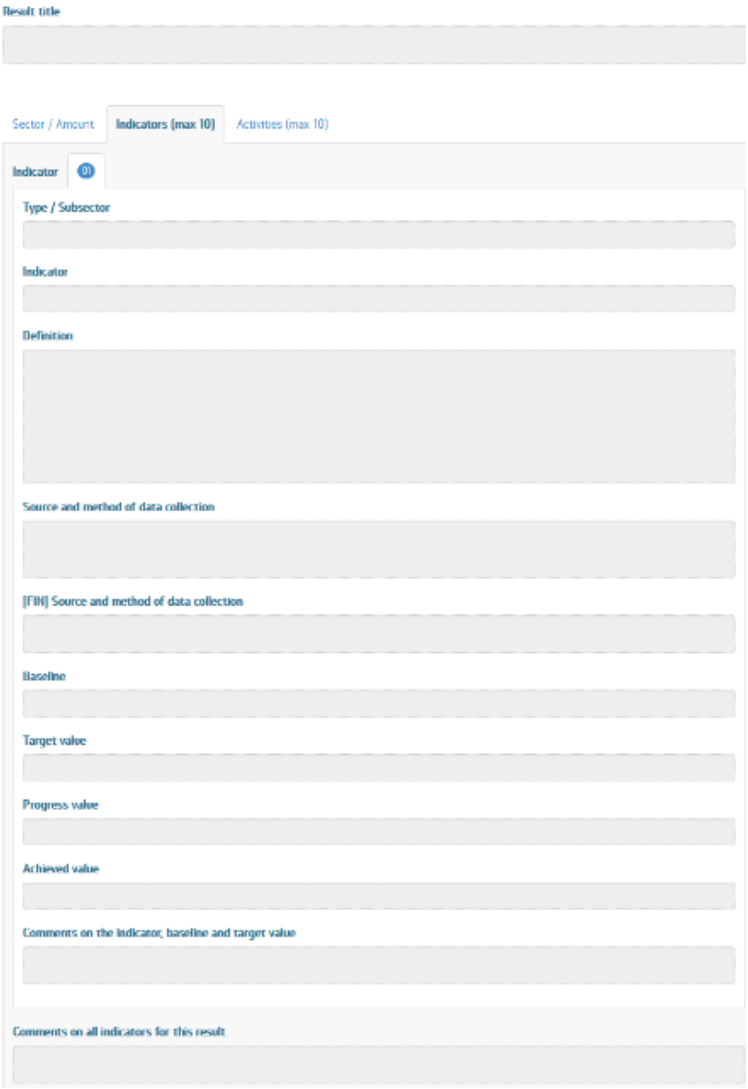
FIN

Estimated total amount: At the final report, the partner will provide an estimation of the amount spent to achieve the result.

Indicators – Key Result Indicators (KRIs)

Indicators are necessary to objectively describe the progress and achievement of the results and should focus on the main OUTPUTS, i.e. products and services delivered to the beneficiaries. **As of 2027, partners are asked to select a maximum of 3 indicators per sub-sector out of the list of indicators which are available to them, including where relevant any compulsory indicator.** Partners are required to select the 'compulsory' Key Results Indicators (KRIs) per sub-sector. **Partners may create a 'custom' KRI to reflect a different dimension of the project not already covered by the KRIs, only when absolutely necessary (in which case the maximum number of indicators may reach 4 per sub-sector)**. 'Custom' KRIs should be fully different from 'compulsory' and 'standard' KRI'. 'Custom' KRIs which are phrased similarly to or cover similar aspects as a ''compulsory' or 'standard' KRI will not be accepted at the time of the project analysis by DG ECHO. An environmental KRI cannot be the only indicator chosen for a specific result – it can be chosen only as addition to another indicator.

Partners should make sure that they can report on the KRIs at interim and final report. The list of KRIs is provided in Annex SF3. The long description of each KRI is provided in Annex SF4.
Each KRI is linked to a subsector. Once subsectors are selected, adequate and relevant KRIs should be selected among those listed in the drop-down list under the 'indicator tab'. KRIS should be added by clicking on the ''Add'' button.
Note that a subsector should be selected if a substantial number of activities and resources are dedicated to it.
If needed, a 'custom' indicator can be added manually by clicking on "Add new indicator" and removed through the "remove indicator" button. 'Custom' indicators must be justified by the specificity of the project, not duplicate dimensions covered by 'compulsory' and/or 'standard' KRIS, and should be objectively verifiable and SMART (specific, measurable, available, relevant and time-bound).



ⓘ **Key Result Indicators** (KRIs) have been introduced to simplify project design and increase quality and policy coherence.
KRIs will enable ECHO to aggregate data on the results of the actions it funded. This aggregated information can be used both for communication purposes and for further refinement of sector policies.

In the **definition** field, technical terminology used in the indicator is defined if necessary. The partner should also refer to standards as they are defined globally (e.g. SPHERE or similar) or locally (e.g. by the country cluster). If a 'compulsory' or a 'standard' KRI is selected, the definition will automatically appear and cannot be edited. If a 'custom' indicator has been manually

added, the partner has to define a SMART indicator, making sure NOT to insert target values or sources/methods of data collection in the definition field.

In the **source and method of data collection** field, the partner has to identify where the indicator data is coming from and how and by whom it is collected or calculated (e.g. administrative records, registers, surveys, etc) ensuring sufficient specificity, e.g. referring to "project reports" is in most cases not acceptable. While designing and implementing the Action, the partner should keep in mind that some methods require a certain amount of planning and resources.
If a partner uses a predefined KRI, the fields for the indicator definition and for the source and method of data collection are automatically prefilled. Such pre-filled text is a suggestion based on good practice but should be modified to match the actual sources and methods of data collection used by the partner / available in the country. For 'custom' indicators, the partner has to provide source and method of data collection manually.

In the **baseline** box, the partner provides the indicator value at the beginning of the Action before any activities start. Baseline data is needed to assess the progress and achievement of the Action. Baseline data is compulsory and should be available before the Action starts as part of the needs assessment; in **exceptional cases**, would the baseline not be available at proposal stage, it should be provided as soon as possible, at the latest in the interim report. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages).

In the **target value** box, the partner will indicate the value it intends to reach by the end of the Action. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages).

In the field "**Comments on the indicator, baseline and target value",** the partner can provide (if necessary) additional details on the indicator (e.g. locally defined standards) including those requested in the definition of some KRI.

In the field "**Comments on all indicators for this result**" the partner can provide additional information on all the indicators for this result as a whole. For example, highlight any relevant issues which could not be covered by the indicators but which are important to understand the achievement of results.



Progress value: In the interim report, the partner will provide an update on the progress value, using the correct unit and percentages or absolute number as defined by the indicator. If using a KRI, the questions listed in the KRI guidance should be responded to.



Achieved value: In the final report, the partner will update the value and provide the value actually achieved, using the correct unit and percentages or absolute number as defined by the indicator. Explain why target has not been achieved or surpassed. If using a KRI the questions listed in the KRI guidance should be responded to.



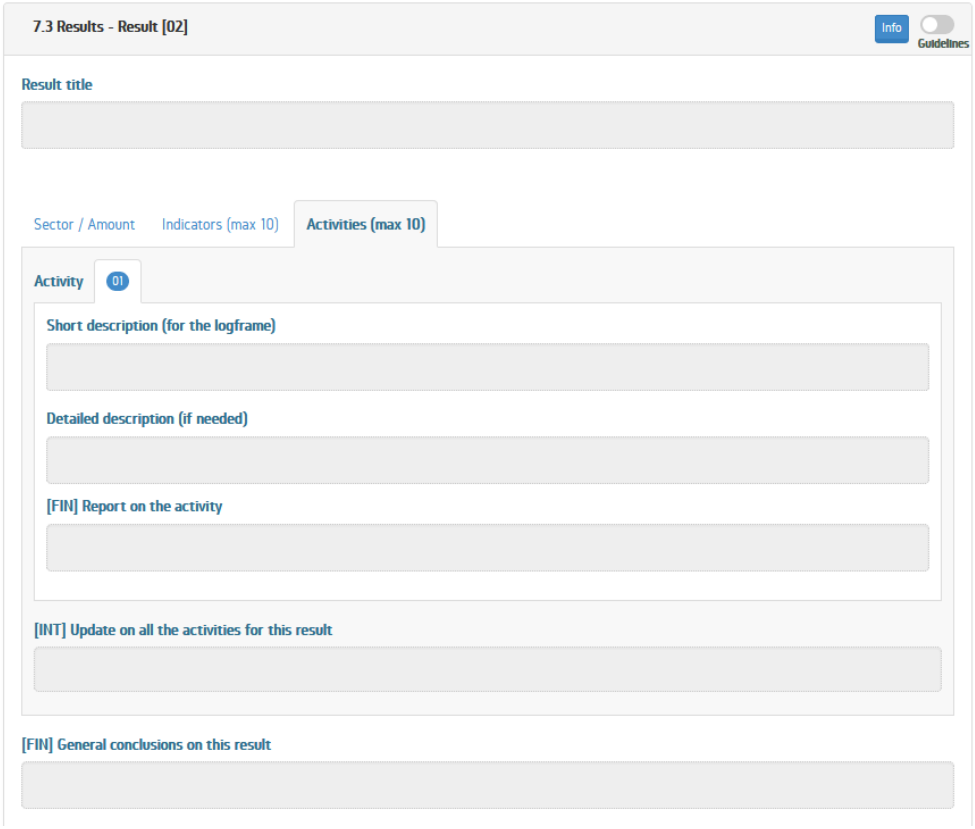
Source and method of data collection: In the final report, the partner will update or comment on the Source

INT

Progress report on the indicators: In this section the partner will provide, when needed, an update on all the indicators.

FIN

Progress report on the indicators: In this section, the partner will provide a comprehensive report on the level of achievement of the result and how this achievement was verified and/or measured by the indicators. When the indicators are no longer verifiable and measurable, explain how the achievement of the result can be measured. Use this also to highlight qualitative achievements which may not be adequately measured by quantitative indicators.



In the tab "***Activities",*** the partner can add maximum 10 activities. Only key activities are to be mentioned. A **short description**/title should be provided together with a **detailed description**. DG ECHO might require specific information on some activities for certain sectors (for instance cash and vouchers), indicated in the relevant policy guidelines.

ⓘ **Details to be provided on cash transfers:**

- criteria for determining the amount;
- purpose of the financial support;
- persons receiving financial support;
- criteria for the financial support; and
- in case of conditional support, the types of activities or conditionality and reasons;
- appropriate monitoring and supervision mechanisms.

For more details, consult the Cash and Voucher Guidelines.

In the Logframe, only the short description will be displayed.

While outputs (and output indicators) describe the services and products delivered to the target group (both in quantity and quality), the activities section allows the partner to describe how they were delivered and what had to be done in preparation.

INT

In the interim report, the partner will provide an overall update on the progresses made in the implementation of the activities.

FIN

In the final report stage, the partner will report on the implementation of each activity and will explain what went well, which activities were more challenging and what measures were taken to mitigate these challenges.

FIN

Conclusion on the result: The partner will present its conclusions on the achievement of the result and the main challenges encountered.

7.4 RESULTS CONTEXT AND CONDITIONS

7.4 Preconditions: The partner will provide a brief description of preconditions (bullet points can be used). Preconditions are conditions outside the partner's direct control that have to be met for the implementation of the planned activities. Preconditions **need to be met before** the activities can be initiated and resources committed. The partner will only provide the information as a list as this information will be copied/pasted automatically in the Logframe.

7.5 Assumptions and risks : The partner will provide a brief description of assumptions and risks. **Assumptions** are the expected positive external factors based upon which the Action has been planned, over which the partner has no direct control (e.g. peaceful working environment). The non-occurrence of assumptions may impact the implementation of action.

Risks can be defined as foreseeable potential situations that might affect the implementation of the Action without, however, excluding its further implementation but requiring specific measures aimed at reducing such risks. Risks can also be seen as the probability that an event may adversely affect the achievement of the Action's objectives, results or activities.

ⓘ If there is a specific risk of fraud in particular corruption and diversion of aid, the partner should include it.

Particular attention should be given to risks related to security of staff, access constraints, fraud, aid diversion, sexual exploitation, abuse and harassment, harm to beneficiaries, and reputational damage. Identifying the risks facilitates the request for modification and/or amendment. At this stage the partner needs to provide the information only as a list, as it will be automatically imported in the Logframe. A risk management matrix can also be added as a separate annex.

Assumptions and risks have to be monitored during the implementation of the Action. If the Action may be negatively influenced by a risk that will almost certainly materialise, **mitigating measures** to be taken must be explained in **section 7.6**. In certain cases, the Action should be redesigned or interrupted.

7.6 Contingency measures: The partner will explain the concrete measures it takes to mitigate the risks (described in section 7.5) on the implementation of the Action. If such measures have a financial

(or operational) implication, the measures should also be reflected in the Logic of intervention. The partner will describe what other alternatives would be proposed for the achievement of the envisaged results. A risk management matrix can also be added as a separate annex.



In the interim report, the partner will provide an update on the assumptions, preconditions and risks.



In the final report, the partner will explain whether the preconditions were met, whether any risks materialised and how it reacted to secure the success of the Action.

8. RESILIENCE MARKER

Resilience is the ability of an individual, a household, a community, a country or a region to resist, adapt, and quickly recover from a crisis. The European Commission is committed to support strengthening of resilience throughout its interventions. The Resilience Marker is a tool to assess to what extent humanitarian actions funded by DG ECHO integrate resilience considerations by accounting and addressing risks related to climate change, environmental degradation, natural and biological hazards, conflict and epidemics to the extent relevant to humanitarian action. The marker seeks to enhance the quality of humanitarian action by:

- Ensuring a systematic consideration and inclusion of resilience considerations in project proposals, implementation and assessment;
- Ensuring a systematic consideration of negative environmental impacts of the project and inclusion of mitigation measures to avoid these negative impacts;
- Creating a platform for partners and ECHO staff to discuss how resilience can best be included in humanitarian programming;
- Encouraging reflection on what resilience means in practice in different contexts; and
- Allowing ECHO to monitor its own performance in supporting resilience.

Related to Triple Nexus:

At the centre of strengthening the coherence between humanitarian, development and peace efforts, is the aim of effectively reducing people's needs, risks and vulnerabilities, supporting prevention efforts and thus, shifting from delivering humanitarian assistance to ending need. A more holistic approach and more fluid interinstitutional relationships, whilst respecting each other's mandate and principles, and always putting people in the centre, can help tackle needs in a more predictable and sustainable way without putting people at risk.

8. Resilience Marker

8.1 Resilience

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

Provide details

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?

Provide details

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?

Provide details

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)?

Provide details

Initial mark

8.2 [INT] Update on Resilience marker

8.3 [FIN] Resilience

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

Provide details

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?

Provide details

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?

Provide details

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)?

Provide details

Final mark

8.4 [FIN] Report on Resilience marker

8.1 Resilience: the partner will assess its action by answering the 4 quality criteria and selecting the relevant answer: **Yes, or not sufficiently**.

Q1: Do the proposed project activities adequately reflect an analysis of risks and vulnerabilities (including conflict, environment and climate risks)? The project is risk-informed, as based on analysis of relevant hazards and stresses and its activities can address these hazards and stresses. Prior to the design of the project, an analysis of all relevant risks to which the targeted beneficiaries/geographical area are and could be potentially exposed to must be undertaken. These risks should cover: natural hazards (hydro-meteorological and geological), climate change impacts/risks, diseases and epidemics, violence and conflict (outbreak, intensification or potentiality), environmental degradation, industrial threats. The analysis should also cover the vulnerabilities of the beneficiaries (socio-economic, gender, cultural, religious, ethnic, etc.) and identify their structural causes. This question corresponds to Section 4.2 of the Single Form on the risk and vulnerability analysis. Explain the answer provided in the box "**Provide details**". The answer provided should complement that of Section 4.2. of the Single Form.

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? The project puts in place measures to mitigate any negative effects of its own activities so that they do not contribute to climate change (e.g. limiting carbon emissions), or environmental degradation (by adopting environmentally sustainable practices in the delivery of humanitarian assistance) [6,7] or conflict, and do not intensify existing vulnerabilities or create new ones. If no environmental considerations were taken into account, the answer given to this question both by the partner and DG ECHO should be 'NO', even if the other dimensions of this question are fulfilled. It is important to note that if the answer is 'YES' the details of how environmental considerations were integrated in the projects need to be described in sections 4.2, 4.3, 7.3 and 9.2. Also, the project applies measures to protect its activities from the identified risks. In doing so, the project should have a forward-looking approach by taking into account future climate and environmental-related risks.

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? The project activities reinforce the capacities of local actors (individuals, government, civil society organisations, private sector, etc) to plan and implement preparedness and response measures so that they are able to cope with identified and potential risks (see Question 1 of the Resilience Marker). Explain the answer provided in the box "**Provide details**".

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)? The project links and contributes to ongoing or future development initiatives (from the government at different levels, or other national/local stakeholders

[6] For measures on how to mitigate negative environmental impacts, refer to DG ECHO's Environmental Guidance for humanitarian projects, which contains DG ECHO's minimum environmental requirements and how to fulfil them: https://civil-protection-humanitarian-aid.ec.europa.eu/what/humanitarian-aid/climate-change-and-environment_en

[7] For more guidance and resources by cluster go to: https://ehaconnect.org/

or the international community) whether in the same field of intervention or in a different one (e.g. environmental protection or sustainable energy). Also, the project activities can or will be taken over or scaled up by development actors). Explain the answer provided in the box "**Provide details**".

Based on the answers, each Action will be marked with a score (0-2). The mark will be attributed automatically using the following scale:

The Marker is not applicable	**N/A**
The action meets none or only one criteria	**0**
The action meets 2 or 3 criteria	**1**
The action meets all 4 criteria	**2**



The partner will report in case of changes in the markers and comments provided in section 8.1.1? Information on improvements and setbacks in efforts to integrate resilience will also be reported.

9. MONITORING AND EVALUATION

The purpose of this chapter is, on the one hand, to demonstrate that monitoring procedures in place are conducive enough to verify the correct implementation of the action. On the other hand, the partner needs to inform ECHO of Action specific evaluation/audits for which funding is requested.

9.1 Complaint mechanism: The partners should describe the complaint mechanism put in place to collect beneficiaries' feedback, including the organisation of the process, the tools used, etc.
Access for all beneficiaries to the complaint mechanism should be ensured through mainstreaming of protection, gender-age and disability inclusion.

9.2 Monitoring of the action: Monitoring is crucial for good project management, accountability and, in conjunction with evaluations, learning for ongoing and future actions. This section should describe how the partner is monitoring the action i.e. how it is measured and supervised how activities are conducted and to which degree results and specific objectives are achieved. The perception and satisfaction of the beneficiaries and host populations can also be subject to monitoring. The monitoring mechanism is closely linked to the indicators and sources and methods of data collection. If those include more sophisticated methods like surveys, these should be mentioned here.
Partners are expected to describe the monitoring mechanisms in place to control the progresses and achievements (type of monitoring, frequency, tools, staff profiles) including on the project's environmental performance in line with the minimum environmental requirements. The partner should briefly describe how the measurement and supervision of the environmental performance of an action will be carried out.
If access and security risks limit your internal field monitoring arrangements, an explanation on how those monitoring arrangements have been adapted to this specific working environment has to be provided. DG ECHO might require specific information on monitoring: consult the relevant HIPs.

9.3 Is this action remotely managed: Answer "No" to the question (even if access and security risks limit your internal field monitoring arrangements). Details on your monitoring approach (including how it is adapted to access and security risks) should still be included in the current section Chapter 9.2. Details on your organisational set-up should still be included in Chapter 10.1 (Human resources and Management capacities) and 10.6 (implementing partners).

9.4 Which of the following evaluations will be undertaken and charged to the action? In this section, the partner has to provide information on the **evaluations to be funded by DG ECHO**. Only Action-specific evaluations are eligible for financing. General wide-ranging studies that cover an area larger than foreseen in the Action are not eligible. A copy of the evaluation report must be submitted with the final report if financed by this Action. In order to render studies' costs eligible, **Terms of Reference for external evaluations** financed by the Action have to be submitted to DG ECHO before the external evaluation takes place. The Terms of Reference will be submitted as soon as possible to DG ECHO and at the latest before the launching of the tender procedure.

In exceptional cases, **external audit** relating to the action can be considered as eligible when the partner can prove that a legal obligation in the country of implementation exists to conduct such an audit. Those audits do not replace audits carried out by DG ECHO.

To summarise…	Justification	TOR	Report
Internal evaluation	No	Maybe	Yes
External evaluation	Yes	Yes	Yes
External audit	Yes	No	Yes
Internal audit (UN only)	No	No	Yes

For UN agencies only: any relevant **internal audit reports** should be shared at IR and FR. Where errors and weaknesses in systems were identified, an analysis of their nature and extent, as well as information on corrective measures taken or planned, shall also be provided (as per 3.7(g) and 3.8(a) of HACA General Conditions Article)

9.4.1. Further details on each evaluation / justification for external audit: This section gives the possibility to add additional information on the evaluation to be carried out. In case of **external evaluation**, the partner has to indicate in this section when the tender procedure will take place and approximately when the TOR will be sent to DG ECHO.
In case of **external audits,** the partner has to briefly explain the circumstances justifying such an audit.

9.5 Studies carried out in relation to the Action (if relevant): This optional section gives the possibility to the partner to provide information about general wide-ranging studies that cover an area larger than the Action but with a link with the Action. In the narrative box "**Explain in few words the content of these studies**", the partner can succinctly explain the content of these studies and the main objectives and/or recommendations. Information on studies which are part of the results should be presented under section 7.



In the interim report, the partner will only provide an update on the monitoring and studies section if necessary.



In the final report, the partner will explain how the monitoring has been carried out and the main challenges encountered.
It will report also on the evaluations carried out and their conclusions. Remember to annex copies of the evaluations/audits financed by DG ECHO funding.

10. IMPLEMENTATION

This chapter offers the possibility to explain how resources (human resources, supplies and time, etc.) will be mobilised to ensure a successful implementation of the Action.

HUMAN RESOURCES

10.1 Human Resources and Management Capacities: The partner must explain briefly how human resources (both expatriate and local) will be mobilised to ensure an effective and efficient implementation of the Action**.** It will outline, for example, the location(s) and structure of the team responsible for managing and supervising the Action, as well as the team(s) tasked with its implementation. - When applicable in the context of the Action, the partner will also specify if specific technical qualifications will be required.



Update – Human resources and management capacities: This section is optional at interim stage. The partner should provide an update only in case of changes or in cases where Human Resources aspects of the Action may have a negative effect on the implementation of the Action.



Report – Human resources and management capacities: The partner will report at the final report stage on the issues mentioned in sections 6.1 and 6.1.1. It will provide explanations in cases where the Management of Human Resources has had a negative effect on the implementation of the Action.

10.2 Do you intend to deploy EU Aid Volunteers in the framework of the Action? The use of volunteers is not referred to in the Model Grant Agreement or in the budget: the default answer to the question is "No".

LOGISTICS

10.3. Logistics:

10.3.1 Are you overseeing your entire supply chain? The partner is expected to answer "No" only if it is relying on other entities (e.g. Humanitarian Procurement Centre, Global Logistics Cluster, through joint procurement initiatives etc.) to oversee the supply chain either fully or partially.

10.3.2 Please briefly describe the approaches you are using. If used, please also provide details on the Humanitarian Procurement Centre. This section emphasizes the importance of the appropriate monitoring of the supply chain. This question aims to assess the level or reliability in terms of timing of the logistics, to understand if the planning to implement the operation is realistic all along the supply chain up to the final delivery, and to foresee any possible obstacles or risks along the entire supply chain, so that DG ECHO and the partner can have a better understanding of these together during implementation of the project.

The partner is expected to provide information, inter alia, on:
- specific procurement arrangements, e.g. use of common or pooled services, use of particular environmentally sustainable approaches etc.; if applicable, use of Humanitarian Procurement Centre;
- information related to the procurement of the main/essential equipment and goods, such as where the goods will be procured (internationally, regionally, locally) and by whom, consideration of elements such as cost efficiency and quality of the goods procured, and information relating to the environmental dimension of the procurement and delivery.

- information related to how the project has incorporated the relevant minimum environmental requirements from the Cross-cutting chapter on sustainable supply chains[8]. In case the environmental dimension of the procurement and delivery was already covered in the above sections, this is optional in this section.

The partner will inform DG ECHO about *specific procurement arrangements* and possible constraints linked to this procurement (e.g. lengthy, complex procedure). In those cases, it might be recommended to include the procurement in the activities or in the work plan. Close links should be made with the assumption section.

ⓘ Partner is invited to read the guidelines to check the eligibility rules of equipment and goods.

In those cases where the partner intends to purchase **food or medical supplies**, without the support of one of the Humanitarian Procurement Centres (HPCs), it will indicate here briefly its procurement plans, including how it intends to ensure the quality standards of the items purchased. The partner can provide here also information on possible market analysis made in relation to the purchase of food locally. (see guidance: https://www.dgecho-partners-helpdesk.eu/ngo/actions-implementation/procurement). The partner may also provide information about **the necessity of expensive support equipment** in case the partner does not intend to apply depreciation.

INT

Logistics: This section is optional. The partner should provide an update only in case of changes or in case where equipment and goods aspects may have a negative effect on the implementation of the Action.

FIN

Logistics: In the final report, the partner will report in case the purchase of equipment and goods has had a negative effect on the implementation of the Action and how any waste generated by the Action was handled. In case of remaining items at the end of the Action, the partner will provide annexes explaining the end use of the remaining supplies. The partner will consult the guidelines on final report for more information.
For UN/IO only: Please be reminded of Article 3.7, f) (information on the legal commitments entered into by the Organisation) of the HACA General Conditions.

[8] Refer to DG ECHO's Environmental Guidance for humanitarian projects, which contains DG ECHO's minimum environmental requirements and how to fulfil them: https://civil-protection-humanitarian-aid.ec.europa.eu/what/humanitarian-aid/climate-change-and-environment_en

10.4.1 Do you anticipate any implementation challenges in the supply chain? The partner has to select the most appropriate option relevant to its situation in respect to anticipated challenges to supply chain management which could include *inter alia* procurement challenges, customs delays, access issues, difficulties in last mile delivery, or environmental damage caused by the procurement. The by-default answer is "NO", but if the "YES" option is chosen an additional field will be displayed.

