



European Commission
DIRECTORATE GENERAL FOR HUMANITARIAN AID
AND CIVIL PROTECTION
(DG ECHO)

Operational Guidance for funding proposals
In SOMALIA, 2012

1. RATIONALE

DG ECHO's strategic objectives included in the regional HIP for 2012 for the Horn of Africa (HoA) are:

- a) People affected by crisis, whether man-made or natural, **are assisted** in a timely fashion and offered adequate protection through humanitarian assistance, including improved emergency preparedness.
- b) Local **resilience is strengthened** through Disaster Risk Reduction (DRR) activities preparing targeted vulnerable and at-risk communities to better cope with drought and other natural disasters.

For Somalia, this strategy will be more specifically targeting SO a), namely:

- **Life-saving humanitarian response:** the intervention strategy will be addressing the response to essential needs in the sectors of food assistance (including through in-kind food and cash/voucher modalities), nutrition, health, water and sanitation, shelter, protection and NFIs.
- **Supporting the recovery of affected population and increasing their resilience through protection of livelihoods.** The intervention strategy will focus in this regard on strengthening communities' resilience to natural and man-made disasters. The prevention of livelihood erosion and detrimental coping strategies will be addressed (revitalisation of livelihood and improvement in food security, maintaining productivity and minimising loss of direct livestock assets).

Given all uncertainties in 2012, DG ECHO strategy remains flexible and subject to changes if the evolution of the humanitarian situation requires.

The present document has been prepared in order to complement the overall framework of the Commission strategy outlined in HIP 2012 for Somalia and to guide discussions with partners seeking DG ECHO funding support. It provides operational guidance in several sectors of humanitarian interventions¹.

The inclusion of the operational guidance in a proposal to DG ECHO does not imply a warranty for funding. Every proposal will be appraised on a case by case basis, against the prevailing context and in accordance with the Framework Partnership Agreement (FPA)². In case of proposals submitted by the partners who received DG ECHO funding in the framework of HIP 2011, the performance of a partner, demonstrated implementation capacity as well as the outcome of the monitoring conducted by DG ECHO, will be also taken into account.

The guidance complements DG ECHO policies and guidelines on:

- o Food Assistance: http://ec.europa.eu/echo/policies/food_assistance_fr.htm

¹ The recommendations focus on the sectors relevant to many partners and are therefore not intended to cover all sectors.

² http://ec.europa.eu/echo/partners/humanitarian_aid/fpa_en.htm

- o Cash and vouchers: http://ec.europa.eu/echo/policies/sectoral/cash_fr.htm
- o Protection: http://ec.europa.eu/echo/policies/sectoral/protection_fr.htm
- o Children in Conflict: http://ec.europa.eu/echo/policies/sectoral/children_fr.htm
- o Emergency medical assistance: http://ec.europa.eu/echo/policies/sectoral/health_fr.htm
- o Civil –military coordination: http://ec.europa.eu/echo/policies/sectoral/civil_military_fr.htm
- o Water and sanitation: http://ec.europa.eu/echo/policies/sectoral/watsan_fr.htm

The operational guidance and the sector policies apply in respect to the rules set out in the Framework Partnership Agreement (FPA/ FAFA) as well as associated guidelines; (factsheet, guidelines and the visibility toolkit)

http://ec.europa.eu/echo/partners/humanitarian_aid/fpa_en.htm

If you have any questions with regard to the FPA or FAFA, or if you wish to follow any FPA or FAFA related training, please do not hesitate to visit the Partners Helpdesk website at <http://www.dgecho-partners-helpdesk.eu>

2. OVERALL PRINCIPLES

A set of overall principles will guide DG ECHO support when addressing the needs of IDPs and local communities in Somalia:

