



FRAMEWORK PARTNERSHIP AGREEMENT ANNEX I – SINGLE FORM - LOGICAL FRAMEWORK MATRIX

Guidelines

These guidelines are drafted for information purposes only. They intend to provide a basis for a common interpretation of the standard formats of the FPA to both partners and ECHO staff. The guidelines do not replace nor supplement the General Conditions of the FPA. ECHO has the right to revise and update these guidelines at any time¹.

	Intervention Logic	Objectively verifiable indicators of achievement	Sources of verification	Risks and Assumptions
Principal objective	<p>Identify the principal objective (equivalent to the Overall objective in the PCM Manual).</p> <p>This objective should be in line with the principal objective or one of the specific objectives of the relevant Commission Decision.</p>	<p>Indicators and sources of verification are closely linked. In the framework of a humanitarian operation, their definitions are only requested for the specific objective and the expected results.</p>		

¹ This version of the guidelines is based on the experience gained during the first months of implementation of the new FPA procedures. Modifications of the Annexes of the Framework Partnership Agreement, supporting documents or instructions do not require the signature of a new Framework Partnership Agreement. Future versions and updates of these guidelines can be identified by the version number that appears in the top right corner of the page. The version number identifies the date of drafting of the document. The first two digits identify the year, 05, the following two digits the month, 08, and finally the last two, the day, 10. A higher number will identify a more recent version.

	Intervention Logic	Objectively verifiable indicators of achievement	Sources of verification	Risks and Assumptions
Specific objective	<p>What specific objective is the operation intended to achieve?</p> <p>The specific objective should be in line with <u>one</u> specific objective identified in the Commission Decision. It should address the core problem or one part of it as identified and explained in the Operation Proposal. It is defined in terms of the benefit(s) to be received by the beneficiaries.</p> <p>Identify only one specific objective per operation.</p>	<p>Which indicators clearly show that the specific objective of the operation has been achieved?</p> <p>Indicators have to be SMART (Specific, Measurable, Achievable, Relevant with regard to the objective concerned and Timed to be measured within the framework of the operation).</p>	<p>What are the sources of information that exist or can be collected? What are the methods required to get this information?</p> <p>For each indicator, establish and describe the sources of verification that you will use to assess your performance in delivering these benefits.</p>	<p>Which factors and conditions outside the Partner's responsibility are necessary to achieve that objective (external conditions)?</p> <p>Which risks should be taken into consideration?</p> <p>If some of them materialise, explain in section 5 of the Single Form <u>how</u> you would react and what could be their possible impact on the expected results.</p>
Expected results	<p>The results are the outputs envisaged to achieve the specific objective.</p> <p>What are the expected results?</p> <p>Enumerate them.</p>	<p>What are the indicators to measure whether and to what extent the operation achieves the expected results?</p> <p>Describe separately for each expected result.</p>	<p>What are the sources of information for these indicators?</p> <p>Describe separately for each expected result.</p>	<p>What external conditions must be met to obtain the expected results on schedule?</p> <p>If it is not the case, explain in section 5 of the Single Form how you would react and what could be their possible impact on each result.</p>
Activities	<p>What are the key activities to be carried out and in what sequence in order to produce the expected results?</p> <p>Group the activities by result.</p>	<p>Means:</p> <p>What are the means required to implement these activities, e.g. personnel, goods, equipment, training, studies, operational facilities, services, works, etc.</p>	<p>What are the sources of information about activity progress?</p> <p>Indicate also when progress will first be measured.</p> <p>Costs:</p> <p>What are the operation costs? How are they classified?</p> <p>It is recommended to give details of costs consistent with the figures of the Single Form and the Budget Breakdown. It is also useful to split costs by activity/result.</p>	<p>What pre-conditions are required before the operation starts?</p> <p>What conditions outside the Partner's direct control have to be met for the implementation of the planned activities?</p>