10.4.2 Please describe shortly these challenges and indicate how you foresee to mitigate them: the partner has to provide information on the main foreseen/envisaged challenges linked to the procurement/supply of essential equipment and goods, along the entire supply chain, including the green/environmental dimension.

WORKPLAN

10.5 Work plan reminds the partner that it has to attach a work plan to the proposal. The work plan is an important tool to assess the feasibility of the Action. A common way to present a work plan is through a Gantt chart. Other possibilities exist and can be used as long as they are clearly presented and commented upon.



This section is optional at interim stage. The partner should upload an updated version of the work plan if needed.

OTHER PARTICIPANTS IN THE ACTION – FOR NGOS ONLY

Partners may entrust tasks forming part of DG ECHO-funded actions to one or several other entities, on a non-profit basis. This can be done provided that the prospect of having recourse to partners is presented, explained and justified in the Single Form, together with the estimated budget share that would be allocated to the partners. The Organisation is responsible for ensuring that the conditions applicable to it under the Agreement, including accountability and effective internal control systems, are also extended to its partners.

Definition of co-partner

A co-partner is another certified DG ECHO Partner which will cooperate with the certified partner submitting the proposal (the "coordinator"): it will be registered as "co-beneficiary" in the grant agreement to be concluded with the Commission.

Definition of Implementing Partner

An IP is any legal non-certified entity other than the certified DG ECHO Partner (i.e. the Partner signing the grant agreement with DG ECHO), to which the Partner entrusts any task under an ECHO-funded action, and transfers the corresponding financing. In this respect, an IP is any of the following entities:

1. Entities affiliated to the grant-holder or with which the latter is affiliated (e.g. NGO families, networks, federations, etc.). Such entities may be involved in the implementation of an action, for example with the following functions (not mutually exclusive):
    - Performing administrative and programmatic tasks; Performing operational tasks, e.g. implementing the action as the registered entity in the country of implementation.
2. Local entities: entities established in the country of implementation of the action (e.g. local or grassroots organisations).
3. Non-local entities: entities, which are neither affiliated to the grant-holder nor established in the country of implementation of the action.

Information on Implementing Partners to be provided in Single Form

1. At proposal stage: Partners provide provisional, but comprehensive, list of IPs (including their name, address, type, status, estimated amount of EC budget allocated, IP level etc.)
2. During the implementation: Partners add or remove IPs from the SF while the action is ongoing through a non-essential change[9] whenever they decide to collaborate with an IP. If the Partner considers that the change would have significant operational consequences or may raise problems in terms of compliance with the humanitarian principles, it should contact DG ECHO without delay.
3. At final report stage: Partners ensure that exhaustive information on all IPs is included in the SF before submitting the Final report.

10.6. Are there any other participants in the action? The partner has to indicate first whether it intends to work with other entities or not. The default answer is "Yes".

- If the answer is "No". If the partner will be working with implementing partner(s) but the selection process is not completed, partner should add an explanation on the timeline for selection. The partner will be required to provide a short rationale for not working with local/national actors. Partners have the possibility to adapt this statement later during the Action implementation. Note that a change in co-partner will be considered as a substantial change to the grant agreement, whereas IPs can be added in the course of implementation.
- If the answer is "Yes", the sections below will be displayed and the partner will be requested to provide additional information.

10.6.1 Implementing partners / co-partners: the partner has to add as many tabs as needed.

Type: the partner has to select the type of participating organisation, making the choice between "certified partner" (co-partner) and "non-certified-partner" (implementing partner). A co-partner is a "certified partner" associated with the partner submitting the proposal for implementation of this action.

[9] In case of emergency decisions/urgent actions, Partners are kindly invited to contact ECHO-IS-SUPPORT@ec.europa.eu for assistance before updating IPs sections.

Name: if the partner selected the option co-partner it will have to select the name of the organisation from the provided drop-down list. If the partner selected the option implementing partner it will have to provide the name of the implementing partner.

Address: this field is only visible in case of implementing partners.

Status: this field is only visible in case of implementing partners. The partner will have to select the status of the implementing partner from a pre-defined list including: local/national no profit organisations, local authorities, national authorities, regional or international actors, international NGOs, other. In case the option other is chosen, additional clarifications should be provided.

In case the partner selects 'Local / National Non-Profit Organisation' or 'Local Authorities' or 'National Authorities', the following question will appear:

Grand Bargain Localisation Funding Compliance:

Please note that the cumulative criteria to define a local/national Non-Profit Organisation, according to the Grand Bargain, are:

1. **It should be engaged in relief.**
2. **Its governance structure must be independent.**
3. **Its fundraising system must be independent.**
4. **It should have its headquarter in the country of operation.**
5. **Its activities should be conducted in the country of operation (the same country where the organisation has its HQ).**

Does the Local/National Non-profit organisation or the Local/National Authority comply with the Grand Bargain definitions?

The Grand Bargain definition of local actors includes the following categories:

- **Local and national non-state actors** (Local/National Non-Profit Organisations): Organisations engaged in relief that are headquartered and operating in their own aid recipient country and which are not affiliated to an international NGO.

- **National and sub-national state actors** (Local/National authorities)**:** State authorities of the affected aid recipient country engaged in relief, whether at local or national level.

The answer to the above question could be **'Yes'** or **'No'**.

If the answer to the question is **'No'**, or if the partner selects **'Regional or International actors'** or **'International NGO'** or **'Other'**, the partner should provide the rationale for not working with local /national actors, as per the Grand Bargain definitions.

Estimated amount of EC budget allocated: the partner has to provide an estimated amount of the budget that will be allocated to implementing partners or co-partners, including both goods and

services directly transferred to beneficiaries AND the associated costs to implement by the participating organisation.

'As directly as possible': In case the partner identifies a local/national actor as implementing partner, the following question will appear:

Is the funding channelled as directly as possible to the local/national actor?

In line with the Grand Bargain definitions, "as directly as possible" funding includes the following:

- Funding channelled through a pooled fund that is directly accessed by national and local actors.
- Funding to a single international aid organisation (including a federated/membership organisation) that reaches a local/national actor directly from that one intermediary.

The answer to the above question could be **'Yes'**, **'No'** or **'Do not know yet'** at the RQ and MR stage. At the FR stage, the only possible answers are **'Yes'** or **'No'**.

Estimated amount of indirect costs transferred to local partner: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner must indicate the estimated amount of indirect costs that will be transferred to local implementing partners. This figure is a portion of the amount of indirect costs to the partner, as stated in chapter 13.1, and not in addition to it.

Rationale on the calculation of such costs: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner should include the calculation method. In case indirect costs are covered from other sources, the partner should explain how these costs are covered and the rationale used to calculate the costs. Similarly, the partner must provide a justification if no indirect costs are shared.

Added value, role and main tasks: this field is only visible in case of implementing partners. This section invites the partner to explain how the fact of working with implementing partners will contribute to the achievement of the Action.

Capacity building plans: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner should share the capacity strengthening and sharing plan for their local implementing partners, including institutional strengthening and support alongside project implementation, and the capacity-strengthening methodologies to be used. Partners should also provide a rationale in case the local/national partner does not need specific capacity strengthening.

Coordination, supervision and controls: this field is only visible in case of implementing partners. In this section, the partner will explain what are the overall mechanisms of coordination, supervision and control put in place in relation to various implementing partners. In particular, the partner will explain how it intends to screen the risks of fraud and what are the measures taken to minimise them.

Implementing Partner (IP) Level: this field is only visible in case of implementing partners. In this Section the Partner will choose the Level of the Implementing Partner through a drop-down menu according to the following scheme:

- "IP level 1" if the entity mentioned is the IP of the partner or (one of) the co-partner(s).
- "IP level 2" if the entity mentioned is the IP of the IP of the partner or (one of) the co-partner(s).
- "IP level 3" if the entity mentioned is the IP of the IP of the IP of the partner or (one of) the co-partner(s), etc. Until "IP level 5", following the same logic above.

Instructions on how to fill-in the specific fields of this Section are provided by clicking on the "Tips" functionality on top of the Page in APPEL.



In the final report, the partner will explain in general terms how the Implementing partners contributed to the achievement of the objective and provide the final amount allocated to each implementing partner.

OTHER PARTICIPANTS IN THE ACTION – FOR IOs ONLY

Partners may entrust tasks forming part of DG ECHO-funded actions to one or several other entities on a non-profit basis. This can be done provided that the prospect of having recourse to partners is presented, explained and justified in the Single Form, together with the estimated budget share that would be allocated to the partners. The Organisation is responsible for ensuring that the conditions applicable to it under the Agreement, including accountability and effective internal control systems, are also extended to its partners.

Definition of Partner

A Partner is another pillar-assessed entity which will cooperate with the Lead Organisation submitting the proposal: it will appear as "Party" in the contribution agreement to be concluded with the Commission.

Definition of Implementing Partner

An IP is any legal entity to which the Organisation entrusts any tasks under a DG ECHO-funded Action and transfers the corresponding financing. In this respect, an IP is any of the following entities:

1. Entities affiliated to the grant-holder or with which the latter is affiliated (e.g. NGO families, networks, federations, etc.). Such entities may be involved in the implementation of an Action, for example with the following functions (not mutually exclusive):
    - Performing administrative and programmatic tasks;
    - Performing operational tasks, e.g. implementing the action as the registered entity in the country of implementation.
2. Local entities: entities established in the country of implementation of the action (e.g. local or grassroots organisations).

3. Non-local entities: entities, which are neither affiliated to the grant-holder nor established in the country of implementation of the action.

To be noted that NGOs certified as DG ECHO Partners cannot figure as Partner, hence Party to the Contribution Agreement but as Implementing Partner.

Information on Implementing Partners to be provided in Single Form

1. At proposal stage: the Organisation provides provisional, but comprehensive, list of IPs (including their name, address, type, status, estimated amount of the budget allocated, IP level, etc.)
2. During the implementation: the Organisation adds or removes IPs from the SF while the action is ongoing through a non-essential change[10] whenever they decide to collaborate with an IP. If the Organisation considers that the change would have significant operational consequences or may raise problems in terms of compliance with the humanitarian principles, it should contact DG ECHO without delay.
3. At final report stage: the Organisation ensures that exhaustive information on all IPs is included in the SF before submitting the Final report.

10.6. Are there any other participants in the action? The Organisation has to indicate first whether it intends to work with other entities or not. The default answer is "**Yes**".

- If the answer is "**No**". If the partner will be working with implementing partner(s) but the selection process is not completed, partner should add an explanation on the timeline for selection. The Organisation will also be required to provide a short rationale for not working with local/national actors. This information can be modified later, during the implementation of the Action. Note that a change in Partner will be considered as a substantial change to the Agreement, whereas IPs can be added in the course of implementation.
- If the answer is "**Yes**", the sections below will be displayed and the Organisation will be requested to provide additional information.

10.6.1 Implementing partners / partners: the Organisation has to add as many tabs as needed.

Type: the Organisation has to select the type of participating entity, making the choice between "pillar assessed" (partner) and "non-pillar assessed" (implementing partner). A Partner is a "pillar assessed" entity that will become Party to the Agreement by signing it together with the Lead Organisation.

Name: if the Organisation selected the option "Partner" it will have to select the name of the organisation from a drop-down list. If the Organisation selected the option "Implementing Partner" it will have to provide manually the name of the implementing partner.

Address: this field is only visible in case of implementing partners and is a mandatory information.

[10] In case of emergency decisions/urgent actions, Partners are kindly invited to contact ECHO-IS-SUPPORT@ec.europa.eu for assistance before updating IPs sections.

Status: this field is only visible in case of implementing partners. The Organisation will have to select the status of the implementing partner from a pre-defined list including local/national non-profit organisations, local authorities, national authorities, regional or international actors, international NGOs, other. In case the option other is chosen, additional clarifications should be provided.

In case the partner selects 'Local/National Non-Profit Organisation' or 'Local Authorities' or 'National Authorities', the following question will appear:

Grand Bargain Localisation Funding Compliance:

Please note that the cumulative criteria to define a local/national Non-Profit Organisation, according to the Grand Bargain, are:

1. **It should be engaged in relief.**
2. **Its governance structure must be independent.**
3. **Its fundraising system must be independent.**
4. **It should have its headquarter in the country of operation.**
5. **Its activities should be conducted in the country of operation (the same country where the organisation has its HQ).**

Does the Local/National Non-profit organisation or the Local/National Authority comply with the Grand Bargain definitions?

The Grand Bargain definition of local actors includes the following categories:

- **Local and national nonstate actors** (Local/National Non-Profit Organisations): Organisations engaged in relief that are headquartered and operating in their own aid recipient country and which are not affiliated to an international NGO.

- **National and sub-national state actors** (Local/National authorities)**:** State authorities of the affected aid recipient country engaged in relief, whether at local or national level.

The answer to the above question could be **'Yes'** or **'No'**.

If the answer to the question is **'No'**, or if the partner elects **'Regional or International actors'** or **'International NGO'** or **'Other'**, the partner should provide the rationale for not working with local/national actors, as per the Grand Bargain definitions.

Estimated amount of EC budget allocated: the Organisation has to provide an estimated amount of the budget that will be allocated to implementing partners or partners, including both goods and services directly transferred to beneficiaries AND the associated costs to implement by the participating entities.

'As directly as possible': In case the partner identifies a local/national actor as implementing partner, the following question will appear:

- **Is the funding channelled as directly as possible to the local/national actor?**

In line with the Grand Bargain definitions, “As directly as possible” funding includes the following:

- Funding channelled through a pooled fund that is directly accessed by national and local actors.
- Funding to a single international aid organisation (including a federated/membership organisation) that reaches a local/national actor directly from that one intermediary.

The answer to the above question could be **“Yes”**, **“No”** or **“Do not know”** yet at the RQ and MR stage. At the FR stage, the only possible answers are **“Yes”** or **“No”**.

Estimated amount of indirect costs transferred to local partner: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner has to indicate the estimated amount of indirect costs that will be transferred to local implementing partners. This figure is a portion of the amount of indirect costs to the partner, as stated in chapter 13.1, and not in addition to it.

Rationale on the calculation of such costs: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner should include the calculation method. In case indirect costs are covered from other sources, the partner should explain how these costs are covered and the rationale used to calculate the costs. Similarly, the partner should provide a justification if no indirect costs are shared.

Added value, role and main tasks: this field is only visible in case of implementing partners. This section invites the Organisation to explain how the fact of working with implementing partners will contribute to the achievement of the Action. This is not a mandatory field.

Capacity building plans: this field is only visible in case of local/national implementing partners complying with the Grand Bargain localisation criteria/definition. The partner should share the capacity strengthening and sharing plan for their local implementing partners, including institutional strengthening and support alongside project implementation, and the capacity-strengthening methodologies to be used. Partners should also provide a rationale in case the local/national partner does not need specific capacity strengthening.

Coordination, supervision and controls: this field is only visible in case of implementing partners. In this section, the Organisation will explain what the overall mechanisms of coordination, supervision and control are put in place in relation to various implementing partners. In particular, the Organisation will explain how it intends to screen the risks of fraud and what are the measures taken to minimise them. This is not a mandatory field.

Implementing Partner (IP) Level: this field is only visible in case of implementing partners. In this Section the Partner will choose the Level of the Implementing through a drop-down menu according to the following scheme:

- “IP level 1” if the entity mentioned is the IP of the partner or (one of) the co-partner(s).
- “IP level 2” if the entity mentioned is the IP of the IP of the partner or (one of) the co-partner(s).
- ““IP level 3” if the entity mentioned is the IP of the IP of the IP of the partner or (one of) the co-partner(s), etc. until “IP level 5” following the same logic above.

This is a mandatory field at the FR stage

Instructions on how to fill-in the specific fields of this Section are provided by clicking on the “Tips” functionality on top of the Page in APPEL.

FIN

In the final report, the partner will explain in general terms how the Implementing partners contributed to the achievement of the objective and provide the final amount allocated to each implementing partner.

11. FIELD COORDINATION

Coordination is a key element to ensure efficiency, coverage and effectiveness of the action. The purpose of this chapter is to demonstrate whether the coordination efforts are sufficiently developed to contribute to the success and impact of the Action. This is important to guarantee that humanitarian activities are not duplicated, in the same geographical or sectorial areas, and that key information is shared with other important stakeholders.

11.1 Operational coordination with other humanitarian actors: In this section, the partner will provide information on its participation in national and local coordination fora and on the coordination with other humanitarian organisations.
It is important to note that for some operational contexts, the coordination aspects are essential appraisal criteria. If this is the case, it will be clearly mentioned in the HIPs.
In cases where the partner does not participate in coordination mechanisms, it will have to provide some explanation in this section.
DG ECHO is a strong supporter of the Inter Agency Standing Committee's Transformative Agenda (ITA) that aims at improving the effectiveness and cost efficiency of international humanitarian response. Partners should make every effort to ensure they contribute to a coordinated humanitarian response by:

- engaging in meetings/discussions of coordination mechanisms such as the HCT, clusters or other dedicated coordination for a
- engaging fully in the Humanitarian Programme Cycle, including participation in contingency planning, coordination of assessments, and collective analysis,
- contributing to the monitoring and evaluation of the collective action
- ensuring that the funding received from DG ECHO are employed to the maximum extent possible in fostering such coordinated response.

11.2 Action listed: When applicable, the partner will identify **the appeals/process** where the action is listed by selecting the appropriate option among: Humanitarian Response Plan (HRP), UN Flash Appeal, Red Cross / Red Crescent appeal, Other (to be specified, for example indicate if the action contributes to a Regional Response Plans (RRPs), a Regional Refugees and Migrants Response Plan or Country Response Plan).

11.3 Coordination with national and local authorities: In this section, the partner will briefly explain the type of relationship and coordination modalities that will prevail with **national and local authorities** during the implementation, or explain when this is not considered appropriate or relevant. When applicable and in line with the resilience strategy, the partner will explain how the Action informs and influences relevant government plans or strategies.

11.4 Coordination with development actors and programmes: In this section, the partner will address the issues of transition, nexus, exit strategy and resilience. The partner will describe, when relevant, how the Action complements, influences and informs on-going development actions or programmes, how synergies are enhanced and contradictions avoided. This section will also explain how this

coordination with development interventions and advocacy efforts will increase the sustainability of the results achieved after the end of the DG ECHO funded action and how the phasing out will be done. The partner will also explain what are the concrete coordination mechanisms put in place in order to enhance synergies and complementarities between the Action and relevant development interventions. The partner will further indicate how the current action will contribute to addressing the root causes of vulnerabilities of the target population.



In the interim report, the partner will provide updates on the coordination section, only when necessary. For instance, in case of difficulties in coordination aspects of the Action which could have a significant impact on the implementation of the Action.



In the final report, the partner will report on the relevant and significant changes and/or problems in relation to the coordination sections above.

12. VISIBILITY, COMMUNICATION, AND INFORMATION ACTIVITIES

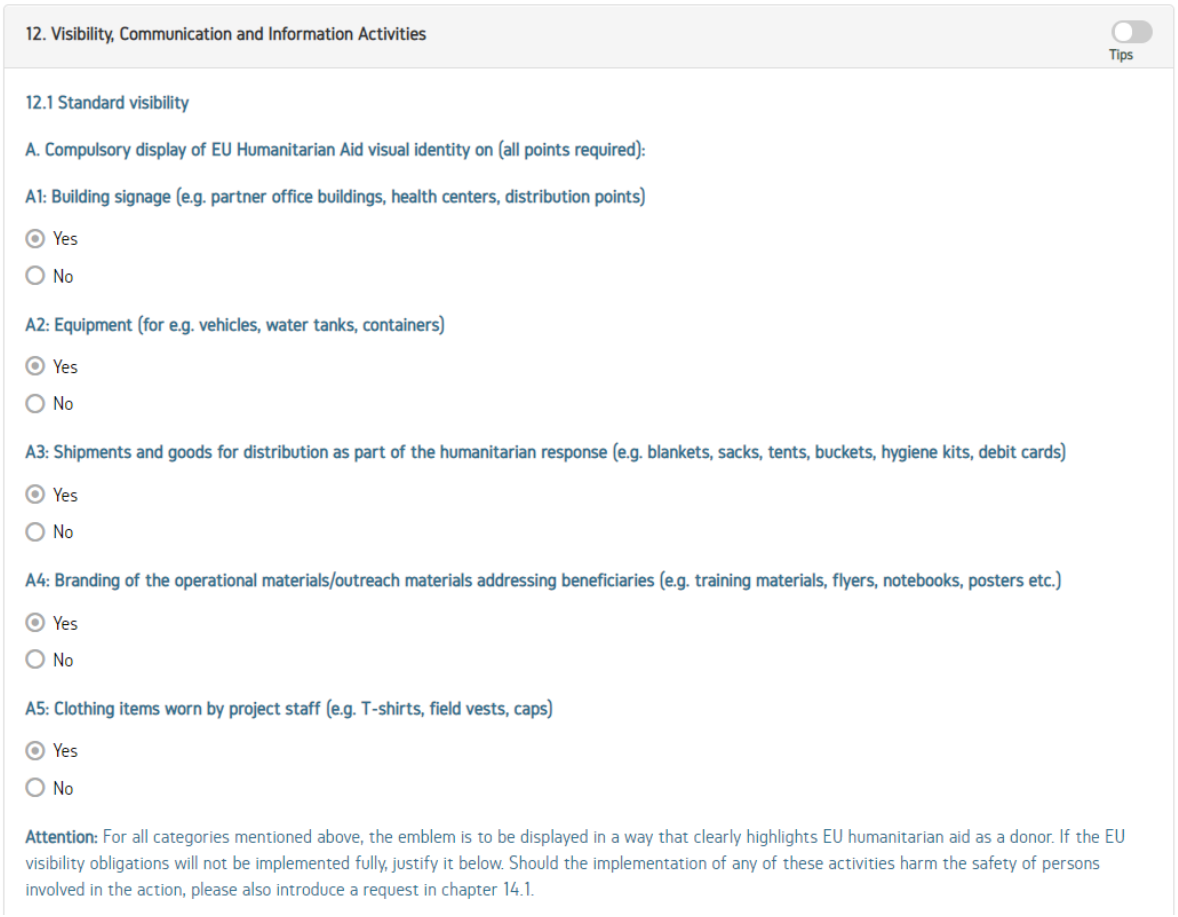
This chapter gives partners the possibility to explain how the partnership with and support of the EU to the action will be made public / be publicised. The partner can opt for standard visibility only (mandatory) or also above-standard (optional).

12.1 Standard visibility: Standard visibility for the EU as a donor is a contractual obligation applying to all partner organisations and all types of EU-funded humanitarian aid projects.
It entails:

- Display of EU humanitarian aid visual identify on project sites.
- Written and verbal acknowledgment of EU funding and partnership.

DG ECHO makes available up to 1% of the EU's contribution to the budget of the action to cover related expenses of these obligations.

A. Compulsory display of EU Humanitarian Aid visual identity on (all points required): To comply with visibility requirements, Partner must implement all the five activities described under section A. Evidences of the activities implemented will have to be annexed to the Final Report. Failure to comply may impact negatively the assessment of the project or may result in the reduction of the grant at the liquidation stage.


12. Visibility, Communication and Information Activities

Tips

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

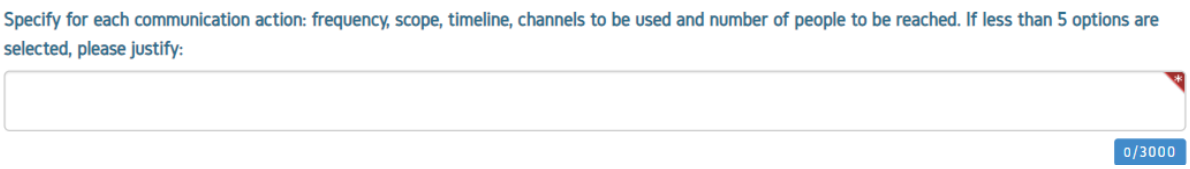
Attention: For all categories mentioned above, the emblem is to be displayed in a way that clearly highlights EU humanitarian aid as a donor. If the EU visibility obligations will not be implemented fully, justify it below. Should the implementation of any of these activities harm the safety of persons involved in the action, please also introduce a request in chapter 14.1.

The five boxes are selected by default. **If they are de-selected**, the partner **must** provide a **justification** in the box that will appear automatically at the end of the Section 12.1.A (see example below). Moreover, if the implementation of visibility activities may harm the safety of any persons involved in the action, partners must introduce a **request** for a visibility alternative arrangement in Chapter 14. See additional instructions in Section 14 of this guidance on when and how to submit such a request to DG ECHO.

Note: Alternative arrangements from communication and visibility obligations are possible only in cases defined in the relevant legal acts. Therefore, they are granted only in case of safety and security concerns. All requests for alternative arrangements should be duly justified and targeted. An alternative arrangement on field visibility activities (listed in Section 12.1.A of the e-Single Form) does not automatically grant a derogation for implementing external communication activities (listed in Section 12.1.B of the e-Single Form).

B. External communication of EU funding and partnership through (minimum 5 points required):
To comply with communication and information requirements, the partner should also acknowledge the partnership with DG ECHO and the EU funding provided, in communication about the project, such as media interviews, press releases, social media, webpages, blogs, articles about the project, etc. Lack of acknowledgment of EU funding may impact negatively on the assessment of the project or may result in the application of a penalty at the liquidation stage.

The partner is expected to select **at least 5 options**. In the comment box (see example below), the partner must specify for selected options (also for 'B8: Others' where relevant), in a few bullet points, the key figures/elements to measure the impact of the communication campaign; and must provide a justification in case less than 5 options are selected. If the partner implements less than 5 activities due to **security and safety reasons** , a request for a 'visibility alternative arrangement' should be introduced in Chapter 14.1 using the drop-down menu.



12. Visibility, Communication and Information Activities

Tips

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. If the EU visibility obligations will not be implemented fully, justify it below. Should the implementation of any of these activities harm the safety of persons involved in the action, please also introduce a request in chapter 14.1.

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

Specify for each communication action: frequency, scope, timeline, channels to be used and number of people to be reached. If less than 5 options are selected, please justify:

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

Standard Visibility budget

Up to 1% of the EU's contribution to the budget of the action.

ⓘ For more information on the requirements, the partner should consult the **Visibility website:** https://www.dgecho-partners-helpdesk.eu/visibility/main-requirements/above-standard-visibility

12.2 Do you foresee communication actions that go beyond standard obligations (Above Standard Visibility – ASV)? The partner can opt for "above-standard visibility". The purpose of such more elaborate communication actions is to raise awareness of humanitarian issues among defined audience in the EU Member States and to showcase the results of the partnership with DG ECHO.

