



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

**Operational Guidance for funding proposals**  
**In SOMALIA, 2013**

This Operational guidance is prepared in relation to the Humanitarian Implementation Plan for the Horn of Africa 2013 and specifically for Somalia.

## 1. RATIONALE

DG ECHO's funding under the Humanitarian Implementation Plan (HIP) for the Horn of Africa in 2013 will be aligned to the following strategic objective:

**People affected by crisis, whether man-made or natural, are assisted in a timely and principled fashion and offered adequate protection through humanitarian assistance including improved emergency preparedness as well as strengthened resilience.**

For Somalia, this strategy will be based on the following components:

1. **Life-saving humanitarian response** addressing essential needs in the sectors of food assistance, nutrition, health, water, sanitation and hygiene, shelter, protection and non-food items. This will also include coordination and logistics support. Resilience building and disaster risk reduction will have to be, wherever feasible, mainstreamed in all emergency operations.
2. **Enhancing emergency preparedness and response mechanisms** to be better prepared to respond to emerging humanitarian needs (rapid or slow onset natural disasters, outbreaks, new displacements...).
3. **Supporting the recovery of affected population and increasing their resilience** through the protection of livelihoods. Thorough analysis of vulnerabilities with regard to changes in livelihood patterns and vulnerability in urban centers are necessary. Flexibility is required to ensure that ongoing operations can transition swiftly from recovery to response mode when needed.

**DG ECHO strategy remains flexible and subject to changes as required by the evolution of the humanitarian situation.**

The present document has been prepared in order to complement the overall framework of the Commission strategy outlined in HIP 2013 and to guide discussions with partners seeking DG ECHO funding support for actions implemented in Somalia. It provides operational guidance in several key sectors of humanitarian interventions – it does not intend to be exhaustive or to cover all sectors.

Taking into account the operational guidance in a proposal to DG ECHO will be one of several criteria applied in the selection of funding proposals. It does not by itself imply an assurance for funding. Every proposal will be appraised on a case by case basis, against the prevailing context and in accordance with the FPA/FAFA. In case of proposals submitted by the partners who received DG ECHO funding in the framework of the HIP 2011 or 2012, the performance of a partner, demonstrated implementation capacity as well as the outcome of the monitoring conducted by DG ECHO, will be taken into account.

The guidance complements DG ECHO factsheets, policies and sectoral guidelines including:

- Food Assistance: [http://ec.europa.eu/echo/policies/food\\_assistance\\_en.htm](http://ec.europa.eu/echo/policies/food_assistance_en.htm)
- Cash and vouchers: [http://ec.europa.eu/echo/policies/sectoral/cash\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/cash_en.htm)
- Protection: [http://ec.europa.eu/echo/policies/sectoral/protection\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/protection_en.htm)
- Children in Conflict: [http://ec.europa.eu/echo/policies/sectoral/children\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/children_en.htm)
- Emergency medical assistance [http://ec.europa.eu/echo/policies/sectoral/health\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/health_en.htm)
- Civil –military coordination: [http://ec.europa.eu/echo/policies/sectoral/civil\\_military\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/civil_military_en.htm)
- Water and sanitation: [http://ec.europa.eu/echo/policies/sectoral/wash\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/wash_en.htm)
- Resilience: [http://ec.europa.eu/echo/files/policies/resilience/com\\_2012\\_586\\_resilience\\_en.pdf](http://ec.europa.eu/echo/files/policies/resilience/com_2012_586_resilience_en.pdf)
- Visibility guidelines toolkit and visual identity  
[http://ec.europa.eu/echo/partners/humanitarian\\_aid/visibility\\_en.htm](http://ec.europa.eu/echo/partners/humanitarian_aid/visibility_en.htm)  
[http://ec.europa.eu/echo/media/identity\\_en.htm](http://ec.europa.eu/echo/media/identity_en.htm)

These also complement existing sectoral and international guidelines and standards.

