

One-day training

Drafting a proposal: the Single Form

General Information

Specific Objective	To improve the participants' knowledge and skills in preparing an Action according to ECHO requirements and best practices
Expected Results	<p>Participants:</p> <ul style="list-style-type: none"> – are able to recall the Single Form and understand the logic behind its sections – know what type of information has to be included in the main sections of the Single Form – are aware of support tools for the proposal design
Target Group and Prerequisites	Humanitarian aid workers involved in the design of ECHO funded Actions, both at field and HQ level. Not suggested for advanced staff.
Number of participants	25 maximum per session
Duration	1 day (from 9.00 a.m. to 5.00 p.m.)

The following overall structure is only indicative. The precise agenda (division of topics and timing) will be provided in class at the beginning of the training.

Agenda
<p>Introduction</p> <ul style="list-style-type: none"> - Presentation of the course, trainers & participants - Introduction to ECHO: <p>The Single Form</p> <ul style="list-style-type: none"> - The Single Form format - The modular approach <p>Needs assessment</p> <ul style="list-style-type: none"> - Problem, needs and risk analysis - Tools and manuals for needs assessment
Coffee break
<p>Beneficiaries</p> <ul style="list-style-type: none"> - Two levels: action and results - Selection criteria - Specific vulnerabilities <p>The logframe</p> <ul style="list-style-type: none"> - From needs to intervention: response analysis - Logframe structure - Indicators: KOI; KRI, Custom - Sources and methods of data collection - Transfer modalities
Lunch
<p>Financial resources of the Action</p> <ul style="list-style-type: none"> - Financial overview of the Action - Information on human and material resources, workplan and security issues - Implementing Partners
Coffee break
<p>Single Form other section by section</p> <ul style="list-style-type: none"> - General information; - Humanitarian organisation in the area; - Quality markers; - Coordination; monitoring and evaluation; - Communication, visibility and information activities; - Derogations, administrative information and conclusions - Annexes <p>Closing session</p> <ul style="list-style-type: none"> - Final recap - Course evaluation