

Two-day training

Mainstreaming ECHO policies in 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 2014 and in making the Single Form compliant with ECHO policies.
Expected Results	<ul style="list-style-type: none"> – To understand why ECHO policies are important; – To get familiar with Single Form's sections where a mainstream of ECHO policies is required; – To discover where to find information in ECHO documents.
Target Group and Prerequisites	Humanitarian aid workers involved in the design of ECHO funded Actions, both at field and HQ level. 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 - ECHO Overview & intervention modalities <p>Needs assessment</p> <ul style="list-style-type: none"> - Problem, needs and risks analysis - Policies relevant tools - How to provide relevant information in the Single Form <p>Beneficiaries and targeting</p> <ul style="list-style-type: none"> - Targeting the most vulnerable: sectoral tools and criteria - Challenges of targeting - How to provide relevant information in the Single Form <p>Response analysis</p> <ul style="list-style-type: none"> - How to define and justify our response 	<p>Logic of intervention</p> <ul style="list-style-type: none"> - Relevant information to be provided - Indicators, KOIs and KRIs <p>Transfer modalities</p> <ul style="list-style-type: none"> - Overview of technicalities and definitions - Multipurpose cash transfers <p>Quality Controls</p> <ul style="list-style-type: none"> - Gender-Age marker throughout the Single Form - Resilience throughout the Single Form <p>Proposal Assessment</p> <ul style="list-style-type: none"> - Essential elements - Phases and actors involved in the process <p>Closing session</p>