

Single Form – Changes Introduced on 22.06.2016

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1. Key Outcome Indicators

This release¹ of Single Form introduces, in the Specific Objective section, the concept of predefined Key Outcome Indicators (KOI). These indicators can be used alongside with free-text, "Custom" indicators which are defined by the user.

KOI can be added in 4.2.3 section of the Single Form. These indicators are used to measure the main outcomes, i.e. benefits drawn by the target group from (or the effects of) the products and services delivered by the project.

Being predefined and available through a simple dropdown menu, the KOI can be understood as a shortcut for Partners to use well-defined indicators at Specific Objective level instead of having to formulate and enter all indicators manually. Most of the KOI are indicators defined by relevant actors in the humanitarian community (incl. clusters, Sphere etc.) and widely recognized as good practice.

From the perspective of quality and coherence with ECHO policies, the KOI will contribute to the improvement of project proposals as well as reporting, monitoring and evaluation.

Partners are therefore strongly encouraged to use KOI whenever possible and in conjunction with "Custom" indicators.

Actions launched after 22.06.2016 should use at least one KOI if they include activities in the Food Assistance, Nutrition, Health, Shelter, WASH or Education sectors. Multi-sector projects should be able to use several KOI.

Some KOI are mostly applicable to actions in one of the humanitarian sectors. However, it is possible and encouraged to measure outcomes across different sectors if applicable. For example, a WASH intervention targeting health centres might want to measure nutrition or health outcomes.

Please check **Table 1** in the **Annexes** section of this document for full list of available KOI.

¹ This release of Single Form is marked on the front page of PDF as 207. Previous versions are backward compatible but newly introduced functionalities and improvements are specific to version 207.

KOI can optionally be used for the ongoing actions (actions launched earlier than this release of Single Form) for example in case the request (RQ) used a previous version of Single Form while the amendment (MR) was submitted based on new version of Single Form.

Maximum number of indicators for Specific Objective section is limited to 10 (for both types of indicators: KOI and "Custom").

The Single Form collects the following information for each indicator in Specific Objective section:

Field	Key Outcome Indicator	"Custom" Indicator	Action stage
Indicator ²	Editable; select list containing predefined KOI		RQ, MR
Definition ³	Non-editable; pre-filled automatically when KOI is selected	Editable; mandatory; text	RQ, MR
Baseline ⁴	Editable; mandatory; numeric value	Editable; mandatory; text	RQ, MR
Target value	Editable; mandatory; numeric value	Editable; mandatory; text	RQ, MR
Progress value	Editable; mandatory; numeric value	Editable; mandatory; text	IR
Achieved value	Editable; mandatory; numeric value	Editable; mandatory; text	FR
Source and data collection method ⁵	Editable; mandatory; pre-filled automatically when KOI is selected	Editable; mandatory; text	RQ, MR
Comments on the indicator and the achievement of the target value ⁶	Editable; optional; text		RQ, MR
[INT] Progress report on indicator	Editable; optional; text		IR
[INT] Progress report on indicator	Editable; optional; text		FR

Updated section 4.2.3 of Single Form is presented below:

² New field introduced in this release of SF, used to select indicator type(either one of predefined KOI or "Custom" indicator).
³ Renamed in this release of SF, previous wording was: "Description".
⁴ New field added in this release of SF.
⁵ Renamed in this release of SF, previous wording was: "Source of verification".
⁶ New field added in this release of SF.

Add Indicator		Indicator 1	Indicator 2
Indicator	Average Coping Strategies Index (CSI) score for the target population		
Definition	CSI score is to be calculated according to WFP methodology (frequency x weight). The full (not the reduced) CSI should be the main outcome indicator for livelihoods projects and for multi-purpose assistance in combination with relevant sector-specific outcome indicators.		
Baseline	Target value		
Source and method of data collection			
[Adjust/specify as necessary and justified] Household survey with representative sampling.			
Comments on the indicator and the achievement of the target value			
Delete Indicator			

Summary:

- a. 2 types of indicators are now available in 4.2.3 (predefined KOI and free-text "Custom" indicators);
- b. Indicators in ongoing actions are converted to "Custom" indicators;
- c. 2 new fields are added at RQ stage (Baseline, Comments on the indicator and the achievement of the target value);
- d. 2 fields are renamed (Description => Definition, Source of verification => Source and method of data collection);
- e. Baseline, Target, Progress and Achieved values are of numeric format for KOI and textual format for "Custom" indicators;
- f. At least 1 KOI should be used on every action, providing it includes activities in the Food, Nutrition, Health, WASH, Shelter or Education sector.