DG ECHO can provide budget exceeding 1% of the EU's contribution to the budget of the action, in cases where a partner wishes to engage in above-standard visibility. To this end, a separate communication plan, including a budget, must be submitted and approved by DG ECHO prior to the signing of the agreement. The plan must be inserted as an **annex**. A standard template is available on the visibility website.

INT

The partner must provide here an update on the implementation of **above standard visibility activities** where applicable, along with updates on the implementation of **standard visibility** activities

FIN

For standard visibility, the partner will explain what type of activities have been implemented and where, corresponding to the indications in the proposal. Evidence of those activities (section A and B) needs to be provided (pictures, articles, etc.). The partner can insert a link where such proofs can be found (link to website, web post, etc.). In case the minimum requirements could not be achieved, the partner must provide a good justification.

In case of above standard visibility activities, the partner will have to report according to the separate communication plan that has been described in section 12.2.

13. FINANCIAL OVERVIEW OF THE ACTION

The purpose of this chapter is to present the financial elements of the Action. These data will allow DG ECHO to assess whether costs are necessary, reasonable and coherent with the results to be achieved. In case of partial funding, the feasibility of the Action will be assessed based on information about the sources of the financing of the Action.

13.1 Estimated costs: In this table the partner needs to provide the estimated total direct eligible costs and the percentage of indirect costs, while the rest will be automatically calculated.

All the financial amounts encoded in this section of the Single Form should be retrieved from the budget presented in the annex mentioned further down in the guidelines. The indirect costs cannot be higher than 7% of the direct eligible costs.

13.1 Estimated costs

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

13.2 Percentage of direct eligible costs allocated to the support costs: In this section the Partner provides the % value of direct eligible costs allocated to support costs for this action. The % provided in this section should be in line with the figures provided in the budget for each stage of the action. (RQ/MR/IR/FR).

13.2 Percentage of direct eligible costs allocated to the support costs

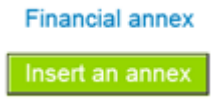
	Initial budget	Revised budget	Interim report incurred costs	Final report incurred costs
% of support costs				

The following definitions can help you to easier understand/distinguish the differences between various cost categories:

- **direct costs:** directly incurred to fund the activities described in the SF as necessary to the achievement of the results.

- **direct support costs:** costs under this title are also considered direct costs. They include field office costs, in particular:
    - staff costs not delivering directly goods and services to the beneficiaries;
    - running costs;
    - local transportation to carry all necessary goods and material for the operation;
    - distribution, storage and daily labour;
    - security;
    - feasibility, needs assessment and other studies;
    - quality and quantity controls;
    - external evaluation;
    - insurance costs;
    - visibility and communication programmes, etc.

- **indirect costs:** unless otherwise specified in the agreement, eligible indirect costs are declared on the basis of a flat rate of max 7% of the total eligible direct costs.





From a financial point of view, in the interim report, the partner has to update sections 13.1 of the Single Form (estimated costs), section 13.2 (percentage allocated to support costs). The partner may annex an updated budget to the interim report, but it is not mandatory.



In the final report, the partners will update the sections 13.1 of the Single Form (estimated costs), section 13.2 (percentage allocated to support costs), section 13.3 (Funding of the Action) and the budget.

13.3 Funding of the Action: This section provides a picture of the various sources of financing. The table will be updated at interim and final stage.

13.3 Funding of action

	Initial budget	Revised budget	Final budget	[RCI] Final update
Direct revenue of the action				
Contribution by applicant				
Contribution by other donors				
Contribution by beneficiaries				
Contribution requested from ECHO				
% of total funding				
Total funding				

- **Direct revenue of the Action**: This source of funding is quite exceptional and occurs when the Action itself creates income. In such cases, the final amount has to be mentioned here. At the proposal level, the partner can introduce an estimated amount if known.
- **Contribution by applicant:** if the partner (and co-partners if any) makes a contribution to the costs of the Action, it will mention here the foreseen amount.
- **Contribution by other donors:** it gives an indication of the approved and/or expected funding by other donors. At the final report stage, this information is based on real contributions.
- **Contribution by final beneficiaries:** These types of contribution are usually linked to cost recovery schemes. These amounts are considered as revenue of the Action.
- **Contribution requested from DG ECHO:** The expected funding from DG ECHO.
- **% of total funding:** it is automatically calculated by the system. In case the percentage is equal to 100%, the partner will have to provide a justification in section 13.4.
- **Total funding:** it is automatically calculated by the system and should be equal to the total costs of the Action mentioned under section 13.1.

13.4 Explanation about the 100% funding: This section has to be filled when contribution requested from DG ECHO equal 100% of the Action total funding as the exception to the principle of co-financing has to be duly and clearly justified.

13.5 You are expected to upload in APPEL the annex with detailed budget: The **budget** is an **annex** to be filled in. For NGO partners, it is a requirement under the MGA, to increase comparability among actions and to better clarify the operational / support costs ratio. For further information on the compilation of this annex, please check the dedicated guidance in the budget template.

ⓘ The list of forgotten crises is published on the ECHO website

13.6 When relevant, the partner has to provide here information on major **in-kind contributions**. This allows crosschecking when in-kind contribution comes from other donors and whether the objective/results can be achieved when no expenses are foreseen for goods. In-kind contribution (such as goods, equipment received for free) cannot be considered as contributions by the applicant in case

of co-financing. They can be described here to explain how they contribute to the success of the action, but they cannot be included in the total amount of the result nor in the financial statement.

13.7 Financial contributions by other donors: The partner will briefly explain, when applicable, what will be the fall-back position in case of rejection of the funding request submitted to other donors. In particular, additional explanations will be provided on whether this could lead to requesting more funding to DG ECHO or to reducing the volume of activities.

13.8 VAT exemption granted (including to the implementing partners)?: The default option is set on "**yes**". If the partner (or one of its IPs) already knows that the VAT exemption request has been rejected, the option "**no**" has to be selected. In this case, the costs provided in the budget will have to include VAT. If the partner has selected the option "**no**" or "**do not know yet"**, additional explanations need to be provided in section 13.8.1 on what actions have been or will be taken with the national authorities in order to obtain the VAT exemption. It is the responsibility of the partner to report on the VAT status of all its Implementing Partners.

13.9 on VAT charged to the project (including via the implementing partners): If any VAT costs are declared by partner at the stage of final payment, the exact amount of total VAT claimed has to be provided. **This includes the amounts charged through Implementing Partners**. Additionally, partner should provide the date of the request made to the local tax authority and the date of rejection, if any. If partner has not received any reply from the competent authority in the country of implementation, this has to be stated as well.

13.10 Do you intend to involve and charge HQ staff costs to project? The default option is "No", as such costs are considered as eligible direct costs only in very specific cases. If option selected is "Yes", explanations need to be provided in section 13.1.

13.12: Please refer to the MGA guidelines for more details.



The organisation confirms that the co-financing has not led to a double funding of the Action: the partner will confirm at the final report stage that the various sources of funding do not lead to double-funding.

Report on finance: when necessary, the partner will report here on any of the sections above.

14. REQUESTS FOR ALTERNATIVE ARRANGEMENTS

REQUEST FOR ALTERNATIVE ARRANGEMENTS – FOR NGOs ONLY

The purpose of this chapter is to give the possibility to the partner to introduce a request for an alternative arrangement to implement the Action.

With an alternative arrangement, DG ECHO and the NGO-partner agree on alternative modalities which differ from the standard applicable rules for the implementation of the Action. The partner introduces a request subject to DG ECHO approval. If DG ECHO does not agree with the request, the partner will have to submit in APPEL a new version of the SF with modified chapter 14.

Alternative arrangements are similar to the former FPA "specific conditions". Be aware that for the majority of the FPA-derogations, the partner can no longer request an alternative arrangement through the SF, either because they are not accepted anymore (e.g. exchange rate for partners in non-Euro zone) or because they are embodied in the grant agreement (simplified cost method for field office costs).

14.1 – Request for pre-defined arrangements. The following three pre-defined alternative arrangements are the only ones the NGO-partner can request under chapter 14.1:

1. Visibility - to be selected if the partner will not fully implement the communication, dissemination or visibility obligations set out in chapter 12, **ONLY** if visibility activities would harm the safety of any persons involved in the Action.
2. EEOCs - for Actions implemented under exceptional extreme operational conditions, as justified in the Single Form.
3. Agreement with national authorities - when the applicable national legislation of the country of implementation of the Action requires the signature of a project agreement between the partner and the national authorities before the project starting date.

14.2 Exceptional alternative arrangements: this option (free text) can be used exclusively for very **rare** and very **exceptional** cases linked to a specific crisis or country that requires an ad-hoc alternative implementation solution. The partner has to explain the circumstances and/or the crisis or country specific issues related to the Action and demonstrate the necessity of the ad hoc specific alternative arrangement requested.

REQUEST FOR DEROGATIONS – FOR IOs ONLY

The purpose of this chapter is to give the possibility to the partner to introduce a request for a derogation to implement the Action.

Derogations from the contractual provisions can be granted to International Organisations according to the specific Partner with whom DG ECHO is contracting or on the basis of the specific needs related to the Action. As such, derogations are divided in 'permanent' and 'optional', and have been agreed between the Parties. Notwithstanding with the above, additional derogations may be requested by the Partner, subject to DG ECHO's approval, on a case-by-case basis.

14.2 Request for specific derogation: in this section the Partner may request the so-called "optional derogations", alternative provisions pre-agreed between the Parties to address specific situations in the field. When requesting such derogations the Partner can use free text. The agreed provision will be reflected in the Agreement.

14.3 Permanent derogations: in this section are automatically listed the permanent derogations that always apply according to the Partner submitting the proposal. This section cannot be modified by the Partners.

15. ADMINISTRATIVE INFORMATION

The purpose of this chapter is for the partner to share with ECHO the names of contact persons and of the person authorised to sign the agreement. This information will be used to draft the agreement and for correspondence purposes.

15.1 By default, the **name of the legal representative** of the person who signs the agreement will be the first name in the list of legal representatives introduced in APPEL by the partner. The partner has the possibility to choose another name form the drop-down list.

15.1.1 Partners working with DG ECHO under indirect management (i.e., signing a Humanitarian Aid Contribution Agreement), when implementing an Action under a multi-Partner HACA must indicate in this section of the e-Single Form whether the Lead Organisation signs the Agreement **on behalf of** the other DG ECHO Partners participating in the implementation of the Action (listed in Chapter 10.6 e-Single Form) or whether each and every Organisation **countersigns** the Agreement **individually**.

If the Lead Organisation signs on behalf of other Partners listed in Chapter 10.6 of the e-Single Form, it must ensure compliance with its internal rules and procedures. A documented confirmation of the agreement from the other Partners must be kept by the Organisation for possible future verification.

ⓘ Section 15.1.1 does not appear for NGO Partners because the co-beneficiaries under the MGA do not sign the Agreement itself; instead, they accede to it by signing the Accession Form (Annex 3 to the MGA).

A warning message may appear if the System detects inconsistencies between the information provided in Chapter 10.6 e-Single Form and this Section (e.g., 'no Partners participating' cannot be

answered 'yes' here). In the same way, if the e-Single Form is submitted using the '*offline*' functionality, the System will automatically resolve such inconsistencies.

15.2 The partner can add as many **names of contact person** as deemed necessary. Ideally, the partner will provide at least the name of one person at headquarter and one person in the field. Details to be provided include: name, office location, phone number and email address.

ⓘ Do not forget to update your organisation's data in APPEL!



If contact persons in an Action need to be changed, the partner can replace contact persons or add additional contact persons by clicking the button 'Update contact details'. The popup screen below will appear, allowing the partner to modify the information. These changes are only possible after the submission of the Final Report (before submitting the Final Report, contact details can be updated by submitting non-essential changes document).

Once the changes are submitted, a non-essential change Modification Request (MR) will be created automatically, in the section "List of the modifications with Partner's justification", indicating the reasons for the modification in the following way: "This non–essential change request document was submitted to introduce minor modifications in the contact person details in paragraph 15.2."

Notification system:
APPEL includes a notification system. When applicable, DG ECHO desk will use the notification system to inform the partner of the need to submit a revised version of the Request (RQ), Modification Request (MR) or interim report (IR). The notification is visible in APPEL (see figure below). The **contact persons** mentioned under 15.2 will receive an email in their mailbox informing them of the reception of a new notification from DG ECHO.

The name of DG **ECHO contact persons** can be found in the financing

16. CONCLUSIONS AND LESSONS LEARNED

This chapter gives the opportunity to the partners to share additional comments and information with DG ECHO.

16.1 The section "**comments at proposal stage"** is optional. The partner has the possibility to share with DG ECHO further information on the Action, which could not be inserted in other sections of the Single Form and that the partner considers important for the appraisal of the Action proposal.

When applicable, the partner has to inform DG ECHO on the **sensitive and confidential** character of the information contained in the Single Form.

16.2 INT **Comments at the interim report stage**: the partner may include any additional comments that are relevant for understanding the state of play of the action and are not covered by the interim report.

16.3 FIN **Conclusions**: the partner may add here information which will help to better understand the achievement of the Action. It can also, if not covered in other sections of the Single Form, explain specific difficulties faced during the implementation and the conclusions drawn from that experience. The partner can also share recommendations.

16.4 FIN **Lessons learned**: optionally, the partner can share the lessons learned from the implementation of the Action, or its views on future projects.

17. LOGFRAME

This chapter is automatically completed by the system, retrieving information included by the partner in other sections of the Single Form, such as title of the action, sectors of intervention, budgetary information, objectives, results and indicators, activities, risks, assumptions and pre-conditions. Can be used by the partner for a final revision of the information inserted.

18. LIST OF PRE-DEFINED ANNEXES

This chapter lists all DG 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 the partner fails to upload mandatory annexes, DG ECHO requests to submit them at later stage via the 'new version' functionality.
At proposal stage, default mandatory annexes are the workplan and the budget.

LIST OF USEFUL LINKS

Partner Helpdesk	http://dgecho-partners-helpdesk.eu/
DG ECHO Funding decisions	https://ec.europa.eu/echo/funding-evaluations/funding-decisions-hips_en
Forgotten crisis	https://civil-protection-humanitarian-aid.ec.europa.eu/what/humanitarian-aid/needs-assessment/forgotten-crises_en#ecl-inpage-1010
Cash	https://ec.europa.eu/echo/what/humanitarian-aid/cash-transfers_en
Visibility website	https://www.dgecho-partners-helpdesk.eu/visibility
EU Aid volunteers	https://europa.eu/youth/euaidvolunteers_en
Gender-age marker	https://ec.europa.eu/echo/files/policies/sectoral/gender_age_marker_toolkit.pdf
ACAPS	www.acaps.org
Environment and Climate change	https://civil-protection-humanitarian-aid.ec.europa.eu/what/humanitarian-aid/climate-change-and-environment_en
General policy page	Policy guidelines - European Commission (europa.eu)
ECHO APPEL	https://webgate.ec.europa.eu/appel/

ANNEXES

- SF1: List of Sectors and Subsectors
- SF2: List of Key Outcome Indicators (KOI)
- SF3: List of Key Result Indicators (KRI)
- SF4: Long description of new and existing Key Result Indicators (KRIs)

ANNEX SF1 - LIST OF SECTORS AND SUBSECTORS

Food security and livelihoods
Humanitarian Food Assistance
Emergency Livelihood Assistance
Food security information and analysis
WASH
Water supply
Sanitation
Vector control
Waste and environment
Hygiene
Cholera epidemics
Coordination
Other (WASH)
Health
Primary health
Secondary health
Epidemics
Child health
Reproductive, maternal and newborn health
Mental health
Gender based violence (Medical response)
Medical supplies
Health infrastructure rehabilitation
Capacity building (Health)
Other (Health-Cash)
Nutrition
Prevention of under nutrition
Treatment of undernutrition
Nutrition surveys and surveillance
Capacity building (Nutrition)
Other (Nutrition)
Shelter and settlements
Shelter
Settlements
Associated Support
Disaster Risk Reduction / Disaster Preparedness

Community and local level action
Information, communication and public awareness
Hazard, risk analysis and early warning
Contingency planning and preparedness for response
Protection of livelihoods, assets and critical facilities
Institutional linkages and advocacy
Capacity building (DRR / DP)
Other (DRR / DP)
Protection
Child protection
Gender-based violence
Housing, land and property (HLP) rights
Legal protection
Protection advocacy
Protection of individuals
Protection systems and capacity
Psycho-social support (PSS)
Coordination
Country level (sector/intersector) coordination
Camp coordination
Civil-military coordination
Global (sector/intersector) coordination including global clusters
Other (Coordination)
Support to operations
Logistics
Emergency infrastructure
Emergency telecommunications
Security
Advocacy for humanitarian access
Feasibility studies, needs assessment and other studies
Public awareness and advocacy
Capacity building (Not sector specific)
Other (Support to operations)
Mine action
Capacity building (Mine action)
Explosive ordinance clearance
Explosive ordinance risk education (EORE)
Mine Action Advocacy
Victim assistance
Education in emergencies
Formal education
Non-formal education
Safe and accessible learning environments
Quality teaching and learning
Protective education services
EiE Response capacity
Other (Education)
Multi-purpose cash transfer
Basic Needs
Information and Analysis

ANNEX SF2 - LIST OF KEY OUTCOME INDICATORS

% of persons effectively referred to other specialised services or assistance providers.

% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner

% of households without crisis and emergency Livelihoods Coping Strategies (LCS)

% of households who report being able to meet their basic needs as they define and prioritize them

% of facilities and/or services that are operated with renewable energy

% of food / seeds that are sourced from local and environmentally sustainable value chains

% of humanitarian intervention sites restored to similar or better environmental conditions than before use

% of mitigation strategies/measures recommended in the environmental screening/assessment that are implemented in the response

% of solid waste managed according to the sustainable solid waste management plan in place

% of target population that gained access to environmentally and economically sustainable sources of income

% of target population who declare harvesting wood for cooking and/or construction

% of the target population who practice the promoted environmental protection practices

% of the target population with a reduced Coping Strategy Index (rCSI) lower than 18

% reduction in the number of affected people (experienced, expected or modelled)

% targeted children who transition (1) into formal from NFE, or (2) into the next level of NFE, or (3) into the next academic year of formal education

% targeted girls and boys who are retained in education at the end of the action

% of the target population with acceptable Food Consumption Score (FCS)

Crude mortality rate (number of deaths/10,000p/day)

Number of maternal deaths (collected during weekly/monthly home visits, health facilities, authorities)

Number of neonatal deaths (not reaching 28 completed days of life)

Full immunisation coverage (% of children aged 12-23/24-35 months who are vaccinated)

Average monthly number of explosive ordnance accidents/incidents reported in area of operation.

% of 6-23 months old children in target population who receive a minimum acceptable diet (MAD)

Severe acute malnutrition recovery rate

% of individuals/target population in a given context reporting an improved feeling of safety (with dignity) by the end of the intervention compared to at the beginning.

% of target population with adequate WASH services and hygiene practices

% of target facilities (PHU, schools, markets) with basic WASH services functioning

% of beneficiaries living in a safe, secure and functional habitat

% of beneficiaries reporting acceptable thermal comfort conditions

ANNEX SF3 - LIST OF KEY RESULTS INDICATORS

NB: For Environmental Key Results Indicators Partners are invited to refer to the list and to encode them as 'Custom'.

*= Mandatory

Key Result Indicators (KRI)	Sector	Subsector
Number of individual beneficiaries who received humanitarian food assistance (in-kind household rations, vouchers, cash)*	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
Number of individual beneficiaries receiving cooked meals and/or Ready-to-Eat (RTE) rations	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
% of cash for food received that is used by individual beneficiaries to cover their food needs	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
% of individual beneficiaries reporting to be satisfied with the humanitarian assistance provided	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
% of successful inward and outward referrals	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
# of duplications identified from the total number of individual beneficiaries cross-checked	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
# of individuals reached through education/ training sessions on HFLA	Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance
# of individual beneficiaries provided with resources to protect and start rebuilding livelihood assets*	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
% of beneficiaries receiving emergency livelihood assistance who demonstrate a sustainable change in their livelihood compared to reference levels*	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
% of individual beneficiaries reporting satisfaction with the humanitarian assistance provided	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Average net monthly profit obtained by individual beneficiaries from a new/restored business	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
% of supported businesses that are still operational at the end of the Action	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Average crop yield per beneficiary receiving agricultural support	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Average number of months covered from own food production using inputs provided	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance

Number of animals vaccinated/treated	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Number of animals provided with feed	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
% of individual beneficiaries retaining core breeding animals and/or minimum viable herd	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
% of successful inward and outward referrals	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Number of duplications identified from the total number of individual beneficiaries cross-checked	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Number of individuals reached through education/training sessions on HFLA	Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance
Number of information products on food security, livelihoods and markets developed through coordinated and joint effort and made available to stakeholders*	Humanitarian Food and Livelihood Assistance	Food security information and analysis
Number of people having regular and appropriate access to soap to meet hygienic needs*	WASH	Hygiene
Number of patients having regular and appropriate access to soap to meet hygienic needs in Health Facilities	WASH	Hygiene
Number of learners having regular and appropriate access to soap to meet hygienic needs in learning facilities	WASH	Hygiene
Number of beneficiaries with access to appropriate hygienic practices awareness	WASH	Hygiene
Number of beneficiaries having timely and continuous access to appropriate WASH-related items	WASH	Hygiene
% of beneficiaries satisfied with hygiene promotion service	WASH	Hygiene
Number of people having access to dignified, safe, clean and functional excreta disposal facilities*	WASH	Sanitation
Number of patients with access to dignified, safe, clean and functional excreta disposal facilities in Health Facilities	WASH	Sanitation
Number of patients benefiting from health facility with safe wastewater management system	WASH	Sanitation
Number of learners with access to dignified, safe, clean and functional excreta disposal facilities in learning facilities	WASH	Sanitation
Number of beneficiaries having a reliable excreta management service	WASH	Sanitation

Number of beneficiaries using environment friendly latrine (contamination monitoring)	WASH	Sanitation
% of beneficiaries satisfied with excreta disposal service	WASH	Sanitation
Number of beneficiaries benefiting from absence of vector breeding sites in households, public service facilities and places*	WASH	Vector control
% of beneficiaries satisfied with vector control activities	WASH	Vector control
Number of cholera-affected populations covered by a Case Area Targeted Intervention (CATI)*	WASH	Cholera epidemics
Number of people having access to sufficient and safe water for domestic use*	WASH	Water supply
Number of patients having access to sufficient and safe water in Health Facilities	WASH	Water supply
Number of learners having access to sufficient and safe water in learning facilities.	WASH	Water supply
Number of beneficiaries with a reliable water supply service	WASH	Water supply
Number of beneficiaries whose water resources are monitored, and resource-related water shortage mitigated	WASH	Water supply
% of beneficiaries that are satisfied with water supply service	WASH	Water supply
Number of beneficiaries living in settlements with an accessible, safe and functional solid waste management system*	WASH	Waste and environment
Number of patients with an accessible, safe and functional solid waste management system at health facilities	WASH	Waste and environment
Number of leaners with an accessible, safe and functional solid waste management system in learning facilities	WASH	Waste and environment
% of relief related wastes mitigated, segregated, recycled or repurposed	WASH	Waste and environment
% of beneficiaries satisfied with solid waste management services	WASH	Waste and environment
% of affected populations benefiting from an effective WASH coordination mechanism	WASH	Coordination
Percent (%) of verified alerts being investigated within 24 hours	Health	Epidemics
Case Fatality Rate (CFR)*	Health	Epidemics

Number of total primary health care consultations*	Health	Primary Health
Number of consultations per staff per day	Health	Primary Health
Percentage Treatment Adherence Rate for NCDs	Health	Primary health
Number of hospitalisations	Health	Secondary health
Referral rate*	Health	Secondary health
Percentage of patients referred, were tracked and followed by partner	Health	Secondary health
Dropout rate for Diphtheria, Tetanus and Pertussis*	Health	Child Health
Percentage of children aged 6 months to 15 years who completed the measles vaccination	Health	Child Health
Percentage of children 6-59 months received an appropriate dose of Vitamin A	Health	Child Health
Percentage of rape survivors receiving medical assistance within 72 hours of the incident*	Health	Gender based violence (Medical response)
Percentage of health facilities with adequate GBV capacity	Health	Gender based violence (Medical response)
Number of health facilities rehabilitated*	Health	Health infrastructure rehabilitation
Number of days Psychotropics are not available	Health	Mental Health
Number of people receiving clinical management of mental or/and neurological disorders through PHC, secondary or tertiary care.*	Health	Mental Health
Percentage of people reporting improved functioning and symptoms	Health	Mental Health
Percentage of births attended by skilled health personnel (doctors, nurses, midwife)*	Health	Reproductive, maternal and newborn health
Availability of Basic Emergency Obstetrics and Newborn Care (BEmONC)	Health	Reproductive, maternal and newborn health
Availability of Comprehensive Emergency Obstetric and Newborn Care (CEmONC)	Health	Reproductive, maternal and newborn health
Percentage of all primary health centres reporting availability of at least 4 methods of contraception	Health	Reproductive, maternal and newborn health
Dropout rate ANC4/ANC1*	Health	Reproductive, maternal and newborn health
Number of days essential medicine is not available.*	Health	Medical Supplies

Proportion of prescriptions that are in line with clinical guidelines.	Health	Medical Supplies
Number of health staff who has received complete training and supervision through the mhGAP program.	Health	Capacity building (Health)
Percentage of health staff trained and who have met the competency standards in their respective field of expertise.*	Health	Capacity building (Health)
Percent of households with catastrophic health expenditures	Health	Other (Health-Cash)
Number of SMART, coverage, NCA or other surveys implemented	Nutrition	Nutrition surveys and surveillance
Number of children under 5 admitted for treatment of Severe or High-risk Moderate Acute Malnutrition	Nutrition	Treatment of under nutrition
Number of health facilities where nutrition programs are implemented	Nutrition	Capacity building (Nutrition)
Number of beneficiaries with access to basic, safe and dignified shelters *	Shelter and Settlements	Shelter
Percentage of beneficiaries satisfied with their shelter	Shelter and Settlements	Shelter
Percentage of beneficiaries with basic, safe and dignified access to collective/communal shelter	Shelter and Settlements	Shelter
Percentage of beneficiaries with safe, secured, dignified access to emergency rental and/or host shelter	Shelter and Settlements	Shelter
Percentage of natural hazard-affected shelters that are safely sited, reconstructed, repaired, retrofitted, upgraded per locally agreed norms and practices	Shelter and Settlements	Shelter
Percentage of shelters with moderate damages that are properly repaired	Shelter and Settlements	Shelter
Percentage of beneficiaries satisfied with shelter insultation/thermal protection	Shelter and Settlements	Shelter
Percentage of shelters re(built) or repaired with mitigated environmental impact	Shelter and Settlements	Shelter
Number of beneficiaries with access to dignified, secure and safe settlements*	Shelter and Settlements	Settlements
Percentage of formal settlements with jointly agreed and properly implemented site selection, design and development criteria.	Shelter and Settlements	Settlements
Percentage of beneficiaries living in flood-safe settlements	Shelter and Settlements	Settlements
Percentage of beneficiaries living in cyclone-safe settlements	Shelter and Settlements	Settlements