## 2. OVERALL PRINCIPLES

The following overall principles will guide DG ECHO support when addressing the needs of affected populations in Somalia:

- **The humanitarian principles** of neutrality, impartiality and independence, in line with the European Consensus on Humanitarian Aid, remain paramount for DG ECHO. Partners must demonstrate that all efforts are made to avoid blurring the lines between humanitarian and political action. [http://ec.europa.eu/echo/policies/consensus\\_en.htm](http://ec.europa.eu/echo/policies/consensus_en.htm). The seeking of stabilization funding could be seen as potentially blurring these lines.
- **Protection:** Mainstreaming of basic protection principles in traditional assistance programs is of paramount importance to DG ECHO. This approach is closely linked to the principle of 'do no harm', and also extends the commitment of safe and equal access to assistance as well as the need for special measures to ensure access for particularly vulnerable groups. All proposals **MUST** demonstrate integration of these principles, not only in section 5.3. of the Single Form, but also in its substantive sections, i.e. the needs assessment, the logical framework, activity descriptions, etc.
- **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 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 must 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:
  - Operations should be designed based on an independent needs assessment and the use of baseline surveys;
  - The careful identification and targeting of beneficiaries and their needs using baseline surveys, KAP surveys, Lot Quality Assurance Sampling (LQAS) or beneficiary profiling;
  - Management and monitoring of operations, based on adequate systems for this purpose;
  - Reporting on activities, and outcomes and the associated capacities to collect, analyse and verify information;
  - Identification and analysis of logistic and access constraints and risks, and the steps taken to address them;
  - Reporting on instances of fraud or diversion, participating in joint mechanisms to strengthen risk management, joint accountability frameworks and applying lessons learned.
- **Remote management:** ECHO's basic position is NOT to fund actions using remote management, other than in the most exceptional circumstances. This strict stance is premised on the following considerations:
  - Building acceptance remains the best access strategy
  - Remote management entails significant risks
  - ECHO is a field-based donor and attach particular importance to monitoring the projects.

The exceptions may only be justified if the following questions have been raised:

- Is it a direct life-saving action? Life-saving humanitarian actions, targeting populations in crisis or at significant risk, where components of preparedness and resilience-building are included may still be considered for support under remote management.
- Have all options for direct implementation been exhausted? As long as alternative options for direct delivery exist, support for remotely managed operations will be excluded.
- Are needs assessments accurate and impartial? Data collected remotely and secondary data sources, such as FSNAU must be complemented / triangulated by a primary needs assessment. The resulting needs assessment must clearly define the linkage to effective

- o needs-based targeting.
- o Are monitoring arrangements adapted to the particular challenges of remote management? ECHO will look for actions that complement arrangements to facilitate face-to-face discussions between different local stakeholders with appropriate indirect methods and a rigorous application of traditional methods of internal control and oversight.

Partners must have a proven record of implementation capacity in a given sector and area, supported by carefully designed and tested remote management and monitoring modalities and adequate risk mitigation measures. In this regard, section 4.5 of the Single Form is particularly important for actions implemented in Somalia and should as a minimum:

- o Clarify the level of access to the beneficiary population and the assumptions made;
- o List and describe risk mitigation measures put in place;
- o Outline / recapitulate the partner's remote management and monitoring modalities;
- o Refer to integration of good practices & lessons learnt;
- o Information on how the partner triangulates monitoring information will be requested.

Remote management protocols should be submitted in Annex to Single Form.

- **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. Detailed operational co-ordination should be area-focused and address needs of defined beneficiary groups. Decision making and co-ordination must gradually be strengthened inside Somalia.
- **Multi-sectoral approaches:** Whenever possible, integrated approaches with multi- or cross-sectoral programming are encouraged to maximize impact, synergies and cost-effectiveness. Partners are requested to provide information on how their actions are complementary with those of other actors present in the same area. Efforts to build resilience to drought and aligning with longer-term programs is strongly encouraged.
- **Children and Gender:** All proposals should include a gender perspective in their needs assessment, 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. Gender approach to 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. A consideration of **emergency preparedness and response** should appear in all funding proposals for Somalia in 2013.
- **Community-based approach:** Interventions should adopt, wherever possible, a community-based approach in terms of defining viable options to effectively help increase resilience and meet basic needs among the most vulnerable. This includes the identification of critical needs prioritized by the communities, and the transfer of appropriate knowledge and resources.
- **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 including an analysis of transfer modalities.
- **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 stakeholders, prioritizing managerial and technical capacities while upholding humanitarian principles.

## **Areas of intervention**

Resource allocation will depend on access and implementation capacity of partners. The south and central parts of the country where critical humanitarian needs have been identified will continue to be a focus for life-saving humanitarian action. Recovery and resilience building activities will be funded provided access and monitoring are guaranteed. Emergency preparedness and response will need to be included in all actions proposed in accessible areas of south-central Somalia.