2. Details tab in the Results

This version of Single Form introduces some modifications and minor improvements in the Details tab of Results section.

The name of the tab is renamed to Sector / Amount to match better the content available inside of the tab. This modification is applied also to ongoing actions.

New rule is introduced in the subsectors section, requiring the selection of at least one subsector per result. This new rule is applicable also to ongoing actions (Partners might therefore need to select missing subsector at amendment stage in case request was submitted earlier and no subsector was selected).

Some subsectors are now linked with Key Result Indicators (KRI) which in turn will be automatically added/removed when the corresponding subsector is selected/deselected. **These subsectors are suffixed with "- KRI" for clarity reasons.** More details about new mechanics of KRI section in the 4 of this document.

The previously available subsectors on cash and vouchers are removed⁷. This modification applies only for projects created after 22.06.2016.

Please check **Table 2** in the **Annexes** section of this document for full list of removed/obsolete subsectors.

Sector / Amount tab is presented below:

Summary:

- a. Details tab was renamed to Sector / Amount tab;
- b. At least one subsector is mandatory for each result;
- c. Some subsectors are linked with KRI and automatically insert indicators;
- d. Some subsectors are no longer available for new actions.

3. Transfer Modalities tab in the Results

This release of Single Form introduces, in the Results section, an additional tab, called Transfer Modalities. Through this tab ECHO will collect more detailed information on transfer modalities (cash, voucher, in kind assistance).

Transfer Modalities tab is inserted between Beneficiaries and Indicators tabs. It is available not only for new actions but also for ongoing actions, where Partner might (but is not obliged to) provide detailed figures on transfer modalities.

Transfer modality tab collects the following information for each result:

⁷ Data needed for this analysis will be collected via new Transfer Modalities tab introduced in this release of Single Form.

Field	Details	Action stage
Type of modality	Editable; mandatory; checkboxes; Partner may choose one or many transfer modalities (cash, voucher, in kind) or indicate no transfer envisaged for respective result	RQ, MR, FR
Estimated total net amount	Editable; mandatory; numeric value; available for modalities: cash, voucher	RQ, MR, FR
Estimated total product cost	Editable; mandatory; numeric value; available for modalities: in kind	RQ, MR, FR
Estimated number of individuals	Editable; mandatory; numeric value; available for modalities: cash, voucher, in kind	RQ, MR, FR
Conditional transfer?	Editable; mandatory; select list with values: No, Yes; available for modalities: cash, voucher, in kind	RQ, MR, FR
Origin	Editable; mandatory; checkboxes with values: Local, Regional, International; available for modalities: in kind	RQ, MR, FR
Comments on transfer modalities in this result	Editable; optional; text	RQ, MR
[INT] Comments on transfer modalities in this result	Editable; optional; text	IR
[INT] Comments on transfer modalities in this result	Editable; optional; text	FR

As a general rule, Partner needs to provide information for each field that becomes visible once a transfer modality is selected (for example if cash is selected - all the fields corresponding to cash modality need to be filled in).

The following rules are applied to the fields Estimated total net amount and Estimated number of individuals:

- sum of the estimated total net amounts introduced for all transfer modalities within one result cannot exceed the estimated total amount of this result, introduced in the Sector / Amount tab;
- estimated number of individuals for any transfer modality within one result cannot exceed total number of direct beneficiaries, introduced in the Beneficiaries tab.

ECHO has a clear definition of Multi-Purpose Cash Transfer (MPCT):

Multi-purpose cash-based assistance can be defined as a transfer (either delivered in several tranches regular or as an ad-hoc payment) corresponding to the amount of money that a household needs to cover, fully or partially, their basic needs that the local market and available services are able to meet appropriately and effectively.