Percentage of beneficiaries living in earthquake-safe settlements	Shelter and Settlements	Settlements
Percentage of beneficiaries living in settlements with well-maintained communal infrastructure	Shelter and Settlements	Settlements
Number of beneficiaries living in environmentally sustainable settlements	Shelter and Settlements	Settlements
Percentage of beneficiaries satisfied with settlement access, safety, security and state	Shelter and Settlements	Settlements
Number of temporary settlements properly closed and decommissioned	Shelter and Settlements	Settlements
Number of beneficiaries satisfied with the associated support received to improve shelter and settlement habitability *	Shelter and Settlements	Associated Support
Percentage of beneficiaries with timely access to critical NFIS	Shelter and Settlements	Associated SUpport
Percentage of beneficiaries satisfied with household NFIs	Shelter and Settlements	Associated Support
Percentage of beneficiaries with access to sufficient, safe, and affordable shelter thermal regulation (energy, appliances, and/or systems)	Shelter and Settlements	Associated Support
Percentage of beneficiaries with access to sufficient, safe and affordable energy supply and equipment/appliance for cooking and lighting.	Shelter and Settlements	Associated Support
Percentage of beneficiaries with household and/or community tenure challenges addressed	Shelter and Settlements	Associated Support
Number of beneficiaries living in displacement sites with functional coordination and management mechanisms (formal/informal)	Shelter and Settlements	Associated Support
Number of beneficiaries hosted in local communities, supported with an inclusive and functional settlement-based governance system	Shelter and Settlements	Associated Support
Number of people participating in interventions that enhance their capacity to face shocks and stresses	Disaster Risk Reduction / Disaster Preparedness	Community and local level action
Number of people reached through Information, Education and Communication on DRR	Disaster Risk Reduction / Disaster Preparedness	Information, communication and public awareness
Number of people covered by a functional early warning system	Disaster Risk Reduction / Disaster Preparedness	Hazard, risk analysis and early warning
Number of people covered by early action/ contingency plans	Disaster Risk Reduction / Disaster Preparedness	Contingency planning and preparedness for response

Number of community small-scale infrastructures and facilities built or protected	Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities
Number of people whose livelihoods and assets are protected from shocks and stresses	Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities
% of children and caregivers whose urgent child protection needs/risks have been addressed through the case management process*	Protection	Child protection
% of children separated from or allegedly associated with armed groups and armed forces who benefit from appropriate care and services	Protection	Child protection
% of unaccompanied children who access quality interim care within the agreed local standard number of days of being registered	Protection	Child protection
Number of minimum standards for care for survivors achieved*	Protection	Gender-based violence
% of GBV high-risk cases supervised*	Protection	Gender-based violence
Number of individuals benefiting from GBV response services	Protection	Gender-based violence
Number of persons who accessed legal aid on HLP*	Protection	Housing, land and property (HLP) rights
% of persons provided with legal aid on HLP who obtain a solution and/or response to HLP violations*	Protection	Housing, land and property (HLP) rights
Number of persons who accessed legal aid*	Protection	Legal protection
% of target population who obtain legal identity documents and/or a solution to the issues for which they sought legal aid	Protection	Legal protection
% of target population who obtain RSD or other official status or registration	Protection	Legal protection
Number of activities included in advocacy plans being implemented in the course of the action*	Protection	Protection advocacy
% of caseworkers whose knowledge assessment score is at least 70%	Protection	Protection of individuals
% of case files reviewed that met 80% of criteria of case file checklist	Protection	Protection of individuals
Number of persons separated from their family who have re-established and maintained contacts AND/OR have been reunited	Protection	Protection of individuals

Number of persons who have received detention visits by the end of the action	Protection	Protection of individuals
Number of PIM products timely shared to inform analysis, response and advocacy	Protection	Protection systems and capacity
Average % knowledge increase amongst participants on the protection subject in focus	Protection	Protection systems and capacity
% of persons who receive appropriate PSS reporting improved mental health and psychosocial well-being OR capacities to cope*	Protection	Psycho-social support (PSS)
Average % knowledge increase amongst participants on the mine action subject in focus*	Mine actions	Capacity building (Mine action)
Square metres (m^2) of land cleared of explosive ordnances*	Mine actions	Explosive ordnance clearance
Number of persons trained on explosive ordnance risk reduction*	Mine actions	Explosive ordnance risk education (EORE)
Number of activities included in advocacy plans being implemented in the course of the action*	Mine actions	Mine Action Advocacy
Number of victims of explosive ordnance incidents receiving support*	Mine actions	Victim assistance
Number of targeted girls and boys enrolled in formal education services *	Education in emergencies	Formal education
Number of targeted girls and boys enrolled in non-formal education services *	Education in emergencies	Non-formal education
Number of learning spaces/schools set up or rehabilitated or restored to minimum standards for safe Learning*	Education in emergencies	Safe and accessible learning environments
Number of teachers provided with teaching aids/materials	Education in emergencies	Quality teaching and Learning
Number of girls and boys provided with learning Materials*	Education in emergencies	Quality teaching and Learning
Number of teachers/ education personnel showing increased knowledge and teaching skills to address children's learning needs	Education in emergencies	Quality teaching and Learning
Number of learning spaces supported to improve equity of access and/or learning opportunities for marginalised and vulnerable boys and girls	Education in emergencies	Quality teaching and Learning
Number of students, teachers and other education personnel provided with	Education in emergencies	Protective education services

psycho-social support services*		
Number of teachers and other education personnel showing increased knowledge and skills to address the protection needs of girls and boys	Education in emergencies	Protective education services
Number of girls and boys referred to specialised services (e.g. child protection, health, MHPSS)	Education in emergencies	Protective education services
Number of EiE needs assessments (stand-alone and/or multi-sectoral)	Education in emergencies	EiE response capacity
Percentage of girls targeted by the education intervention	Education in emergencies	All sub-sectors
Percentage of households with total monthly expenditure which exceeds the Minimum Expenditure Basket*	Multipurpose cash	Basic Needs
# of individual beneficiaries who received MPC assistance*	Multipurpose cash	Basic Needs
Total MPC amount (EUR) disbursed to affected population.*	Multipurpose cash	Basic Needs
% of individual beneficiaries reporting to be satisfied with the MPC provided.	Multipurpose cash	Basic Needs
% of successful inward and outward referrals	Multipurpose cash	Basic Needs
# of duplications identified from the total number of individual beneficiaries cross-checked	Multipurpose cash	Basic Needs
# of information products developed through coordinated and joint effort and made available to stakeholders*	Multipurpose cash	Information and Analysis
# of environmental screening/assessment reports realized for the project with an active participation of the local stakeholders	All sectors	
% of proposed environmental risks mitigation measures in line with local Traditional Ecological Knowledge, identified through active and effective participation of the target population and the local population	All sectors	
% of project sites that are covered by an environmentally sustainable solid waste management plan	All sectors	
% of target population receiving assistance who were sensitized about safe waste management practices	All sectors	

# of waste management actors with whom the project cooperates to ensure safe disposal of waste during the course of the action	All sectors	
% of procurements whose technical specifications include environmental sustainability considerations	All sectors	
% of procurements whose selection/evaluation procurement criteria include equity and environmental considerations	All sectors	
Quantity of waste avoided thanks to the waste reduction strategies implemented	All sectors	
% of air shipment compared to the total freight volume	All sectors	
% of resources (energy and / or water) avoided thanks to the implementation of consumption reduction strategies in facilities and premises	All sectors	
% of environmental risks stemming from the project activities identified through the risk analysis of Cash and Vouchers activities that are mitigated or prevented	Multipurpose cash / All sectors with cash assistance	
% of Non-Food Items in the Minimum Expenditure Basket (or sectoral basket) which have an environmentally-friendly alternative on the local market	Multipurpose cash / All sectors with cash assistance	
# of individuals who are supported to implement environmentally sustainable agriculture practices	Food security and livelihoods	
% of target population that was provided access to clean and efficient cooking technologies and fuels	Food security and livelihoods Shelter and settlements Protection Education in Emergencies	
% of target population who are trained on clean and efficient cooking practices, including maintenance of technologies	Food security and livelihoods Shelter and settlements Protection Education in Emergencies	
% of target population who follow the promoted clean and efficient cooking practices	Food security and livelihoods Shelter and settlements Protection Education in Emergencies	
# of site interventions (construction, extension, improvement) implemented following the conclusions from an environmental screening/assessment	All sectors	

# of resource management plans implemented to protect and/or restore and/or improve the ecological value of operational sites (such as temporary settlements) during and after use	All sectors	
% of construction material used in construction interventions that do not deplete natural resources	All sectors	
# hectares of forests (or other areas of interest e.g. mangroves, wetlands) around humanitarian intervention sites effectively managed by an environmental management plan	Shelter and settlements	
% of energy supplied at household level/settlement level produced through sustainable energy sources	All sectors	
% of water facilities that have functional and accountable management systems in place without degrading the environment	All sectors	
% of water distribution points with effective and adapted systems to recover and re-use runoff water	WASH	
% of water needs covered by rainwater / greywater harvesting systems	All sectors	
% of excreta management facilities designs based on risks and mitigation strategies identified through the environmental screening/assessment and adapted to potential climate related risks	WASH	
# of wastewater management infrastructures implemented using Nature-Based Solutions	WASH	
% of sanitation facilities that include appropriate and dignified disposal options and/or washing facilities for menstrual and hygiene products	WASH	
# of Integrated Pest Management (IPM) plans that are elaborated and effective	Health Food security and livelihoods	
% of health care facilities which apply the good storage, stock management practices for medical products	Health	
% of unused/destroyed medicines against total procured	Health	
# of healthcare facilities implementing waste segregation, and following recommended management and treatment standards	Health	

# of humanitarian intervention sites with a decommissioning plan based on an environmental screening/assessment	Shelter and settlements	
# of environmental committees established and operational	All sectors	
% of developed community-based forest management plans that were effectively implemented		
% of developed community-based environmental management plan that were effectively implemented	All sectors	
# of people provided with resources to protect and start rebuilding environmentally sustainable livelihood assets	Food security and livelihoods	
% of educational facilities that have incorporated subjects on the importance of environmental sustainability, the adverse effect of climate change in their curricula	Education in Emergencies	
% of teachers / education personnel that have been trained to implement the environmental and sustainability component of the curriculum	Education in Emergencies	
% educational facilities that are carrying out environmental and climate friendly activities day-to-day	Education in Emergencies	

ANNEX SF4 – LONG DESCRIPTION OF NEW AND EXISTING KEY RESULT INDICATORS

NB: For Environmental Key Results Indicators Partners are invited to refer to the list and to encode them as 'Custom'.

SECTOR	Sub-sector	Key Result Indicator (KRI)	Definition/Description	Source/Method of Verification
Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	# of individual beneficiaries who received humanitarian food assistance (in-kind household rations, vouchers, cash)	This indicator measures the number of unique individual beneficiaries who received the intended months of food assistance during the Action period. This indicator concerns only dry rations of in-kind assistance, vouchers or cash transfers. It does not concern RTE rations or hot meals, for which there is a specific indicator. ***ECHO guidance:*** In the COMMENT section, disaggregate data by gender, age and disability and by modality. When using e-vouchers or electronic/mobile technologies, specify the redemption rate to show how many individual beneficiaries successfully accessed the assistance. Provide a breakdown of the number of months of Humanitarian Food Assistance planned versus achieved. Please note that, according to ECHO's HFLA policy, assistance is considered adequate only when its duration is at least three months	Method of data collection: PDMs; Registration records; Financial Service Provider transfer reports References: Similar indicators: WFP: # of women, men, boys and girls receiving food/CBT/capacity strengthening. BHA: "Number of beneficiaries receiving food assistance".

Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	Number of individual beneficiaries receiving cooked meals and/or Ready-to-Eat (RTE) rations.	This indicator measures the number of people receiving cooked meals and/or RTEs when the Action has a dedicated component to support communal kitchen and/or distribution of RTE rations. ***ECHO Guidance*** In the COMMENT section the number of individual beneficiaries must be reported disaggregated by age, gender, and disability. Provide information on average number of cooked meals and RTE rations distributed daily from communal kitchen/distribution points over the entire period of operation.	Method of data collection: PDMs, kitchen records, logistic records, lists of beneficiaries.
Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	% of cash for food received that is used by individual beneficiaries to cover their food needs	This process indicator applies when the cash modality is used to assess the adequacy of the transfer value (TV) and how it was used by beneficiaries. ***ECHO Guidance*** The values in the 'Target' and 'Achieved' fields are expressed as a percentage, calculated by dividing the average amount of cash that individual beneficiaries have used to buy food by the cash received. Numerator: average amount of cash received that individual beneficiaries have used to buy food Denominator: total value of the cash received. In the COMMENT section disaggregate data by seasonality, geographic area, gender, age and disability and describe the representative sample of households.	Methods of data collection: PDMs; Financial Service Provider transfer reports. During PDMs with representative sample, ask the question: “You received cash assistance amount of […….]. How did you use this money? How much did you spend on food? If you used any of the money to repay debts, how much of those debts were incurred to purchase food?" Reference: Similar indicator. GFSC: “Percentage of total cash expenditure spent on food”.
Humanitarian Food and	Humanitarian Food Assistance	% of individual beneficiaries	This perception indicator provides qualitative information on timeliness, distribution process, transfer	Method of data collection: PDMs

Livelihood Assistance		reporting to be satisfied with the humanitarian assistance provided.	modalities, duration of the assistance, quality, quantity or amount of the transfer value and composition of the food basket. DG ECHO wants to ensure that sufficient attention is given to ensure corrective measures are identified and implemented when required during the action. ***ECHO Guidance*** Numerator: Number of individual beneficiaries who report to be "very satisfied" or "fairly satisfied" Denominator: total Number of beneficiaries surveyed In the COMMENT Section, describe the reasons for non-satisfaction. Example (non exhaustive): 1. Assistance was not needed. 2. I could not choose what I wanted. 3. The quality of food was poor. 4. It arrived too late. 5. The distribution site was too far. 6. It created tensions in my family/community 7. If cash modality, did you find the food in the market. 8. Other.	During PDMs with representative sample, ask the question: "To which extent you were satisfied with provided support?" Answers: 1. Prefer not to answer 2. Very unsatisfied 3. Rather unsatisfied. 4. Fairly satisfied. 5. Very satisfied.. Reference: Similar indicators: GFSC "% of beneficiaries reporting to be satisfied with the provided assistance"
Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	% of successful inward and outward referrals	This indicator measures both quality and effectiveness of the referral system within programs to ensure that individuals with specific needs and vulnerabilities are timely referred to appropriate specialised services and the extent to which those individuals received services after referral.	Method of data collection: PDMs, service providers records, framework agreements with specialised service providers, statistics from appropriate beneficiary data management systems, Program analysis on tracking of the referral pathway, CFM reports.

			"Successful" means individuals admitted to specialised services. ***ECHO Guidance*** Numerator: Number of individuals referred and admitted to specialised services Denominator: total Number of individuals referred to specialised services In the COMMENT Section, report the number of referred individual beneficiaries, disaggregated by age, gender, and disability, type of service and provider and reasons for non-admission.	
Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	Number of duplications identified from the total number of individual beneficiaries cross-checked	The objective of this indicator is to measure the effort to reduce fragmentation and avoid duplication. ***ECHO Guidance*** No specific targets are required; Partners may choose to set their own. Data should be collected after each deduplication exercise and distribution round. DG-ECHO encourages: • The deduplication of entire lists of potential beneficiaries. If only a % is cross-checked, partners must provide operational justifications. • Intra-sector de-duplication between food assistance lists. Inter-sector de-duplication with MPCA and other sector assistance lists.	Method of data collection: PDMs, service providers records, framework agreements on interoperable platforms, Data Sharing Agreements (DSA)

Humanitarian Food and Livelihood Assistance	Humanitarian Food Assistance	Number of individuals reached through education/training sessions on HFLA	This indicator measures the number of individuals who take part in educational sessions, theoretical training, practical demonstrations, community-led awareness campaigns, peer-to-peer outreach, workshops, or training-of-trainers activities. ***ECHO Guidance*** The content of the training can cover all four pillars of food security - availability, access, consumption and stability - covering subjects on how to better produce, access locally available foods, store, cook and consume foods for a healthy diet. It might cover specific technical aspects when essential to operating rehabilitated infrastructures (e.g. irrigation schemes), and/or businesses. Broad, undefined "information campaign" should not be considered under this Subsector. The number of participants in the training must be recorded using attendance sheets and reported in the COMMENT Section disaggregated by age, gender, and disability status. Trainings and capacity-building are preparatory activities that support the core Humanitarian Food Assistance and Emergency Livelihood Assistance. Beneficiaries of capacity-building activities should therefore not be counted as “direct beneficiaries” of HFLA.	Method of data collection: attendance sheets.
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Number of individual beneficiaries provided with resources to protect	This output indicator measures the number of planned and achieved individuals supported with emergency livelihood assistance. It includes the provision of start-up grants, agriculture inputs, tools, equipment and consumables in any kind of	Method of data collection: PDMs, distribution lists, FSP, logistic records. References: Similar indicator

		and start rebuilding livelihood assets	modality or a combination thereof, coupled with tutoring and capacity building. The livelihood support typically targets households. ***ECHO Guidance*** In the "target" and "achieved" fields, indicate planned and reached number of individuals by multiplying the number of HH supported by the average HH composition.	BHA: Number of individuals assisted through livelihoods restoration activities
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	% of beneficiaries receiving emergency livelihood assistance who demonstrate a sustainable change in their livelihood compared to reference levels.	This indicator is used in combination with the "Number of individual beneficiaries provided with resources to protect and start rebuilding livelihood assets" to estimate the percentage of individuals who have achieved a significant and sustainable recovery of their livelihoods (source of income and/or food) because of the emergency livelihood assistance received. This indicator assesses changes in livelihoods by comparing the beneficiary's average income from IGAs and/or food from farming before and after receiving support for recovery. ***ECHO Guidance:*** The estimation of reference levels <pre-disaster, baseline, previous year, normal year, or the same period> should be based on a combination of direct data from a sample of beneficiaries and relevant secondary sources.	Method of data collection: PDMs and surveys on yields, IGAs records and monitoring of the performance of IGAs from the start of the business, comparing progression households' capacity to generate income to cover basic needs assets assessments. References: Similar indicators: ICRC "Average income/profit obtained by target HHs from a new or restored business or job". BHA: "Percent of beneficiaries reporting net income from their livelihood".

			The duration of the Action should be long enough to cover the entire agricultural season, including the harvest for on-farm livelihoods, and adequate time after the support ends for off-farm IGAs. Numerator: Number of individual beneficiaries who <restore, recover> their livelihood (income from IGAs, food produced) to <pre-disaster/baseline level, last/normal year, or same period>. Denominator: total Number of individual beneficiaries who have received ELA. It includes all types of livelihood intervention.	
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	% of individual beneficiaries reporting satisfaction with the humanitarian assistance provided.	This perception indicator provides information on the satisfaction of individual beneficiaries on the quality of emergency livelihood assistance (e.g. timeliness, distribution and transfer modalities, choice of the livelihood, adequacy and quality of the IGA start-up kit or farm inputs). DG ECHO wants to ensure that sufficient attention is given to ensure corrective measures are identified and implemented when required during the action. ***ECHO Guidance*** The values in the "target" and "achieved" fields are expressed as a percentage by dividing the number of individual beneficiaries who report to be "very satisfied" or "fairly satisfied" by the total number of respondents. Numerator: Number of individual beneficiaries who report to be "very satisfied" or "fairly satisfied"	Method of data collection: PDMs. During PDMs with representative sample, ask the questions: • To which extent you were satisfied with <farm inputs, start-up grant, equipment, capacity building> provided? • Were farm inputs delivered on time with the agriculture calendar? • Was the assistance relevant to the livelihood you chose? Answers: 1. Prefer not to say. 2. Very unsatisfied. 3. Rather unsatisfied. 4. Fairly satisfied 5. Very satisfied . References : Similar indicator

			Denominator: total Number of beneficiaries interviewed. In the COMMENT Section, describe the reasons for non-satisfaction. Example (non-exhaustive): 1. Assistance was not sufficient to restart the livelihood. 2. I would have done another type of livelihood. 3. I could not choose the type of inputs (seeds, equipment). 4. The quality was poor. 5. I did not know how to use it. 6. It arrived too late for the planting season. 7. It created tensions in my family/community. 8. Other	GFSC "% of beneficiaries reporting to be satisfied with the assistance provided
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Average net monthly profit obtained by individual beneficiaries from a new/restored business.	This indicator is relevant for IGAs, off-farm business to tracks profit changes of households who received support. ***ECHO Guidance:*** Data must be collected monthly, or at a minimum, at the end of the intervention. In the "baseline" field, the value is the estimated monthly profit (EUR) from the business before support, which can be "zero" if the business needs to be restarted from scratch. In the "target" field, indicate the expected profit from the business after support.	Method of data collection: individual records of businesses and asset assessments. Monitoring of the financial performance of IGAs from the start of the business, comparing progression households' capacity to generate income to cover basic needs. Data should be consistently collected from the start of the business till the end of the Action. References:

			In the 'achieved' field, indicate the business profit after support, calculated as the average of the collected data series. In the COMMENT Section, specify disaggregated data by gender, age, disability status, and type of business. Include information on the percentage of business profit relative to the household's total income.	Similar indicators: ICRC "Average income/profit obtained by target HHs from a new or restored business or job". BHA: "Percent of beneficiaries reporting net income from their livelihood".
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	% of supported businesses that are still operational at the end of the Action	This indicator measures the viability of supported businesses. ***ECHO Guidance*** The indicator is expressed in percentage of households supported who still operate their businesses at the end of the Action. In the "target" and "achieved" fields, indicate the expected and final percentage of businesses still operational. Numerator: Number of IGAs, off-farm businesses supported. Denominator: Number of IGAs, off-farm businesses still operational at the end of the Action In the "COMMENT" section, indicate the extent to which the business contributes to the household's total income at the end of the Action. Include as well the time and resources dedicated to the businesses by the household.	Method of data collection: Individual records of businesses and asset assessments. Assessment of Data should be consistently collected from the start of the business till the end of the Action. References: Similar indicators. ICRC: "Proportion of target businesses that are still profitable six months after the end of ICRC support".

			Describe the disaggregated levels of gender, age and disability and type of business.	
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Average crop yield per beneficiary receiving agricultural support.	This indicator is relevant for actions supporting small-holder farming. Understanding the local production is an indication of food availability. Food production gives an indication of the amount of food available locally. ***ECHO Guidance:*** This indicator must be measured after the first agriculture production cycle by assessing the quantity of the crops per hectare harvested because of the agricultural support provided (e.g., farm inputs, equipment, services, rehabilitation of irrigation infrastructure, and land reclamation activities). In the "baseline" field, provide the average crop production for the area based on both farmers' estimates and secondary data from the agricultural cycle preceding the support intervention. The baseline value may be zero if the individual beneficiaries had no capacity for crop production prior to receiving assistance, for example, if the intervention involved restarting an irrigation scheme or reclaiming previously uncultivated land. In the "target" and "achieved" fields, record the quantity of crops per hectare expected and produced after the first agricultural season following the support. The indicator must be reported in Kg per hectare.	Method of data collection: PDMs, Post-Harvest Assessments (PHA) using sample plots after the first agriculture cycle, asset assessments. References: Similar indicators: BHA: "Number of individuals (beneficiaries) directly benefiting from improving agricultural production". GFSC: "percentage change in crop production when compared to previous years". ICRC: "Proportion of target households that reported an improvement in the food-production cycle in a normal year". WFP: "Average income of small-scale food producers, by sex and indigenous status".

			In the COMMENT section, describe the type of crop.	
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Average number of months covered from own food production using inputs provided	This indicator measures the average increase in households' capacity to produce and store food for self-consumption, with a focus on main staple crops. Even where local food production potential is insufficient to fully meet household food needs, providing support to smallholder farmers can still play a valuable role in complementing humanitarian food assistance efforts. This indicator is applicable in contexts where supporting smallholder farmers serves as an alternative to direct food distribution. It captures the duration for which food stocks can meet household food needs after the harvest, considering both increased crop production and reduced post-harvest losses. ***ECHO Guidance*** • In the "baseline" field, indicate for how long households were self-sufficient before the assistance. The value may be zero if prior to the assistance the household had no capacity to produce food for self-consumption. • In the "target and "achieved" fields, indicate the estimated number of months the household can rely on self-produced food because of the assistance. In the COMMENT section, data must be disaggregated by gender, age, disability status, and crop/food.	Method of data collection: PDM, PHA, and household food security indicators, particularly food stock levels. Data should be collected regularly from individual household representatives and over a period long enough to cover at least one lean season. During PDMs with representative sample, ask the questions: • You received farm inputs. Can you estimate how much your production increased as a result? • After the harvest, for how long did the food or crops you produced last?

Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Number of animals vaccinated/treated	This indicator tracks the number of animals treated or vaccinated as a measure of support for animal health during emergencies. It reflects the veterinary service coverage across species and geographic areas, helping to identify any gaps or biases in service delivery. This indicator includes in kind and cash/voucher assistance. It is recommended to facilitate awareness on diseases prevention to encourage the need to systematise animal care among herders. ***ECHO Guidance*** • In the "Baseline" field, Indicate the existing coverage provided to the individual beneficiaries by government or agency programs prior to the intervention. • In the "Target" and "Achieved" fields, specify the number of animals that were planned to be vaccinated (target) and the number vaccinated (achieved). In the COMMENT section provide detailed data on the number of animals treated or vaccinated, broken down by species and specific disease. Include the quantity of drugs (Number of units or doses) directly administered or distributed to veterinarians and livestock owners or procured with "labelled" cash distributed, disaggregated by modality (in kind, cash, voucher), and the unitary cost. Estimate the number of beneficiary herders.	Method of data collection: data should be drawn from government, NGO, and pharmacy records on the quantity of drugs and vaccine doses. These should be cross-checked with extension services for geographic and herd coverage. Vaccination/Treatment records. Disease surveillance reports from private veterinarians and government sources may be used to assess whether outbreaks are being effectively controlled. References: Similar indicator: BHA: "Number of animals treated or vaccinated"

			If seroconversion tests have been conducted, report the antibody levels observed for the treated animals.	
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Number of animals provided with feed	This indicator tracks the number of animals fed with the support received during the duration of the project. It reflects the effort of the action to increase availability of feed for livestock in emergencies. ***ECHO Guidance*** • In the "baseline" field, indicate the existing coverage from government, agencies programs to the target beneficiaries' animals. • In the "target" and "achieved" fields, indicate the Number of animals intended to feed and finally fed with the support provided. In the COMMENTS section provide detailed data on the number of animals fed, broken down by: the modality of the support (in-kind, vouchers, cash) ,the type of feed (hay, fodder, urea-molasses blocks), the quantity and the duration of the feed.	Method of data collection: Data should be drawn from government, NGO, other programs. These should be cross-checked with extension services for geographic and herd coverage.
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	% of individual beneficiaries retaining core breeding animals and/or minimum viable herd	This indicator provides insight on the effectiveness of livestock interventions in helping herders to protect the key breeding animals for future recovery of pastoral livelihood. Core breeding animals are those animals that from cultural, environmental and economical point of view, livestock owners, and technical government departments, identify as essential for rebuilding their stock, they are likely to be the most fertile and productive animals.	Method of data collection: data should be drawn from government, NGO, and other programs. Including primary data collection at the household level. These should be cross-checked with extension services for geographic and herd coverage. References:

			While the concept of "minimum viable herd" is context specific the minimum number and types of animals inform on the capacity of pastoralists to maintain their pastoralism-based livelihood. ***ECHO Guidance*** Numerator: Number of individual beneficiaries retaining core breeding animals and/or minimum viable herd Denominator: total Number of individual beneficiaries supported through livestock interventions In the COMMENTS Section, describe the type, age and number of "core breeding animals" by triangulating information from herders and secondary data from veterinary extension services.	Similar indicators: GFSC "Changes in animals owned per household - Tropical Livestock Unit (TLU)". ICRC: "Average size of herd among target beneficiaries, for each species of livestock". BHA: "Number of animals owned per individual".
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	% of successful inward and outward referrals	This indicator measures both quality and effectiveness of the referral system within programs to ensure that individuals with specific needs and vulnerabilities are timely referred to appropriate specialised services and the extent to which those individuals received services after referral. "Successful" means individuals admitted to specialised services. ***ECHO Guidance*** Numerator: Number of individuals referred and admitted to specialised services Denominator: total Number of individuals referred to specialised services	Method of data collection: PDMs, service providers records, framework agreements with specialised service providers, statistics from appropriate beneficiary data management systems, Program analysis on tracking of the referral pathway, CFM reports.

			In the COMMENT Section, report the number of individual beneficiaries, disaggregated by age, gender, and disability, type of service and provider and reasons for non-admission.	
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Number of duplications identified from the total number of individual beneficiaries cross-checked	The objective is to measure the effort to reduce fragmentation and avoid duplication. ***ECHO Guidance*** No specific targets are required; Partners may choose to set their own. Data should be collected after each deduplication exercise and distribution round. DG-ECHO encourages: • The deduplication of entire lists of potential beneficiaries. If only a % is cross-checked, partners must provide operational justifications. • Intra-sector de-duplication between food assistance lists. Inter-sector de-duplication with MPCA and other sector assistance lists.	Source: PDMs, service providers records, framework agreements on interoperable platforms, Data Sharing Agreements (DSA)
Humanitarian Food and Livelihood Assistance	Emergency Livelihood Assistance	Number of individuals reached through education/training sessions on HFLA	This indicator measures the number of individuals who take part in educational sessions, theoretical training, practical demonstrations, community-led awareness campaigns, peer-to-peer outreach, workshops, or training-of-trainers activities. ***ECHO Guidance*** The content of the training can cover all four pillars of food security - availability, access, consumption and stability - covering subjects on how to better produce,	Method of data collection : Attendance sheets.

			access locally available foods, store, cook and consume foods for a healthy diet. It might cover specific technical aspects when essential to operating rehabilitated infrastructures (e.g. irrigation schemes), and/or businesses. Broad, undefined "information campaign" should not be considered under this Subsector. The number of participants in the training must be recorded using attendance sheets and reported in the COMMENT Section disaggregated by age, gender, and disability status. Trainings and capacity-building are preparatory activities that support the core Humanitarian Food Assistance and Emergency Livelihood Assistance. Beneficiaries of capacity-building activities should therefore not be counted as “direct beneficiaries” of HFLA.	
Humanitarian Food and Livelihood Assistance	Food security information and analysis	Number of information products on food security, livelihoods and markets developed through coordinated and joint effort and made available to stakeholders	This indicator tracks the number of information products—whether complete or as contributions—shared with the humanitarian community on food security topics. The indicator is used exclusively for studies and assessments of broad public interest, such as IPC analyses or multi-agency assessments that cover a reasonably wide geographic area, involve multiple stakeholders, and result in findings, recommendations, and conclusions that are endorsed and agreed upon by consensus.	Method of data collection: project records. Number of external studies, assessments, and information products.

			It is not intended for ad-hoc needs assessments conducted solely to support a specific Action, especially those with a limited geographic or thematic scope. ***ECHO Guidance*** In the indicator description, the partner should specify the type of information product, along with the expected number and frequency. The process and methodology should be detailed in a dedicated activity, including an outline of the collective and coordinated effort. This should also mention the number of peer partners expected to participate in the work. There is no requirement to indicate a baseline.	
WASH	Water supply	Number of people having access to sufficient and safe water for domestic use	Access: From household to water point and back, the whole water collection process and related equipment should not last more than 45 minutes to secure and store at least 7.5l/p/d at household level. Safe: Water is free for bacteriological, physical & chemical content that are likely to generate discomfort and affect beneficiaries' health. Documentation must secure that access and consumptions of water do not affect the health, the safety and the security of the user, both from a public health and user's perspectives.	5% statistically accurate representative sample on a monthly basis at point of use[Any modification should be justified, documenting sample size & collection frequency]
WASH	Water supply	Number of patients having access to sufficient and safe water in Health Facilities	Access: within the facility premises and within the facilities' services for inpatients and outpatients in accordance with their water consumption needs and Infection Prevention & Control protocols. Quantities must be adapted to the inpatients and outpatients needs	Target direct observations and measurements of all targeted health facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]

			and treatment (including maternity & surgical services provided by the facility). Safe & required documentation: Refer to compulsory indicator definition.	
WASH	Water supply	Number of learners having access to sufficient and safe water in learning facilities	Access: within the school's premises. Quantities must be adapted to the type of school (day or boarding schools), and the number people it hosts (learners and staff). Design must be adapted to the specificities of their needs (gender, MHM, disability). Safe & required documentation: Refer to compulsory indicator definition	Target direct observations and measurements of all targeted learning facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Water supply	Number of beneficiaries with a reliable water supply service	Organization in charge of operation and maintenance have access to the equipment & consumables required to perform their duty in accordance with expected standards. It implies access to related supply chains and to appropriate technicians within delays that avoid beneficiaries adopting negative coping mechanism to address their drinking water related needs.	Systematic register of water supply disruption delay including disruption description, repair &/or replacement proceeded, and cost involved. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Water supply	Number of beneficiaries whose water resources are monitored, and resource-related water shortage mitigated	Monitoring implies the recording of undergrounds and surface water in order to anticipate and avoid water production disruptions. Mitigation consists in providing alternative water resources in case of initial resources disruption.	Systematic register of all water resources level at the same spot and same time of the day. Data collection frequency depends on their level (see indicator definition) [Any modification should be justified, documenting sample size & collection frequency]
WASH	Water supply	% of beneficiaries that are satisfied with water supply service	Beneficiaries' satisfaction includes six parameters: availability, accessibility, safety, quality, storage and	Target direct household survey with 5% statistically accurate representative sample twice a year.

			transport. Reported value should be the lowest figure of the six.	[Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	Number of beneficiaries with access to dignified, safe, clean and functional excreta disposal facilities	Access: free within the households' compound or less than 50m located from their dwelling. Dignified: Use of toilets respect cultural preference, gender segregation and addresses disabilities. Safe: in terms of access, use and hazard exposure. Functional: absence of open defecation in the environment and absence of circulation of pathogenic vector from the excreta pit into the environment. Hazards-free designed and located. Documentation must secure that access and use of excreta disposal facilities do not affect the safety and the security of the users, both from a public health and user's perspectives	Key informant interviews, direct observation, survey with 5% statistically accurate representative sample on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	Number of patients with access to dignified, safe, clean and functional excreta disposal facilities in Health Facilities	Access: within the facility premises and within services that requires dedicated excreta disposal facilities in accordance with outpatients, inpatients and staff needs and infection prevention and control protocols. Dignified, safe, functional and required documentation: Refer to compulsory indicator definition.	Target direct observations and measurements of all targeted health facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	Number of patients benefiting from health facility with safe wastewater management system	Safe implies the absence of circulation of contaminated wastewater within and between services, health facility premises and external environment.	Direct observation of all health facilities on a monthly basis (or as per locally agreed). [Any modification should be justified, documenting sample size & collection frequency]

WASH	Sanitation	Number of learners with access to dignified, safe, clean and functional excreta disposal facilities in learning facilities	Access: In accordance with learners and learning facilities staff' needs and within the premises and services that requires dedicated excreta disposal facilities (infirmaries, dormitories in boarding schools). Dignified, safe, functional and required documentation: Refer to compulsory indicator definition	Target direct observations and measurements of all targeted learning facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	Number of beneficiaries having a reliable excreta management service	Organization in charge of operation and maintenance has access to equipment & consumables required to perform their duty in accordance with expected standards. It implies access to related supply chains and to appropriate technicians within delays that avoid beneficiaries adopting negative coping mechanism with regards to excreta management (open defecation) or that ensure environmental safety. Documentation must secure that the operations & maintenance involved in excreta disposal facilities do not affect the safety and the security of the users, both from a public health and user's perspectives.	Quarterly monitoring of latrine pit filling levels, systematic register of excreta disposal repair delay including disruption description, repair &/or replacement proceeded, and cost involved. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	Number of beneficiaries having a reliable excreta management service	Organization in charge of operation and maintenance has access to equipment & consumables required to perform their duty in accordance with expected standards. It implies access to related supply chains and to appropriate technicians within delays that avoid beneficiaries adopting negative coping mechanism with regards to excreta management (open defecation) or that ensure environmental safety. Documentation must secure that the operations & maintenance involved in excreta disposal facilities do not affect the safety and the security of the users, both from a public health and user's perspectives.	Quarterly monitoring of latrine pit filling levels, systematic register of excreta disposal repair delay including disruption description, repair &/or replacement proceeded, and cost involved. [Any modification should be justified, documenting sample size & collection frequency]

WASH	Sanitation	Number of beneficiaries using environment friendly latrine (contamination monitoring)	Absence of leakage from the excreta pit into the environment. Faecal sludges are properly treated and related plume does not pollute aquifer or surface waters.	Quarterly monitoring of all effluent plume extent & composition. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Sanitation	% of beneficiaries satisfied with excreta disposal service	Beneficiaries' satisfaction includes four parameters: access, safety, appropriateness and security. Reported value should be the lowest figure of the four.	Target direct household survey with 5% statistically accurate representative sample twice a year. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Hygiene	Number of beneficiaries having regular and appropriate access to soap to meet hygienic needs	Regular and timely access: Distribution of 250g soap/p/m for personal hygiene and 200g soap/p/month for laundry over the duration of the crisis. Appropriate: Items are considering local practice and expectations. Documentation must secure that access to soap does not affect the safety and the security of the user.	Post-distribution monitoring household survey which verifies presence of soap with 5% statistically accurate representative sample. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Hygiene	Number of patients having regular and appropriate access to soap to meet hygienic needs in Health Facilities	Access to handwashing devices encompasses outpatients, inpatients, staff and specific services' requirements (being medical such as wards, consulting rooms, delivery rooms, operating theatres, or not, such as kitchen, laundry, showers, toilets, sterilization, laboratory, waste zone and mortuary). Appropriate and required documentation: refer to Compulsory indicator.	Target direct observations and measurements of all targeted health facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]

WASH	Hygiene	Number of learners having regular and appropriate access to soap to meet hygienic needs	Access to handwashing devices encompasses learners and learning facilities' staff requirements including toilets and, when present onsite, refectory & waste zone. They should be located within the premises or less than 5m distant from them. Appropriate and required documentation: refer to Compulsory indicator.	Target direct observations and measurements of all targeted learning facilities on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Hygiene	Number of beneficiaries with access to appropriate hygienic practices awareness	Awareness focuses on the key handwashing moments: after using the latrine, before eating, before cooking, before breastfeeding and after disposing baby's faeces. Appropriate: modalities of sensitization are culturally adapted to the beneficiaries and coherent with the level of support provided. Required documentation: refer to Compulsory indicator	Target direct household survey with 5% statistically accurate representative sample twice a year or during post distribution monitoring. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Hygiene	Number of beneficiaries having timely and continuous access to appropriate WASH-related items	Timely implies a coordinated approach among the WASH interventions to ensure that their complementarity provide the required public health benefit. Continuity implies the permanent availability of the WASH kit consumables to preserve this benefit. Access: WASH kit must prioritize items and consumables that secure safe water in quantity, quality and storage capacity, hand-washing practises at key moments (refer to compulsory indicator), bathing and laundry related needs. Appropriate: Provided quantities are based on individual's needs (including gender and people with disabilities') considering local practice and expectations. Required documentation: refer to Compulsory indicator	Target direct household survey with 5% statistically accurate representative sample twice a year or during post distribution monitoring. [Any modification should be justified, documenting sample size & collection frequency]

WASH	Hygiene	% of beneficiaries satisfied with hygiene promotion service	Beneficiaries' satisfaction includes five parameters: frequency, accessibility, safety, methodology (tools) and content. Reported value should be the lowest figure of the five.	Target direct household survey with 5% statistically accurate representative sample twice a year or during post distribution monitoring. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Waste and environment	Number of beneficiaries living in settlements with an accessible, safe and functional solid waste management system	Accessible: Solid waste storage devices location allows the collection of all domestic and economic (marketplaces, public services) solid waste. Safe: The equipment and the safety of solid waste storage, collection and treatment devices preserve the users from any accident, public health related hazards and environmental pollution. Functional: There is a comprehensive solid waste collection, transportation and treatment system that ensure the absence of waste scattered in the household compounds & public spaces. Documentation must secure that the solid waste management system affects neither the safety of their staff, of the users, nor does it generate nuisance of public health and environmental concern.	Target direct observations of all public places and 5% statistically representative household sample size on a quarterly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Waste and environment	Number of patients with an accessible, safe and functional solid waste management system at health facilities	Accessible: The location of the waste storage devices allows the collection and segregation of all medical and non-medical waste. Safe: The equipment and the safety of solid waste storage, collection and treatment devices preserve the health facility staff and patients from any accident,	Target direct observations and measurements of all targeted health facilities on a quarterly basis. [Any modification should be justified, documenting sample size & collection frequency]

			public health related hazard, environmental pollution and guarantee infection prevention and control. Functional and required documentation: Refer to compulsory indicator.	
WASH	Waste and environment	Number of learners with an accessible, safe and functional solid waste management system in learning facilities	Accessible: The location of the waste storage devices allows the collection and segregation of all waste in the premises of the learning facilities (indoors and outdoors). Safe: The equipment and the safety of solid waste storage, collection and treatment devices preserve the learning facility staff and learners from any accident, public health related hazards and environmental pollution. Safe, functional and required documentation: Refer to compulsory indicator.	Target direct observations and measurements of all targeted learning facilities on a quarterly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Waste and environment	% of relief related waste mitigated; segregated, recycled or repurposed	Mitigation: The materials and products provided items and infrastructures are made of, are designed to maximize the lifespan of their expected service, to minimize repetitive replacement and to limit waste production. Segregated: Waste is segregated according to their recycling branch. Recycled and repurposed: Waste is transformed (recycling) or reused as (repurposing) an asset for commercial or domestic purpose.	Target direct observations and measurements of all waste treatment processes on a monthly basis. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Waste and environment	% of beneficiaries satisfied with solid waste management service	Beneficiaries' satisfaction includes five parameters: access, design, safety, frequency; and treatment. Reported value should be the lowest figure of the five.	Target direct household survey with 5% statistically accurate representative sample twice a year.

				[Any modification should be justified, documenting sample size & collection frequency]
WASH	Vector control	Number of beneficiaries benefiting from absence of vector breeding sites in households, public service facilities and places	Breeding sites includes stagnant water in the settlements (public spaces, services and household's compounds) such as open water points, channels, waste or unused equipment that are likely to become such.	Direct observation at household level with a 5% statistical accuracy and in all settlement public axis & compounds (on a monthly basis). [Any modification should be justified, documenting sample size & collection frequency]
WASH	Vector control	% of beneficiaries satisfied with vector control activities	Beneficiaries' satisfaction includes three parameters: functionality design and safety. Reported value should be the lowest figure of the three.	Target direct household survey with 5% statistically accurate representative sample twice a year. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Cholera epidemics	Number of cholera-affected populations covered by a Case Area Targeted Intervention (CATI)	CATI response is deployed in cholera affected area aiming at a maximum 48 hours delayed intervention at affected households' level and surrounding neighbourhood completed with infection prevention in public place, information of exposed populations and outbreak dynamic documentation.	For epidemiological figures and CATI documentation: Records of all cholera suspected cases & CATI related deployment. For Disinfection, Prevention & Mass media communication: conduct PDM and KAP surveys with 5% statistically accurate representative sample. [Any modification should be justified, documenting sample size & collection frequency]
WASH	Coordination	% of affected populations	Effectiveness implies:	% of consistent, coherent, timely and reliable WASH actors' reports sent and

		benefiting from an effective WASH coordination mechanism	2) The comprehensiveness, consistency, coherency, timeliness & reliability of the information collected. 2) The equity of the support provided by WASH actors to affected populations. Number of beneficiaries is the aggregated figures of beneficiaries of WASH actors complying to consistency; coherency, timeliness and reliability of the WASH cluster reporting requirements.	aggregated by the WASH cluster on a yearly basis or as per locally agreed.
Health	Epidemics	Percent (%) of verified alerts being investigated within 24 hours	Number of total **verified** alerts for which an investigation and/or control measures were implemented within 24 hours. **Verification can be done remotely e.g. by phone and involves further data collection (symptoms, date, place, sex, age etc**) specific to the infectious disease considered. **Numerator:** total alerts announced and investigated **Denominator**: total number of alerts. Multiplied by 100.	[Adjust/specify as necessary and justified] Surveillance system record; outbreak response data log matrix. Reference: SPHERE: > 90%
Health	Epidemics	Case Fatality Rate (CFR)	Percentage of deaths due to given disease/ total cases of infectious disease (e.g. cholera, measles, diphtheria etc). Specify the disease(s) considered in more detail. **Numerator:** Number of deaths related to specific diseases **Denominator:** Number of total specific infectious diseases. Multiplied by 100.	[Adjust/specify as necessary and justified] Line listing of disease (outbreak) Reference: WHO
Health	Primary Health	Number of total primary health care consultations	Number of total curative consultations provided either through existing facilities receiving substantial support	[Adjust/specify as necessary and justified] Facility registers.

			through the project or through parallel, self-standing emergency facilities. Please add the utilisation rate in the FR, expressed as the total number of consultations in a year / total population. Breakdown by service, gender, and age to be provided in comments field. For yearly calculations: **Numerator**: Total consultations in a given time (year) **Denominator**: Total population	Reference: Adapted from UNHCR Standardized HIS
Health	Primary Health	Number of consultations per staff per day	Average number of patients seen per working day per qualified staff. **Numerator:** number of consultations/day **Denominator:** number of staff	[Adjust/specify as necessary and justified] Health facility list of qualified staff and patient records. Reference: SPHERE: 50 patients/staff (full time)/day
Health	Primary Health	Percentage Treatment Adherence Rate for NCDs	Percentage of people having an uninterrupted treatment for non-communicable diseases over the reporting period. **Numerator:** Number of people with uninterrupted NCD treatment. **Denominator:** Total number of people on NCD treatment.	[Adjust/specify as necessary and justified] HIS Reference: Adapted from WHO, Noncommunicable disease facility-based monitoring guidance (2022)

			Multiplied by 100.	
Health	Secondary Health	Number of hospitalisations	Number of hospitalisations at secondary healthcare facilities which received **regular** substantial support through the project. Breakdown of gender, age as well as differentiation between cases of surgery, paediatrics, maternity, and gynaecology and internal medicine should be provided in the comments field.	[Adjust/specify as necessary and justified] Facility registers. Reference: WHO
Health	Secondary Health	Referral rate	Number of referrals **sent** per 1000 patients (new/old cases). This includes all referrals to other levels of care; specialized care; protection; Mental Health **Numerator:** number of referrals per week x 52 weeks (year) **Denominator:** number of total cases treated in health facility/mobile clinic per week x52 (year). Multiplied by 1000.	[Adjust/specify as necessary and justified] Reference: Adapted from UNHCR Standardized HIS
Health	Secondary Health	Percentage of patients referred, were tracked and followed by partner	Number of referred patients who were followed up by partner in the referral hospital and assured that they received the needed care. Provide more details on type of outcomes – by gender and age. **Numerator:** Number of referred patients followed up by partner **Denominator**: Number of total referrals sent by the partner. Multiplied by 100.	[Adjust/specify as necessary and justified] HIS referral records. Follow up of quality care/standard case management, of those referred. Reference: Adapted from SPHERE

Health	Child Health	Dropout rate for Diphtheria, Tetanus and Pertussis	The dropout rate (DPT1/DPT3/year) refers to the percentage of children who start the vaccination series, without completing it, giving information on coverage and programme performance, continuity and follow-up. **Numerator**: Number of dropouts per year (cumulative # for 1st dose minus cumulative # for 3rd dose). **Denominator:** Number of dropouts divided by cumulative # received 1st dose. Multiplied by 100.	[Adjust/specify as necessary and justified] Reference: UNHCR Standardized HIS: <10%
Health	Child Health	Percentage of children aged 6 months to 15 years who completed the measles vaccination	Measles is a priority intervention to prevent excess mortality. Older children may have missed routine vaccination, remaining exposed to the disease and the risk to infect the most vulnerable, more exposed to mortality risks. Therefore, try to cover all. If not possible prioritise 6-59 months. **Numerator:** total children 6 months to 15 years completed measles vaccination **Denominator:** total children aged 6 months to 15 years. Multiplied by 100.	[Adjust/specify as necessary and justified] Vaccination Coverage Surveys / HIS Reference: SPHERE: >95%. GHC: >95% (6m-15y)
Health	Child Health	Percentage of children 6-59 months received an appropriate dose of Vitamin A	Vitamin A is ideally given with measle campaigns. **Numerator**: total children 6 – 59 months completed Vitamin A. supplements **Denominator:** total children aged 6 – 59 months. Multiplied by 100.	[Adjust/specify as necessary and justified] Reference: SPHERE: >95%.

Health	Gender-based violence (Medical response)	Percentage of rape survivors receiving medical assistance within 72 hours of the incident.	Provide the breakdown by gender/age and rape vs. other types of gender-based violence for which a medical intervention was warranted. Furthermore, also report on survivors coming after 72h and seeking medical assistance, as it is equally important likewise for those coming for follow up, using the IR/FR. **Numerator:** Number of rape survivors (girls, women, boys, men) receiving comprehensive medical support within 72 hours after the incident. **Denominator:** Number of total survivors of rape. Multiplied by 100.	[Adjust/specify as necessary and justified] Reference: SPHERE: 100%.
Health	Gender-based violence (Medical response)	Percentage of health facilities with adequate GBV capacity.	Percentage of health facilities supported, that have i) adequate number of trained health staff and ii) adequate supplies/equipment: PEP kit, emergency contraceptive, Tetanus, Hepatitis B for clinical management of rape survivor services, based on national or international protocols. Importance to ensure that health assistance to GBV survivors is <u>always available</u> in the health facilities supported. Health facilities supported must report on the status quo of the competence and attitudes, managing survivors of SGBV related to staff skills, and kits availability. **Numerator:** Number of supported health facilities with trained staff and adequately equipped **Denominator:** Number of total health facilities supported by the partner. Multiplied by 100.	[Adjust/specify as necessary and justified] Reference: SPHERE: 100%.

