

Two-day training

Preparing an Action: the Single Form

General Information

Specific Objective	To improve the participants' knowledge and skills in designing an Action in the framework of the ECHO FPA and in making best use of the Single Form format.
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 different sections of the Single Form – are familiar with the PDF Single Form and with the procedure to upload it in APPEL – are aware of support tools for the understanding and application of the 2014 FPA in 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	2 days (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.

Day 1	Day 2
<p>Introduction</p> <ul style="list-style-type: none"> - Presentation of the course - Introduction to ECHO: overview of basic principles and working modalities <p>Financing Decisions:</p> <ul style="list-style-type: none"> - ECHO assessment of humanitarian needs - Types of financing decisions <p>The Single Form</p> <ul style="list-style-type: none"> - Overview of the format - eTools <p>Needs assessment</p> <ul style="list-style-type: none"> - Problem, needs and risk analysis <p>Beneficiaries</p> <p>The Logical Framework</p> <ul style="list-style-type: none"> - Logframe main rules - First and fourth column of the matrix 	<p>Section 4: Logic of intervention</p> <ul style="list-style-type: none"> - Indicators: basic rules of KOI and KRI - Transfer modalities - Sources of verification - Activities <p>Resources of the Action</p> <ul style="list-style-type: none"> - Financial overview of the Action - Details on Human and Material resources <p>Single Form: other sessions</p> <ul style="list-style-type: none"> - General information - Humanitarian organisation - Implementation - Coordination - Monitoring and evaluation - Communication, visibility and information activities - Derogations, administrative information and comments <p>Quality controls</p> <ul style="list-style-type: none"> - Gender-Age marker - Resilience marker <p>Closing session</p>