- **The humanitarian principles** of neutrality, impartiality and independence, in line with the European Consensus on Humanitarian Aid³, remain paramount for DG ECHO.
- **The safe and secure provision of aid:** the ability to safely deliver assistance to all areas must be preserved. DG ECHO requests its partners to include in the project proposal information on how safety and security of staff and assets is being considered; identification and analysis of threats and plans to mitigate and limit exposure to risks when required. DG ECHO or its partners can request the suspension of ongoing actions as a result of serious threats to the safety of staff
- **Do-no-harm:** in order to minimize unintended and/or detrimental implications of inappropriately designed or poorly implemented actions, partners should as a minimum requirement respect the ‘do-no-harm’ principle.
- **Accountability:** Despite operational constraints leading to a reduced presence in the field, partners remain accountable for their operations and should therefore ensure the following: (accountability towards donor and beneficiaries)
 - The identification of the beneficiaries and their needs using i.e. baselines surveys, KAP surveys, Lot Quality Assurance Sampling (LQAS) or beneficiary profiling;
 - Management and monitoring of operations, and having adequate systems in place to facilitate this;
 - Reporting on activities and outcomes, and the associated capacities to collect and analyse information;
 - Identification and analysis of logistic and access constraints and risks, and the step taken to address them.

³ http://ec.europa.eu/echo/policies/consensus_en.htm

- **Improved quality of humanitarian response:** All proposals should include a well articulated response analysis, built on the needs assessment, which clearly informs response choices and modalities. When a proposal refers to an action supported by DG ECHO in previous years, the proposal should be substantiated by results and impact analysis of previous interventions and relevant lessons learnt.
- **Remote programming:** In the context of Somalia, though residual risks may not reach zero, adequate mitigation measures must be put in place; partners must have a proven record of implementation capacity in a given sector/area, supported by carefully designed and tested remote management and monitoring modalities. In this regard, section 4.5 of the Single Form is important for actions implemented in Somalia and should:
 - List and describe risk mitigation measures put in place;
 - Outline / recapitulate the partner's remote management modalities;
 - Refer to integration of good practices & lessons learnt.
- **Training and capacity building:** Whenever possible, partners should emphasize their role in terms of capacity building and involvement of relevant staff, implementing partners, local communities and other stakeholder, prioritizing managerial and technical capacities while upholding humanitarian principles.
- **Strengthening cluster / coordination mechanisms:** Partners should provide specific information on their active engagement in cluster/sector and inter-cluster/sector coordination. Participation in coordination mechanisms at different levels is strongly recommended, not only in terms of meetings but also in terms of joint field assessments and engagement in technical groups and joint planning activities.
- **Integrated approaches:** Whenever possible, integrated approaches with multi- or cross-sectoral programming of responses are encouraged to maximize impact, synergies and cost-effectiveness. Partners are requested to provide information on how their actions are integrated with other actors present in the same area. To be noted that proposals to DG ECHO do not have to be necessarily multi-sectoral, but the approach applied should ensure complementarity with funds from other donors or other partners active in the area.
- **Gender:** All proposals should include a gender perspective both in their needs assessment, in their response analysis and operational framework. The collection and analysis of sex and age disaggregated data and the definition of gender-sensitive indicators are key elements in ensuring that humanitarian actions effectively address the differentiated needs of women, girls, boys and men. The gender approach of the project should be summarized in section 5.3 of the Single Form.
- **Disaster Risk Reduction (DRR):** As part of the commitment of DG ECHO to mainstream disaster risk reduction in its humanitarian operations, the needs assessment presented in the Single Form should reflect the exposure and the vulnerability of the targeted population to natural hazards such as drought, floods, epidemics, etc.
- **Community-based approach:** In all sectors, interventions should adopt, wherever possible, a community-based approach in terms of defining viable options to effectively help increasing resilience and meeting basic needs among the most vulnerable. This includes the identification of critical needs as prioritized by the communities, and the transfer of appropriate knowledge and resources.

