

European Commission

10. Instrument for Humanitarian Assistance

Background

The Instrument for Humanitarian Assistance provides assistance, relief and protection operations on a non-discriminatory basis to help people in third countries, particularly the most vulnerable among them, and as a priority those in developing countries, victims of natural disasters, man-made crises, such as wars and outbreaks of fighting, or exceptional situations or circumstances comparable to natural or man-made disasters.

Types of Grant

grants

Grant Size

Case by case

Own Contribution

no

Funding Priorities

The main objectives of the instrument are:

- save and preserve life during emergencies, natural disasters, outbreaks of battles, wars;
- help finance the transport of aid and efforts
- carry out short-term rehabilitation and reconstruction work
- cope with the consequences of population movements (refugees, displaced people and returnees) caused by natural and man-made disasters
- ensure preparedness for risks of natural disasters
- support civil operations to protect the victims of fighting

In addition, it can fund feasibility studies, monitoring operations, small-scale training schemes and general studies in the field of humanitarian operations, operations highlighting the Community nature of the aid, public awareness and information campaigns aimed at increasing understanding of humanitarian issues (in Europe and in third countries), measures

to strengthen the Community's coordination with other donor countries, technical assistance including the exchange of technical know-how and experience, humanitarian mine-clearance operations.

Grantmaking Criteria

In order to be eligible NGOs have to conclude a framework partnership agreement (FPA) with the European Commission Humanitarian Aid Office (ECHO).

The FPA is the instrument that sets the principles of partnership between ECHO and humanitarian organisations, defines the respective roles, rights and obligations of partners and contains the legal provisions applicable to the humanitarian operations financed by ECHO. More information is available on ECHO's website at http://ec.europa.eu/echo/partners/fpa_ngos_en.htm.

NGOs have to meet the following criteria:

- be non-profit-making autonomous organisations in a Member State of the Community under the laws in force in that Member State;
- have their main headquarters in a Member State of the Community or in the third countries which receive Community aid. The headquarters must be the effective decision-making centre for all operations financed under this Regulation. In exceptional cases, the headquarters may be in a third donor country.
- When determining a non-governmental organisation's suitability for Community funding, account is taken of the following factors: its administrative and financial management capacities; its technical and logistical capacity in relation to the planned operation; its experience in the field of humanitarian aid; the results of previous operations carried out by the organization concerned, and in particular those financed by the Community; its readiness to take part, if need be, in the coordination system set up for a humanitarian operation; its ability and readiness to work with humanitarian agencies and the basic communities in the third countries concerned; its impartiality in the implementation of humanitarian aid; where appropriate, its previous experience in the third country involved in the humanitarian operation concerned.

Under particular humanitarian circumstances, NGOs who are not signatories of the FPA can present project proposals covering those areas or sectors for which there are no eligible proposals from partners. Proposals from non-partner NGOs – if favourably assessed – will only be retained after positive verification of the eligibility of the proposing NGO to Community funding for humanitarian aid. This

verification includes consultation between ECHO and the national authorities of the NGO's country of registration, as well as verification of the NGO's sound financial and administrative management. In particular, external audit reports referring to the last two years of financial exercise will be requested, a sworn declaration of moral integrity signed by the Chairman and a financial guarantee. If the proposing NGO fulfils these criteria, its project proposal can be retained and financed through a grant agreement. The number of projects from non-partner NGOs that can be financed by ECHO is limited (max. 2 projects).

An NGO that carries out a project with ECHO without having signed the Framework Partnership Agreement (FPA) will be subsequently considered for the signature of the FPA in the light of the project's results.

Guidelines

Proposals are judged on their technical merits, in accordance with the strategy http://ec.europa.eu/echo/information/strategy/index_en.htm planned by ECHO in response to any given emergency and on the basis of the needs that have been identified. If ECHO staff at headquarters favourably assess a proposal, in consultation with field experts, a grant agreement for the proposed humanitarian operation can be concluded between ECHO and the humanitarian organisation that made the proposal.

