

Activity cycle memorandum (Activity Appraisal Document (BEMO))
(for ODA activities)

1.1 General information

Application number (required by FSO to register the activity and to make folders in Sophia for archiving as quickly as possible)	4000005296
Date of receipt of application (final document)	17-08-2021 (EU Emergency Response Coordination Center Notification)
Short name of application (clear, meaningful short name in English or French; must not contain budget holder code or abbreviations, max. 60 characters, this will be published in open data)	Deployment of NL Defence in response to EU request for assistance in Haiti, after earthquake of 14-08-2021.
Full name of application (maximum 150 characters, this will be published in open data)	Deployment of NL Defence in response to EU request for assistance in Haiti, after earthquake of 14-08-2021. Deployment of HM. HOLLAND for the duration of 14 days.
Description of application (5 sentences max. on the key components of the activity; this information will be entered into SAP)	Under the " <i>raamconvenant</i> " with NL Ministry of Defence, HM. HOLLAND is deployed for the duration of 14 days to Haiti, to support the earthquake response.
Budget holder (the department or mission financing the activity)	DSH
Business partner's number (issued by FSO after form has been submitted)	30016763
Commitment in foreign currency (if applicable, give the currency for the contract; this can for example be USD, GBP or the currency of the country where the activity will be carried out)	EURO
Corporate rate (exchange rate used when entering commitment amount in SAP; normally fixed once a year - ask your Control Unit for advice)	N/a
Commitment in EUR (if the contract is in EUR, enter the amount here - if the contract is in another currency, convert the commitment to EUR using the corporate rate above)	EUR 1.810.000
Funds centre (budgetplaats, ask your Control Unit for this) Make sure that the funds centre corresponds with the financial instrument.	1704U01010001 DSH Noodhulp bijdr.
Activity start date (date given in the contract as start date for implementing the activity)	19-08-2021
Activity end date (normally one year after the contract end date to allow for the completion of	04-09-2022

administrative procedures, evaluation and external audit)	
Contract start date (this is almost always the same date as the activity start date)	19-08-2021
Contract end date (actual end date of the activity agreed with implementing organisation; after this, the implementing organisation can no longer enter into payment obligations but can finalise and pay outstanding commitments - agree with the implementing organisation when the last payments are scheduled in the contract)	04-09-2021
Is this a follow-up to a previous activity? (If so, provide the number of the previous activity)	N/a
Confidentiality activity (open data)	2. Activity is not confidential. Public bemo and all other activity related will be published unmodified.
Specific undertakings (State here if the activity to be financed is the result of an undertaking by a minister, an amendment by the House of Representatives or another reason. You should also state here if the activity is a fully confidential activity and should therefore be excluded from open data).	N/a
In case of PPB and EUR 25.000 or more, name program fund (PPB) and start at 2.2. the appraisal and use the policy instructions in het HBBZ: Policy instructions.	Choose an item. N/a

1.2 Information for OESO-DAC

(Please refer to the [ODA Policy Data Guide](#) to help you provide the following information.)

<u>Aid modality</u>	Other programme aid	
Donor role	Single donor	
Technical assistance	TA=0 0% of the activity budget	
<u>Beneficiary's country/region</u> The beneficiary country is the (OECD/DAC) country where the target group lives and/or comes from. It is the country that ultimately benefits from the activity. This is not necessarily the country where the activity is implemented.	Country (state the country concerned below) Haiti	
<u>Specified countries</u> + division of budget over those countries (in so far as this is known). Only fill this item when a region or worldwide has been selected in the item above. Please state here the relevant beneficiary countries. Give an estimation of the part (in %) of the total budget during the full duration of the activity that can be attributed to each country. When this is (partially) unknown, you can register (part of) your activity as unspecified. This can be adjusted during the monitoring phase of the activity.	Haiti	100%
	Total	100%
Location within the country/ countries (be as specific as possible) When the activity targets (a) specific location(s), please state the location(s) here (mostly relevant for decentral activities).	District - Grand Anse - Sud - Nippes	
<u>CRS sector code (1 CRS sector code per activity)</u>	72010 Material Relief Assistance and Services	
<u>Policy markers weighted 'principal'</u> (principal = the activity will not take place if the activity does not score on this marker)	Gender (GlkhMv)	Not applicable
	Climate adaptation	Not applicable
	Climate mitigation	Not applicable
	Biodiversity	Not applicable
	Desertification	Not applicable
		Explain your choices in section 2.1.