Health	Health infrastructure rehabilitation	Number of health facilities rehabilitated	Health facility rehabilitated should comply with the following standards: 1. physical conditions of the facility prevents/limits the spread of nosocomial infections. 2. the facility is safe (e.g. against natural hazards); 3. WASH services available. 4. storage conditions for medical supplies 5. medical waste (wet & dry) is disposed. **Numerator:** all facilities comply with the full standards out of the total supported health facilities. Remark: Use this sub-sector and indicator only if the project contributed substantially to the rehabilitation.	[Adjust/specify as necessary and justified] Intervention reports. Reference: WHO.
Health	Mental Health	Number of days Psychotropics are not available.	Number of days of specific psychotropics were not available in the last 30 days	[Adjust/specify as necessary and justified] Stock management record. Reference: SPHERE: < 4 days out of 30 days
Health	Mental Health	Number of people receiving clinical management of mental or/and neurological disorders through PHC, secondary or tertiary care.	Number of psychological and/or psychiatric consultations provided by a skilled provider. All MH services must be provided by a skilled trained staff in MH (GP with mhGAP training or specialist clinician). Please disaggregated by gender and age. **Numerator:** Number of clinical MH consultations provided by a skilled MH staff.	[Adjust/specify as necessary and justified] MH records Reference: IASC; M &E Framework, MHPSS 2021; O5.5
Health	Mental Health	Percentage of people reporting improved	% of treated individuals with mental health conditions reporting an improvement in functioning and reduced symptoms.	[Adjust/specify as necessary and justified] MH records.

		functioning and symptoms	**Numerator:** individuals treated for their mental health condition and reporting improved functioning, in given timeframe. **Denominator**: total number of individuals treated during the same timeframe. Multiplied by 100.	Reference: SPHERE.
Health	Reproductive, maternal and newborn health	Percentage of births attended by skilled health personnel (doctors, nurses, midwife)	Skilled health personnel: doctors, nurses or midwives trained in providing life-saving obstetric care, including in giving the necessary supervision, care, and advice to women during pregnancy, childbirth and postpartum period, and trained to conduct deliveries on their own, and to care for new-borns. **Numerator**: Number of live births delivered by a skilled health worker **Denominator**: total number of live births. Multiplied by 100.	[Adjust/specify as necessary and justified] Delivery records. Reference: GHC : >90%; HNTS: >90% SPHERE: >80%
Health	Reproductive, maternal and newborn health	Availability of Basic Emergency Obstetrics and Newborn Care (BEmONC)	Number of facilities providing essential emergency obstetric and new-born care services [Available 24 hours/day and 7 days/week]	[Adjust/specify as necessary and justified] Reference: SPHERE: 5 per 500.000 population
Health	Reproductive, maternal and newborn health	Availability of Comprehensive Emergency Obstetric and Newborn Care (CEmONC)	Number of facilities providing comprehensive emergency obstetric and new-born care services [Available 24 hours/day and 7 days/week]	[Adjust/specify as necessary and justified] Reference: SPHERE: 1 per 500.000 population

Health	Reproductive, maternal and newborn health	Percentage of all primary health centres reporting availability of at least 4 methods of contraception.	This is very much community focused to understand their preferences, practices, and attitude towards contraception. Trained providers and communities should be consulted. Counselling should aim for confidentiality and privacy. **Numerator**: Number of all health facilities supported and have at least 4 contraception methods available. **Denominator:** Number of all health facilities supported. Multiplied by 100.	[Adjust/specify as necessary and justified] HIS Reference: SPHERE: 100%
Health	Reproductive, maternal and newborn health	Dropout rate ANC4/ANC1	Though the WHO suggests 8 ANC visits, it is highly recommended having at least a minimum of 4 visits, as it increases the likelihood of receiving effective maternal health interventions during the antenatal period. Indicates "lost opportunity or late access to ANC 1. SPHERE targets the availability of supplies/services rather than the actual performance. **Numerator**: Number of dropouts per year (cumulative # for 1st ANC minus cumulative # for 4th ANC). **Denominator:** Number of dropouts divided by cumulative # received 1st ANC. Multiplied by 100, per year.	[Adjust/specify as necessary and justified] Reference: WHO; No dropouts
Health	Medical Supplies	Number of days essential medicine is not available.	Essential medicine can follow national protocols or international essential drug list. The main management elements are selection, forecasting, procurement, storage, and distribution. Proposals should mention under section 10 of the SF where drugs are procured. Select 10 most vital drugs and calculate how many days they were not available.	[Adjust/specify as necessary and justified] List of essential drugs available. Reference: SPHERE: maximum 4 days out of 30 days

Health	Medical Supplies	Proportion of prescriptions that are in line with clinical guidelines.	Proportion of prescriptions that are in line with national or international (WHO, MSF) guidelines for treatment and diagnosis. **Numerator:** Number of prescriptions in line with clinical guideline **Denominator:** Number of total prescriptions. Multiplied by 100.	[Adjust/specify as necessary and justified] Reference clinical guidelines available. Diagnosis and treatment recorded in medical records. To be assessed through supervision/spot checks and targeting main causes of mortality (i.e. malaria, ARI, AWD) Reference: SPHERE: consistent, but generic; GHC: consistent (focus on % of facilities without stock out)
Health	Capacity building (Health)	Number of health staff who has received complete training and supervision through the mhGAP program.	Number of health staff fully trained in mhGAP	[Adjust/specify as necessary and justified] Training records Reference: Indikit (adapted indicator)
Health	Capacity building (Health)	Percentage of health staff trained and who have met the competency standards in their respective field of expertise.	Competency standards define the practical skills and knowledge a person must have to use to effectively performs her/his job. It should reflect the abilities of respective health staff (physicians, nurses, midwifes, laboratory technicians, CHW/CHVs etc.) to manage health facilities and their caseload according to national/international standards.	[Adjust/specify as necessary and justified] Reference: Indikit (adapted indicator)

			Performance based criteria should be set for the training objective. Disaggregate by gender, age, and length of training. **Numerator:** Number of specific health staff fully trained (e.g. midwives) **Denominator**: Number of total health staff (e.g. midwives). Multiplied by 100.	
Health	Other (Health-Cash)	Percent of households with catastrophic health expenditures	Threshold of more than 10%; 25% or 40% to be defined by the country. The WHO and the World Bank define catastrophic health expenditure differently, as spending more than 10% or 25% of total HH expenditures on health (including all out-of-pocket costs, direct and indirect). One threshold should be chosen that is appropriate to the program context. — In the questionnaire, it is important to ask about both direct health expenditures (e.g., consultation fees for primary care, secondary care fees; etc. For health it indicates gaps at the supply side and maybe other interventions must be considered (e.g. CVA)	[Adjust/specify as necessary and justified] HH Survey; PDM of MPCT interventions Reference: WHO and GHC; Cash Task Team and CASHCAP & NORCAP; 9-2020. Technical Note on the Inclusion of Health Expenditure in the MEB and MPCT. Reference: WHO; GHC; 9-2021. Role of Cash & Voucher Assistance for Health Outcomes.
Nutrition	Treatment of undernutrition	Number of children under 5 admitted for treatment of Severe or Moderate Acute Malnutrition	Total number of cases admitted in nutrition program during the timeframe of the program. Children which are admitted to MAM treatment after SAM treatment should be counted only once. Provide disaggregated data for SAM and MAM in comments field.	[Adjust/specify as necessary and justified] Admission register; admission fiches of treatment facilities.

Nutrition	Nutrition surveys and surveillance	Number of SMART, coverage, NCA or other surveys implemented	Eligible nutrition specific or sensitive assessments have to: 1) provide information on the nutrition situation, or the nutrition program performance, or the causes of undernutrition; 2) comply with internationally validated methodology; 3) be implemented during the time frame of the project. Provide disaggregated data by type of survey in comments field.	[Adjust/specify as necessary and justified] Survey reports.
Nutrition	Capacity building (Nutrition)	Number of health facilities where nutrition programs are implemented	Nutrition programme at health facility level: presence of trained personnel, adequate equipment, adequate supplies and management of cases. Focus is on the functionality of the nutrition program independently of the "use of the service" by the target community.	[Adjust/specify as necessary and justified] Monthly report at facility level including attendance list of personnel with relevant technical training; Log report of RUTF/ drugs supply; implementation is monitored and reported through direct observation/field monitoring.
Shelter and settlements	Shelter	Number of beneficiaries with access to basic, safe and dignified shelters. *	All criteria should be met; any deviations require justification and mitigation measures: Basic shelter in warm climate: ≥ 3.5m ²/person (excluding kitchen), ≥2m height for ventilation. Basic shelter in cold climate: ≥ 4.5m ²/person, ≤2m height to minimise heat losses. Safe shelter: - Meets locally acceptable technical design, material standards and practices, for natural and manmade - hazard resistance. - Offers basic protection against extreme weather and excessive temperature variations. - Mitigates acute health risks (unhygienic/toxic materials, poor ventilation, mould, pests).	Regular and timely HH/shelter survey (5 % statistically accurate representative sample).

			- Provides basic security and lockable access/spaces. **Dignified shelter:** - Designed with affected population and/or is culturally acceptable. - Ensures privacy and accessibility for PwD. - Mitigates eviction risks (location, design and construction).	
Shelter and Settlements	Shelter	Percentage of beneficiaries satisfied with their shelter	Arithmetic average of the following: % of users satisfied with the shelter's design (layout, dimensions, light, privacy). % of users satisfied with predictable weather protection (seasonal variations, weatherproofing, excess temperature control). % of users satisfied with unpredictable natural/manmade hazard protection (structural robustness, integrity). % of users satisfied with security (physical protection against theft/intrusion). % of users satisfied with access and location (ease of access; proximity to basic services and livelihood).	Regular and timely HH/shelter survey (5% statistically accurate representative sample).
Shelter and Settlements	Shelter	Percentage of beneficiaries with basic, safe and dignified access to collective/communal shelter	All criteria should be met; any deviations require justification and mitigation measures: - Structurally safe, well- maintained buildings with no visible damages/leaks/humidity, secure access and perimeters. - Adequate, sufficient, and safe space for daily activities ($\geqslant$5 m² /person in sleeping areas, $\geqslant$45 m² /person overall).	Regular and timely HH/Shelter survey (5% statistically accurate representative sample).

			- Safe location, with access to schools, healthcare, markets. - Accessible, adequate and functional communal facilities & services (WASH, laundry, cooking, heating, electricity). - Fire risks are mitigated, per local regulations; fire hydrants, alarms, escape routes, assembly points; 1 First Aid kit + fire extinguishing system (1 kg of extinguishing agent/25 m2). - Effective consultation, complaints and feedback mechanism for residents.	
Shelter and Settlements	Shelter	Percentage of beneficiaries with safe, secured, dignified access to emergency rental and/or host shelter.	Rental or Host/Occupancy Free of Charge (OFC) shelter comply with local standards for security, safety, space, privacy, thermal protection, ventilation, accessibility (PwD), and basic facilities (toilets, kitchen). New/alternative hosting arrangement identified and facilitated by the end of the initial occupancy period.	Regular and timely HH/shelter survey (5% statistically accurate representative sample).
Shelter and Settlements	Shelter	Percentage of natural hazard-affected shelters that are safely sited, reconstructed, repaired, retrofitted, upgraded per locally agreed norms and practices.	The lowest % of the following: % of BBS shelters that are settlement risk-informed (site selection, preparation and development). % of BBS shelters with hazard resilient design. % of BBS shelters built with quality material. % of BBS shelter built with qualified labour.	Regular and timely HH/shelter survey with (5% statistically accurate representative sample).
Shelter and Settlements	Shelter	Percentage of shelters with moderate damages	The lowest % of the following: % of shelters with a protective enclosure (roof, walls, windows).	Regular and timely HH/shelter survey with 5% statistically accurate representative sample.

		that are properly repaired.	% of shelters with basic household facilities (toilet, kitchen). % of shelters with restored access to basic services (water, electricity) according to local standards and practices. % of shelters permanently occupied by intended beneficiaries within 2 months of repair completion.	
Shelter and Settlements	Shelter	Percentage of beneficiaries satisfied with shelter insulation/thermal protection.	Arithmetic average of the following: - % satisfied with their shelter's enclosure upgrades to endure seasonal extremes. - If applicable - % satisfied with the composition, quality and quantity of insulation/sealing-off kits/material distributed. - If applicable - % appropriately using insulation/sealing-off material	Regular and timely HH/shelter survey with 5% statistically accurate representative sample.
Shelter and Settlements	Shelter	Percentage of shelters (re)built or repaired with mitigated environmental impact.	Shelter design, materials and construction practices mitigate potential environmental harm and natural resource depletion (e.g. recycling/reusing construction materials, banning toxic/polluting materials such as asbestos, promoting sustainable timber exploitation practices, reducing use of non-biodegradable materials). Responsible carbon-footprint of shelter projects (limited imported materials).	Regular and timely HH/shelter survey with 5% statistically accurate representative sample.
Shelter and Settlements	Settlements	Number of beneficiaries with access to dignified, secure and safe settlements. *	All criteria should be met; any deviations require justification and mitigation measures: Dignified:	For population figures: Consult site management records monthly and/or conduct regular HH survey with 5% statistically accurate representative sample.

			- Minimum covered living space to plot size ratio: ⩾ 1:2 to 1:3. - ⩾45m² /person in camp-type settlements (⩾30m² /person for out of camp settings). **Access:** - Permanent, unhindered access to individual dwellings, essential communal services/facilities and facilities within and outside settlement (visible, secured pathways, transport access). - Disabilities-adapted ramps and pathways inside the settlement. **Secure:** - Clear plot and service delineation, no isolated islet of population. Protection from outsiders' sighting and/or intrusion. - Social acceptance of people in settlement by host communities (limited tension, unrest, hostile demonstration) and mitigation of any related threat. - Public lighting provided in key locations (e.g. GBV hotspots, public buildings, roads) or as per locally agreed. **Safe:** - Natural Hazards (e.g. cyclones, earthquake, floods) and local landslide risks are assessed and mitigated (using related standard indicators). - 30-metre firebreaks every 300 metres in built-up areas; ⩾ 2 metres spacing between buildings (or per local agreement); building >20 – 30 m equipped with lightning arrestor ⩾2m from top of building.	For access: direct observation, perception surveys.

			- No extensive drainage and erosion control measures are to be built if site slope is 1% to 5%. If slope is ⩾ 5%, it must be included in environmental impact assessment and engineering techniques applied to mitigate soil erosion risks. - A functional, well maintained, effective, safe drainage system which does not cause soil erosion. All stagnant water should be drained out of the settlement premises within 24 hours.	
Shelter and Settlements	Settlements	Percentage of formal settlements with jointly agreed and properly implemented site selection, design and development criteria.	Site plans (selection/development/upgrade/extension/relocation) are developed and implemented with beneficiaries and host communities. Appropriate technical expertise is mobilised to meet local settlement standards. Local/national authorities involve agencies in technical aspects of site selection, extension and development.	Site selection/ development / relocation / extension plan has been agreed with all relevant stakeholders (beneficiaries, local authorities, SMA).
Shelter and Settlements	Settlements	Percentage of beneficiaries living in flood-safe settlements.	All criteria should be met; any deviations require justification and mitigation measures: - Exposure reduction measures (embankment, drainage systems including pumping devices) provide a ⩾20-year flood protection. - Early warning system enables timely evacuation of exposed population. - Transport and temporary hosting capacities protect people and assets during flood. - Camps contingency plan and budget include support for reinstallation and prepositioned equipment. - Flood-adapted settlement infrastructure (e.g. bridges, pathways, fences, lighting, drainage).	Any institutional (land use plan), scientific (hydrological dataset), or indigenous knowledge documenting frequency and height of the floods. Regular inspection of protection equipment, flood contingency plans, availability of prepositioned equipment and consumables.

Shelter and settlements	Settlements	Percentage of beneficiaries living in cyclone-safe settlements	All criteria should be met; any deviations require justification and mitigation measures: - Transport and temporary hosting capacities protect affected populations and their assets during a cyclone. - Camps' contingency plan and budget include support for reinstallation and prepositioned equipment. - Cyclone-adapted settlement infrastructure (bridges, pathways, fences, lighting, drainage).	Any institutional (cyclone zonage), scientific (weather dataset), or indigenous knowledge documenting frequency and height of the cyclones. Regular household survey (5% statistically accurate representative sample). Regular inspection of settlement infrastructures' integrity.
Shelter and settlements	Settlements	Percentage of beneficiaries living in earthquake-safe settlements	All criteria should be met; any deviations require justification and mitigation measures: - Transport and temporary hosting capacities protect affected populations and their assets during earthquakes. - Camps contingency plan and budget include support for reinstallation and prepositioned equipment. - Earthquake- adapted settlement infrastructure (e.g. bridges, pathways, fences, lighting, drainage).	Any institutional (earthquake exposure zoning), or scientific (seismic dataset), or indigenous knowledge documenting frequency and height of the earthquake. Regular survey (5% statistically accurate representative sample). Regular inspection of settlement infrastructures' integrity.
Shelter and Settlements	Settlements	Percentage of beneficiaries living in settlements with well-maintained communal infrastructure.	The lowest % of the following criteria: % of preventative maintenance tasks on communal infrastructure (e.g. cleaning of drains) performed periodically. % of corrective actions on damaged communal infrastructure carried out effectively and timely. % of recommended maintenance actions from safety audit and/or CFM which are actively considered and timely implemented.	Systematic tracking of damage occurrence, alerts, repairs and return-to-functionality dates. Regular survey of site mitigation plans; CCCM reports; safety audits; CFM records.

Shelter and Settlements	Settlements	Percentage of beneficiaries living in environmentally sustainable settlements	All criteria should be met; any deviations require justification and mitigation measures: - Settlements' location is not exposed to harmful air pollution and/or mitigation measures - Vegetation coverage in settlement is promoted to reduce local ground temperature during heat wave prone areas. - Settlement infrastructure has limited to no negative impact on local environmental resources (e.g. forest degradation, soil pollution/erosion). - Settlement services are designed and delivered to mitigate their potential negative impact on the local environment, particularly in terms of pollution (by-products such as medical waste; packaging or exposure to chemicals and hazardous products). - Negative impacts of S&S are addressed through corrective measures to restore the original ecosystem and preserve environmental resources (e.g. ground water aquifers, surface water sources, forests).	Any institutional (air pollution alert), or scientific (weather dataset), or indigenous knowledge documenting frequency and height of the onsite air pollution and heatwaves. Sites & surrounding ecosystems inspection (walking distance radius or as per locally agreed) and all services inspection on a yearly basis.
Shelter and Settlements	Settlements	Percentage of beneficiaries satisfied with settlement access, safety, security and state	Arithmetic average of the following criteria: % satisfied with settlement circulation and access (road/pathways, bridges/culverts to access to basic services, markets, community centre, distribution sites). % satisfied with communal infrastructure condition and maintenance. % satisfied with the settlement safety features (protection against weather events, fire, pests such as evacuation points/routes, early-warning features such as high speakers, collective shelters, firebreaks & hydrants). % satisfied with the settlement security features (against attacks: fencing, gates, public lighting system, alert/warden system).	Regular and timely household survey (5% statistically accurate representative sample).

Shelter and Settlements	Settlements	Percentage of temporary settlements properly closed and decommissioned	All criteria should be met; any deviations require justification and mitigation measures: - Community/partner consultations inform transition/ handover plans. - Feedback and complaints mechanisms remain effective throughout the closure. - Main environmental risks are assessed and mitigated before closure. - Basic services remain accessible to beneficiaries during closure - Protection/security reporting and referral mechanisms remain effective throughout the closure.	Timely surveys during the site closure/decommissioning. Site management records based on household survey (5% statistically accurate representative sample).
Shelter and Settlements	Associated Support	Number of beneficiaries satisfied with the associated support received to improve shelter & settlement habitability*	S&S habitability is critically fostered through the targeted provision of basic NFIs (individual, household and communal), energy supply (for cooking, lighting, thermal comfort, communication), HLP assistance, and/or Settlement Coordination and Management (CCCM), individually or as a package.	Regular and timely HH survey (5% statistically accurate representative sample)
Shelter and Settlements	Associated Support	Percentage of beneficiaries with timely access to critical NFIs	Arithmetic average of the following criteria: Applicable to cash, vouchers, or in-kind:	Site management records based on regular shelter survey (5% statistically accurate representative sample).

			- % of beneficiaries with ⩾2 full sets of clothing per person, appropriately sized, culturally acceptable, seasonally and climatically adapted. - % of beneficiaries with ⩾1 blanket and bedding (floor mat, mattress, sheeting) per person. Additional blankets/ground insulation required in cold climates; and long-lasting insecticide-treated nets where necessary. - % of beneficiaries with adequate food preparation, eating, and storage items (per household/ 4–5 people): 2 family-sized cooking pots with handles and lid, 1 basin, 1 kitchen knife, 2 serving spoons; plus 1 plate, 1 set of eating utensils, and 1 drinking vessel per person.	
Shelter and Settlements	Associated Support	Percentage of beneficiaries satisfied with Household NFIs.	% of beneficiaries who report satisfaction with the type, quality, amount of the critical NFIs acquired through in-kind or cash/vouchers assistance.	Implementing partner distribution and beneficiary records (PDM). Survey can be administered to beneficiaries and results tabulated in Excel or other software.
Shelter and Settlements	Associated Support	Percentage of beneficiaries with access to sufficient, safe and affordable shelter thermal regulation (energy, appliances and/or systems).	Cold climate: % satisfied with the functionality and safety of domestic/communal heating device/system and availability of heating fuel/electricity. Warm climate: % satisfied with the functionality and safety of cooling device (e.g. fan, water cooler) and availability of power supply to operate it.	Target direct HH/shelter survey with 5% statistically accurate representative sample during seasonal period.

Shelter and Settlements	Associated Support	Percentage of beneficiaries with access to sufficient, safe and affordable energy supply, and equipment/appliance for cooking and lighting	Affordable fuel and household energy supply and/or appliance are provided in sufficient quantity for lighting, cooking and communication. Compound/street lighting (besides matches, candles, energy-efficient lighting such as LEDs and solar lighting systems) is provided at household and community level for personal safety inside and around shelters and settlements where general illumination is not available.	Regular target direct HH/shelter survey with 5% statistically accurate representative sample.
Shelter and Settlements	Associated Support	Percentage of beneficiaries with household and/or community tenure challenges addressed.	% of displaced households whose tenure challenges such as eviction risks are addressed efficiently, timely and independently (e.g. referral/legal services, dispute resolution mechanism and/or acceptable relocation).	Programme document review (case management files/referrals); post service questionnaire at case follow-up; statistics from appropriate database.
Shelter and Settlements	Associated Support	Number of beneficiaries living in displacement sites with functional coordination and management mechanisms (formal/informal).	All criteria should be met; any deviations require justification and mitigation measures: -Sufficient and qualified site management team (⩾1 trained team per 15,000 persons). - Site management action plans and contingency plans are updated annually. - Beneficiary representatives systematically involved in Inter-agency coordination meetings.	CCCM/Site coordination and management records. Regular and timely FGD and/or household survey with 5% statistically accurate representative sample.

			- ⩾50% of beneficiaries are aware of and able to access feedback and complaints mechanisms. - ⩾70% of action points raised in the CCCM meetings are acted on in the agreed time frame. - Functioning referral pathways to ensure assistance and protection for people with specific or specialised needs.	
Shelter and Settlements	Associated Support	Number of beneficiaries hosted in local communities, supported with an inclusive and functional settlement-based governance system.	All criteria should be met; any deviations require justification and mitigation measures; -Beneficiary and local communities' representatives contribute to the needs assessments and agree on the development, monitoring and regular revision of a Joint Settlement Response Plan or settlement components of an area-based action plan. ⩾70% of action points agreed in the above plan are acted on in the agreed time frame. The relevant existing plans and policy instruments are consulted and referenced in the plan. Functioning referral pathways in place to ensure required assistance and protection for people with specific or specialised needs.	Municipality records, Coordination meetings note, Settlement Needs Assessment, Settlement Response Plan and related implementation monitoring records. Regular and timely FGD and/or HH survey with 5% statistically accurate representative sample.
Disaster Risk Reduction / Disaster Preparedness	Community and local level action	Number of people participating in interventions that enhance their capacity to face shocks and stresses	Interventions at household and local level aimed at concretely strengthen the capacity. Information or advocacy activities as well as trainings are not eligible unless they will result or are directly linked to concrete action (e.g. evacuation plan developed). Examples: number of people who can use a protective	[Adjust/specify as necessary and justified] Risk assessments; Intervention reports; Risk maps; Registration records.

			shelter, etc; number of people covered/included in a new contingency plan.	
Disaster Risk Reduction / Disaster Preparedness	Information, communication and public awareness	Number of people reached through Information, Education and Communication on DRR	Information, Education and Communication: community-led awareness campaigns, development and distribution of awareness materials, media campaigns; peer-to-peer awareness, workshops, exhibitions, training of teachers and pupils. In case of mass media campaigns provide explanation on how actual reach was estimated.	[Adjust/specify as necessary and justified] Audience figures (expected, monitored); Attendance sheets; School records.
Disaster Risk Reduction / Disaster Preparedness	Hazard, risk analysis and early warning	Number of people covered by a functional early warning system	Early warning system should comprise: (i) knowledge of the risks; (ii) monitoring, analysis and forecasting of the hazards; (iii) communication or dissemination of alerts and warnings; (iv) local capabilities to respond to the warnings received.	[Adjust/specify as necessary and justified] Risk assessments; EW baseline; Modelling/simulation reports.
Disaster Risk Reduction / Disaster Preparedness	Contingency planning and preparedness for response	Number of people covered by early action/contingency plans	Plans must be developed, tested and have provisions for maintenance. To include opportunities for anticipation, pre-emptive and early action (e.g. evacuation and shelter in advance of impact; scalability of service to respond to increase in demand; etc.) Action triggered by plan has to be coordinated, timely and effective.	[Adjust/specify as necessary and justified] Community and local administration's contingency and preparedness plans; Signatories and sign offs (e.g. plan agreement, updating).
Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities	Number of community small-scale infrastructures and facilities built or protected	This refers to small-scale infrastructure works and small installations for preparedness, emergency response facilities as well as non-structural vulnerability reduction, such as safe practice in hospitals – e.g. maintenance, siting of equipment, etc.	[Adjust/specify as necessary and justified] Community facility inspection reports; Risk assessments; Hazard and facility maps.
Disaster Risk Reduction /	Protection of livelihoods, assets	Number of people whose livelihoods and assets are	This refers to activities having a direct and short- to medium-term effect on people's socio-economic wellbeing, aiming to help people protect, increase or diversify their sources of income, and prevent negative	[Adjust/specify as necessary and justified] Inspection report; Risk assessments; Livelihoods survey.

Disaster Preparedness	and critical facilities	protected from shocks and stresses	coping strategies. Livelihood assets include human, social, physical, natural and financial capital both tangible and intangible (e.g. claims, access).	
Protection	Child protection	% of children and caregivers whose urgent child protection needs/risks have been addressed through the case management process	**Case management** Calculate by dividing the NUMERATOR: number of children and caregivers surveyed who report that their urgent child protection needs were addressed through the CM process by the DENOMINATOR: total number of children and caregivers surveyed who received CM. Survey questionnaire (facilitated at case closure or case follow-up); the quantitative info will be captured by default. Measure children and caregivers separately. Case management quality to be demonstrated by meeting Child Protection Case Management minimum standards in Humanitarian Settings throughout the case management process. 1. Identification and registration based on eligibility criteria and prioritization of cases through initial assessment. 2. Urgent action procedures are adequately implemented when required. 3. Comprehensive assessment to inform the risks level and the case plan conducted. 4. Individual case plan jointly developed with children and caregivers when appropriate, with specific, measurable and time-bound objectives e and subsequently signed off by supervisor. 5. Case plan implemented following based practices on conducting referrals.	[Adjust/specify as necessary and justified] Client satisfaction survey questionnaire ; survey report.

