



EUROPEAN COMMISSION
DIRECTORATE-GENERAL EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
Emergency Response Coordination Centre
Civil Protection Emergency Response Capabilities

Brussels
ECHO.A.2/ECPP

INVITATION FOR PROPOSALS UCPM-2026-ECPP-URC— EUROPEAN CIVIL PROTECTION POOL UPGRADE AND/OR REPAIR OF ECPP RESPONSE CAPACITIES

Brief guidance for applicants on the Technical Description (Part B) form

The following provides complementary guidance on what information to include in the **Technical Description (Part B)** in the Funding & Tenders Portal, as part of your grant application for European Civil Protection Pool (ECPP) Upgrade and/or repair of ECPP response capacities. Please carefully follow the instructions.

The applicant should:

1. Fill in all and only the sections indicated for adaptation grants. If a section is not relevant for adaptation grants, it is stated as “**n/a for Adaptation**” and please do not fill it in.
2. Under point 1.2 “Description of the existing capacity and upgrade/repairs needed”:
 - Describe in detail the current state of the capacity, including equipment and personnel etc. Please note that the current SOPs of the capacity should be attached to your grant application;
 - Please indicate the date the capacity became operational, its lifespan (if applicable) and the estimated time/period during which the capacity can technically perform its functions/tasks after the adaptation grant is completed;
 - Under “Need analysis – Works required” describe what is needed for the capacity to be upgraded and/or repaired to a state of readiness and availability for international deployment as part of the ECPP and describe how the needs were identified.
3. Under point 1.3 “European added value” please explain clearly how the EU Civil Protection Mechanism will benefit from this action.
4. Section 2. “Quality”:

- Point 2.1 “Concept and methodology”: Please make sure you provide a detailed description of the approach and methodology that underpin the project.
- Point 2.2 “Consortium set-up”: Under consortium set-up please describe all participant(s) (Beneficiaries, Affiliated Entities and Associated Partners, if any) and their respective roles in the project. Explain how the participants will work together to implement the project.
- Under point 2.3 “Existing capacities – Previous experience” please describe the relevant competences of each consortium member in the project to demonstrate your capacity to implement the action effectively. Provide information on the type of resources to be involved in the project.
- Under point 2.4 “Project management, quality assurance and monitoring and evaluation strategy”: please describe in detail measures to ensure high quality implementation and its monitoring, planning and control.
- Under point 2.5 “Cost effectiveness and financial management” please describe why your budget is cost effective.
- Under 2.6 “Risk management”: Describe the possible risks, uncertainties and/or difficulties related to the implementation of your project, and your measures/strategy for addressing them. Do not forget to fill in the part on the ownership of the capacity.

5. Section 3. “Impact”:

- Under Point 3.1 “Deployability”, “Technical constraints and limitations” please describe the geographical coverage and technical constraints and limitations.
- Under point 3.3 please make sure that you describe in detail the activities under the planned action to reduce an environmental impact.
- Under point 3.4 “Communication, dissemination and visibility” please describe in detail the communication, dissemination and visibility activities. Please make sure the requirements from the call document are met.

6. Section 4. “Workplan, Work Packages, Activities, Resources and Timing”

- Under point 4.2 “Work packages, activities, resources and timing”, please also integrate the obligatory deliverables as outlined in the call document (such as mid-term report including overview on budget spending, and SOPs and factsheet).
- Please list all the equipment with the detailed description, costs etc. under Equipment section of the point 4.2 (which must match the listed equipment in the detailed budget table).

Some general remarks on the submission process

- Please be aware that information of the abstract/short summary of **Part A** might be published.
- Please make sure that the budget table in the application form part A is consistent with the detailed budget table that you will attach.
- The page limit for Part B is set at 60. Excess pages will be watermarked and invisible. A warning message is issued only upon submission.
- Editing in several tabs and/or browsers leads to data loss.
- Warnings of the system do not prevent from submission.

- Please observe that the PDF files may not contain:
 - Encryption
 - Digital signatures
 - PDF portfolios
 - Links to webpages.

- Please make sure you attach all needed documents, attachments etc.