When an action is designed to be a MPCT - Partner can report details on cash distribution by:

- selecting abstract Multi-Purpose Cash Transfer sector in the Sector / Amount tab (there are no subsectors for this sector);
- filling in all mandatory fields in the Transfer Modality tab (only the fields related to cash transfer are visible).

Transfer Modalities tab is presented below:

Sector / Amount	Beneficiaries	Transfer modalities	Indicators	Activities
Select one or more transfer modalities used in this result:				
<input type="checkbox"/> No transfer envisaged <input checked="" type="checkbox"/> Cash (single sector) <input checked="" type="checkbox"/> Voucher <input checked="" type="checkbox"/> In kind				
	Estimated total net amount	Estimated number of individuals	Conditional transfer?	
Cash	50.000,00 €	1.000	No	
	Estimated total net amount	Estimated number of individuals	Conditional transfer?	
Voucher	10.000,00 €	1.000	No	
	Estimated total product cost	Estimated number of individuals	Conditional transfer?	Origin
In kind	25.000,00 €	5.000	No	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Regional <input type="checkbox"/> International
Comments on transfer modalities in this result				

Summary:

- Transfer modality tab is available for new and ongoing actions;
- Transfer modality tab should be used only if action contains cash, voucher or in kind components;
- If Partner has difficulties in providing details needed on Transfer Modalities tab – option No transfer envisaged should be used;
- Data introduced in PDF single form is visible online (on Single Form preview in APPEL);
- If cash is distributed for various results and disaggregation of data is difficult – Partner can create a result for Multi-purpose Cash Transfer sector and fill in cash details in Transfer Modalities tab.

4. Key Result Indicators

This release of the Single Form modifies substantially the way Key Results Indicators (KRI) are used. It reduces the number of available indicators, links them with subsectors and automates their usage.

All the modifications for KRI (list of available KRI, linking them with subsectors, automation etc.) are only applicable for actions created after 22.06.2016.

Ongoing actions are not impacted by this change and will continue using old set of KRI till the end of the action.

The usage of previously available "Custom" indicators remains unchanged.

New KRI are linked with sectors and subsectors.

Please check **Table 3** in the **Annexes** section of this document for full list of available KRI and their linkage with sectors and subsectors.

The use of a specific new KRI is mandatory for all actions covering the relevant sub-sector. In the Single Form that means that whenever a subsector which has a KRI is selected in the Sector/Amount tab, the corresponding KRI (if any) appears in the indicator section.

The following automation is introduced:

Tab	Action	Reaction
Sector / Amount	Ticking subsector not linked with any KRI	N/A
Sector / Amount	Ticking subsector linked with KRI	Matching KRI is inserted in the Indicators tab; Partner needs to provide additional details in Indicators tab
Sector / Amount	Un-ticking subsector not linked with any KRI	N/A
Sector / Amount	Un-ticking subsector linked with KRI	Partner is prompted to confirm deletion of linked KRI; KRI is deleted ⁸
Indicators	Adding "Custom" indicator	"Custom" indicator is added in Indicators tab;
Indicators	Removing KRI ⁹	Partner is prompted to confirm un-ticking of corresponding subsector. The subsector is un-ticked in Sector / Amount tab; KRI is removed
Indicators	Removing "Custom" indicator ¹⁰	"Custom" indicator is removed

Please note that sector change in the Sector / Amount tab has the following consequences on the indicators (irrespective of their edition¹¹ for both new and ongoing actions):

- all KRI introduced in Indicators tab for respective result are automatically removed on sector change (Partner is prompted to confirm this operation);

⁸ If the only existing indicator is a KRI and it is removed, blank fields for a "Custom" indicator will be shown in the indicator section.

⁹ KRI should be removed only if the project is not active in the corresponding sub-sector. If the only existing indicator is a KRI and it is removed, blank fields for a "Custom" indicator will be shown in the indicator section.

¹⁰ Last "Custom" indicator cannot be removed, action requires at least one indicator per result.

¹¹ The edition/version of KRI can be found on the front page of PDF. New KRI are those automated and linked with subsectors in contrast to previous KRI which were related, but not directly linked to the sub-sector selection.

