



# Emergency Humanitarian Aid Measures

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*Financing emergency humanitarian aid  
projects in response to international disasters*

## ***Explanatory Notes***

An instrument of  
Austrian Development Cooperation (ADC)

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## 1. Contact addresses

### **General information on the aims of the funding instrument and the submission of project applications and technical interim and final reports**

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NGO Cooperation and Humanitarian Aid  
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Email: [hum.hilfe@ada.gv.at](mailto:hum.hilfe@ada.gv.at)

### **Accounting**

Austrian Development Agency - ADA  
Finance & Audit Division  
Esslinggasse 5, 4th floor, 1010, Vienna  
Tel.: +43 1 90399-2611 or 2612  
Email: [finanzen@ada.gv.at](mailto:finanzen@ada.gv.at)

## 2. Legal and other frameworks

- Current Development Cooperation Act, Federal Law Gazette I No. 49/2002 (EZA-G)  
[http://www.entwicklung.at/uploads/media/EZA\\_Gesetz\\_02.pdf](http://www.entwicklung.at/uploads/media/EZA_Gesetz_02.pdf)
- Current Three-Year Programme on Austrian Development Policy  
[http://www.entwicklung.at/uploads/media/OEZA\\_Dreijahresprogramm\\_2008-2010\\_final\\_Web\\_01.pdf](http://www.entwicklung.at/uploads/media/OEZA_Dreijahresprogramm_2008-2010_final_Web_01.pdf)
- General Framework Guidelines for Granting Government Aid from Federal Funds 2004  
[http://www.bmukk.gv.at/kunst/recht/allg\\_rahmenrichtlinien.xml](http://www.bmukk.gv.at/kunst/recht/allg_rahmenrichtlinien.xml)
- ADA Regulation on Budget Reallocations and Extensions of Project Duration
- ADA Regulation on Project Administration Costs (PBE)
- Guidelines for the Visibility of ADC

### 3. Eligible participants/applicants

In ADC, emergency humanitarian aid measures are generally executed by accredited actors with sound prior experience in humanitarian aid projects.

Accredited, multilateral implementing partners include the International Committee of the Red Cross (ICRC), the International Federation of Red Cross and Red Crescent Societies (IFRC) and, in sectoral coordination in the wake of a humanitarian disaster, the relevant agencies of the UN system (cluster lead agencies), in particular the UN High Commissioner for Refugees (UNHCR), the UN Children's Fund (UNICEF) and the World Food Programme (WFP).

On submission of a relevant accreditation application to ADA, Austrian non-governmental organisations registered as implementing partners by the European Commission Humanitarian Aid Department (ECHO) also qualify for emergency humanitarian aid measures under ADC. The format specifications for an accreditation application are published on the ADC website.<sup>1</sup>

Other development organisations as per Section 3 (2) of the current EZA-G domiciled in Austria can be assessed for accreditation if they meet the following requirements:

- They specify the humanitarian mandate in their statutes and/or mission statement.
- They have been in existence for at least 3 years and have a record of successful humanitarian project activities.
- They evidently abide by the NGO Code of Conduct or the Humanitarian Charter of the Sphere Project in their humanitarian operations.

Successful accreditation must be renewed every 5 years. This entails notification of any changes made in the cited divisions of the organisation connected with humanitarian aid.

In individual cases, non-accredited development organisations under Section 3 (2) of the current EZA-G that maintain a long-standing network of local partnerships and capabilities in the disaster area can qualify as implementing partners for emergency humanitarian aid measures.

This can apply in the following specific cases:

- The emergency humanitarian aid measures reduce damage in ongoing ADC projects.
- Existing local partner setups in ongoing ADC projects can ensure a rapid implementation of humanitarian relief.
- An Austrian mission in the target intervention country recommends a specific cooperation arrangement for the most efficient implementation of emergency humanitarian aid measures.
- Synergies can be harnessed with the aid efforts of other Austrian federal ministries/departments (particularly the Federal Ministry of the Interior – BMI and the Federal Ministry for National Defence - BMLV).
- No accredited organisations are engaged in the target intervention country.

