Single Form 2014 – Comparison between the 3 Modules and UN/IO differences

The modular approach is only visible in the interactive PDF Single Form for partners.
Online and in the auto generated pdf all chapters are always visible independent of the action type or type of partner.

Full Single Form	Simplified Single Form Urgent action	Adapted Single Form Complementary	UN/IO Non-Emergency action Non-emergency action
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			

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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		▨	
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			

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4.2.3 Indicators - Add indicator			
4.2.3 Indicators # - Description			
4.2.3 Indicators # -Target value			
4.2.3 Indicators # Source of verification			
4.3. Result - Add result			
4.3. Result # -			
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 - Indicators - Add indicator			
4.3. Result - Indicators - Type indicator			Depending on sectors
4.3. Result – indicators - Indicator/description			
4.3. Result – indicators -Baseline and target value			
4.3. Result – indicators - Source of verification			

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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	▨		▨ (grey)
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	▨	▨	▨ (grey)
6.5 Work plan Insert annex	▨		
6.6. Specific security constraints	▨		

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6.7 Implementing partners	▨		
6.7.1 Are there any implementing partners?	▨		
6.7.2 Implementing partner – Added value	▨		ONLY NGO
6.7.2 Implementing partner – Add a partner	▨		ONLY NGO
6.7.2 Implementing partner – Type	▨		ONLY NGO
6.7.2 Implementing partner – FPA partner	▨		ONLY NGO
6.7.2 Implementing partner – Non FPA partner	▨		ONLY NGO
6.7.2 Implementing partner Role to be carried out by each implementing partner	▨		ONLY NGO
6.7.2 Implementing partner Type of relationship with implementing partner(s) and the expected reporting by the implementing partner:	▨		ONLY NGO
6.7.4 Coordination, supervision and control	▨		
6.8 Are there any subdelegatees?	▨		ONLY UN/IO
6.8.1. Subdelegatees – Explanation	▨		ONLY UN/IO
6.8.1 Subdelegatees – Add a subdelegatee	▨		ONLY UN/IO
6.8.1 Subdelegatees – Details (name and role)	▨		ONLY UN/IO
6.9 Implementing partner list (as an annex)	▨		ONLY UN/IO
7. Field coordination			
7.1 Operational coordination with other humanitarian actors	▨		
7.2 Action listed	▨	▨	
7.3 Coordination with national and local authorities	▨	▨	

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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	////		

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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			