The following documents provide guidance on how to apply for funding:

- The document entitled “framework partnership agreement – annex I – single form Guidelines” provides guidance on how to apply. It is published at: http://ec.europa.eu/echo/pdf_files/partnership/guidelines/annex1_single_form_en.pdf.
- “Framework partnership agreement – annex II – humanitarian operations budget standard forms – guidelines” explains how to build a budget. It is available at: http://ec.europa.eu/echo/pdf_files/partnership/guidelines/annex2_budget_en.pdf
- “Framework partnership agreement – annex III – grant agreement with humanitarian organizations – guidelines” describes the structure of a grant agreement. It is available at: http://ec.europa.eu/echo/pdf_files/partnership/guidelines/annex3_grant_agreement_en.pdf
- The ECHO Manual Project Cycle Management. It is available at http://ec.europa.eu/echo/pdf_files/partnership/guidelines/project_cycle_mngmt_en.pdf
- Finally, there is the “Framework partnership agreement – annex I – singles form – logical framework matrix – guidelines”. It is available at http://ec.europa.eu/echo/pdf_files/partnership/guidelines/logical_framework_guidelines_en.pdf

Project Duration

Case by case

Deadline

none

Application Forms

Application forms can be downloaded from: http://ec.europa.eu/echo/partners/fpa_ngos_en.htm.

Application and Procedures

In response to humanitarian emergencies, partner NGOs and international organisations can submit project proposals to ECHO at any time of the year. To do so, humanitarian organisations must get in touch with the relevant ECHO's geographical desks in Brussels http://ec.europa.eu/echo/presentation/whoswho_en.htm and with ECHO technical assistance in the field http://ec.europa.eu/echo/pdf_files/field_offices.pdf, in order to present their project. Guidance can be obtained by ECHO field staff in this matter. It is possible to be regularly informed on ECHO desks' missions in the field.

Under specific circumstances, calls for proposals may be issued and advertised on ECHO's website: http://ec.europa.eu/echo/whatsnew/calls_en.htm.

Language

n/a

Tips

In order to succeed in accessing EC funds, a good understanding of the rules and procedures of the calls are crucial. Little administrative mistakes, such as submission after the deadline or missing documents lead to an immediate rejection. NGOs considering responding to a call should carefully read the guidelines. Project objectives should directly be linked to the objectives of the call. Applicants should also read the relevant policy papers and refer to them, when appropriate.

EC officials use an EC handbook explaining how to draft and manage a proposal. This document can also be useful for NGOs especially part 2 on the logical framework approach. It is called “Aid Delivery methods – Volume 1 – Project Cycle Management Guidelines” and is available online at http://ec.europa.eu/echo/pdf_files/aid_delivery_methods_vol1_project_cycle_management_guidelines_en.pdf

ec.europa.eu/europeaid/reports/pcm_guidelines_2004_en.pdf.

NGOs without FPA should consider participating in other NGOs' projects funded by the EC. As a junior partner they can build their capacity and get acquainted to EC requirements without taking full responsibility of a project. Consult and liaise with both the EC Delegation in the beneficiary country and the Brussels-based officials. Another information source is CONCORD Europe, the European confederation of relief and development NGOs (contact details below). You also might get support from your national NGO platform.

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NAME OF GRANT PROGRAMME

Instrument for Humanitarian Assistance

NAME

European Community

NAME IN ENGLISH

European Community

ACRONYM

EC

DEPARTMENT

ECHO4/NGO

CONTACT

Head of Sector : Stefan De Keersmaecker

phone: +32 2 299 49 87/ 298 64 21

echo-ong@cec.eu.int

http://ec.europa.eu/echo/index_en.htm

NGOs should contact the following desk officers: http://ec.europa.eu/echo/pdf_files/partnership/contact_persons_en.pdf

The External Service Directory is a database of delegation addresses. It is available at http://ec.europa.eu/comm/external_relations/repedel/index_rep_en.cfm.

ECHO technical assistance in the field http://ec.europa.eu/echo/pdf_files/field_offices.pdf

MAIL ADDRESS

European Commission Humanitarian Aid (ECHO)

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rue d' Arlon, 88

1040 – Bruxelles

STREET ADDRESS

European Commission Humanitarian Aid (ECHO)

Arlon 88 (SCAN)

rue d' Arlon, 88

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COUNTRY INDEX

All developing countries as defined by the OECD/DAC

GENERAL SUBJECT INDEX