



**Helpdesk platform and support to New Member States (NMS) Non State Actors/Local Authorities in the Development sector**

## **Hands-on Input Workplan**

### **Brief methodological introduction**

The *hands-on input* consists in a particular method for in-depth analysis and assessment of project documents (concept note, application form, reports) to support your Organisation in working properly with EuropeAid. The hands-on input is not an evaluation (though it may assess an operation in all its aspects) and it is not an audit (since its objective is not to report to the Donor on the correct applications of rules and procedures). On the contrary, the hands-on input is a complete analysis of some aspects of a project with the deep involvement of your Organisation's key staff and with the purpose of screening the strengths, weaknesses and possible improvement of a particular project. A major component of the hands-on input is the *screening of project proposals*.

The hands-on approach stems from the skills and competencies developed by punto.sud helpdesk working group within the framework of past ECHO Grant Facility Actions and during the collaboration with the Italian Department of Civil Protection concerning the management of operations in response to Tsunami crisis. This approach has been extensively experimented with Humanitarian Organisations implementing ECHO-funded operations.

The hands-on input is provided in the framework of the EuropeAid-funded project "Helpdesk platform and support to New Member States (NMS): Non State Actors/Local Authorities in the Development sector", n. DCI/2008/155-602. The recommendations and conclusions that are provided to the beneficiary Organisations are the sole responsibility of punto.sud and can in no way be taken to reflect the official views of the European Commission.

### **How to carry out a hands-on with us?**

The Hands-on input is usually carried out on project proposals and/or on ongoing projects and takes place in four different phases:

#### **1. Availability of project documents**

You contact us via email at [helpdesk-europeaid@puntosud.org](mailto:helpdesk-europeaid@puntosud.org) and confirm your interest on this service in regard to a project proposal screening or a different support for an on-going project (e.g. review of interim/final reports, support for procurement procedures).

Before the development of the hands-on, punto.sud experts carry out the screening of key project documentation provided by your Organisation.

You are requested to send via e-mail an electronic version of the following documents at least 2 weeks before the hands-on deadline/meeting:

- Project proposal including: Full application form, Budget Breakdown, Logical framework, Work plan and other annexes submitted

If the project has been approved:

- Grant contract
- Interim report(s) – *if any*
- Most recent detailed budget of the project (internal format if possible)
- Note on the procurement procedure applied – *if any*
- Any other relevant document





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Data supplied will be used solely for the purposes for which it was provided. Confidential information will not be disclosed to third parties. We recognise that information exchanged is off the record and we take all reasonable measures to protect it whilst in our care.

In this phase the punto.sud team makes a pre-identification exercise of critical points in the project logic and/or implementation modalities.

### **2. In depth analysis of selected documents/management areas**

Specific hands-on activities are chosen according to the criticalities and weaknesses identified in the previous phase, such as:

- In depth analysis of project logic (logframe) and the monitoring plan (preventive approach)
- In depth analysis of concept note and/or full application form
- In depth analysis of interim and/or final reports and related documents
- Support in the preparation of procurement documents (e.g. tender dossiers, contracts)

The timing and the persons engaged in this exercise may change following the different options and prioritisation given by your Organisation and punto.sud experts.

After this phase some additional documents can be requested to your Organisation:

- Notes on the procurement procedure applied
- Operative internal workplans
- Internal reports
- Internal monitoring system (and related documents)
- Organisation's documents (such as internal procedures, standard contracts, standard procurement models)
- In case of analysis of final financial reports: supporting documents (samples of: contracts, invoices, tender reports, receipts) and access to the accounting system

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The main criticalities and weaknesses of a project are highlighted together with the main areas in which support is needed by your Organisation. Ad-hoc solutions and recommendations are identified at this stage.

### **3. Hands-on meeting (if necessary)**

If deemed necessary, a meeting between punto.sud experts and your staff can be organised. During this meeting the findings of the initial screening of the project documents are presented and discussed with your Organisation's appointed staff. This meeting will usually take place in your country before or after the training. The exact date is fixed in the invitation to the training.





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If the hands-on is carried out at project proposal stage, the meeting will bear on the screening and participative review of the concept note and/or application form. In case of on-going projects the hands-on meeting will focus on screening of interim or final reports, or on the review of aspects of project management previously identified with the Organisation.

**4. Step forward**

The punto.sud experts and the appointed staff of your Organisation define the terms of the follow-up phase (e.g. use of helpdesk day-to-day support, provision of specific tools and formats).

**5. Evaluation of the Hands-on Input**

Your Organisation evaluates the impact of the hands-on input, in particular concerning the usefulness of the service and the suggestions received.

