

CALL FOR AID FOR HUMANITARIAN INTERVENTIONS

SUPPORTING DOCUMENT TO COMPLETE THE TECHNICAL PROPOSAL

1.- BRIEF DESCRIPTION

Describe the project in a maximum of 10 lines, explaining its most relevant aspects.

2.- DETAILED LOCATION **(Do not include attachments)**

Give a detailed description of the project location in a maximum of 20 lines.

3.- CONTEXT **(Do not include attachments)**

3.1.- Briefly describe the context of the intervention. Describe the general population within the context of the intervention (social, cultural, economic, political conditions, etc.).

3.2.- Identify the humanitarian crisis to be responded to, and the causes behind it. If applicable, mention the global-local link between the different actions to be conducted.

4.- IDENTIFICATION PROCESS

4.1. Briefly explain the process to identify and formulate the intervention (agents, spaces and methodologies). Describe the role of the subject population, of the beneficiary entity, of the local partner and, if applicable, of the on-the-ground delegation, as well as other organisations present at the location.

4.2. Include an analysis of risks entailed by implementing the intervention for the population and the environment.

5.- JUSTIFICATION **(Do not include attachments)**

5.1. Explain how the intervention will respect humanitarian principles. If applicable, identify difficulties in applying it, and the planned method of implementation.

5.2. Explain integration of the intervention in plans or calls from competent institutions and international entities.

5.3. Describe existing coordination mechanisms and participation in them.

5.4. Explain how the intervention is inserted into the Humanitarian Action Strategic Plan of the beneficiary entity and of the local partner.

6.- TARGET POPULATION **(Do not include attachments)**

6.1.- Identify and characterize the subject population

Collective Displaced/refugee/resettled	Geographical location	Total no. of Persons	No. of Women	No. of Men	Age group	Functional diversity

6.2.- Selection criteria.

Describe the specific criteria used to select the subject population.

6.3 Analysis of capabilities and vulnerabilities. Fill out the table below:

Collective Displaced/refugee/resettled	Physical/material capabilities	Social/organisational/ social, capital capabilities	Personal motivation/attitude/ knowledge capabilities

Collective Displaced/refugee/resettled	Physical/material vulnerabilities	Social/organisational/ social capital vulnerabilities	Personal motivation/attitude/ knowledge vulnerabilities

7.- INTERVENTION LOGIC (Do not include attachments)

7.1.- Logical framework approach.

- General objective. Describe the broadest objective to which the intervention intends to contribute.
- Specific objective. Describe the expected positive effect among the subject population with a view to solving the essential problems described in the context analysis.
- Indicators of the extent to which the specific objective is achieved: description of specific, verifiable and measurable indicators, quantitative and qualitative.
- Indicator verification sources: what verification sources – surveys, direct observation, publications, etc. – will be used to verify fulfilment of the indicators.
- Hypotheses or external factors. Describe the hypotheses or external factors to be taken into account which, while not involved in direct control of the intervention, have a high probability of occurring, and which, if they do, may have a determinant influence on success of the intervention.
- Expected results. Describe the changes which will be achieved during the intervention, as a result of the activities carried out and which will make it possible to meet the specific objective.
- Indicators of the extent to which the results are achieved: description of specific indicators, verifiable and measurable, quantitative and qualitative.
- Indicator baseline, if there is one.
- Indicator verification sources. Describe the verification sources – surveys, direct observation, publications, etc. – that will be used to confirm fulfilment of the indicators.

OBJECTIVE	INDICATORS	LB (1)	VERIFICATION SOURCES	EXTERNAL FACTORS/HYPOTHESES
GENERAL OBJECTIVE XXX				
SPECIFIC OBJECTIVE XXX	<i>I</i> O.V.I.1.E.O.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...
	O.V.I.2.E.O.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...

RESULT 1 XXX	O.V.I.1.R.1.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...
	O.V.I.2.R.1.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...

RESULT 2	O.V.I.1.R.2.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...
XXX	O.V.I.2.R.2.:		V.S.1. V.S.2. ...	H.1.; H.2.; ...

(1) If a base line is available as a result of identification

7.2. Justify the reasons underlying the logic of the proposed intervention. Explain how lessons learned from previous interventions have been incorporated.

7.3.- Envisaged activities

Give a detailed description of the actions anticipated in order to achieve results.

8.- ACTIVITIES TIMELINE (Do not include attachments)

Year	YEAR 1		YEAR 2	
	1.º	2.º	1.º	2.º
Semester				
Result 1				
Activities...				
Result (...)				
Activities (...)				

9.- BUDGET (**Attach annex**)

10.- VIABILITY

10.1.- Technical, material and methodological viability

Justify the viability of the intervention based on technical, material and methodological resources available: technical works or infrastructures folders (blueprints, administrative licenses, etc.), training plans (contents and methodologies), research, etc. (**Attach necessary documentation to prove this as an annex**).

10.2.- Security mechanisms

Justify the viability of the intervention based on the security mechanisms available for assets and staff (local and expatriated). Explain the staff information and training procedure.

10.3.- Human resource viability

Justify the viability of the intervention based on human resources available. Fill out the table below. * Justify why there will be expatriated staff.

Number	Staff type SS: Strategic staff/LS: Local staff/ ES: Expatriated staff*	Position	Duties	% of allocation

11.- CROSS-DISCIPLINARY APPROACHES (**Do not include attachments**)

11.1.- Strengthening of local skills and reducing vulnerability by means of tie-in criteria.

- Explain how and to which extent the intervention strengthens the target populations' capabilities and reduces its vulnerabilities identified in the capabilities and vulnerabilities analysis.

- Explain how and to which extent the intervention has a connectivity strategy with development.