			6. Follow up and review of the of the cases conducted with the child, the family and the services providers to ensure the needs are met. 7. Case closure decision based on agreed criteria and with the participation of the child and family. Signed off by supervisor.	
	Child protection	% of children separated from or allegedly associated with armed groups and armed forces who benefit from appropriate care and services	**Children Associated with Armed Forces and Armed Groups (CAAFAG)** Calculate by dividing the NUMERATOR: number of identified children separated from armed forces or armed groups who receive care and services by the DENOMINATOR: total number of identified children separated from armed forces or armed groups. Measure each service separately. 1. Children associated with armed forces or armed groups (CAAFAG) are all children, including girls, under age 18 who are, or have been, recruited or used by any armed force or group in any capacity. 2. Appropriate care and services can include health care, education, legal aid, MHPSS, interim care, reintegration into family /community environment.	[Adjust/specify as necessary and justified] Programme document review (case management files/referrals); post service questionnaire at case follow-up.
	Child protection	% of unaccompanied children who access quality interim care within the agreed local standard number of days of being registered	**Unaccompanied and separated children (UASC)** Calculate by dividing the NUMERATOR: number of unaccompanied children who access quality interim care within a standard number of days of being registered by the DENOMINATOR: total number of registered unaccompanied children. 1. Care arrangements can include temporary family based and other community based-care arrangements (until tracing and reunification process is finalized and if unsuccessful longer-term options identified).	[Adjust/specify as necessary and justified] Programme document (case management records); IMS data (CPIMS+, ProGres); Statistics from appropriate case management system/database. Comments: see Standard 19 CPMS for definition of quality interim care.

			2. Appropriate means that the care arrangements are based on a best interest assessment and aligned with international standards and toolkits. 3. Unaccompanied and/or separated children must be disaggregated by age, sex and UAC/SC. 4. The standard number of days referred to in the indicator should be the timeframe agreed upon by relevant actors in the country/context; relevant actors could e.g. be the CP sub-cluster or working group. The number of days should be added in the comments' field.	
	Gender-based violence	Number of minimum standards for care for survivors achieved	**Case Management 1** Calculate the baseline by dividing the NUMERATOR: total number of minimum standards of care for survivors met prior to the start of the action by the DENOMINATOR: total number of minimum standards of care for survivors. Calculate the target value by dividing the NUMERATOR: total number of minimum standards of care for survivors met prior to the start of the action + total number of minimum standards of care for survivors to be met within the action timeframe by the DENOMINATOR: total number of minimum standards of care for survivors The Checklist should be contextualised and submitted at proposal stage. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.[11]	[Adjust/specify as necessary and justified] Contextualised Checklist.

[11] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

	Gender-based violence	% of GBV high-risk cases supervised	**Case Management 2** Calculate by dividing the NUMERATOR: total number of high-risk cases revised by a supervisor by the DENOMINATOR: total number of high-risk cases included in the case management process. 1. Partner must be able to evaluate GBV survivor's situation to assess actual risk levels (low, medium, high). A high-risk case is usually one in which there is an immediate threat to the survivor's safety or health and requires urgent action. Supervision can be provided through one-on-one support, in groups, through on-the-job observation and coaching and in regular team meeting.	[Adjust/specify as necessary and justified] Supervision tools.
	Gender-based violence	Number of individuals benefiting from GBV response services	**GBV Response** 1. This indicator covers response to survivors of GBV (women, men, girls and boys). 2. The range of GBV response services relevant for the measurement of the indicator are detailed in the guidance on the DG ECHO partners' website.[12] 3. At reporting stage, beneficiaries should be disaggregated by age and sex, as well as by GBV service received. 4. At reporting stage, strategies to avoid double counting should be detailed.	[Adjust/specify as necessary and justified] Project data and records documenting the support provided and number of people reached.
	Housing, land and property (HLP) rights	Number of persons who accessed legal aid on HLP	**HLP 1** 1. At proposal stage use comments field to specify what type of legal aid on HLP is in focus of the action: information, legal advice/counselling, representation, informal dispute resolution, and other forms of legal assistance.	[Adjust/specify as necessary and justified] Project data and records documenting the support provided and number of people reached.

[12] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

			2. At reporting stage beneficiary numbers should be disaggregated by age and sex. 3. At reporting stage report on the proportion (%) of total beneficiaries receiving only information and the proportion (%) of those receiving information who subsequently received legal aid of the other categories. Under activity reporting please describe the types of cases (e.g. evictions, property disputes, land rights, etc. – please refer to the guidance for HLP 2 KRI on the DG ECHO partners' website for further elaboration) for which other types of legal aid than information was provided.	
	Housing, land and property (HLP) rights	% of persons provided with legal aid on HLP who obtain a solution and/or response to HLP violations	**HLP 2** Calculate by dividing the NUMERATOR: number of persons provided with legal aid on HLP who obtain a solution and/or response to HLP violations by the DENOMINATOR: total number of number of persons provided with legal aid on HLP. 1. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.[13] This includes more specific definitions on HLP violations, solutions, response. 2. At proposal stage use comments field to specify whether the focus is on A) HLP legal aid and/or B) response to HLP violations - or both at the same time. 3. At reporting stage types of cases solved and/or responses provided should be described under activity reporting.	[Adjust/specify as necessary and justified] Programme document review (case management files/referrals); post service questionnaire at case follow-up; statistics from appropriate database/ records.

[13] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

	Legal protection	Number of persons who accessed legal aid	**Legal aid 1** 1. At proposal stage use comments field to specify what type of legal aid is in focus of the action: information, legal advice/counselling, representation, informal dispute resolution, and other forms of legal assistance. 2. At reporting stage beneficiary numbers should be disaggregated by age and sex. 3. At reporting stage report on proportion receiving only information and the proportion of those receiving information who subsequently received legal aid of the other categories. Under activity reporting please describe the types of cases (e.g. civil documentation, RSD, civil proceedings, criminal proceedings, etc. – please refer to the guidance for the Legal Aid 2 KRI for further elaboration) for which other types of legal aid than information was provided.	[Adjust/specify as necessary and justified] Project data and records documenting the support provided and number of people reached.
	Legal protection	% of target population who obtain legal identity documents and/or a solution to the issues for which they sought legal aid	**Legal aid 2** Calculate by dividing the NUMERATOR: number of persons who sought legal aid obtaining document(s)/solution(s) by the DENOMINATOR: number of targeted project participants who sought legal aid in need of documents/solutions. 1. Documents could for instance be national ID card, birth certificate, death certificate, while types of cases could include civil proceedings such as divorce cases or criminal proceedings. For more details on types of documents and cases, please refer to more	[Adjust/specify as necessary and justified] Programme document review (case management files/referrals); post service questionnaire at case follow-up; statistics from appropriate database/ records.

			detailed guidance for this KRI on the DG ECHO partners' website.[14] 2. Percentage to be calculated based on the total known/estimated need among the catchment area/population. 3. At proposal stage use comments field to list types of documentation and types of cases foreseen 4. At reporting stage types of cases and documents should be described under activity reporting. 5. If so wished partners may add a custom indicator which numerically disaggregates by document types and by population types supported. 6. Disaggregation by of documents by digital and hard copies is encouraged, but voluntary.	
	Legal protection	% of target population who obtain RSD or other official status or registration	**Legal status, registration** Calculate by dividing the NUMERATOR: number of persons who obtain RSD or other official status or registration by the DENOMINATOR: number of persons known to be in need of RSD or other official status or registration 1. Status implies refugee status determination (RSD). Registration implies either other types of registration or verification of refugees/asylum seekers/persons of concern OR registration or verification of IDPs. 2. For IDPs please note that registration or verification will principally only be supported when needed to obtain a status that enables their access to services and legal protection.	[Adjust/specify as necessary and justified] Statistics from appropriate case management system/database/ registration records (this might include, but not limited to, ProGres, RAIS).

[14] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

			3. Percentage to be calculated based on the total known/estimated need among the catchment area/population. 4. At proposal stage use comments field to specify whether the focus is on A) refugee status determination OR B) registration/verification of persons having crossed an international border OR C) registration/verification of persons not having crossed an international border. 5. At reporting stage beneficiary numbers should be broken down by the above. 6. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.[15]	
	Protection advocacy	Number of activities included in advocacy plans being implemented in the course of the action	**Protection advocacy** To measure this indicator, partners should use an advocacy tracking tool to assess the engagement with targets and the tactics used. The tool should allow the partner to track the advocacy activities that have been engaged and evaluate whether these activities have contributed to the desired change in policies, practices, and/or behaviours. 1. Advocacy may be conducted in the public or non-public sphere. 2. Advocacy objectives must be clearly defined, contextualised, and achievable within a reasonable timeframe. 3. The advocacy strategy should be annexed to the proposal and must include essential elements, such as stakeholder mapping, power analysis, and a theory of change linked to the context.	[Adjust/specify as necessary and justified] Advocacy plans with stakeholder engagements, tactics, approaches and actions; Advocacy outcome trackers; Minutes of Meetings with targets (where appropriate); Reports from events. For further guidance refer to the GPC/Oxfam Protection Advocacy Toolkit; if using own tools, please share in an annex.

[15] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

			4. Advocacy implementation plans clearly outline approaches, tactics, and targets. 5. Under activities describe: a. What kind of advocacy approaches might be used (persuasion, mobilisation, and denunciation or a combination thereof). b. What advocacy tactics may be employed (public or private events, meetings with duty-bearers, authorities, parities to the conflict, perpetrators, etc., research and policy development, lobbying and direct advocacy, etc.). c. What kind of advocacy products might be developed, i.e. notes, briefs, reports, op-eds, articles, use of multi-media and social media, provided that these aim to change policies, practices, and/or behaviours. 6. In reporting reflect on the effect of the advocacy initiative and the lessons learned from the approaches and tactics engaged.	
	Protection of individuals	% of caseworkers whose knowledge assessment score is at least 70%	**Case Management 1** Calculate by dividing the NUMERATOR: # of case workers who score 70% or higher on the knowledge assessment score by the DENOMINATOR: # of case workers who finalised the case worker capacity assessment. This indicator aims to assess the quality of the case management service provided by identifying possible gaps in case worker knowledge. The Case Worker Capacity Assessment Tool should be used to assess the caseworker's attitudes, knowledge and skills. Reference is made to the minimum	[Adjust/specify as necessary and justified] Case Worker Capacity Assessment. For further guidance refer to the Protection Case Management toolkit; if using own tools, please share in an annex.

			competency standards for all caseworkers providing case management services. Other relevant information to provide includes staffing overview with starting date case workers, caseworker learning path, e.g. number of training sessions, coaching opportunities, pre- and post-tests, and staffing requirements for professional experience and education. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.	
	Protection of individuals	% of case files reviewed that met 80% of criteria of case file checklist	**Case Management 2** Calculate by dividing the NUMERATOR: # of case files that meet 80% of criteria within a case file checklist by the DENOMINATOR: # of case files reviewed. This indicator aims to assess the quality of the case management service provided by meeting at least 80% of the criteria as outlined for the case files checklist. A case file checklist tool is used as a guide for supervisors to review a single protection case and is part of regular individualised supervision. Steps of CM process that must be reviewed using the case file checklist are: 1. General documentation, including filing of the case, documentation of each step as per the forms provided, forms are completed. 2. Identification, including disaggregation by gender, age group, disability and any contextually-relevant vulnerabilities, verification of type of violation, assessment of the level of risk, and informed consent. 3. Assessment, including risk assessment.	[Adjust/specify as necessary and justified] Case file check list. For further guidance refer to the Protection Case Management toolkit; if using own tools, please share in an annex.

			4. Case action and case safety planning, including realistic actions and goals, roles and responsibilities, safety plan and identified risks, and actions to be taken. 5. Implementation of case plan, including appropriate and safe referrals and (MH)PSS. 6. Follow-up and review, including regular review. 7. Case closure process, which includes a clear joint decision that must be based on the case closure checklist with agreed criteria. Case closure must be signed off by supervisor. 8. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.[16]	
	Protection of individuals	Number of persons separated from their family who have re-established and maintained contacts AND/OR have been reunited	**Tracing and reunification** 1. Describe whether focus is on re-establishing and maintaining contacts or on reunification – if both please provide a breakdown between the two types. 2. The re-establishment of contacts includes the registration of individuals (including missing persons) to enhance the possibility to trace their families. 3. Maintaining contacts refers to the possibility of persons to remain in contact with their families, rather than the actual number of contacts made during the action. 4. Reunification means reunification with a member of their biological family. Biological family includes each member of the family even extended family: cousins, grandparents, every person who has a "relationship of blood".	[Adjust/specify as necessary and justified] Statistics from appropriate case management system/ database/ registration records.

[16] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

			5. Number of persons must be disaggregated by age and sex at reporting stage.	
	Protection of individuals	Number of persons who have received detention visits by the end of the action	**Detention** 1. Use comments field to specify average number of visit foreseen/person. 2. Number of persons must be disaggregated by age and sex at reporting stage.	[Adjust/specify as necessary and justified] Statistics from project records.
	Protection systems and capacity	Number of PIM products timely shared to inform analysis, response and advocacy	**Protection information management (PIM) and monitoring** For further information on principles, standards and categories of protection information management (PIM), refer to: http://pim.guide/ and particularly to http://pim.guide/wp-content/uploads/2017/04/Quick-Reference-Flyer_Principles_Matrix_Process.pdf). 1. The indicator refers to products from PIM systems that collect, analyse and facilitate the sharing and use of data and information to enable evidence informed action for quality protection outcomes. 2. In line with the PIM guidance, the systems must be principled, systematized and collaborative. Use comments field to: 3. Define which PIM category(ies) is covered by the action. 4. According to the PIM category(ies), define which quality standards are being adhered to. 5. Reflect on expected effect on/contribution to protection outcomes.	[Adjust/specify as necessary and justified] Project records; actual products.
	Protection systems and capacity	Average % knowledge increase amongst participants on the	**Capacity building (protection)** In comments field: 1. Define type of participants {population/authorities/Armed Forces/Armed Groups, etc.}.	[Adjust/specify as necessary and justified] Pre- and post-test results; training reports; attendance lists.

		protection subject in focus	2. Define number of expected participants. 3. Describe subject of training. 4. At reporting stage, the number of participants must be disaggregated by age and sex.	
Protection	Psycho-social support (PSS)	% of persons who receive appropriate PSS reporting improved mental health and psychosocial well-being OR capacities to cope	**Psychosocial Support (PSS)** Mental health and psychosocial wellbeing should be measured using one of the six domains identified in the IASC Common M&E Framework: functioning; subjective well-being; disabling distress/symptoms; coping; social behaviour; social connectedness. For further information on principles, standards, minimum service packages, and coordination systems on mental health and psychosocial support (MHPSS), refer to: IASC MHPSS in Emergency Settings Guideline, IASC Common M&E Framework, and MHPSS MSP 1. Define the layered system of complementary supports that meets the needs of different group (ref. IASC MHPSS Pyramid). Outline how all layers of the pyramid have been pre-identified and will be implemented concurrently by the same organisation or in coordination with other humanitarian actors. 2. List roles and profiles of the professional staff dedicated to the intervention. 3. Describe the assessment and mapping exercises of existing MHPSS that have been undertaken or will be undertaken for the intervention. Identification of clinical mental health services (including those provided by trained and supervised non-specialists and specialist providers) prior to any engagement is key.	[Adjust/specify as necessary and justified] Well-being surveys (contextualised); Focus groups; Key informant interviews; mapping. Note: The IASC Common Monitoring and Evaluation Framework for MHPSS in Emergency settings (Version 2.0) includes a set of six impact indicators and associated qualitative and quantitative means of verification to assess progress towards these indicators. For more information, please see: IASC Common M&E Framework for MHPSS in Emergency Settings with MoV (Version 2.0) and MHPSS M&E and MoV Toolkit

			4. Define the arrangements in place with appropriate quality services to ensure safe, confidential, and timely referrals. 5. Clarify how the intervention fosters collaborative approaches and engages with dedicated MHPSS coordination group(s) (contextualized and quality work across sectors and actors). 6. Describe how activities are integrated into wider systems (e.g. existing community support mechanisms, formal/non-formal school systems, general health services, social services, etc.). 7. Please refer to more detailed guidance for this KRI on the DG ECHO partners' website.[17]	
Mine action	Capacity building (Mine action)	Average % knowledge increase amongst participants on the mine action subject in focus	In comments field: 1. Define type of participants {staff/authorities/Armed Forces/Armed Groups, etc.}. 2. Define number of participants expected. 3. Describe subject of training. 4. At reporting stage, the number of participants must be disaggregated by age and sex.	[Adjust/specify as necessary and justified] Monthly reports (IMSMA). Pre- and post-test results; training reports; attendance lists.
	Explosive ordnance clearance	Square metres (m2) of land cleared of explosive ordnances	Total land identified to be at risk of explosive ordnance contamination which is cleared and being used for socio-economic purposes. Clearance refers to surveys (incl. NTS), mapping and marking, as well as the actual clearance of explosive ordnances. Measurement be done in m2. Clearance according to IMAS standards. Provide disaggregated data in comments field or annex by location, release status (land cleared and released by other means, land not cleared and released), Use of	[Adjust/specify as necessary and justified] Monthly reports (IMSMA). Daily and weekly progress reports. Aerial photos of the cleared land before and after clearance. Questionnaire survey on the population with access to released land.

[17] https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo

			released land (land in use, land not in use), types of land use (Accommodation, Production).	
	Explosive ordnance risk education (EORE)	Number of persons trained on explosive ordnance risk reduction	Number of affected individuals having the information needed on explosive ordnances risks in order to reduce personal risks. Provide disaggregated data in comments field or annex by: Geography; Status (displaced, host family, etc.); sex, age.	[Adjust/specify as necessary and justified] Attendance lists. Monthly reports (IMSMA). Daily and weekly progress reports.
	Mine Action Advocacy	Number of activities included in advocacy plans being implemented in the course of the action	To measure this indicator, partners should use an advocacy tracking tool to assess the engagement with targets and the tactics used. The tool should allow the partner to track the advocacy activities that have been engaged and evaluate whether these activities have contributed to the desired change in policies, practices, and/or behaviours. 6. Advocacy may be conducted in the public or non-public sphere. 7. Advocacy objectives must be clearly defined, contextualised, and achievable within a reasonable timeframe. 8. The advocacy strategy should be annexed to the proposal and must include essential elements, such as stakeholder mapping, power analysis, and a theory of change linked to the context. 9. Advocacy implementation plans clearly outline approaches, tactics, and targets. 10. Under activities describe: a. What kind of advocacy approaches might be used (persuasion, mobilisation, and denunciation or a combination thereof). b. What advocacy tactics may be employed (public or private events, meetings with duty-bearers,	[Adjust/specify as necessary and justified] Advocacy plans with stakeholder engagements, tactics, approaches and actions; Advocacy outcome trackers; Minutes of Meetings with targets (where appropriate); Reports from events. For further guidance refer to the GPC/Oxfam Protection Advocacy Toolkit; if using own tools, please share in an annex.

			authorities, parities to the conflict, perpetrators, etc., research and policy development, lobbying and direct advocacy, etc.). c. What kind of advocacy products might be developed, i.e.. notes, briefs, reports, op-eds, articles, use of multi-media and social media, provided that these aim to change policies, practices, and/or behaviours. In reporting reflect on the effect of the advocacy initiative and the lessons learned from the approaches and tactics engaged.	
Mine action	Victim assistance	Number of victims of explosive ordnance incidents receiving support	Victims of explosive ordnance incidents receiving comprehensive assistance adequate to needs of victims enabling him/her to regain autonomy and capacity to participate in social life as much as possible. In accordance with IMAS standards, this comprises: Data collection (SADDD – using Washington Group tools) and referral data; emergency and continuing medical care; rehabilitation; psychological and psycho-social support; socio-economic reintegration. At reporting stage provide SADDD data.	[Adjust/specify as necessary and justified] Monthly reports (IMSMA). Daily and weekly progress reports. Hospital/health centre records. Individual action plans/case management records. Post intervention monitoring
Education in emergencies	Formal education	Number of targeted girls and boys	Enrolled means registered to participate in formal education (i.e. accredited by the national education system). Disaggregation of data by sex, level of education	[Adjust/specify as necessary and justified] e.g. school registers, school monitoring visit report.

		enrolled in formal education services	(primary, lower secondary, upper secondary) and disability to be provided.	
Education in emergencies	Formal education	Percentage of girls targeted by the education intervention	The indicator measures the share of girls in the number of children who are enrolled and receive provision of formal and non-formal education services, are provided with learning materials, receive psycho-social support services or other type of education in emergencies support.	[Adjust/specify as necessary and justified] School enrolment lists / Attendance sheets / School monitoring visit reports
Education in emergencies	Non-formal education	Number of targeted girls and boys enrolled in non-formal education services	Enrolled means registered to participate in non-formal education. Non-formal education is usually not accredited by the national education system (e.g. catch-up programmes, homework support, basic literacy and numeracy, language support classes, remedial education). Due to contextual differences in definitions/scope (and to account for services in non-government controlled areas) partners should provide a clear description of the scope of non-formal education services to be supported. For children enrolled in formal education services and also enrolled in complementary NFE services provide a clear breakdown of number enrolled in multiple services. Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided.	[Adjust/specify as necessary and justified] e.g. school registers, school monitoring visit report
Education in emergencies	Non-formal education	Percentage of girls targeted by the education intervention	The indicator measures the share of girls in the number of children who are enrolled and receive provision of formal and non-formal education services, are provided with learning materials, receive psycho-social support services or other type of education in emergencies support.	[Adjust/specify as necessary and justified] School enrolment lists / Attendance sheets / School monitoring visit reports

Education in emergencies	Safe and accessible learning environments	Number of learning spaces established or restored to minimum standards for safe learning	Learning spaces should be reported as classroom units (or equivalent) where possible. Minimum standards for safe learning to be defined by partners based on the context and any agreed minimum standards with coordination structures and/or relevant authorities, reflecting INEE minimum standards. Considerations for DRR, safe routes to/from school, minimum accessibility and reasonable accommodation for persons living with disabilities, GBV risk management, WASH standards and student perceptions of safety to be included as appropriate. Actions should ensure that design and implementation of learning spaces are gender and age responsive in line with the EU Gender-Age Marker for humanitarian action.	[Adjust/specify as necessary and justified] Partner to include information here on the number and type of learning spaces restored/established. This should include an indication of the average number of children to benefit per learning space. Relevant facilities (e.g. latrine blocks, office) may be counted as units if specified in the description in this field.
Education in emergencies	Safe and accessible learning environments	Percentage of girls targeted by the education intervention	The indicator measures the share of girls in the number of children who are enrolled and receive provision of formal and non-formal education services, are provided with learning materials, receive psycho-social support services or other type of education in emergencies support.	[Adjust/specify as necessary and justified] School enrolment lists / Attendance sheets / School monitoring visit reports
Education in emergencies	Quality teaching and learning	Number of teachers provided with teaching aids/materials	The minimum package of teaching aids/materials to be defined by partners based on the project focus. This should ensure that basic supplies of a blackboard (or equivalent), textbooks or teaching guides and stationery are available to teachers. Teaching materials to include adaptations and modifications for teachers or learners living with disabilities where needed, and tailored to the language needs identified. Materials may be supplied directly by the project or support (logistical/technical/advocacy/other) may be provided to education authorities to facilitate provision. Disaggregation of data by sex, NFE type or level of	[Adjust/specify as necessary and justified] Lists of beneficiaries for distributions required as a data source. Partner to include information here on the minimum package of teaching materials required for a teacher to be counted against this indicator.

			education (primary, lower secondary, upper secondary) and disability to be provided.	
Education in emergencies	Quality teaching and learning	Number of girls and boys provided with learning materials	The minimum package of learning materials to be defined by partners based on the project focus. This should ensure that basic supplies of textbooks (or equivalent), reading materials and stationery are available to learners. Learning materials to include adaptations and modifications for learners living with disabilities where needed, and tailored to the language needs identified. Where learning kits are provided per classroom, a breakdown of content must be provided to justify reasonable provision per child. Materials may be supplied directly by the project or support (logistical/technical/advocacy/other) may be provided to education authorities to facilitate provision. Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided.	[Adjust/specify as necessary and justified] Lists of beneficiaries for distributions required as a data source. Partner to include information here on the minimum package of learning materials required for a child to be counted against this indicator. For classroom-based learning kits, breakdown and calculation of number of children covered per kit to be specified. Disaggregation of data by disability type should use the Washington Group 6 Short Set of Questions (or for actions with specialised responses to disabilities use the complete Child Functioning Questionnaire) or equivalent.
Education in emergencies	Quality teaching and learning	Number of teachers/ education personnel showing increased knowledge and teaching skills to address children's learning needs	Support refers to training, mentoring and coaching on skills and strategies to address the identified learning needs. Learning needs should be specified by the partner in the comments field and may include pedagogy skills for mixed ability classes, specific course content, basic literacy and numeracy and specific language pedagogy skills. Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided.	[Adjust/specify as necessary and justified] classroom observation reports, teacher/student/mentor surveys, pre-post training assessments, interviews/surveys with school community members.
Education in emergencies	Quality teaching and learning	Number of learning spaces supported to improve equity of access and/or learning	Support refers to training, material inputs, technical support or other to identify and mitigate equity issues. Marginalised or vulnerable groups should be specified (e.g. girls, children living with disabilities, unaccompanied or separated children, CAFAAG,	[Adjust/specify as necessary and justified] Partner to include information here on specific types of support a school will receive to be counted against this indicator. Partner should define the scope

		opportunities for marginalised and vulnerable boys and girls	marginalised language/ethnic groups). Examples of equity barriers to access and learning opportunities should be specified (e.g. physical, financial, psychosocial, institutional, documentation-related, discriminatory policies etc.). Examples of mitigation actions should be specified (e.g. classroom assistants, language classes, accessibility and reasonable accommodation for children with disabilities, changes to admission procedures). Disaggregation of data by NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided.	of this indicator (target, equity barriers, mitigation supports).
Education in emergencies	Protective education services	Number of students, teachers and other education personnel provided with psycho-social support services	Psycho-social support (PSS) services aim to help individuals recover after a crisis has disrupted their lives and to enhance their ability to return to normality after experiencing adverse events. PSS in this indicator is limited to non-specialised service provision and not specialised mental health or child protection case management services. Education personnel may include supporting mechanisms such as parents-teachers associations, mothers-students associations, school management associations etc. Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary), beneficiary (student, teacher, other education personnel), and disability to be provided.	[Adjust/specify as necessary and justified] Partner to include information here on the PSS service package to be followed (specific programmes/approaches/modalities and duration) for a participant to be counted against the indicator. Classroom observation reports, teacher/student/mentor surveys, pre-post training assessments, interviews/surveys with school community members.
Education in emergencies	Protective education services	Number of teachers and other education personnel showing increased knowledge and skills to address the	Other education personnel may include supporting mechanisms such as parents-teachers associations, mothers-students associations, and school management associations. Protection needs to be defined for the project based on identified contextual hazards, risks and vulnerabilities (e.g. child protection, psycho-social support, SGBV information, Mine/UXO risk education, HIV/AIDS, nutrition, health and hygiene, gender sensitive	[Adjust/specify as necessary and justified] The following should be specified by the partner 1) Define the scale/change/measure against which an increase in knowledge/skills will be identified; 2) Describe subject of training/support/mentoring.

		protection needs of girls and boys	education, PSS and SEL and conflict sensitive education). Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided.	Disaggregation of data by disability type should use the Washington Group 6 Short Set of Questions (or for actions with specialised responses to disabilities use the complete Child Functioning Questionnaire) or equivalent.
Education in emergencies	Protective education services	Number of girls and boys referred to specialised services (e.g. child protection, health, MHPSS)	Referrals need to take place on the basis of up-to-date referral mechanisms assessing both the availability and quality of service delivery. Disaggregation of data by sex, NFE type or level of education (primary, lower secondary, upper secondary) and disability to be provided. Partners should refer to the accompanying guidance for EiE KOI and KRI for information on requirements for proposals that include this indicator.	[Adjust/specify as necessary and justified] Referral logbooks or case management databases, disaggregated by gender, age, disability and sector. Referrals need to be qualified in terms of the expected times of feedback, and the specific way in which the referral is made (what is meant by a referral).
Education in emergencies	Protective education services	Percentage of girls targeted by the education intervention	The indicator measures the share of girls in the number of children who are enrolled and receive provision of formal and non-formal education services, are provided with learning materials, receive psycho-social support services or other type of education in emergencies support.	[Adjust/specify as necessary and justified] School enrolment lists / Attendance sheets / School monitoring visit reports
Education in emergencies	EiE response capacity	Number of EiE needs assessments (stand-alone and/or multi-sectoral)	Multi-sector needs assessments may be part of annual or multi-annual planned processes or may be (rapid) needs assessments to new crises. EiE data should be collected through or with relevant coordination mechanisms on the basis of established guidelines, such as the Joint Education Needs Assessment (JENA), Rapid Education and Risk Analysis (RERA). Disaggregation by stand-alone or multi-sectoral assessments is needed.	[Adjust/specify as necessary and justified] needs assessment reports.
Multi-purpose cash transfer	Basic Needs	Percentage of households with total monthly	- This is measured as a binary indicator showing if a household's total monthly expenditure is above or below the threshold of the MEB value. It is essentially the	[Adjust/specify as necessary and justified]

		expenditure which exceeds the Minimum Expenditure Basket (MEB) Indicative Target : 80%	economic capacity to meet essential needs (ECMEN) indicator. - If a household's expenditure exceeds the MEB, the indication is that they can meet their basic needs. Well designed and adequate transfer values should in theory enable households to meet and/or exceed the MEB value in terms of expenditure (including own production, etc.). If most households are unable to meet the MEB before the intervention (which will inform targeting and design), then an anticipated outcome is that during (and potentially afterwards), they are at, or above, the MEB level. - In some contexts, agencies may choose to use the Survival MEB (SMEB) as the threshold, particularly if it's a SMEB that is used to inform MPC transfer value calculations	• Base line, PDM, end line with a representative sampling by zone, by type of beneficiaries and by type of assistance delivered • Partners must use the methodology provided in *Grand Bargain MPC outcome indicator guidance*. • Categories and examples for inclusion in the expenditure questionnaire should be tailored to the context and intervention. • An appropriate recall period should be used for the type(s) of expenditure, ideally considering a period immediately preceding data collection. • Spending in cash vs. on credit (and not repaid) should be distinguished. • Collect estimated values of consumption from own (food) production and in-kind assistance. • Total household expenditures can be calculated by adding up all the individual expenses. Collecting the value of assistance received as part of the expenditure module (and deducting it from total expenditures) enables analysis of the contribution of assistance to overall expenditure, and where people would be in terms of their capacity to meet their economic needs without it. Expenditure data should collect expenditure types, including expenditures made in cash, credit, value of in-kind assistance and own production.