	Etc. (add more policy markers if applicable)	
<u>Policy markers weighted 'significant'</u> (significant = the activity takes place anyhow, even if the activity does not score on this marker)	Gender (GlkhMv)	Significant
	Climate adaptation	Not applicable
	Climate mitigation	Not applicable
	Biodiversity	Not applicable
	Desertification	Not applicable
		Explain your choices in section 2.1.
	Etc. (add more policy marker if applicable)	

2. APPRAISAL OF THE ACTIVITY

2.1 Policy relevance (including digitalisation) and monitoring, evaluation and learning (MEL)

☒ Show only selected result areas

Humanitarian Assistance

Result Area Description	Result Areas	Manage Indicators	Activity Relevant
▼ Impact	Lives saved, dignity restored, and preparedness enhanced	⊕	☒
▼ Outcome long-term	1. Crisis Response - Humanitarian needs have been met	⊕	☒

	Assessment
<u>Task</u> In addition, assess the extent to which this intervention is relevant to policy. State how this intervention scores on the cross-cutting themes of gender, climate adaptation and climate mitigation. Ensure that this is in accordance with the policy markers selected in section 1.2.	This activity is relevant to the policy letter "Mensen Eerst", as it enables humanitarian response to people affected by crisis. In the needs assessment that have become available in preparation of this activity, the needs of women, men and children were assessed.

2.2 Problem analysis and lessons learned

2.2.1 Description

On the 14th of August 2021, a magnitude 7.2 earthquake struck the Tiburon Peninsula in the Caribbean nation of Haiti. It had a 10-kilometre-deep (6.2 mi) center near Petit-Trou-de-Nippes, approximately 150 kilometres (93 mi) west of the capital, Port-au-Prince. At least 2,200 people were confirmed killed as of 1 September 2021 and above 12,200 injured. An estimated 650,000 people are in need of assistance.

Infrastructure was damaged, the affected areas are difficult to enter by land. There is a need for medical support, water, food, shelter and reconnaissance of the earthquake affected areas.

In response to the European Civil Protection Mechanism (EUCPM) request sent out by the European Response Coordination Center (ERCC) on the 17th of August, the Netherlands has offered to send HMS HOLLAND from Willemstad, Curacao, to Port-au-Province, to support the European response in Haiti.

The ship and its staff gives logistical support for the duration of 14 days. Furthermore, the ship has a helicopter aboard that supports the identification of a suitable location for the establishment of a field hospital. Also, staff distributes water and emergency relief items to affected communities.

2.2.2 Appraisal

Task	Appraisal (Yes/No, plus reasons):
Assess the quality of the contextual analysis.	
The proposal and the contextual risks (see section 4) have been agreed with the mission(s) concerned.	Yes, the embassy in Port-au-Prince has been involved in the run up to the decision to dispatch HMSHOLLAND.
The proposal is based on a careful and thorough contextual analysis (including a gender analysis) that results in a logical problem definition and objective.	Given the fact that this is an emergency response, a full context analysis is in the making. ERCC and its Caribbean equivalent CEDEMA provide ongoing context updates.
Based on the problem formulated, the proposal explains in a logical manner why the intervention is aimed at the specified geographical location.	The earthquake hit 3 departments: Sud, Nippes and Grand Anse. HMSHOLLAND will provide logistical support from Port-au-Prince.
The proposal justifies the choice of target group and the target group's gender-specific interests and needs.	Given the emergency nature of this response and its logistical focus, there is limited attention to gender specific needs. Needs assessments were gender sensitive.
The proposal sets out which relevant actors were involved in formulating the proposal and what influence they had on its content.	NL Defence and HMSHOLLAND are in ongoing coordination and contact with CEDEMA, ERCC, US SOUTHCOM, Haitian authorities and other EU Member States. Liaison officers have been dispatched to Miami and Barbados.
A stakeholder analysis (incl. women and young people) has been carried out and the results incorporated into the proposal.	N/a
Insights and lessons learned from the following sources have been used in formulating the proposal: • previous or comparable activities • published evaluations • relevant publications (academic, online, etc.).	Attention has been given to the importance of coordinated needs assessments and integrated response following lessons learned after the Haiti earthquake response in 2010.
In the case of technological solutions: • the added value and risks associated with the solution(s) have been considered carefully • the most efficient technology has been chosen • the technology has been developed with the users to reach a diverse user group	The ERCC has indicated the needs for HMS HOLLAND to be sent to Haiti to support the emergency response.