Areas of intervention

Depending on access and implementation capacities of partners, the response will continue to be focusing to the worrying humanitarian situation in the south and central parts of the country where most of the humanitarian needs still exist according to FSNAU. Such support will be extended to other pockets of related vulnerabilities (IDPs/host and pastoral communities) in urban and rural areas of Puntland and Somaliland.

3. SECTORAL GUIDANCE

A. WATER, SANITATION and HYGIENE – (WASH)

General WASH:

- ECHO supports comprehensive and complementary water, sanitation and hygiene activities as part of an integrated action in order to contribute to a positive impact on public health and livelihoods.
- Interventions should be appropriate to the context of both the targeted communities and the implementing organisation: take into consideration and build upon the existing knowledge, practices and capacities of the targeted communities as a starting point. Be aware of own organisational capacities, limitations and constraints to avoid over ambitious and unachievable goals.
- Support and collaborate with existing WASH coordination systems. Be aware of and consider available guidelines and recommendations⁴;
- Tried and tested interventions are preferred. Avoid pilot projects or the introduction of new systems /techniques in short term humanitarian interventions where medium/long term monitoring and support is not guaranteed.
- Provide feedback for future updates, whether WASH cluster member or observer.
- Ensure sufficient supervision, quality control and respect of WASH designs & specifications so that the most appropriate solutions for the context serve the beneficiaries for as long as possible.
- All WASH projects should include a hazard analysis and a "build back better", emergency preparedness and/or contingency planning approach adopted to mitigate identified risks.
- Cash for work interventions should focus on practical, useful, labour intensive projects (drainage, solid waste, water pans etc.)

Specific WASH:

- Rehabilitation/repair of existing water points will be prioritized. The creation of new water points should be the exception and subject to sound justification of appropriateness and environmental impact.

⁴ E.g. <http://ochaonline.un.org/somalia/WASH>

- Household water treatment interventions should only be considered where sufficient training, promotion and monitoring can be guaranteed.
- The monitoring of water quality, both at water source and at household level should be included in the provision of safe water supply. Systematic monitoring of groundwater levels is also encouraged and partners should propose actions to mitigate the risk of water depletion and overuse. In areas of serious groundwater depletion, a disaster risk reduction / preparedness approach should be adopted.
- Appropriate pumping tests (step-down tests) should be carried out for the installation of submersible pumping systems in order to define the safe sustainable yield and to select the appropriate pump.
- Community-based activities for operation & maintenance of water systems (training of pump mechanics, provision of tools and spare parts) should be included. It will be essential for agencies to demonstrate that the poorest and most vulnerable beneficiaries can access the water supply.
- Water trucking should only be considered as a last resort, life saving intervention requiring a clear and concrete exit strategy. Modalities such as cash for work, vouchers etc. may be considered.
- Sanitation interventions should focus on the emergency needs of the displaced/host communities, priority health structures and schools to reinforce emergency hygiene promotion messages.
In a context of overwhelming development challenges, caution is required to avoid 'drifting' from priority emergency needs to the goal of improving latrine access coverage. Camp latrines should have a single latrine design in order to avoid misunderstandings and rejection by the beneficiaries, and should involve the direct participation of the users in both design and construction.
- Hygiene promotion should be limited to the key messages such as hand washing, water storage/handling, and latrine use. Hygiene related NFI should be considered where needed to reinforce the key messages, and in coordination with other WASH actors.

B. FOOD ASSISTANCE / SHORT-TERM FOOD SECURITY and LIVELIHOODS SUPPORT.

Policy compliance: In 2010 DG ECHO launched the Humanitarian Food Assistance Communication⁵ providing a framework for Humanitarian Food Assistance, with the following key objectives:

- To safeguard the availability of, access to, and consumption of adequate, safe and nutritious food for populations affected by ongoing, firmly forecasted, or recent humanitarian crises, so as to avoid excessive mortality, acute malnutrition, or other life-threatening effects and consequences;

⁵ http://ec.europa.eu/echo/policies/food_assistance_en.htm

- To protect livelihoods threatened by recent, ongoing, or imminent crises, minimize damage to food production and marketing systems, and establish conditions to promote the rehabilitation and restoration of self reliance;
- To strengthen the capacities of the international humanitarian aid system, to enhance efficiency and effectiveness in the delivery of food assistance.