- all "Custom" indicators introduced in Indicators tab for respective result remain untouched on sector change;
- if sector change is executed for a result containing only KRI (without "Custom" indicators), a blank "Custom" indicator will be displayed.

Maximum number of indicators for each result is limited to 10 (for both types of indicators: KRI and "Custom").

Only minor changes are introduced regarding the fields used in the context of indicators. We remind some basic details below for reference:

Field	Key Result Indicator	"Custom" Indicator	Action stage
Type / Subsector ¹²	Non-editable; auto-selected when subsector is ticked on Sector / Amount tab	Non-editable; auto-selected when new indicator is added on Indicators tab	RQ, MR
Indicator	Editable; mandatory; select list containing KRI corresponding to ticked subsector	N/A	RQ, MR
Definition ¹³	Non-editable; pre-filled automatically when KRI is selected	Editable; mandatory; text	RQ, MR
Baseline	Editable; mandatory; numeric value		RQ, MR
Target value	Editable; mandatory; numeric value		RQ, MR
Progress value	Editable; mandatory; numeric value		IR
Achieved value	Editable; mandatory; numeric value		FR
Source and data collection method ¹⁴	Editable; mandatory; pre-filled automatically when KRI is inserted	Editable; mandatory; text	RQ, MR
Comments on the indicator and on the achievement of the targets	Editable; optional; text		RQ, MR
[INT] Update on indicators	Editable; optional; text		IR
[FIN] Report on indicators	Editable; optional; text		FR

Note that for KRI, the pre-filled text in the "Source and data collection method" is a suggestion and guidance which is to be modified by the partner. The partner is asked to specify and adjust the suggested text according to the specific context of the project and its monitoring mechanism.

¹² Renamed in this release of SF, previous wording was: "Type".

¹³ Renamed in this release of SF, previous wording was: "Description".

¹⁴ Renamed in this release of SF, previous wording was: "Source of verification".

Key Result Indicators section is presented below:

Add Indicator		Indicator 1	Indicator 2
Type / Subsector	Solid waste management		
Indicator	Number of people living in settlements with a functional solid waste management sys ▾		
Definition	<p>Functional implies solid waste of all households of the settlements as well as commercial waste is removed stored safely and removed regularly with equipment and frequency according to standards (Sphere). Risk of solid waste pollution of environment is kept to a minimum. Medical waste is managed separately according to standards to minimize risk. System implies planning and implementation in consultation with affected populations and relevant authorities, taking into account refuse type and quantity, incl. medical, burial, market etc.; adequate disposal with minimum risk; attention to staff welfare.</p>		
Baseline	<input type="text"/>	Target value	<input type="text"/>
Source and method of data collection	<p>[Adjust/specify as necessary and justified]. Household and settlement survey and key informant interviews with 5% statistically accurate representative sample; Direct observation; waste management documentation.</p>		
Comments on the indicator and on the achievement of the targets	<input type="text"/>		
Delete Indicator			

Summary:

- a. Changes in KRI are applicable only for actions created after 22.06.2016; actions created earlier use the previous list of KRI;
- b. Inserting new KRI is automated and occurs when Partner ticks the corresponding subsector in Sector / Amount tab;
- c. The use of the KRI is mandatory if a project covers the corresponding sub-sector;
- d. For KRI, the field "Source and method of data collection" is prefilled with text that serves as suggestion and guidance. Partners have to modify it to match their context;
- e. 2 fields are renamed (Description => Definition, Source of verification => Source and method of data collection);
- f. If indicator name is too long on the drop-down list, keeping the mouse cursor over it will reveal full name of the indicator.

5. Other specificities

It is vital for correct functioning of Single Form and for project information integrity in APPEL to always use project data (xml file exported from APPEL) with the latest released version of Single Form (pdf file downloaded from APPEL).

It is also recommended to always export project data directly before editing it in the Single Form (xml files saved locally before the editing - risk to contain outdated information on sectors, indicators etc. and can cause problems when project data is uploaded to APPEL).

To ensure mistakes are avoided - exporting XML file alone is no longer possible. This functionality was replaced by exporting zipped archive that contains both: latest PDF SF and latest project data in XML format.