- an analysis of the local digital ecosystem (strengthening existing system, no duplication and not standalone).

2.3 Cooperation, harmonisation and added value

<u>Task</u>	Description
Briefly describe: • whether the proposed activity involves cooperation with, for example, Dutch organisations, EU (EU institutions and member states), other donors, local organisations or other parties; • how this cooperation contributes to harmonisation, complementarity, joint financing, strengthened EU-cooperation, delegated cooperation and/or multidonor financing • the added value of the activity in relation to other activities by donors, EU, NGOs and local authorities.	Activities by HMS HOLLAND are coordinated by the ERCC. The Ministry of Defence coordinates the response with CEDEMA, ERCC, Haitian authorities, US SOUTHCOM and other EU Member States. Currently, only defence forces are able to provide the logistical support at the required scale.

2.4 Channel and aid modality (including alignment)

<u>Task</u>	Description
Briefly describe: • whether the aid modality selected is appropriate and why; • whether the degree of (financial and policy) alignment is substantiated; see the MACS risk analysis; • whether the aid modality/channel has been chosen on the basis of a consideration of the available options; • whether there is any contribution or co-participation from the recipients, and explain the level of co-participation.	Currently, only defence forces are able to provide the logistical support at the required scale. Given the security situation in Haiti, civil options are not available. Extension of the mission will be assessed after 14 days.

4. MONITORING AND EVALUATION

4.1 Monitoring (for details, [see the MEL guidelines](#))

Task	Description
Briefly describe: • whether there is sufficient time and capacity available for monitoring and learning; • whether the relevant BZ Theories of Change and results frameworks and results frameworks have been communicated to the implementing organisation and whether these align with BZ standard indicators; • whether the Theory of Change/intervention logic/logframe for the activity has been set out in sufficient detail in terms of inputs, outputs, outcomes, assumptions and context variables; • how the implementing organisation will organise the monitoring and whether the implementing organisation will deliver a separate MEL plan.	NL Ministry of Defence will provide 2 updates per week about progress of the activity. There is no relevant Theory of Change, as this is emergency response. An after action report will be submitted before the end on 2021.

4.2 Evaluation ([click here for the quick reference guide](#)) (for details, [see the MEL guidelines](#))

Task	Description
Describe briefly: • For activities: - worth EUR 5 million or more'; or - of strategic importance; or - involving political risks/interests; or - for which evaluation has been agreed with parliament • whether the implementing organisation has been informed about the MANDATORY FINAL EVALUATION and the procedure BZ follows in this regard; • whether it has been agreed to include specific questions in the final evaluation. State the questions here. • For all other activities, briefly describe:	Activity is below EUR 2mIn. An evaluation of the preparations and implementation of the activity will be organized with NL Ministry of Defence, Ministry of Foreign Affairs, the Embassy in Port-au-Prince and HMS Holland senior staff. As such, there is no need for budget for an external evaluation.

- whether an evaluation or mid-term review will take place and, if so, when.
- whether sufficient budget has been set aside and whether there is a timetable to ensure the evaluation procedure starts on time;
- who is going to organise the evaluation - this can be BZ or the implementing organisation that hires an evaluator;
- whether it has been agreed to include specific evaluation questions in the final evaluation.

6. IMPLEMENTATION AND AGREEMENTS

6.1 Budget

Involve your colleagues from the Control Unit or FSO in drawing up this section.

6.1.1 Breakdown of costs

The total maximum cost that the Ministry of Defence may report to the Ministry of Foreign Affairs is € 1.809.449. No overheads will be charged.

- Transport	€ 245.576,00
- Helicopter:	€ 639.655,00
- Heli crew:	€ 31.799,00
- HMS crew:	€ 95.788,00
- Liaison officers:	€ 72.182,00
- Provisional (repair, unforeseen, local):	€ 725.000,00
Total:	€ 1.810.000,00

6.1.2 Financing

The aim of this section is to provide better insight into the activity's financing. Indicate the total costs and envisaged inputs of the activity. Use the overview below. If there are multiple donors, state each donor's contribution.

Total budget	€ 1.810.000	
Implementing organisation's and partners' own contribution		-
Firm commitments by other donors (itemise by donor)		-
Dutch contribution	€ 1.810.000	
Still to be financed		0
Soft commitments by other donors		0
Uncovered balance		0
Evaluation costs		0
If you are planning to carry out an evaluation on the activity, provide an estimate for these costs.		