Actions in support of crisis-affected populations (including IDPs, host and pastoral communities) in northern parts of the country should also include an emergency preparedness and response component. Efforts should be made to align humanitarian operations with longer-term development programming by ensuring inclusion of vulnerable urban populations into longer-term strategies and building in key triggers linking to emergency preparedness and response.

Locations should be clearly stated in the Single Form, based on district and region, and assessment data should be specific and disaggregated to proposed locations. No location names should be mentioned in title, objectives or results.

## **3. SECTORAL GUIDANCE**

This sectoral guidance must be read in conjunction with the general principles listed above. While proposals will be assessed based on the technical quality of the design of the action, the respect of these general principles and the strength of response analysis will be strongly taken into consideration to assess the relevance of the action, added value of the partner and ability to reach those **most in need with a coordinated response**.

### **A. HEALTH**

#### General Principles for healthcare:

- Access to healthcare services should be free at the point of delivery. Exceptions to this principle should be clearly justified, for instance in an LRRD framework.
- 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 lives are prioritized.
- Quality assurance mechanisms need to be integrated, even if quality of medical care is difficult to assure through remote managed 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 strongly encouraged. Refer to the ECHO Procurement Guidelines, section 4.3 " Specific requirements for the procurement of pharmaceutical products and medical devices" and Annex IV.
- 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.
- Access to quality nutrition services should be integrated in the health system.

#### Specific guidance for life-saving interventions:

- At population level, interventions have to address the largest number of beneficiaries (coverage effect) 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 carefully balanced. Existing elements of the healthcare system are to be taken

into account in the design of the operation, and every effort should be made to reinforce the system including for Basic Emergency Obstetric Care (BEmOC).

- Treatment and referral of survivors of sexual violence must be included in health services.
- Hospitals supported need to guarantee a minimal level of quality (do no harm). Organisations should have a proven record of successful implementation of similar activities. Priority should be given to pediatrics, emergency surgery and Comprehensive Emergency Obstetric Care (CEmOC) services.
- Emergency preparedness and response should be integrated in all medical actions.

## **B. NUTRITION**

### General Principles for Nutrition:

- Nutrition interventions should be geared towards basic life saving measures through the Community Management of Acute Malnutrition (CMAM) programme combined with focused infant and young child feeding in emergency interventions (IYCF-E), with the objective of stabilizing mortality and reducing morbidity.
- 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. Any other interventions would require recommendation from the cluster.
- Provision of quality nutritional services in accordance with internationally recognised standards is mandatory. To enhance coherence in management of acute malnutrition, partners will be required to adhere to the simplified CMAM protocols (National Protocols and UNICEF Guidelines) and reporting tools developed by UNICEF through the cluster.
- Partners will be required to elaborate on the specific elements that will be put in place to enhance quality for example: staffing, technical support and data validation.
- Partners will also be required to provide an overview of the commodities to be used including type, appropriateness, ration size, delivery mode and pipeline forecast. These should be clearly justified with reference to the context and target group.

### Specific Guidance for Nutrition:

- Support to large scale emergency nutrition measures such as blanket supplementary feeding (BSFP) will only be prioritised in exceptional situations. There should be a robust and evidence-based justification for this type of action taking into consideration other known direct and indirect interventions that would impact on under-nutrition.
- Infant and Young Child Feeding programmes: Measures targeted at improving infant and young child feeding should be informed by a concrete needs assessment. They should clearly outline the overall IYCF strategy, harmonised with nutrition cluster IYCF draft strategy and action plan, and anticipated outcome of the proposed intervention.
- Participation in existing nutrition coordination mechanisms should be highlighted; as an undertaking to participate in joint programme reviews through continuous analysis of program data by nutrition stakeholders and therefore, for partners to benefit from discussions and recommendations on improving programme implementation and population level outcomes.
- Access to quality nutrition services should be integrated in the health system.
- Cluster guidelines on reporting should be respected by all DG ECHO partners.
- Formulation of hygiene messages should highlight the role of good hygiene and sanitation in prevention of acute malnutrition among infant and young children in emergency situations.