The images below present modifications introduced for exporting project data in APPEL:

1. Press on Export button

2. Pop-up message is displayed

3. Press on Download eSF and XML button

4. Prompt for saving or opening zip archive is shown

5. Zip archive contains project data (xml) and latest version of SF (pdf)

6. Please note - for facilitating your work the names of files are the same

In some marginal cases, for instance when project data was exported months before being used in Single Form, various conflicts can occur, usually when project data is imported back to APPEL.

Conflicting scenario 1 – obsolete sectors/subsectors

Partner tries to upload project proposal (based on old draft, containing in obsolete sectors/subsectors in the Results section of chapter 4) to newly created draft.

Scenario concerns FULL upload or PARTIAL upload containing chapter 4.

Most likely Partner will be confronted with the following error message indicating mismatching sectors/subsectors:

Mismatch detected between the versions of sectors/subsectors during full upload (or partial) of XML.
No action data was uploaded to APPEL.

Please send PDF Single Form to ECHO-IS-SUPPORT@ec.europa.eu indicating the following list of id's: 8.8, 5.7

The solution requires un-ticking the problematic sector/subsector in the Results section of chapter 4 and uploading project data to APPEL. Alternatively Partner could upload project data partially (without chapter 4).

Please follow the instructions on the screen to get the assistance from our support team.

Conflicting scenario 2 – mismatched set of KRI

Partner tries to upload project proposal (based on old draft, containing previous set of KRI) to newly created draft.

Scenario concerns FULL upload or PARTIAL upload containing chapter 4.

Most likely Partner will be confronted with the following error message indicating mismatching KRI:

Mismatch detected between the versions of Key Result Indicators during upload of XML.
No action data was uploaded to APPEL.

Please send PDF Single Form to ECHO-IS-SUPPORT@ec.europa.eu

The solution requires partial upload of project data by Partner (without chapter 4). Once this is done Partner will need to export project data to PDF SF, complete chapter 4 and upload project data again to APPEL.

Please follow the instructions on the screen to get the assistance from our support team.

Conflicting scenario 3 – new project with old PDF SF

Partner tries to upload project proposal (based on newly created draft but the editing took place in old / non latest version of Single Form).

Scenario concerns FULL upload or PARTIAL upload containing chapter 4.

Most likely Partner will be confronted with the following error message indicating mismatching versions of project data and Single Form:

Mismatch detected between the version of Single Form and project data.
No action data was uploaded to APPEL.

Please send PDF Single Form to ECHO-IS-SUPPORT@ec.europa.eu indicating the following code: new XLM, old PDF

The solution requires partial upload of project data, excluding chapter 4.

Please follow the instructions on the screen to get the assistance from our support team.

Recommended Adobe Acrobat Reader version

For best performance and best user experience Single Form requires [Adobe Acrobat Reader 11](#).

If possible avoid using Adobe Acrobat Reader DC which is known for its poor performance.

Annexes

The id. numbers indicated in the tables below are provided to facilitate end-user support. Please refer to them in the messages to [ECHO IS SUPPORT](#) in case you encounter any subsector or indicator related problem in PDF Single Form or/and in APPEL.

Table 1: Key Outcome Indicators (KOI) with corresponding sectors

Id.	Key Outcome Indicators (KOI)
1	Crude mortality rate (number of deaths/10.000p/day)
2	Average Coping Strategies Index (CSI) score for the target population
3	% of the target population with acceptable Food Consumption Score (FCS)
4	Severe Acute Malnutrition Recovery rate
5	Coverage of the nutrition program
6	% of 6-23 months old children in target population who receive a minimum acceptable diet (MAD)
7	% of target population with adequate WASH services and hygiene practices
8	% reduction in the number of affected people (experienced, expected or modelled)
9	Case fatality rate
10	% of target population living in safe and dignified shelters in secure settlements
11	% of target facilities (PHU, schools, markets) with basic WASH services functioning
12	Average monthly number of CW/IED related accidents/incidents reported in area of operation
13	% of school-aged boys and girls continuously accessing quality and protective learning opportunities relevant to the emergency