6.1.3 Other contributions

<u>Task</u>	Description
State what other – non-financial – contributions are relevant to implementation of the activity, such as deployment of volunteers, availability of buildings, materials, etc.	N/a

6.1.4 Budgetary risks

Task	Description
If there is an uncovered balance, state how this will affect implementation of the activity (e.g. proportional reduction in outputs or omission of regions) and how this will affect the decision whether to fund this activity.	N/a: no uncovered balance.

6.1.5 Statement on the budget presented

The budget presented does/does not satisfy the following requirements:

Budget is arithmetically correct	YES
Overheads are proportional to the outputs to be delivered. Please note: What is included? What is recharged? Are costs entered twice (e.g. as indirect costs and in the administrative cost allowance)?	N/A No overheads are charged.
Are the other amounts/rates in the budget acceptable in relation to the activity?	YES
Is the budget suitable as a management tool (linking of outputs – budget)	NO
Implementation is conditional on budget being amended*	NEE

Task	Description
Briefly describe any anomalies that were identified when assessing the budget and any changes made to the budget as a result.	N/a, no anomalies identified.

6.2 Prepayments

No prepayments will be made. The Ministry of Defence will send invoices after the completion of the action, based on the preliminary budget as included in 6.1. Payments are intra-governmental, that should be regarded as contributions.

6.2.1 Earmarking multi-donor activities

Task	Description
Is the Dutch contribution to the programme earmarked (i.e. reserved for a specific purpose)? If so, specify the reasons why. Are other donors' contributions earmarked? If so, explain how this will affect reporting.	Earmarked for NL Defence support of emergency relief in Haiti.

6.2.2 Prepayment/no prepayment

Task	
Using the prepayment decision tree , assess whether the payments need to be entered as prepayments and give reasons for this. Give the outcome of this assessment along with a brief explanation in this section. <i>In the case of lump sum funding, assess this against the applicable criteria and give the reasons for your choice.</i>	Choose an item Description No prepayment, activity to be implemented by NL Ministry of Defence. MoD will submit invoices/declarations after action is completed.

6.2.3 Grant with a repayment obligation, loans, equity investment or guarantee

Task	Description
Does the Dutch contribution take the form of a grant with a repayment obligation, a loan, an equity investment or a guarantee (either in whole or in part)? Are there revolving funds? What will happen to any residual funds? If so, briefly set out the consequences for accounting and how correct processing in the financial records will be ensured.	N/a, see 6.2.2.

6.2.4 Accounting for prepayments

Task	
Set out the reporting obligations on the basis of which the prepayment can be closed, such as an audit report (if applicable) or a financial statement issued by the organisation itself.	Financial statement Description NL Ministry of Defence will submit report of actual expenses after action is completed.

6.2.5 Payment schedule

On the basis of declarations to be submitted by Ministry of Defence.

6.3 Monitoring

A narrative brief and financial overview of expenses will be submitted by Ministry of Defence. A full narrative report is not necessary.

6.3.1 Narrative and financial reports

<u>Task</u> Use the activity analysis decision tree (click here for the quick reference guide) to determine the required reporting information for this activity. Give the outcome and a brief explanation in this section. <u>Task</u> Set out any issues requiring special attention in terms of monitoring.	Description In line with the covenant with Ministry of Defence, a narrative brief and overview of expenses will be submitted by MoD.
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6.3.2 Audit opinions

<u>Task</u> Use the type of audit opinion decision tree (click here for the quick reference guide) to determine whether an audit opinion is required for the activity. Briefly give the reasons in this section, along with the outcome of the decision tree. Will the auditor provide additional reports? Check the risks you set out in the risk section above. It may be desirable to have the audit opinion accompanied by an additional auditor's report on the risks set out above. You should ask your Control Unit for advice. If the organisation itself also makes prepayments you should ask the organisation's auditor to report on effective monitoring that the organisation carries out on prepayments.	Description Given the intra-ministerial nature of this activity, an audit will not be required.
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6.3.3 Annual plans and other reports

<u>Task</u> State whether any other reports (annual plans, management assertions) are required in addition to the above narrative and financial reports.	Description No annual plan required, this is an acute activity to be implemented in august 2021.
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6.3.4 Reporting obligations

A narrative brief and financial statement will be submitted after action.