

ANNEX SF-2 - SINGLE FORM 2014 – COMPARISON BETWEEN THE 3 MODULES

Full Single Form	Simplified Single Form	Adapted Single Form
1. General Information		
HIP decision/reference		
Modular options		
1.1 Name of the Humanitarian organisation		
1.2. Title of the Action		
1.3. Narrative summary		
1.4 Area of intervention -World area/country		
1.4 Area of intervention - Regions		
1.4 Area of intervention - Region + Location		
1.4 Area of intervention - Add Area		
1.4 Area of intervention - Insert an annex		
1.5 Dates and Duration - Start date		
1.5 Dates and Duration - Duration of the Action		
1.5 Dates and Duration - Start date for eligibility of expenditure		
1.5 Dates and Duration - Justify the duration of eligibility period		
2. Humanitarian Organisation in the area		
2.1 Presence in the area		
2.2 Synergies with other actions		
3. Needs assessment		
3.1 Needs and risk analysis		
3.1.1. Date(s) of assessment		
3.1.2 Assessment methodology		
3.1.3 Problem needs and risks analysis		
3.1.4 Response analysis		
Insert annex		
3.1.5 Previous evaluation or lessons learned exercise relevant for this Action		
3.1.5.1 Brief summary		
Insert annex		
3.2.1 – Estimated total number of direct beneficiaries targeted by the Action		
3.2.2 Estimated disaggregated data about direct beneficiaries (only for individuals)		
3.2.3 Does the action specifically target certain groups or vulnerabilities?		
3.2.3.1 if yes, please select one of the following		

Full Single Form	Simplified Single Form	Adapted Single Form
3.2.4 Beneficiaries: selection criteria		
3.2.5 Beneficiaries: involvement of beneficiaries		
3.2.6 Beneficiaries: more details on beneficiaries?		
4. Logic of intervention		
4.1 Principal objective		
4.2. Specific objective		
4.2.1 Short description		
4.2.2 Detailed description		
4.2.3 Indicators - Add indicator		
4.2.3 Indicators # - Definition		
4.2.3 Indicators # - Baseline		
4.2.3 Indicators # - Target value		
4.2.3 Indicators # - Source and method of data collection		
4.3. Result - Add result		
4.3. Result # - Title		
4.3. Result - Details – sector		
4.3. Result - Details – subsector		
4.3. Result - Details – estimated total amount		
4.3.1 Result - Beneficiaries Estimated total number of direct beneficiaries targeted by the result		
4.3.2 Result - Beneficiaries - Beneficiary type		
4.3.3 Result - Beneficiaries Does the result specifically target certain groups or vulnerabilities?		
4.3.3.1 If yes, please select one of the following		
4.3.4 Result - Beneficiaries - Comments on beneficiaries		
4.3. Result – Transfer Modalities – Entire tab including all the fields	Can be skipped by selecting "No transfer envisaged"	
4.3. Result - Indicators - Add indicator		
4.3. Result - Indicators - Type indicator		Depending on sectors and subsectors
4.3. Result – Indicators - Indicator/description		
4.3. Result – Indicators -Baseline		
4.3. Result – indicators -Baseline and target value		
4.3. Result – Indicators - Source and method of data collection		

Full Single Form	Simplified Single Form	Adapted Single Form
4.3. Result – Indicators - Possible comments		
4.3. Result – Activities - Add activity		
4.3. Result – Activities - short description		
4.3. Result – Activities - Detailed description		
4.4 Preconditions		
4.5. Assumptions and risks		
4.6. Contingency measures		
4.7 Additional information on the operational context of the Action		
5. Quality markers		
5.1.1 Marker details - Gender markers		
5.2. Additional comments and challenges		
5.2.1. Marker details - Resilience		
5.2.2 How does the Action contribute to build resilience or reduce future risk?		
6. Implementation		
6.1 Human resources and management capacities		
6.2 Do you intent to deploy EU aid Volunteers in the framework of this Action?		
6.3 Equipment and goods		
6.4. Use of Humanitarian procurement centers		
6.5 Work plan Insert annex		
6.6. Specific security constraints		
6.7 Implementing partners		
6.7.1 Are there any implementing partners?		
6.7.2 Implementing partner - Added value		
6.7.2 Implementing partners Coordination, supervision and controls		
6.7.2 Implementing partner - Add a partner		
6.7.2 Implementing partner - Type		
6.7.2 Implementing partner - FPA partner		
6.7.2 Implementing partner - Non FPA partner		
6.7.2 Implementing partner Role to be carried out by each implementing partner		
6.7.2 Implementing partner Type of relationship with implementing partner(s) and the expected reporting by the implementing partner:		
7. Field coordination		
7.1 Operational coordination with other humanitarian actors		

Full Single Form	Simplified Single Form	Adapted Single Form
7.2 Action listed		
7.3 Coordination with national and local authorities		
7.4 Coordination with development actors and programmes		
8. Monitoring and evaluation		
8.1 Monitoring of the action		
8.2 Tick the box if one or more of the following will be undertaken and charged to DG ECHO's contribution to the action's budget		
8.2.1 More details		
8.3 Studies carried out in relation to the Action (if relevant)		
9. Communication, visibility and information activities		
9.1 A) Display EU Humanitarian Aid visual identity		
9.1 B) Written and verbal acknowledgement of EU funding and partnership		
9.2 Do you foresee communication actions that go beyond standard obligation?		
10. Financial overview of the Action		
10.1 Estimated expenditure		
10.2 Financial annex - Annex		
10.3 Funding of action		
10.4 Explanation about 100% funding		
10.5 Contributions in kind		
10.6 Co-financing by other donors		
10.7 VAT Exemption granted?		
10.7 VAT Exemption – please specify		
11. Request for derogation		
Add a derogation		
Derogation request #		
12. Administrative information		
12.1 Name and title of legal representative signing the Agreement		
12.2 Name, telephone, e-mail and title of the contact person(s)		
13. Conclusions and HO comments		
13.1 Comments at proposal stage		