



CONCEPT NOTE

Call for Proposals EIIP 001/2020

Note: The purpose of the Concept Note is for the partner to demonstrate its unique advantage and value added for undertaking the Project Partnership Agreement.

The Concept Note is not a full and well-defined description of a Project. The detailed Project and its budget will be fully elaborated after the partner is selected. The Concept Note is to help ILO to better understand and select the Best-Fit Partner for a specific Project.

CONCEPT NOTE		
(Maximum 3 Pages. A detailed project description is not required unless requested by ILO)		
	Tick if applicable	Identification Number
Proposal in response to ILO/EIIP Call for Proposals 001/2020	<input checked="" type="checkbox"/>	
Partner Initiated Concept Note	<input type="checkbox"/>	
Name of the Organization:		
Contact Information and Address:		
Project Location:		
Submitted to ILO Office:		
Description of Organisation and Comparative Advantages:		
<i>Please describe the unique advantage your organization brings to the project for achieving the desired outcome of the project and for the primary beneficiaries.</i>		
Methodology and approach		
<i>Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome of the project based on information and concepts in the Call for Proposals. Provide an overview work plan and describe how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities, e.g. money service providers</i>		



Resources

*Brief description of how the required resources would be mobilized and the estimated total cost of the project and cost break down using the input table included in the Call for Proposal, ie total funding to be requested from the ILO. **Please clarify at what rate USD will be converted into LBP for wages.** Please provide number of projects and resources currently managed.*

Item	USD
Labour wages (minimum 200 workers 40 days @ minimum wage of LBP 30,000* and support to 4 municipal focal points 40 days @ LBP 50,000	
Input (seeds, fertilizer etc)	
Hand tools and equipment (tillage, transport etc)	
PPE (including COVID-19 measures)	
Contingency 5%	
Sub Total	
IP Administrative Cost 15%	
TOTAL	

Technical Capacities

Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project.

Expectations

Brief description of the partner's expectations of ILO for the successful implementation of this project.



Other

Any other information the organization would like to provide to ILO.

Signature:	
Name/Title of the duly authorized Partner Representative:	
Date:	



PARTNER BIO-DATA

☐ International NGO

☐ National NGO

Name of the Organization:			
Name/Title of the duly authorized Partner Representative:			
Contact Information :			
Phone:		Fax:	
		E-mail	
Address :			
Details of Contact Person: (if other than the representative specified above)			
A. Registration			
Legally registered in Lebanon (please attach registration certification)			<input type="checkbox"/> Yes <input type="checkbox"/> No
if No, Applied for Registration to Government of Lebanon on: (please attach registration request)			dd-mm-yyyy
For International NGO Only: Legally registered in their country of origin			<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Financial Management System			
Have the authority to operate bank account in Lebanon.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Agree to maintain a separate bank account for the ILO funding.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Accounting System:	<input type="checkbox"/> Accounting Software <input type="checkbox"/> Maintained in Excel <input type="checkbox"/> Manual/Paper based		
Have an accounting system that allows for the proper recording/tracking of financial transactions related to ILO projects, including allocation of expenditures in accordance with the requirement of partnership agreement.			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please explain the process followed:			
Cost allocations to the various funding sources made accurately and in accordance with established agreements.			<input type="checkbox"/> Yes <input type="checkbox"/> No
General ledger and subsidiary ledgers reconciled and balanced monthly.			<input type="checkbox"/> Yes <input type="checkbox"/> No
All accounting and supporting documents retained in a defined system that allow authorized users easy access.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Accounting department have appropriate (include adequately qualified and experienced) staff.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Following functional responsibilities performed by different units or persons:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Following internal control guidelines and Standard Operating Procedures (SOPs):			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Registered with Lebanon's VAT Department			<input type="checkbox"/> Yes <input type="checkbox"/> No



If not, Applied for registration on:	dd-mm-yyyy	
Eligible to get Tax/VAT exemption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Commit to present ILO Net expenditure (not including Tax/VAT)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, Specify Reason:		
Have the organization's account been recently audited?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Experience working with ILO		
Currently have Partnership Agreement with ILO Lebanon	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify any major operations (up to 5):		
Main Area of Expertise (select all relevant)	<input type="checkbox"/> Legal Protection <input type="checkbox"/> SGBV <input type="checkbox"/> Child Protection <input type="checkbox"/> WASH <input type="checkbox"/> Shelter <input type="checkbox"/> Education <input type="checkbox"/> Secondary Health Care <input type="checkbox"/> Public Health Care <input type="checkbox"/> Basic Assistance <input type="checkbox"/> Community Support Project	
	Any Other (specify):	
Participated in the Lebanon Crisis Response Plan (LCRP) for Syria Situation	<input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Experience working in the Sector(s) relevant to the Concept Note	
Please copy this table below to present information on each relevant sector	
Sector:	
Brief description of recent project(s) implemented in the area:	
Impact on beneficiaries (measurable)	
Available human/technical resources:	
Active participation in (LCRP) Sector Working Group	<input type="checkbox"/> Yes <input type="checkbox"/> No
Timely reporting on Activity Info	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARTNER DECLARATION

The purpose of this declaration is to determine whether the prospective partner is committed to ILO's core values and its commitment to persons of concern.	
Name of the Organization	
By answering yes, the organization confirms that it is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolutions 751 (1992), 1267 (1999), 1907 (2009) 1989 (2011) or any other resolutions, and that the organization has not supported and does not support, directly or indirectly, individuals and entities associated with those sanctioned by the Committee or any person involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations. http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization confirms that it is has not been charged with or been complicit in corrupt activities, including crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that would render the organization unsuitable for dealing with ILO or working with persons of concern.	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social group.	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization commits to abide by the <i>Principles of Partnership</i> as endorsed by the Global Humanitarian Platform (GHP) in July 2007. The <i>Principles of Partnership</i> are: <ul style="list-style-type: none"> a) <i>Equality</i>. Equality requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandate, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent. b) <i>Transparency</i>. Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust amount organizations. c) <i>Result-orientated approach</i>. Effective humanitarian action must be reality-based and action orientated. This requires result- orientated coordination based on effective capabilities and concrete operational capacities. d) <i>Responsibility</i>. Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the 	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p>means, competencies, skills and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.</p> <p>e) <i>Complementarity</i>. The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.</p>	
<p>By answering yes, the organization confirms that it is willing to comply with all clauses of the ILO Project Implementation Agreement when implementing ILO-funded Projects.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

I declare, as an official representative of the above-named organization, that the information provided in these declarations and Call for Proposals is complete and accurate, and I understand that it is subject to ILO verification.

Signature:

Name/title of the duly authorized
partner representative:

Date:



SUBMISSION CHECKLIST

Required Submissions	Submitted
Cover Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concept Note	<input type="checkbox"/> Yes <input type="checkbox"/> No
Partner Bio Data	<input type="checkbox"/> Yes <input type="checkbox"/> No
Partner Declaration	<input type="checkbox"/> Yes <input type="checkbox"/> No
CV's of key staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Registration with the Ministry of Interior in Lebanon is attached And Registration with the Ministry of Finance VAT department. Partner eligible for VAT refund Partner commit to report expenditure without VAT	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No