## C. WATER, SANITATION and HYGIENE (WASH)

### General principles for 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.
- Interventions should be appropriate to the context of both the targeted communities and the implementing organisation: they should take into consideration and build upon the existing knowledge, practices and capacities of the targeted communities as a starting point. Partners should be aware of their own organisational capacities, limitations and constraints to avoid over ambitious and unachievable goals.  
Support and collaborate with existing WASH cluster coordination. Be aware of and use available cluster guidelines: <http://www.unocha.org/somalia/coordination/clusters/water-sanitation>
- Tried and tested interventions are preferred. Avoid pilot projects or the introduction of new technologies in short-term humanitarian interventions where medium/long term monitoring and support is not guaranteed.
- Ensure sufficient field supervision, quality control and respect for design specifications to ensure the most appropriate solution for the context serve beneficiaries for as long as possible.
- All WASH projects should include a hazard analysis and emergency preparedness and/or contingency planning approach adopted to mitigate identified risks.
- Water use for domestic consumption, livestock and other livelihoods needs should be considered in the needs assessment.

### Specific WASH guidance:

- 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, community acceptance and environmental impact. The Do No Harm principle must be considered.
- Household water treatment interventions should only be considered where sufficient knowledge exists or 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. In areas of serious groundwater depletion, a disaster risk reduction / preparedness plan should be adopted.
- Appropriate pumping tests (step-down tests) should be carried out for the installation of submersible pumps in order to define the safe sustainable yield and to select the correct 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 hygiene promotion messages. Camp latrines should have a uniform 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. Sanitation interventions must include a plan for the emptying and safe closure of latrines to prevent public health hazards. Ensuring latrine coverage in general, apart from emergency humanitarian needs, is not an objective of ECHO.
- Cash for work interventions should focus on practical, useful, labour intensive projects (drainage, solid waste, water pans etc.).
- 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.

- Formulation of key hygiene messages should highlight the role of good hygiene and sanitation in promotion of improved care giving practices in prevention of acute malnutrition among infant and young children in emergency situations.

#### **D. FOOD ASSISTANCE, SHORT-TERM FOOD SECURITY and LIVELIHOODS SUPPORT.**

All Proposals are required to be in compliance with the Humanitarian Food Assistance Communication [http://ec.europa.eu/echo/policies/food\\_assistance\\_en.htm](http://ec.europa.eu/echo/policies/food_assistance_en.htm).

- DG ECHO Food Assistance / Food Security and Livelihoods support in Somalia will focus on life-saving availability and access to food and livelihood asset protection in areas that are affected by exogenous shocks and those directly affected by conflict.
- All projects should consider environmental protection and gender aspects including analysis of the potential negative environmental impacts of projects, and analysis of protection risks associated with any livelihood or coping activities that are supported.
- 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 as well as the targeting criteria. 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. See ECHO's Guidelines on emergency cash and vouchers: [http://ec.europa.eu/echo/policies/sectoral/cash\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/cash_en.htm)
- All proposals including resource transfers should include a market assessment as part of the response analysis and consider direct and indirect implications of any intervention on the livelihood of those not assisted.
- 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. Outcomes, risks and assumptions should be designed in such a way as to build in emergency preparedness and response capacity in the case of climatic shocks.
- All food assistance and livelihood proposals should include an exit strategy and concrete plans to seek longer term funding where appropriate.
- ECHO will continue advocating for further linkages between food assistance interventions and nutrition outcomes and programmes. Partners applying for ECHO funding should highlight linkages within their proposed actions or with other actions not funded by ECHO.
- Short-term Food Security and Livelihoods interventions should adopt a community-based approach in terms of defining viable options to effectively help increase resilience among the most vulnerable. As far as possible, livelihoods/ resilience proposals should align to longer term development processes.

##### Specific Guidance for Food Assistance

- 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 droughts and to link these interventions to longer term development. Explore and apply good practices/lessons learned from other similar initiatives developed in the region or equivalent context.
- Emergency livestock activities 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 the Livestock Emergency Guidelines and Standards (LEGS) <http://www.livestock-emergency.net/>

## **E. EMERGENCY PREPAREDNESS AND RESPONSE (EP&R)**

It is essential that every action is properly informed by a thorough analysis of the needs and understanding of the priority risks faced by the targeted beneficiaries, including an identification of the groups most likely to be severely affected, the reason why and their relative coping capacity.

Emergency preparedness and response (EP&R) has to be considered in order to provide relief and essential life-saving services to people affected by conflicts, natural disasters or epidemic outbreaks. DG ECHO will prioritize actions that aim at preventing, detecting, reducing the impact of, and/or providing response to shocks with humanitarian consequences.