All Proposals are required to be in compliance with the HFA Communication.

General Principles for all Proposals:

- DG ECHO Food Assistance/ Food Security support in Somalia will focus on life-saving and asset protecting activities in areas that are affected by exogenous shocks and those directly affected by conflict.
- All projects should mainstream environmental and protection aspects including; the integration of environmental components; analysis of the potential negative environmental impacts of projects; and analysis of protection risks associated with any livelihood or coping activities that are supported.
- DG ECHO will encourage efforts for an improved analysis on the impact and adequacy of the current food security and food assistance initiatives. In this sense, DG ECHO will support studies/analysis aiming to improve the food security monitoring and/or to gain understanding on the evolution of the livelihoods.
- All proposals should incorporate a well articulated response analysis that builds on the needs assessment, and clearly informs the choice of response(s) and modalities. In particular, the choice of resource transfer modalities (cash, vouchers, in-kind etc.) is expected to be based on a sound analysis for both food assistance and livelihood support.
- Partners are encouraged to mainstream Disaster Risk Reduction approaches and to design approaches to build the resilience of the most vulnerable to natural and complex emergencies.
- All food assistance and livelihood proposals should include an exit strategy and concrete plans to seek longer term funding where appropriate.

Specific Guidance:

a) Food Assistance:

- DG ECHO strongly encourages its partners to provide a sound situation analysis including a mandatory market study and risk assessment in order to make an informed decision on the best resource transfers, taking into due consideration the capacity of local markets. It is recommended that partners use the decision tree in the Guidelines in Cash and Vouchers⁷.

⁷ DG ECHO guidelines on Cash and Vouchers: http://ec.europa.eu/echo/policies/sectoral/cash_en.htm

- Particular attention should be given to conditions and criteria for both conditional and unconditional cash transfers.
- DG ECHO support to in-kind food assistance should be considered the response of last resort, and limited to life-saving actions responding to new displacements or to severe, transitory food insecurity due to natural disasters. Responses may include relief food assistance as well as therapeutic and supplementary feeding (see also the nutrition section).
- ECHO will continue advocating for further linkages between food assistance interventions and nutrition outcomes and programmes. Partners applying for ECHO funding should highlight such linkages within their proposed actions or with other actions funded/implemented by other partners/donors.

b) Short-term Food Security and Livelihood Support:

- Short term food security and livelihood support (such as distribution of livelihood inputs and services) may be supported, principally to strengthen essential coping capacities and opportunities. This should be done on the basis of defined and documented needs, while taking into account impact evaluations of previous activities. Modalities (in-kind or cash/ voucher based) should be based on a sound response analysis.
- Pastoralists in Transition: Priority should be given to the group of pastoralists with "minimal" livestock holdings and to those who have left the pastoralist livelihood due to asset depletion during the recent drought. Innovative approaches to assisting the most vulnerable establish new livelihoods are especially encouraged. Explore and apply good practices/lessons learned from other similar initiatives developed in the region or equivalent context.
- Emergency livestock activities (destocking, limited and well designed restocking, animal health activities, fodder and water provision) can be supported where livestock are proven to be a vital asset for the most vulnerable people. The feasibility and appropriateness of the interventions will have to be carefully considered and documented using the minimum standards developed by LEGS⁸. Restocking interventions should be designed to support where relevant traditional and customary, community based mechanisms and to consider environmental issues, both short and long term.
- Short-term FSL interventions should adopt a community-based approach in terms of defining viable options to effectively help increase resilience among the most vulnerable. This includes the identification of critical needs as prioritized by the communities, and the transfer of appropriate knowledge and resources.