11.2.- Participation from the population and adapting the socio-cultural situation. Argue the target population's participation in identifying, implementing and monitoring the project.

- Include an analysis of the target population's participation, according to the collectives identified in section 6, in the different existing formal and informal and traditional and institutional spaces.

- Describe the target population's degree of participation, according to the collectives identified in section 6, in executing, monitoring and assessing the intervention, as well as the methodologies that will be implemented to foment it, especially for collectives who have greater difficulties in participating. The population's participation in identification and formulation is set forth in section 4.

- Explain the suitability of the intervention to the sociocultural reality of the intervention zone.

- Identify the mechanisms and spaces to collect complaints and incorporate suggestions from the target population, as well as to return the intervention's results.

11.3. Focus on rights: Protecting, witnessing and constructing peace/

- Include an analysis of violation of the target population's rights, according to the collectives identified in section 6.

- Explain how and to which extent the intervention has actions that strengthen the capabilities of owners of rights so that they are made known and claimed.

- Explain how and to which extent the intervention has actions that strengthen the capabilities of owners of obligations for the respect and promotion of human rights.

- Explain how and to which extent the intervention has actions to collect testimonies, incidents and to build peace in local, national or international spaces.

11.4.- Gender Equality

- Include an analysis of gender relations within the context (capabilities, vulnerabilities, roles, responsibilities), according to the collectives identified in section 6.

- Explain how and to which extent the intervention meets the practical and strategic needs of women and girls.

- Explain if the intervention has activities specific or adapted to women and girls.

- Explain how the intervention foments the participation of women and girls.

11.5.- Ecological sustainability

- Include an analysis of the context's environmental status.

- Identify the negative environmental impacts that the intervention could create and the actions that will be implemented to mitigate them.

- Identify the mechanisms and spaces to collect complaints and incorporate suggestions from the target population, as well as to return the intervention's results.

- Describe the institutional mechanisms that organisations have to manage resources in the intervention zone.

12.- MONITORING (Do not include attachments)

Monitor actions envisaged by the applicant entity (central headquarters or permanent office in the Basque Country, field delegation and/or expatriate personnel) the local entity and other agents.

13.- LIFELONG LEARNING (Do not include attachments)

In the event of anticipating an external evaluation, give a brief description of the objective, criteria, methodology, mechanisms of socialization and response to the recommendations or incorporation of knowledge learned.

14.- SENSITIZATION ACTIVITIES IN THE ABC (EHE: MANDATORY) (Do not include attachments)

If training actions are planned for action, communication, incidents, mobilisation and Autonomous Basque Community complaints, this section must be completed. This section is mandatory for EHEs.

14.1.- Context

Briefly describe the context of the intervention in the Autonomous Basque Community.

14.2.- Target population

Identify the target population. Fill out the table below:

Collective	Geographical location	Total no. of Persons	No. of Women	No. of Men	Age group	Functional diversity

14.3.- Linking the actions with the humanitarian crisis

14.4.- Creating critical citizens within the framework of (H)abian 2030

15.- BENEFICIARY ORGANISATION (Do not include attachments)

15.1.- Experience of the beneficiary entity in the humanitarian sector

Experience of the applicant entity in the humanitarian sector (2011-2018)					
START AND END YEAR	TITLE	SUMMARY	LOCAL ENTITY AND COUNTRY	AMOUNT IN €	ORIGIN OF THE FUNDING
2011-					

- Consideration will be given to the experience being continuous from 2011 to 2018, meaning that an initiative is being executed each one of those years. One same initiative can count for several years, depending on its duration.
- For the delegations, they should only include information on the delegations' experience in the Autonomous Basque Community. Experience at other headquarters outside the Autonomous Basque Community is not valid.
- For consortiums, complete the information for each of the member organizations.

15.2.- Experience of the beneficiary entity in the humanitarian sector

Experience of the beneficiary entity in awareness raising actions on humanitarian action (2017-2018)				
START AND END YEAR	TITLE	SUMMARY	AMOUNT OF THE INITIATIVE OR PROJECT IN €	ORIGIN OF THE FUNDING
2017-				

- Consideration will be given to projects and other kinds of significant EpTS (Education for Social Transformation) initiatives linked to humanitarian action (campaigns, mobilisation or research actions, etc.)

15.3.- Actions to strengthen organisation of the beneficiary entity or entities

Actions to strengthen organisation of the beneficiary entity or entities			
Identify the activity in the Logical Framework Matrix (1)	Type of action (2)	Start and end dates	Amount in €

(1) The activities code will be in the Logical Framework Matrix (E.g.: A.2.3, A.3.1, A.3.3., etc.)

(2) It must be specified if it is an event, a course, a diagnosis, research, consulting, etc.

16.- LOCAL ORGANISATION (Do not include attachments)

16.1.- Experience of the local entity in the humanitarian sector

Experience of the local organisation in the humanitarian sector (2015-2018)				
START AND END YEAR	TITLE	SUMMARY	TARGET ORGANISATION (Collective and geographical location)	AMOUNT IN €
2015-				

- Consideration will be given to the experience being continuous from 2015 to 2018, meaning that an initiative is being executed each one of those years. One same initiative can count for several years, depending on its duration.
- For consortiums, complete the information for each of the member organizations.

16.2.- Actions to strengthen organisation of local partner(s) **(EHE: MANDATORY)** **(Do not include attachments)**

Actions to strengthen organisation of the beneficiary entity or entities			
Identify the activity in the Logical Framework Matrix	Type of action	Start and end dates	Amount in €

- (1) The activities code will be in the Logical Framework Matrix (E.g.: A.2.3, A.3.1, A.3.3., etc.)
 (2) It must be specified if it is an event, a course, a diagnosis, research, consulting, etc.