				Measuring debt and coping strategies is usually via separate indicators.
Multi-purpose cash transfer	Basic Needs	# of individual beneficiaries who received MPC assistance	Description: the indicator measures the number of unique individual beneficiaries who received the intended months of food assistance during the Action period. This indicator concerns only unrestricted, unconditional cash. Vouchers are typically restricted and sector specific and should not be reported as MPC. ECHO guidance: In the COMMENT section, provide information on: ✓ Disaggregated gender, age and disability. ✓ When using electronic/mobile technologies, redemption rate to show the percentage of beneficiaries successfully accessed the assistance. ✓ Number of planned vs achieved months of MPC, beneficiaries and TV.	Method of data collection: PDMs; Registration records; Financial Service Provider transfer reports References: Similar indicators: WFP: # of women, men, boys and girls receiving food/CBT/capacity strengthening.
Multi-purpose cash transfer	Basic Needs	Total MPC amount (EUR) disbursed to affected population.	Description: The indicator measures the total amount of cash disbursed as MPC during the Action period. This indicator concerns only unrestricted and unconditional cash. Vouchers are typically restricted and sector specific and should not reported as MPC. ECHO guidance: In the COMMENT Section, provide information on: ✓ Reasons for eventual different total planned vs distributed amount. ✓ Reasons for eventual changes between initial and achieved TCTR.	Method of data collection: PDMs; Registration records; Financial Service Provider transfer reports.

Multi-purpose cash transfer	Basic Needs	% of individual beneficiaries reporting to be satisfied with the MPC provided.	Description: This perception indicator provides qualitative information on timeliness, adequacy of the TV and duration, seasonality, and beneficiaries perception on how the MPC help them to meet their basic needs (see CaLP Glossary for BN – regular / seasonal essential needs). DG ECHO wants that sufficient attention is given to ensure corrective measures are identified and implemented when required during the Action. ECHO Guidance Numerator: # of individual beneficiaries who report to be "very satisfied" or "fairly satisfied" Denominator: total # of beneficiaries surveyed In the COMMENT Section, describe the reasons for non-satisfaction. Example (non-exhaustive): 1. Assistance was not needed. 2. Assistance was not sufficient. 3. It arrived too late. 4. The redemption of the cash was not easy (availability and access to FSPs, ATMs, cash liquidity). 5. I preferred another payment mechanism. 6. I had to pay fees for cashout. 7. Not preferred currency. 8. It created tensions in my family/community. 9. I could not spend the money on what I wanted because it was not available in the market. 10. I did not feel safe going to market carrying all the money. 11. Other.	Method of data collection: PDMs During PDMs with representative sample, ask the question: *"To which extent you were satisfied with provided support?"* Answers: 1. Prefer not to answer 2. Very unsatisfied 3. Rather unsatisfied. 4. Fairly satisfied. 5. Very satisfied. Reference: Similar indicators: GFSC "% of beneficiaries reporting to be satisfied with the provided assistance"

Multi-purpose cash transfer	Basic Needs	% of successful inward and outward referrals	Description: this indicator measures both quality and effectiveness of the referral system within programs to ensure that individuals with specific needs and vulnerabilities are timely referred to appropriate specialised services and the extent to which those individuals' received services after referral. "Successful" means individuals admitted to specialised services. ECHO Guidance Numerator: # of individuals referred and admitted to specialised services Denominator: total # of individuals referred to specialised services In the COMMENT Section, report the number of referred individual beneficiaries, disaggregated by age, gender, and disability, type of service and provider and reasons for non-admission.	Method of data collection: PDMs, service providers records, framework agreements with specialised service providers, statistics from appropriate beneficiary data management systems, Program analysis on tracking of the referral pathway, CFM reports.
Multi-purpose cash transfer	Basic Needs	# of duplications identified from the total number of individual beneficiaries cross-checked	Description: the objective is to measure the effort to reduce fragmentation and avoid duplication. ECHO Guidance No specific targets are required; Partners may choose to set their own. Data should be collected after each deduplication exercise and distribution round. DG-ECHO encourages:	Method of data collection: PDMs, service providers records, framework agreements on interoperable platforms, Data Sharing Agreements (DSA)

			• The deduplication of entire lists of potential beneficiaries. If only a % is cross-checked, partners must provide operational justifications. • Intra-sector de-duplication between food assistance lists. inter-sector de-duplication with MPCA and other sector assistance lists.	
Multi-purpose cash transfer	Information and analysis	# of information products developed through coordinated and joint effort and made available to stakeholders	Description: this indicator tracks the number of information products—whether complete or as contributions—shared with the humanitarian community on food security topics. The indicator is used exclusively for studies and assessments of broad public interest, such as markets, financial services that cover a reasonably wide geographic area, involve multiple stakeholders, and result in findings, recommendations, and conclusions that are endorsed and agreed upon by consensus. It is not intended for ad-hoc needs assessments conducted solely to support a specific Action, especially those with a limited geographic or thematic scope. ECHO Guidance	Method of data collection: project records. Number of external studies, assessments, and information products.

			In the indicator description, the partner should specify the type of information product, along with the expected number and frequency. The process and methodology should be detailed in a dedicated activity, including an outline of the collective and coordinated effort. This should also mention the number of peer partners expected to participate in the work. There is no requirement to indicate a baseline.	
Minimum environmental requirements		% of target population receiving assistance who were sensitized about safe waste management practices	This indicator relates to tailored messages that may be passed when assistance is delivered (in-kind or cash) in order to inform people on how to dispose of the waste generated by the distribution (e.g. packaging, out of use items), and concrete solutions whenever it is possible (e.g. bins at the distribution point). When using this indicator, please specify which type of transfer modality is used (in kind, cash or voucher).	[Adjust/specify as necessary and justified] Activity reports, pictures
		# of waste management actors with whom the project cooperates to ensure safe disposal of waste during the course of the action	Waste recycling initiatives exist in many countries, although they can be more or less formal. Public and/or private waste management systems exist in many countries, although they can be more or less reliable. Partners are expected to specify the type of waste management actors, whether they are publicly/privately run and whether the project cooperates with them on a formal or informal manner.	[Adjust/specify as necessary and justified] Agreement, contracts, MoU with recyclers/waste managers
		% of procurements whose technical specifications	The partner can specify whether it tracks procurements in general, procurement of goods, of services, or works. Although not all markets are ready to supply more	

		include environmental sustainability considerations	environmentally friendly articles, services and works, modifying technical specifications is still important as it sends a clear message to suppliers that environmental sustainability is increasingly a priority for humanitarian organisations, and will become a requirement in the future. This can positively impact and influence suppliers, with increased demand leading to increased supply of environmentally sustainable items in the mid/long term.	
		% of procurements whose selection/evaluation procurement criteria include equity and environmental considerations	When carrying out competitive bid analyses, a multicriteria selection process that ensures that a proportion of the overall score is allocated to environmental sustainability is a good practice. Although not all markets are ready to supply more environmentally friendly articles, services and works, modifying selection/evaluation procurement criteria is still important as it sends a clear message to suppliers that environmental sustainability is increasingly a priority for humanitarian organisations, and will become a requirement in the future. This can positively impact and influence suppliers, with increased demand leading to increased supply of environmentally sustainable items in the mid/long term	[Adjust/specify as necessary and justified] Procurement plan, procurement files
		Quantity of waste avoided thanks to the waste reduction strategies implemented	Partners are expected to specify the unit used (kg, tons, m3...) and the adopted reduction strategies (tackling secondary/tertiary packaging/single use plastic, increased durability of items) in the comment section. The calculation is based on a comparison between the baseline implemented at the early stage of the action and the endline realised towards the end of the action.	[Adjust/specify as necessary and justified] Surveys, waste monitoring reports

		% of air shipment compared to the total freight volume	This indicator relates to how much of the goods are being transported by air (as opposed to sea or road) compared to the total freight volume (represented in financial amounts). The target value should be smaller than the baseline figure.	[Adjust/specify as necessary and justified] Budget, budget follow-up tool
		% of resources (energy and / or water) avoided thanks to the implementation of consumption reduction strategies in facilities and premises	The calculation is based on a comparison between the baseline implemented at the early stage of the action and the endline realised towards the end of the action. Values can be expressed in KWh/Kg/Liters or any other relevant comparison unit. Partners should specify whether they report on one, two or all the emissions posts mentioned (energy, water) using appropriate units (kWA for energy, litres for water...) as well as on the type of facility tracked (household, communal...) Tracking this indicator is valid regardless what entity is managing the facility subject of the monitoring.	[Adjust/specify as necessary and justified] Electricity bills, generators logbook, carbon accounting tools, water meter bills, solid waste weight…
		% of environmental risks stemming from the project activities identified through the risk analysis of Cash and Vouchers activities that are mitigated or prevented	Including environmental considerations at Cash and Vouchers interventions since the beginning is essential in reducing activities' impact. This indicator is about the environmental risks (e.g. waste, pollution, deforestation, soil degradation, etc.) identified but also mitigated or prevented through the specific activities in the project (e.g. through a mix of modalities, additional trainings or awareness-raising).	[Adjust/specify as necessary and justified] Cash and Vouchers risk analysis report , Cash and Vouchers monitoring reports, Post-Distribution Monitoring reports
		% of Non-Food Items in the Minimum Expenditure Basket (or sectoral basket)	This indicator does not entail food items. It measures the proportion of environmentally-friendly items (e.g. more durable, repairable items, items made from recycled materials, etc.) included in the Minimum Expenditure	[Adjust/specify as necessary and justified] Cash and Voucher Assistance market analysis methodology, Cash and Voucher Assistance Standard Operating Procedures

		which have an environmentally-friendly alternative on the local market	Basket or the sectoral basket that is available in the local market. When using this indicator, partners are expected to conduct a proper in-depth market analysis to elaborate the benchmark, and look for the most appropriate alternatives in the local context.	
		# of individuals who are supported to implement environmentally sustainable agriculture practices	Sustainable agriculture is based on regenerative farming practices that consider the ecological cycles, discourage the use of water intensive practices and promote methods and practices that are economically viable, environmentally sound and protect the public health. Sustainable agricultural practices are those that enable more efficient use of natural resources, mitigate the impact of agriculture on the environment, and strengthen capacity for adaptation to climate change and climate variability. Include information on the nature of inputs provided to enable the agriculture production. Partners are expected to specify the profile of the target population and data should be disaggregated by gender, age, disability when feasible.	[Adjust/specify as necessary and justified] Training reports, Post-Distribution Monitoring reports, survey reports
		% of target population that was provided access to clean and efficient cooking technologies and fuels	The indicator measures the proportion of people within a specific population who have access to clean and efficient cooking solutions as a result the project. These could either be new technologies or fuels, or adaptations to existing solutions that leads to cleaner and more efficient practices, as well as access to energy efficient stoves. Stoves and fuels cannot be used interchangeably, as each technology needs a specific fuel to function. Example of clean fuels: eco-briquettes, eco-pellets, ethanol, LPG (as a transitional fuel).	[Adjust/specify as necessary and justified] Interviews reports, survey reports, Post-Distribution Monitoring reports, observations reports, monitoring sensor reports (SUMS)

		% of energy supplied at household level/settlement level produced through sustainable energy sources	Households, communal facilities can be provided with sustainable energy sources. In that case, partner are expected to report on the quantity of energy that has been supplied through sustainable sources, and specify for which types of infrastructures. If there is a traditional energy supply, partner can also provide further information on the proportion of sustainable energy supply among the total quantity of energy used (in kW). Partners are expected to specify the application of the indicator: households, communal facilities, other programme-linked locations.	[Adjust/specify as necessary and justified] Invoices, consumption / production reports, survey reports,
		% of target population who are trained on clean and efficient cooking practices, including maintenance of technologies	This indicator measures the extent to which target group members have been trained on the use of the most adapted clean and efficient cooking technologies and fuels, including its maintenance. Examples could be : use of clean cooking energy, use and maintenance of energy efficient cooking stoves (fuel / gas), alternative energy-saving cooking methods (e.g. pre-soaking food, cooking with a lid cover, etc.)	[Adjust/specify as necessary and justified] Training reports, activity reports, Number of trainings / workshops
		% of target population who follow the promoted clean and efficient cooking practices	This indicator comes from Indikit, the detailed methodology is available on the following link: https://www.indikit.net/indicator/1017-environmental-mainstreaming/5037-fuel-efficient-cooking-practices	
		# of site interventions (construction, extension, improvement) implemented	In line with the Minimum Environmental Requirements, an environmental screening/assessment has to be conducted prior the installation of a new settlement site or when considering improvement interventions on an existing settlement, and recommendations have to be integrated in the activities planned on the site.	[Adjust/specify as necessary and justified] Environmental screening / assessment report, action plan, site design

		following the conclusions from an environmental screening/assessment	Partners are expected to specify the type of site interventions: construction designs, extension designs, improvement designs, others...	
		# of resource management plans implemented to protect and/or restore and/or improve the ecological value of operational sites (such as temporary settlements) during and after use	'This indicator applies for the construction / extension of settlement sites. The resource management plan is elaborated for this specific stage (i.e. prevent over-use of timber, bamboo, water...), and does not apply for the management of the settlement site (which falls under Camp Coordination and Camp Management).	[Adjust/specify as necessary and justified] Environmental screening / assessment report, natural resource management plan, GIS maps
		% of construction material used in construction interventions that do not deplete natural resources	Construction interventions entail: shelter solutions, communal facilities infrastructures designs and/or constructions, communal facilities infrastructures repairs and/or rehabilitations Examples of environment friendly materials and approaches: - use of durable, reclaimed, recyclable, and renewable materials - use local sources of construction material from environmentally sustainable production - use disaster debris as a reconstruction material when safe - use of materials with a lower carbon footprint - use of vernacular architecture	[Adjust/specify as necessary and justified] Checklist of "environmentally friendly" criteria; SMAC tool assessment (which assesses the environmental criteria/carbon footprint of different building material options)

		# hectares of forests (or other areas of interest e.g. mangroves, wetlands) around humanitarian intervention sites effectively managed by an environmental management plan	This indicator is both about having management plans developed at the beginning of the action and having management plans endorsed by key stakeholders and local community, its measures being effectively put in place and its activities implemented by the concerned stakeholders. These management plans help avoid deforestation by ensuring that vegetation is not removed in an unplanned manner. Although the unit of hectare is suggested, other relevant units of surface/land measure can be used by the partners.	[Adjust/specify as necessary and justified] Management plan, activity reports, survey reports, observations, GIS maps
		% of water facilities that have functional and accountable management systems in place without degrading the environment	The indicator seeks at capturing the proportion of water distribution points that are built or rehabilitated with an effective management system which fosters its sustainability. The organisation should favour the use of renewable energy for operations and maintenance of the system. It should also build local capacities to allow proper maintenance and small repairs. Systems described here could be paid and free systems, with a formal and informal structure, community-based or integrated into a more global system. The design of maintenance systems has to take into consideration the specific needs and roles of groups within the population, with a particular attention on women, children, elders and people with specific needs.	[Adjust/specify as necessary and justified] Activity reports, water distribution points' operations and maintenance Standard Operating Procedures, water committees Terms of Reference, attendance list, minutes of meetings
		% of water distribution points with effective and adapted systems to recover and re-use runoff water	This indicator counts the proportion of new or rehabilitated water distribution points that includes a system to allows the collection of runoff water. Runoff water is understood as leaks and/or overflows induced by the use of a borehole, well, handpump.	[Adjust/specify as necessary and justified] Activity reports, water distribution points designs & Bills of Quantity

			Systems have to be adapted to local context and based on a risk and do no harm principles (including the risk of vector borne diseases). The level of effectiveness needs to be evaluated by the organization to state whether it is used over time and allows water re-use as initially intended.	
		% of water needs covered by rainwater / greywater harvesting systems	Rainwater and greywater harvesting is an effective way to collect and reuse water, promoting water and energy conservation. These systems could be implemented in different settings and types of infrastructures (communal facilities, shelters, ...) to provide an improved access to water.	[Adjust/specify as necessary and justified] Invoices, consumption reports, survey reports, pictures
		% of excreta management facilities designs based on risks and mitigation strategies identified through the environmental screening/assessment and adapted to potential climate related risks	The design of new or rehabilitated excreta management facilities should be adapted based on the conclusions of an environmental screening/assessment and a risk analysis, in order to prevent any potential damages linked to a natural disaster or the effects of climate change.	[Adjust/specify as necessary and justified] Environmental impact assessment report and list of recommendations, Latrines designs and Bills of Quantity
		# of wastewater management infrastructures implemented using Nature-Based Solutions	Nature-based and alternative sustainable solutions are effective means to filter wastewater. However, their implementation should be based on a solid risk analysis and backed with evidence that they constitute safe and suitable routes to dispose of wastewater. Partners are expected to detail the exact nature of the solution implemented.	[Adjust/specify as necessary and justified] Wastewater treatment plants Standard Operating Procedures, wastewater treatment plants plans, Memoranda of Understanding for the set up and management of wastewater treatment plants
		% of sanitation facilities that include	Disposal/management options should be implemented in each sanitation facility so that women and girls can	[Adjust/specify as necessary and justified]

		appropriate and dignified disposal options and/or washing facilities for menstrual and hygiene products	safely and discretely dispose of and/or manage (dumping, rinsing, washing) the menstrual and hygiene products they are using. This helps avoid the unmanaged disposal of waste into the environment. Washing facilities enable to use of reusable products, also limiting waste. This indicator also relates to Sphere standard 3.2 (https://handbook.spherestandards.org/en/sphere/#ch006)	Sanitation facilities design, Bills of Quantities, monitoring visits reports
		# of Integrated Pest Management (IPM) plans that are elaborated and effective	Integrated Pest Management (IPM) is a concept that seeks to reduce the use of harmful chemicals, targets specific pests, increases the use of safer alternatives and techniques and limits exposure of applicators, humans and other organisms to harmful substances. An IPM plan details the measures taken to prevent and mitigate infections and pest and the alternative techniques to limit the use of harmful chemicals.	[Adjust/specify as necessary and justified] Household surveys
		% of health care facilities which apply the good storage, stock management practices for medical products	This indicator refers to the good practices of storage and stock management which have a proven positive impact on medicine shelf-life, therefore reducing waste and unnecessary resource use: quantification, adequate storage and transportation temperatures, functioning stock inventory, practice of "First In-First Out", coordination with health institutions, etc.	[Adjust/specify as necessary and justified] Storage manual, storage audit report, loss reports, complaint mechanism reports
		% of unused/destroyed medicines against total procured	This indicator should decrease over time as a result of the project activities. The end-of-life management has environmental impacts and unused/destroyed drugs also lead to unnecessary waste. The units could be linked to the value (EUR), or the quantity (kg or tons).	[Adjust/specify as necessary and justified] Budget, financial report, loss report inventory report

			This indicators' timeframe is: project duration. Specify whether the indicator monitors medicines that are unused, destroyed, or both Unit to be specified: kg, tons, m3...	
		# of healthcare facilities implementing waste segregation, and following recommended management and treatment standards	The indicator includes facilities directly managed or supported by the partner and includes the presence of waste management plans, tools, means and processes. Segregation is not an objective per se but a mean to implement waste management planning.	[Adjust/specify as necessary and justified] Health facility safety assessment reports
		# of humanitarian intervention sites with a decommissioning plan based on an environmental screening/assessment	An environmental screening/assessment needs to inform a site decommissioning plan, in line with the Minimum Environmental Requirements. The decommissioning plan should include measures to restore the natural environment in and around the site, appropriate for the type of geography and be jointly agreed with local stakeholders including the host community.	[Adjust/specify as necessary and justified] Decommissioning plan, workshop reports attendance lists
		# of environmental committees established and operational	This indicator relates to UNHCR Camp Management Toolkit which calls for the establishment of an environmental committee in each settlement with representatives from the host and camp communities. More guidance is available on the toolkit.	[Adjust/specify as necessary and justified] Environmental committee members' list, committee statutes, minutes of meeting, attendance list, activity reports
		% of developed community-based forest management plans that were effectively implemented	This indicator monitors the actual implementation of the forest management plan, specifically at the measures included in the plan that have been implemented. Such plans are meant to ensure that any interventions in the camp or settlement are not negatively impacting on the surrounding forests.	[Adjust/specify as necessary and justified] forest management plan, environment management plan, minutes of meetings, monitoring visits reports

		% of developed community-based environmental management plan that were effectively implemented	This indicator monitors the actual implementation of the community-based environmental management plan, specifically at the measures included in the plan that have been implemented. Environmental management plans are meant to inform the planned interventions at the camp/settlement level.	[Adjust/specify as necessary and justified] environment management plan, minutes of meetings, monitoring visits reports
		# of people provided with resources to protect and start rebuilding environmentally sustainable livelihood assets	Resources that enable people to protect and rebuild their livelihood assets include seeds, livestock, tools, business grants, trainings, etc. This can be done through different transfer modalities (in-kind, voucher, cash or combination thereof). This indicator relates specifically to livelihood activities that can be considered green jobs, i.e. sustainable and environmental livelihood activities with a positive impact on the environment: e.g. recycling initiatives, repurposing, waste management, reforestation, agroforestry, etc.	[Adjust/specify as necessary and justified] Post-Distribution Monitoring survey with representative sample; Registration records; Financial Service Provider (formal or informal) transfer reports; assessments of livelihood recovery (income/ expenditure; possession of livelihood assets etc.).
		% of educational facilities that have incorporated subjects on the importance of environmental sustainability, the adverse effect of climate change in their curricula	This indicator relates to the incorporation of modules on environmental sustainability and the adverse effect of climate change into the curriculum, where a partner can control or influence the school and lesson modules and sensitisation sessions under an Education in Emergencies programme.	[Adjust/specify as necessary and justified] Distribution list, classroom observation reports, lesson plans
		% of teachers / education personnel that have been trained to implement the environmental and sustainability	Support refers to training, mentoring and coaching on skills and strategies to address environment and climate change. The calculation methodology is a ratio between the total number of education personnel trained and the total number of education personnel involved in the project.	[Adjust/specify as necessary and justified] Classroom observation reports, teacher/student/mentor surveys, pre- and post- training assessments, interviews/surveys with school community members

		component of the curriculum		
		% educational facilities that are carrying out environmental and climate friendly activities day-to-day	Environmental and climate friendly activities can take place either during the school day (as part of lesson modules) or after school, as extra-curricular activities. Examples of such activities include: planting and maintaining school (vegetable) gardens, tree planting, solid waste sorting, upcycling activities, engagement in energy/water consumption reductions actions (water leak monitoring, etc.).	[Adjust/specify as necessary and justified] Activity reports, pictures, observation reports, monitoring visits reports