C. NUTRITION

General Principles for all Proposals:

⁸ Livestock Emergency Guidelines and Standards <http://www.livestock-emergency.net/>

- In 2012 nutrition interventions should be geared towards basic life saving measures through the ongoing CMAM⁹ program. As a general rule, the operations should contribute to the reduction and stabilization of morbidity and mortality by employing internationally recognized and proven effective curative and preventative measures addressing moderate and severe acute malnutrition during emergencies.
- Access to nutritional support through DG-ECHO supported projects should remain free of charge, and should be reinforced by access to free health services.
- The primary target groups are children below the age of five years, and pregnant and lactating women. Interventions targeting management of acute malnutrition for other vulnerable groups (children above 5 elderly, adolescents, adults etc) will be considered as recommended within the recent nutrition cluster guidance note.
- Provision of quality nutritional services in accordance with nationally and internationally accepted guidelines, is mandatory. To enhance coherence in management of acute malnutrition, partners will be required to adhere to the simplified CMAM protocols and reporting tools developed by the UNICEF through the cluster.
- To enhance appreciation and overall analysis of nutrition program performance DG-ECHO partners will be required to commit to the monthly submission of program report to the cluster focal person/s.
- Seeking to improve the outcome of nutrition programs, emphasis will be paid to the implementation of mechanisms for strengthening program quality. Partners will in effect be required to elaborate on the specific elements that will be put in place to enhance quality- for example: a) type of staffing and their respective roles in program implementation – function, number, b) avenues foreseen for technical support, c) mechanism for report/data validation and analysis.
- In order to have a global perspective of the proposed response, partners will also be required to provide an overview and justification of the commodities to be used including type, appropriateness, ration size, delivery mode and pipeline forecast.

Specific Guidance:

- Support to large scale emergency nutrition measures such as blanket supplementary feeding (BSFP) will be considered in situations characterised by heightened nutritional needs where household access to food is evidently limited and poses additional nutritional risk.
- Choice of specialised nutrition products will need to be explained, enunciating the pros and cons of each product. ECHO is willing to support the building of the evidence base around the comparative efficacy of products and interventions strategies. In that vein, partners proposing to use specialised Ready-to-Use Foods (RUFs) in Northern Somalia will be required to document program effectiveness, lessons learnt and share real-time monitoring. Once rolled out and when relevant, partners will be encouraged to use the Minimum Reporting Package.

⁹ Community based Management of Acute Malnutrition

- Infant and Young Child feeding programs: Measures targeted at improving infant and young child feeding should be informed by concrete needs assessment and should in addition elaborate on the overall IYCF partner strategy and be specific on the anticipated outcome of the proposed intervention.
- Linkages with child health actions are strongly encouraged: In as much as it will be feasible it is essential that nutrition projects create an avenue for specific child health actions including: improving access to child immunization services, de-worming activities, micronutrient supplementation, and treatment of common childhood ailments.

D. HEALTH

Actions in the field of healthcare should be guided by the following main principles:

- Whenever possible, access to healthcare services should be free at the point of delivery.
- Actions should address basic health needs of the most vulnerable population as indicated through an up-to-date and comprehensive needs assessment.
- Those interventions with the highest probability to save as much as possible lives are prioritized.
- Quality assurance mechanisms need to be integrated, even if quality of medical care is difficult to assure in many parts of the territory (remote control programs).
- A particular emphasis should be put on safeguarding the quality of drugs and other commodities. Procurement at the level of Humanitarian Procurement Centers (HPC) is encouraged.
- National and international directives and guidelines should be followed unless scientific evidence indicates otherwise (e.g. TB, Malaria).
- Activities from national programs (disease control/prevention) should be integrated into healthcare programs where feasible and appropriate.
- As to prevent duplication and improve efficiency, coordination mechanisms need to be strengthened and respected. Collaboration with existing cluster mechanisms is expected.