ECHO will support specific actions for Emergency Preparedness and Response (EP&R) in order to

- (i) enhance emergency response capacity of humanitarian actors;
- (ii) support the development of contingency plans by all stakeholders; and
- (iii) provide the critical early warning information/ early action in key sectors (WASH, Health, Nutrition, Food assistance, Food security, etc.)

Partners are expected to actively contribute to EP&R in their areas of operation, and to participate in coordination at all levels.

Support to EP&R can be formulated as a specific result in proposals or be mainstreamed.

Particular attention will be given to actions aiming at detecting, assessing, preventing, reducing, and/or mitigating emergencies, with specific reference to conflicts, natural disasters (exogenous shocks), disease outbreaks, population displacement and acute child malnutrition.

Pipelines for relief items remain essential for emergency response in Somalia. Targeting and Post Distribution Monitoring (PDM) are essential and compulsory.

## **F. PROTECTION**

### General Principles:

- Protection activities that can be funded by DG ECHO are understood as *"non-structural 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"*. The term "structural" refers here to a long term process of building or strengthening institutions. Please refer to DG ECHO's funding guidelines on Humanitarian Protection for further guidance: [-http://ec.europa.eu/echo/policies/sectoral/protection\\_en.htm](http://ec.europa.eu/echo/policies/sectoral/protection_en.htm)
- 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);
  - Potential returns, while return intentions remain unknown.

- Forced evictions of IDPs in Mogadishu, and potentially in other newly accessible areas concerned by reconstruction and redevelopment plans.
- 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.
- 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.

**Specific protection activities** reducing the risk, mitigating the impact of, or addressing particular protection needs can be supported provided that they are designed in the context of a humanitarian emergency rather than to address a structural problem linked to cultural practices or systemic problems.

These could include the following types of activities:

- 1) **Assistance to victims** of protection violations including sexual and gender based violence. In providing victim assistance ensuring access to needed medical and psycho-social assistance is essential, and support to legal aid can be considered when contextually feasible.
- 2) **Information management** such as registration and protection of newly arrived IDPs; displacement monitoring, e.g. IDP profiling, population movements.
- 3) **Child protection**, particularly activities addressing separation of children and families; and activities addressing psycho-social needs of children affected by conflict/displacement.
- 4) **Support to voluntary, safe, dignified and well-informed returns** – activities addressing protection issues linked to e.g. repatriation/return.
- 5) **Community-based protection interventions** – activities aiming to increase the self-protection mechanisms of communities affected by conflict/displacement with a particular focus on making IDP settlements as safe as possible especially for women and children, and protecting the rights of the displaced through advocacy vis-à-vis government, authorities, landlords, etc

#### 4. COMMUNICATION AND VISIBILITY

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 funding visible ensures that work is understood and supported and enhances accountability towards beneficiaries, communities and relevant authorities.

As a rule of thumb the partner must add the visual identity of the European Commission Humanitarian Aid on infrastructure and documentation 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. In addition to providing technical support through the Regional Information Office in Nairobi, 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 (derogation) should be formally agreed in advance with ECHO.**

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.

More information can be found in the visibility toolkit  
[http://ec.europa.eu/echo/partners/humanitarian\\_aid/visibility\\_en.htm](http://ec.europa.eu/echo/partners/humanitarian_aid/visibility_en.htm)

Or contact the Regional Information team in Nairobi: [malini.morzaria@echofield.eu](mailto:malini.morzaria@echofield.eu) and [martin.karimi@echofield.eu](mailto:martin.karimi@echofield.eu)

## 5. APPLICANTS CHECK LIST

If you wish to submit a funding proposal to DG ECHO for Somalia in 2013, ECHO FPA and FAFA partners may fill in an application using the Electronic-Single Form;  
[http://ec.europa.eu/echo/partners/humanitarian\\_aid/etools\\_en.htm](http://ec.europa.eu/echo/partners/humanitarian_aid/etools_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, we encourage you to visit the Partners Helpdesk website at <http://www.dgecho-partners-helpdesk.eu>.

The logical framework and the activity schedule of the action (work plan) must be inserted in the proposal. The application must contain a financial overview of the total eligible costs (not in-kind contributions), including both the contribution requested from the European Commission and the co-financing share in EUR. Co-financing is the preferred modality for actions with INGOs and 100% funding will only be accepted in exceptional and well justified cases.

**Applications for initial funding in 2013 should ideally be received by 31 January 2013. ECHO reserves the right to receive applications for funding throughout the year, subject to the evolving situation and the receipt of additional funding.**