**Pilot Programmatic Partnership ECHO 2021 - 2023**

**DELIVERY MODEL, ROLES AND RESPONSIBILITIES AND FINANCIAL FLOWS**

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**drafted by the Working Group Modalities (IFRC/EUNS[[1]](#footnote-1))**

**as a basis for a Project Agreement to be developed at a later stage (with Specific and General Conditions)**

**DELIVERY MODEL** initially discussed and reflected briefly in concept note (management arrangements):

* **Host NS**: Implementation of actions at country level and liaison with national disaster management systems and coordination mechanisms, communities and other local organizations. Local procurement, local staff hiring and human resources management, needs assessment, planning and carrying out activities, monitoring of activities, compilation of information and sources of verification for reporting, identification of relevant project modification needs, communication at local level in country of implementation, etc.
* **EUNS with ECHO certification** referred to as EUNS in the remainder of the text, (or IFRC when applicable): Support Host NS implementation including technical assistance, quality and compliance assurance, local procurement and financial management, grant management, monitoring and visibility and communication at countries of implementation as well as EU countries. Contribute to standardized technical & financial reporting tools as per IFRC specifications. Responsible of DG ECHO TA communication at country level together with the HNS so that the crucial role of the local actor is given adequate prominence (at regional when appropriate and in coordination with IFRC). ECHO Coordination Mechanism, which is currently under review, will provide the guidance on which EUNS is best placed to play the lead role of convenor at country level between Host NS, EUNS interested and IFRC, in a transparent and open manner.
* **IFRC**: Programme coordination, international procurement, quality control and compliance, facilitate learning and capacity building and mobilization of capacities, common tools, methodologies, etc. Responsible for compiling and presenting technical and financial reporting to ECHO. Coordination of visibility and communication. Overall coordination and communication with DG ECHO HQ, with participation of EUNS through a steering committee. Same role as EUNS in countries where IFRC assumes support to Host NS.

Standard / reference template agreement will be developed for country projects to be signed by IFRC and EUNS and with Host NS, cascading down ECHO’s general and specific conditions.

A lean governance structure at global, regional and country level needs to be set up to ensure global consistency and unity of intervention, an interoperability approach, coordinated common relationship with DG ECHO and inclusive participation of all stakeholders involved.

Where a EUNS supports country implementation, IFRC shall transfer funds to EUNS that will support the Host NS country project and grant management. In the process the HNSs is involved as much as possible, so that local knowledge and capacities are built/reinforced.

IFRC and EUNS commit to **local** budget allocation and management, being the biggest proportion managed locally by Host NS (reduction of direct implementation by EUNS / IFRC).

Preference is given to local procurement, unless due to local availability or opportunities for costs efficiency international procurement is needed, in which case international procurement will be managed by IFRC. International procurement related costs (including Logistics fees) are included in budget directly managed by IFRC.

According to IFRCs partnership framework with DG ECHO, compliance with IFRC’s [Project Partners Identification and Selection Procedure](https://fednet.ifrc.org/FedNet/Our%20IFRC/Procedures%20Database/212_e_v100_Project%20Partner%20identification%20and%20selection%20procedure.pdf) (#212) has to be ensured.

Summary of roles and responsibilities for key elements in the implementation phase can be found below.

| **IFRC** | **EUNS (or IFRC when applicable)** | **Host NS[[2]](#footnote-2)** |
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| **Coordination and communication with DG ECHO** | | |
| IFRC will make use of its international organisation status and sign the agreement with ECHO. As a grant holder, IFRC will be responsible at global level for the overall implementation of the project and for all official communications with DG ECHO in (e.g.: interim/final reporting, modification requests).  Potential set-up of a Steering Group with ECHO HQ – [Composition to be defined].  Support EUNS, HNSs with information and key messages for coordination at country / regional level (via an ad-hoc standard tool/template to be developed and adopted across PPP).  Keep informed EUNS and IFRC ROs of all relevant information. | Responsible of communication with DG ECHO experts in the field informing as well geographical desk at HQ, IFRC’s in HQ and/or Regional Offices (ROs), Country Offices (COs).  Assess basic template to report on meetings and contacts.  Selected EUNSs to be part of Steering group with ECHO | Participate in relevant communications with DG ECHO experts in the field and monitoring visits with EUNS /IFRC. |
| **Coordination** | |  |
| Responsible for overall coordination of the project.  Support the creation of a coordination structure, ex. Steering committee led by IFRC with participation of EUNS that meets quarterly or twice a year. (Keep the steering committee number of participants at a workable level suggest max participation at 2 per organisation.) | Responsible of support to country coordination and support, if needed, to HNS coordination with external partners.  Responsible of agreements formalization with HNS (a common/standardised template should be in place across PPP). | Responsible for coordination of project country implementation and coordination with national disaster management systems and coordination mechanisms, relevant national and local authorities, communities and other local organizations. |
| **Technical Monitoring** | | |
| Responsible of monitoring of actions under the responsibility of IFRC and general overview (including monitoring?) of project’s performance.  At proposal stage, the creation of an online common indicators and key actions, challenges, etc. tool that facilitates monitoring and reporting with dashboards that can be nurtured quarterly*[[3]](#footnote-3).* This would be key in the negotiation with ECHO*.* | Responsible of supporting HNS country actions monitoring.  Contribute to common monitoring and reporting tools.  Inform IFRC’s project global focal points of any challenges or changes re achievements of results, activities and indicators at country level that might require information to DG ECHO and/or modification of contract. | Responsible of project implementation according to common monitoring and reporting tools. Identify timely any challenges or relevant changes in activities, results and indicators that might require information to DG ECHO and/or modification of contract. Prepare with support of EUNS/IFRC, any planning and supporting documentation that might be required to request a modification. |