For the year 2012, most of the needs are expected to be in the South-central regions of Somalia. A continuation and increase, if possible, of currently supported and functioning interventions is aimed for. Life-saving interventions are to be designed at three levels:

- At population level, interventions have to address the largest number of beneficiaries (coverage effect). Those are high impact, low cost, evidence based interventions. Opportunities need to be embraced with flexible approaches to improve intervention (e.g. vaccination) coverage.

- At primary healthcare level, a trade-off between high access (coverage) and quality of services is to be looked after. Services should be, as much as possible, in line with existing guidelines (eg EPHS) and address main causes of morbidity and mortality (diarrhoea; measles; malaria; IRA; malnutrition). Being the backbone of disease surveillance and response mechanisms, PHC facilities are to integrate related activities in their package. Existing elements of the healthcare system are to be taken into account in the design of the operation. Although referral mechanisms seem difficult to establish, every effort should be made to reinforce the system.
- Hospitals supported need to guarantee a minimal level of quality (do no harm). Organisations should have a proven record of successful implantation of similar activities. Major obstetrical interventions, life saving surgery (Trauma) and nutritional stabilisation are to be addressed in a comprehensive manner.

E. PROTECTION

Main Principles:

- Protection activities that can be funded by DG ECHO are understood as *"non-structural"¹⁰ activities aimed at reducing the risk for and mitigating the impact on individuals or groups of human-generated violence, coercion, deprivation and abuse in the context of humanitarian crises, resulting from both man-made and natural disasters"*. Please refer to DG ECHO's funding guidelines on Humanitarian Protection for further guidance.¹¹
- The protection context in Somalia is constantly changing and partners' analysis and ensuing response should reflect on how or if some of the current trends/risks may impact the protection of the affected population in the areas covered by their action. These trends or risks (which are inherently interconnected) include:
 - The legal vacuum for protection of IDPs in Somaliland and Puntland, and the politicisation of the IDP/migration situation;
 - The situation in border zone(s) – potentially buffer zone(s); and potential returns, while return intentions remain unknown.
 - The possibility of new/increased movement as a result of the latest round of banning of humanitarian agencies from certain parts of South Central Somalia;
- DG ECHO encourages its partners to ensure that the four protection principles outlined in the 2011 Sphere Standards are reflected in their projects; Avoid exposing people to further harm as a result of your actions; Ensure people's access to impartial assistance; Protect people from physical harm due to violence and coercion; and Assist with rights claims, access to remedies and recovery from abuse.

¹⁰ The term "structural" refers here to a long term process of building or strengthening institutions.

¹¹ See http://ec.europa.eu/echo/policies/sectoral/protection_en.htm

- Remember that the protection of people affected by conflict and disaster remains the responsibility of the duty bearers. In areas where this is possible, protection actions must thus use all possible opportunities to establish more efficient partnerships with the relevant authorities.

General Programming – All Geographical areas:

- Mainstreaming of protection concerns in line with the DG ECHO guidelines is expected in all interventions within the priority sectors. In this regard partners should ensure that basic protection mainstreaming principles – **equal, safe and dignified access to assistance** as well as measures to ensure the same for particularly vulnerable groups or groups with special needs – are considered and respected in assessments, planning and implementation of assistance. Thus all types of projects should as a minimum consider the following question: What can we do to ensure that the intervention reduces the protection risks of all (by gender (women, girls, men and boys), ethnic group, age, disability, religion, etc.) benefitting from this project?
- DG ECHO will continue to support actions on protection monitoring, population movement and data collection as these remain fundamental to proper planning and targeting within other actions.
- DG ECHO will provide support to voluntary, safe, dignified and well-informed returns.