Table 2: Obsolete/removed subsectors

Id.	Removed subsector	Sector
1.9	Conditional or unconditional in-kind food assistance	Food security and livelihoods
1.10	Conditional or unconditional cash/voucher food assistance	Food security and livelihoods
2.5	Conditional or unconditional cash/vouchers	WASH
3.9	Conditional or unconditional cash/vouchers	Health
4.4	Conditional or unconditional cash/vouchers	Nutrition
5.5	Conditional or unconditional cash/vouchers	Shelter and settlements

Table 3: Key Result Indicators with corresponding sectors and subsectors

Id.	Key Result Indicators (KRI)	Sector	Subsector
1.5	Number of people provided with resources that enable them to protect and start rebuilding livelihood assets	Food security and livelihoods	Short-term livelihood support
1.12	Number of people enabled to meet their basic food needs	Food security and livelihoods	Availability of, access to and consumption of food
2.3	Number of people having regular access to soap to meet hygienic needs	WASH	Hygiene promotion
2.6	Number of people having access to dignified, safe, clean and functional excreta disposal facilities	WASH	Excreta disposal
2.8	Number of people living in settlements with a functional drainage network	WASH	Drainage
2.9	Number of people having access to sufficient and safe water for domestic use	WASH	Water supply
2.10	Number of people living in settlements with a functional solid waste management system	WASH	Solid waste management
3.3	Number of health facilities rehabilitated	Health	Health infrastructure rehabilitation
3.4	Number of mental health consultations	Health	Mental and psycho-social support
3.6	Number of live births attended by skilled health personnel	Health	Reproductive health
3.11	Number of outbreak alerts responded to	Health	Epidemics
3.12	Number of primary health care consultations	Health	Primary health

3.13	Number of hospitalizations	Health	Secondary health
3.14	Number of children who received community based treatment for malaria, diarrhoea and/or acute respiratory infections	Health	Community outreach (Health sector)
3.16	Number of SGBV victims receiving assistance in less than 72 hours	Health	Gender based violence (Medical response)
4.2	Number of SMART, coverage, NCA or other surveys implemented	Nutrition	Nutrition surveys and surveillance
4.5	Number of children under 5 admitted for treatment of Severe or Moderate Acute Malnutrition	Nutrition	Treatment of under nutrition
4.6	Number of health facilities where nutrition programs are implemented	Nutrition	Capacity building (Nutrition)
5.6	Number of people having access to basic, safe and dignified shelters solutions	Shelter and settlements	Individual household shelter
5.8	Number of people hosted in "displacement sites" with functional coordination and management mechanisms	Shelter and settlements	Camps and collective centres
5.9	Number of people with unhindered access to and living in secure settlements	Shelter and settlements	Settlements (Site selection, planning and development)
6.1	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
6.3	Number of people reached through Information, Education and Communication on DRR	Disaster Risk Reduction / Disaster Preparedness	Information, communication and public awareness
6.4	Number of people covered by a functional early warning system	Disaster Risk Reduction / Disaster Preparedness	Hazard, risk analysis and early warning
6.5	Number of people covered by early action/ contingency plans	Disaster Risk Reduction / Disaster Preparedness	Contingency planning and preparedness for response
6.7	Number of community small-scale infrastructures and facilities built or protected	Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities
6.7	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
10.1	Square kilometres of land cleared of land mines and/or unexploded ordinances	Mine actions	Humanitarian demining
10.2	Number of victims of CW/IED incidents receiving support	Mine actions	Assistance to victims
10.3	Number of persons trained on CW/IED risk reduction	Mine actions	Mine education and mine risk reductions
10.5	Number of persons trained in conflict management	Mine actions	Armed violence reduction
13.1	Number of boys and girls that access safe, quality learning opportunities	Education in emergencies	Formal education
13.2	Number of boys and girls that access safe, quality learning opportunities	Education in emergencies	Non-formal education

13.3	Number of learning spaces/schools set up or rehabilitated and equipped to meet standards	Education in emergencies	Safe and accessible learning environments
13.4	Number of teachers and other education personnel trained to create a supportive learning environment and to promote learners' psychosocial well-being	Education in emergencies	Capacity Building (Education)