In the event of a disaster, ADA draws up a funding guideline based on an international assessment of the humanitarian situation, which also comprises information on the applicable funding conditions besides the geographical and sectoral requirements for

<sup>1</sup> <http://www.entwicklung.at/foerderungen-und-ausschreibungen/humanitaere-hilfe.html>

humanitarian aid projects. This guideline is sent by email to prequalified organisations as a call for project proposals. On receipt, the project applications are subjected to a qualitative assessment, a priority list is drawn up and an award decision made in keeping with the budget funds available.

On application in response to a specific ADA funding guideline, all prequalified organisations must provide new evidence of the following, regardless of whether they have been accredited by ECHO or not:

- Record of project experience in the target intervention country (with a table of reference projects, for example, citing title, duration, financier, financial scope)
- Evidence of operations by a local partner organisation for at least a year
- Ability to conduct local needs studies and monitoring tasks
- Evidence of ongoing, active, local coordination with other humanitarian actors
- Evidence of current local logistical and security capacity

## 4. Costing

Accountable are only actual, effective costs directly connected with the implementation of the project for which proof of expenditure can be furnished. These costs must be presented by the applicant in a detailed cost estimate and can consist of the following cost type:

### 4.1 Direct project costs

1. Personnel costs: international and local experts, consultants, travelling expenses
2. Material and equipment costs: project materials, relief supplies (incl. procurement, transport, insurance), building and construction costs, vehicles, etc.
3. Other costs: operating funds (rent, electricity, security, operating costs), communication
4. Evaluation costs
5. Costs of documentation and public relations (max. 10% of direct costs)
6. Provisions for inflation and contingencies (max. 5% of total direct costs)

### 4.2 Indirect project costs

1. Project administration costs<sup>2</sup>

## 5. Project finance

For all reconstruction and emergency humanitarian aid projects that are also financed in part by own resources and/or third-party funds in addition to ADC assistance, a financing plan must be drawn up based on costing in Point 4, itemising the annual contributions of the individual financing partners. Pro rata finance consisting of own resources, ADC assistance and/or third-party funding must be specified for each accounting period.

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<sup>2</sup> The ADA Regulation on Project Administration Costs (PBE) applies.

## 5.1 Own funds

Own funds are financial resources raised in Austria. Besides direct income or assets at the direct disposal of the applicant organisation, own funds also comprise all private means provided to it (e.g. sponsors, donations, private foundations).

## 5.2 ADC funds

ADC funds are those provided by Austrian Development Cooperation to the applicant organisation via the Austrian Development Agency (ADA) for implementing development cooperation projects/programmes.

## 5.3 Third-party funds

Third-party funds are financial resources provided to the applicant organisation by other public law organisations, regional/local authorities and public-law foundations from Austria or any other country as assistance for implementing projects/programmes in humanitarian aid or development cooperation.

## 5.4 Non-monetary resources

Non-monetary resources are inputs in kind by the applicant organisation and/or the project partner, such as the provision of data, documents and information, premises, services, materials or support in dealings with agencies and authorities, etc.

# 6. Criteria for assessing eligibility for assistance

## 6.1 Availability of budget funds

Projects can only be financed if ADA has sufficient ADC budget funds available.

## 6.2 Formal appraisal

A detailed substantive assessment is only made of projects that meet the basic criteria (see relevant chapters of the funding guideline).

## 6.3 Substantive and qualitative appraisal

When making a qualitative assessment of the project, the criteria cited in the funding guideline are applied. The decision on the individual projects proposed for support is based on the assessment to the individual quality criteria:

- *Qualitative assessment of planned project:*
  - Quality of the needs assessments and the related target-group alignment
  - Participation of project partner and the beneficiary population in project planning and implementation
  - Strengthening and use of local capacities
  - Local coordination with other humanitarian aid actors
  - Sustainability of planned measures
  - Logic of activities (overall objectives ← objectives ← results ← activities)
  - Quantifiable project results
  - Quality of risk assessment
  
- *Assessment of project management*
  - Project references in target intervention country
  - Quality of partner networks in target intervention country

- Quality of present local logistical and security capacity
  - Administrative capacity of the applicant and the way it met its obligations in earlier promoted projects
  - Capability of applicant to mobilise solidarity and private funds for project activities in target country
- *Assessment of project budget and financing plan*
- Reasonable cost-benefit ratio between the planned application of funds and the intervention measures
  - Scale of direct and indirect project costs
  - Willingness to mobilise additional funds and resources

After a subsequent priority list has been drawn up, the best projects are proposed for financial assistance in keeping with the available budgetary funds.