|  |  |
| --- | --- |
| **PARTNER:** | **COUNTRY:** |

Please answer as precisely as possible the following questions, aiming to describe the reasons for remote management (full or partial) and the monitoring procedures that will be put in place to ensure proper management of the action that will be implemented under remote management. Please refer to ECHO remote management guidelines:

<http://dgecho-partners-helpdesk.eu/actions_implementation/remote_management/start>

This document has to be uploaded as annex to the Single Form in APPEL.

**1. Reasons for remote management implementation**

|  |
| --- |
| What are the main reasons for remote management implementation?  Describe access issues, linked to security and /or to administrative obstacles, preventing direct implementation. |
|  |

**2. Acceptance-building measures**

|  |
| --- |
| Please describe the acceptance building measures that will be put in place (identification of actors, action taken). |
|  |

**3. Life-saving action or action aiming to crucial livelihoods preservation**

|  |
| --- |
| Remote management is required for life-saving action?  ⃝ Yes - ⃝ No |
| Remote management is required for action aiming to preserve beneficiary's crucial livelihoods?  ⃝ Yes / ⃝ No |

**4. Security and Risk reduction measures**

|  |
| --- |
| Describe all measures taken to reduce and manage the risks for humanitarian workers implementing the action. |
|  |
| Please describe all measures taken to prevent any negative impact on beneficiaries' security. |
|  |

**5. Needs assessment**

|  |
| --- |
| Please describe the specific method of information collection / specific source of information used for the need assessment and to define activities that will be implemented under remote management. |
|  |
| Please describe the triangulation tools used to verify data collected remotely. |
|  |

**6. Systems**

|  |
| --- |
| Please describe how the appropriate level of knowledges / competencies of implementing staff will be ensured (recruitment process, profile, capacity building). |
|  |

**7. Monitoring arrangements – Information flow**

|  |
| --- |
| Please describe in details the monitoring plan that will be put in place, providing details on data collection methods (who / frequency / e-tools methods ) and channel that will be used to ensure continuous update / information flow between Partners staff and field /implementing staff. |
|  |
| Please confirm third party monitoring will not involve private firms / consultant(s)linked to military organisations or any party to the conflict  ⃝ Yes - ⃝ No |