Specific Protection in Somaliland and Puntland:

The focus for vertical protection actions in Somaliland and Puntland should be IDP settlements with the aim to:

- Make the settlements as safe as possible, especially for women and children; this could include vertical protection activities such as:
 - Community policing
 - Protection hardware/infrastructure
 - Child-friendly spaces, etc.
- Protect the rights of the displaced, including activities such as:
 - Rights training and information dissemination
 - Data collection
 - Protection committees, etc
- Advocate for the rights of the IDPs – vis-à-vis government, authorities, landlords, etc

Specific Protection in South-Central Somalia:

The situation in South-Central Somalia remains very fluid, and so will the ability and access to implement specific protection programmes. The overarching priority in terms of South-Central Somalia is thus good mainstreaming of protection principles in all other sectors, but in addition the following specific interventions could be considered (based on current scenarios):

- In IDP settlements in 16 districts of Mogadishu and certain other (border) areas:

- Similar activities as those listed for settlements in Somaliland and Puntland.
- Out of settlements in 16 districts of Mogadishu and certain other (border) areas:
 - Rights training and information dissemination
 - Data collection
 - Advocacy – vis-à-vis government, authorities, landlords, etc..
- Other areas of South-Central Somalia:
 - "Global"/Joint advocacy

4. COMMUNICATION AND VISIBILITY¹²

Providing visibility for the European Commission is not an option, it is a contractual obligation in the context of humanitarian projects financed by the European taxpayer.

Making ECHO's actions visible ensures that work is understood and supported. Without this support we risk being unable to help those in need.

The basic visibility rule is that the partner must add the visual identity of the European Commission Humanitarian Aid, wherever their own logo is being displayed, in the field or elsewhere. ECHO is however encouraging partners with internal communication capacity to be more creative and strategic when it comes to communication actions.

Strategic communication entails highlighting or at least, acknowledging, the European Commission as the donor in media interviews, press releases, or any other situation where the partner communicates about a funded project. This can also be achieved with the technical support of the Regional Information Office in Nairobi. In addition to providing technical support, ECHO staff can provide sound bites and quotes for multimedia products produced by partners.

The Commission recognises that factors such as lack of security or local political sensitivities may curtail activities in some crisis zones. In extreme cases, it may be necessary to avoid visibility in the field. In such circumstances, a case-by-case exemption should be agreed in advance with ECHO.

Partners can allocate 0.5% of the direct eligible costs of an action, with a maximum of € 8,000, to visibility, information and communication.

Exceptionally, larger communication actions could be funded, such as when the partner has communication experience and expertise, and is keen to exploit the benefits of joint actions and visibility; when the partner wishes to propose an impact-oriented communication activity that would need a larger budget; or when the partner contacts ECHO Information when designing such activity.

Communication activities are optional but strongly recommended if there is in-house capacity at the partner's level. For pro-active information and communication linked to projects, appropriate activities may be identified, wherever possible. Activities that can have a big impact on large audiences are not necessarily expensive (for example, obtaining media coverage through inviting a journalist to visit a project or providing pictures/testimonies to

¹² The new ECHO visibility guidelines: http://ec.europa.eu/echo/partners/humanitarian_aid/visibility_en.htm
 For further information, the Regional Information Officer at ECHO Office in Nairobi (Kenya) can be contacted (tel +254 20 280 2439)

editors). Appropriate initiatives that increased the level of communication/visibility with the European public are also strongly encouraged.

ECHO now has a stricter approach on visibility, information and communication in the reporting phase. Partners should include, with the final report for liquidation, supporting documents such as photos of stickers on vehicles and signboards, photos of “branded” visibility items (T-shirts, caps etc.), copies of press releases and press cuttings, etc.

Annex I

APPLICANTS CHECK LIST

- The application has been filled in full using the Electronic-Fichop;
http://ec.europa.eu/echo/partners/humanitarian_aid/etools_en.htm
- The logical framework and the activity schedule of the action (work plan) have been inserted in the proposal.
- The application contains a financial overview of the total eligible costs, including both the contribution requested from the European Commission and the co-financing share in EUR.
- A financial overview is also submitted and includes only eligible costs, not in-kind contributions.