

ACTION FICHE FOR [BENEFICIARY COUNTRY/REGION/THEME]

Enriched to include a disability dimension in the framework of the project
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1. IDENTIFICATION

Title			
Total cost	<i>Specify : EC contribution and if applicable contribution of the beneficiary country/Contribution of other donors</i>		
Aid method / Management mode	<i>Project approach – centralised (direct or indirect)/decentralised/ joint management</i>		
DAC-code		Sector	

2. RATIONALE

2.1. Sector context

Characteristics and policies of concerned sector or thematic area (at regional level, where appropriate) and main problems the project is intended to address.

 **Disability checkpoint:**

Should disability included in this sector?

✓ [See “Is disability inclusion relevant to your field of work?”](#)

✓ [See “Different degrees of inclusion”](#)

Programming guide fiches with a disability dimension in..

✓ [Health sector and disability](#)

✓ [HIV&AIDS and disability](#)

✓ [Education sector and disability](#)

✓ [Urban development and disability](#)

2.2. Lessons learnt

Reference to reviews, assessments, monitoring results (ROM) and evaluations of previous actions, relevant to this specific project.

2.3. Complementary actions

Overview of ongoing EC actions (including other instruments), actions of other donors including European Development Fund (EDF) and/or of the beneficiary country complementary to the present one (where possible, indicate amounts).

2.4. Donor coordination

Description of the coordination process with the beneficiary country and/or other donors, notably Member States, having in mind the Paris Declaration and the European Consensus on Development (where possible, indicate amounts).

3. DESCRIPTION

3.1. Objectives

Overall objectives and purpose (specific objective) of the EC support.

☞ **Disability checkpoint:**

Are the objectives in line with the spirit of the international conventions, commitments and programmes concerning disability?

✓ [See “The Legal and Political Framework for disability inclusion”](#)

Are the persons with disabilities clearly identified as a sub-group of beneficiaries?

✓ [See “Different degrees of inclusion”](#)

✓ [See “Who are the stakeholders for disability inclusion”](#)

3.2. Expected results and main activities

Strategy selected to remedy identified problems the project is intended to address; description of expected results and indication of the way they will be achieved.

☞ **Disability checkpoint:**

Is the project (activities and outputs) accessible to people with functional limitations?

Can people with disabilities equally participate in the activities?

Can they equally benefit from the outputs?

✓ [See “planning for all”](#)

3.3. Stakeholders

Description of main stakeholders, including beneficiaries; consultation of civil society and other partners, where appropriate; ownership and assessment of institutional capacity.

☞ **Disability checkpoint:**

Is the degree of participation of persons with disabilities adequate with the relevant degree of inclusion?

- ✓ [See “Who are the stakeholders for disability inclusion”](#)
- ✓ [See “Specific support to the stakeholders for disability inclusion”](#)
- ✓ [See “Different degrees of inclusion”](#)

3.4. Risks and assumptions

Identification of main risks and overview of mitigating measures, including conditions to be met prior to and during implementation; elements evidencing the sustainability of the proposed action.

☞ **Disability checkpoint:**

While defining the risks and assumptions:

Do you assume that there is no person with disabilities in the project area?

Do you assume that persons with disabilities are not concerned by the sector of intervention?

- ✓ [See “Is disability inclusion relevant in your project”](#)

3.5. Crosscutting Issues

Environmental sustainability, gender equality, good governance and human rights.

4. IMPLEMENTATION ISSUES

4.1. Implementation method

Choose the relevant option in accordance with the selected operating modality and delete the other:

Option 1, Centralised management (direct and indirect)

Option 2, Joint management through the signature of an agreement with an international organisation

Option 3, Decentralised management through the signature of a financing agreement with a third country: (in case of partly centralised implementation and partly decentralised implementation, option 3 should be used)

Indicate the tasks (procurement and grant award procedures /payments) which are foreseen to be centralised or decentralised and the contracting and paying authority (ies).