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| **Technical Reporting** | | |
| Responsible of gathering information and prepare official reports to ECHO.  Consolidate reporting of actions supported by EUNS at country level.  A common online reporting tool will be used for informal information sharing with DG ECHO and as a source of data for formal reports. | Responsible of supporting HNS in gathering information and prepare reporting of country actions.  Contribute to common monitoring and reporting tools.  EUNSs use the online reporting tool in dialogue with ECHO field offices | Responsible of gathering all required information to prepare technical reports with the support of EUNS/IFRC, according to the specifications of common monitoring and reporting tools. |
| **Evaluation** | | |
| Responsible of overall evaluation of the project (planning, procurement, implementation). | Contribute to overall implementation of the evaluation of the project. | Contribute to the implementation of the evaluation of the project at country level. |
| **Financial monitoring and reporting** | | |
| Develop a standardised sound financial reporting tool to be used across the whole PPP. Reporting should be done according to IFRC’stemplate. | Contribute to financial common reporting tool.  Inform IFRC’s project global focal points of any challenges or changes, particularly in case of potential under expenditure. | Responsible of gathering all required information to prepare financial reports with the support of EUNS/IFRC, according to the specifications of common reporting tools. Identify timely any challenges or relevant changes in budget implementation, particularly in case of potential under expenditure, that might require information to DG ECHO and/or modification of contract. Prepare with support of EUNS/IFRC, any planning and supporting documentation that might be required to request a modification. |
| **Procurement** | | |
| Responsible of procurement related to actions under the responsibility of IFRC according to DG ECHO compliance regulation (derogations, anticorruption clauses, etc) and international procurement. | EUNS with DG ECHO Certificate will be under the cash transfer modality*.* The EUNS would therefore apply their own procurement procedures. | Responsible of local procurement according to the NS procedures and requirements and EUNS / IFRC procurement procedures to comply with DG ECHO requirements. When there are differences, the most restrictive procedures shall apply.  Preference must be given to local procurement managed by Host NS when possible, with the support of EUNS / IFRC.  It must be considered that DG ECHO has recognised previously procurement procedures of IFRC and EUNS with DG ECHO Certificate, as an essential basis of partnership and funding grants. |
| **Non-eligible costs** | | |
| Responsible of costs that might not be deemed eligible related to country actions supported. | Responsible of costs that might not be deemed eligible related to the actions under their direct implementation. | In case there are country costs not deemed eligible by DG ECHO due to lack of compliance with DG ECHO regulation, Host NS shall collaborate with EUNS/IFRC to assess causes and distribution of financial burden for their assumption. |

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| **Financial management** | | |
| Responsible for disbursement of DG ECHO contribution to EUNS according to their responsibilities and agreed budget allocation as per DG ECHO disbursements and financial reports.  The application of the contingency measure related to the exchange rate as well as cash flows and risk analysis should be discussed when the project agreement (between IFRC and EUNSs) is developed. (We should initiate the discussion on the Project Agreement as soon as we get a positive response form ECHO). | Responsible of managing and reporting agreed budget allocation and advancing last tranche of funds until DG ECHO’s final payment. | Responsible of financial management of country activities as per the NS procedures, including accounting and bank account management with the support of EUNS/IFRC to ensure compliance with DG ECHO standards, and that bank and petty cash movements are 100% traceable.  Host NS shall receive timely transfer of funds to NS bank account according to country budget, rhythm of budget implementation and presentation of financial reports.  Host NS shall not advance funds for the implementation for the project. Cash fow must be ensured by EUNS / IFRC. |
| **Supporting documentation** | | |
| Responsible of custody of financial supporting documentation and sources of verification of IFRC’s activities for a period of 5 years after the completion of the action. | Responsible of custody of financial supporting documentation and sources of verification of activities and indicators of country actions for a period of 5 years after the completion of the action.  Facilitate any supporting documentation required to IFRC’s for evaluation, audit or reporting verification processes. | Responsible of gathering all relevant financial supporting documentation and sources of verification of activities and indicators of country actions and facilitating it as per recognised practice in country (originals or certified copies) to EUNS/IFRC.  Facilitate any supporting documentation required to IFRC’s for evaluation, audit or reporting verification processes. |

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| **Communication and visibility** | | |
| Draft, in coordination with the EUNS and the RCEU Office, an above standard communication & visibility plan to be approved by ECHO to also include visibility at Member State level.    Support the gathering and development of relevant, compelling, and timely content and messages, that can be packaged and distributed. | Contribute with content of communication of country actions in collaboration with the HNS and as per communication and visibility plan (expected to be above standards).  Support dissemination of common messaging and resources. | Contribute with content of communication of country actions in collaboration with EUNS/IFRC and as per communication and visibility plan (expected to be above standards).  Support dissemination of common messaging and resources. |

1. EU NSs represented by Danish, German and Spanish RC [↑](#footnote-ref-1)
2. Reference to collaboration and support is made indistinctively to EUNS and IFRC to reflect all potential scenarios, either EUNS or IFRC supporting country implementation. [↑](#footnote-ref-2)
3. Examples: COVID-19 tracking tool, dashboards for ESIRAS programme (DG EMP), dashboards for Greece migrants support, EUFTA WEST Africa. [↑](#footnote-ref-3)