Inside option 3

(1) In case of decentralisation of procurement and grant award procedures:

Delete the case that does not apply:

Case 1: The Commission controls ex ante the contracting procedures for procurement contracts >50.000 euro and ex post for procurement contracts ≤ 50.000 euro.

or

Case 2: The Commission controls ex post the contracting procedures (Note: full decentralisation can only be chosen if the criteria of decentralisation set out in the Financial Regulation are fully met)

(2) In case of decentralisation of payments (only possible where the award procedures for the relevant contracts have been decentralised):

Delete the case that does not apply:

Case 1: Through the programme estimates, payments are decentralised for operating costs and contracts up to the following ceilings:

Works	Supplies	Services	Grants
< € 300.000	< € 150.000	< € 200.000	≤ € 100.000

or

Case 2: The payments are fully decentralised. (Note: full decentralisation can only be chosen if the criteria of decentralisation set out in the Financial Regulation are fully met)

4.2. Procurement and grant award procedures [*/programme estimates*]

1) *The following is to be inserted without modification if EC procedures apply: All contracts implementing the action must be awarded and implemented in accordance with the procedures and standard documents laid down and published by the Commission for the implementation of external operations, in force at the time of the launch of the procedure in question.*

The essential selection and award criteria for the award of grants are laid down in the Practical Guide to contract procedures for EC external actions. The maximum possible rate of co-financing for grants is [*indicate rate, which normally should not exceed 80%*]. Full financing may only be applied in the cases provided for in Article 253 of the Implementing Rules of the Financial Regulation where financing in full is essential to carry out the action in question.

2) *The following is to be inserted without modification if the agreement with an international organisation foresees the use of its own rules and procedures, which comply with the international standards set: All contracts implementing the action must be awarded and implemented in accordance with the procedures and standard documents laid down and published by the International Organisation concerned.*

3) *In certain other cases, other than EC rules and procedures could apply (for example in certain cases of indirect centralised management), these procedures should be specified and fulfil criteria set out in the Financial Regulation).*

If applicable add: All programme estimates must respect the procedures and standard documents laid down by the Commission, in force at the time of the adoption of the programme estimates in question.

4.3. Budget and calendar

Indicative breakdown of overall amount by main components, including evaluation, audit and visibility. Where appropriate, specify also the contribution of the beneficiary country per budget item and whether this contribution is in kind or in cash.

Where possible, proportions of financing reserved for grants and for procurement contracts; adding for contracts, type of procurement (services, supply, works), and for grants, main category of intended beneficiary.

If applicable: Give indicative timeframe for launching the procurement procedures or the call for proposals

Foreseen operational duration indicated in months as from signature of Financing Agreement (Contract or other implementing agreement if no Financing Agreement is signed).

 **Disability checkpoint:**

What are the extra costs that enable the inclusion of persons with disabilities in the project?

- ✓ [See “budgeting for the inclusion of a disability perspective”](#)

4.4. Performance monitoring

Description of performance monitoring arrangements; overview of key indicators measuring progress.

☞ **Disability checkpoint:**

Are the monitoring and evaluation arrangements sensitive to disability issues?

- ✓ [See “High level of disability inclusion required in M&E”](#)

Disability sensitive indicators

- ✓ [“Disability sensitive indicators for Health sector”](#)
- ✓ [“Disability sensitive indicators for HIV&AIDS sector”](#)
- ✓ [“Disability sensitive indicators for Education sector”](#)
- ✓ [“Disability sensitive indicators for Urban development sector”](#)
- ✓ [“Disability sensitive indicators for Support to Non state actors”](#)
- ✓ [“Disability sensitive indicators for Water and sanitation sector”](#)

4.5. Evaluation and audit

Description of evaluations (mid-term, final, ex post) and audit arrangements.

☞ **Disability checkpoint:**

Are the evaluation arrangements sensitive to disability issues?

- ✓ See Evaluation phase (leaflet 2) - Essential knowledge section
- ✓ [See “Rapid disability analysis”](#)

4.6. Communication and visibility

Description of communication and visibility activities.