



Request for Proposals (RFP) Partnerships and Project Exploration

Requesting Organization:	Lutheran World Relief
Amount:	approx. \$85,000-\$100,000 (United States Dollar) per project, total of 2 awards
Implementation Period:	December 15, 2017- September 30, 2019 (up 21 months total, though partners may select appropriate range between 15-21 months). Note that Dec 18th will be a kick-off meeting and training to new partners
Location:	Lebanon
Applicants:	Local Lebanon-based NGO/CSO

1. Background and Context

Lutheran World Relief (LWR), a 501(c)(3) non-governmental organization founded in 1945 and headquartered in Baltimore, Maryland, USA, today works around the world to end poverty, injustice and human suffering. LWR focuses its work on emergency relief and sustainable agricultural development assistance to lay a foundation for food security, resilience, climate adaptation, and strengthening value chains. LWR is a signatory to the International Red Cross/Red Crescent Code of Conduct, which states that “Aid will not be used to further a particular political or religious viewpoint.” LWR does not proselytize and responds to identified needs among vulnerable populations regardless of religious or other affiliation.

LWR has an annual operating budget of approximately \$50 million U.S. dollars, with funding from individual donors, Lutheran church bodies, the European Union, U.S Department of Agriculture, U.S. Department of State, UNHCR, WFP, FAO, and foundation donors, such as the Bill & Melinda Gates Foundation, Ford Foundation and Margaret A. Cargill Foundation. As evidenced by its diverse donor base, LWR’s programmatic approaches promote collaboration with a broad cross-section of public and private institutions to achieve shared impact. In fiscal year 2016, LWR worked with 104 local partners on 126 projects to reach more than 3.4 million people in 32 countries.

In more recent years, LWR has responded to some of the world’s most serious humanitarian crises including the 2004 Indian Ocean tsunami in Indonesia, India, and Sri Lanka; the 2010 Haiti Earthquake; a 2 refugee emergency in Mauritania in 2012; the 2012 drought and food shortage crisis in West Africa’s Sahel region; complex crises in South Sudan; refugee camps in Kenya; frequent typhoons in the Philippines, including Super Typhoon Haiyan in 2013; the 2015 earthquakes in Nepal; and the Marawi crisis in the Philippines.

LWR began its engagement with the Middle East in the late 1940s responding to the needs of Palestinian refugees. Since then, LWR has served disaster and conflict-affected communities

throughout the region. LWR is presently focusing its resources and efforts on responding to the needs of refugees and internally displaced people (IDPs) fleeing the ongoing conflicts in Syria, Jordan and Iraq as well as the needs of the host communities receiving them.

2. Total Funding Available

\$175,000 (one-hundred seventy-five thousand) United States Dollar for up to twenty-one (21) months; LWR anticipates awarding two grants to local Lebanon-based NGO/CSO with a budget range between \$85,000-\$100,000. Organizations may only submit **one** concept note per organization. Funds will be provided based on financial reports and cash flow statements (more information about the required documents and processes will be provided at project kick-off).

3. Scope of Work

LWR requests concept papers from interested organizations to fund a project that supports Lebanese host communities and Syrian refugees, as part of LWR's broader response to the current crisis. LWR is interested in identifying partners who want to collaborate on the project design and implementation, and are open to capacity building and technical support from LWR's Emergency Operations and Middle East regional teams. We are seeking to build a long-term partnership with local organizations and expand our own understanding of the local context through this project.

Our recommended sector areas for concept notes include:

- Livelihoods, including cash-for-work
 - Need to provide support for how this will build toward sustainable results and transportable skills
 - Would also need to demonstrate market linkage and a clear understanding of the market dynamics
 - Agricultural livelihoods are of specific interest
- Protection (including elderly, child protection, GBV)
- Social cohesion
- Psychosocial support can be integrated into any of the above.
- ICT to improve the living conditions of refugees and host communities

Geography: open to anywhere in Lebanon, but proposals will be evaluated based on need and clearly identifying a gap where other actors are not present.

Target Population: Includes host communities and Syrian refugees. Should be based on makeup of local population, needs assessment of vulnerable households, and consider social cohesion (i.e. not focusing too heavily on any one population to the exclusion of another). Project designs must be gender integrated and must describe how they will identify and address the differing constraints which women and men (or girls and boys) face in order to make the changes or achieve the impact sought by the project. Projects should prioritize, and measure, that all participants have equitable access to participation and benefits offered by the project.

Additional considerations:

- Must demonstrate coordination with local and national coordination bodies plus related ministries of Government of Lebanon
- Must be integrated into overall LCRP, corresponding with its identified needs
- All projects should be designed with considerations for conflict dynamics

A robust monitoring & evaluation system will be required to measure the performance and impact of the project over the implementation period. The respondent's M&E systems should meet LWR's Minimum Standards for Monitoring and Evaluation. More information will be provided to applicants selected for full proposal review.

Qualifications

Only local Lebanon-based NGOs and CSOs eligible. Any organization that applies must be legally registered in the country of operation and must have strong financial management procedures, item/service procurement policies, and monitoring systems in place. Ideal applicants should have prior experience working with refugees and host communities and previous experience implementing similar program activities. Those applicants selected for review will be required to complete an assessment of their financial capacity and management systems.

LWR requires regular program and financial reporting, including indicator tracking tools for monitoring and evaluation. A kick-off meeting will be held in-person to share LWR's templates and requirements for reporting and to discuss more in-depth regarding reporting timelines and expectations, as well as capacity building support if needed.

Evaluation Criteria

20%: Value for Money (budget realism, efficiency, cost share encouraged but not required)
 25%: Organizational capacity and sustainability plan
 55%: As indicated by Scope of Work outlined in Section 3 above

Proposal Submission

Step 1: Submit a Concept Paper (maximum 5 pages) following the format at this end of this Call for Proposals. Submissions must be in English.
 Step 2: Those organizations selected for the review will complete a full proposal. The format will be provided at that time.
 Step 3: If selected, partners will be invited to participate in a 1-2 day kick-off meeting.

Timeline:

November 09, 2017: Concept Papers submitted to nhark@lwr.org with subject heading "Lutheran World Relief – Partnerships and Project Exploration"
 November 14, 2017: Organizations selected for review will be notified
 November 15-30 2017: Final proposals preparation and submission
 December 07, 2017: Finalists notified
 December 15, 2017: Award made, kick-off meeting planned

Concept Paper Template

Concept Papers should be no longer than 5 pages and must be submitted by midnight on November 9, 2017 to nhark@lwr.org subject heading “Lutheran World Relief – Partnerships and Project Exploration”

Name & Title

Organization Name

Phone Number

Email Address

Organization Website (if applicable)

INSERT TITLE OF PROJECT

Project Location	
Total Requested from LWR	
Total Budget	
Total Cost Share	
Project Dates	

I. Executive Summary

Please provide a clear and succinct overview of the problem and the project’s response, and a persuasive case for why the project should be funded. The project goal, objectives, number of target beneficiaries, duration of project, and budget information should be clearly stated. In general, the Executive Summary should take not more than 1-2 paragraphs.

II. Problem Statement

This section should clearly articulate the problem you are addressing, including its scope, history, and causes. The problems should map directly to project goal and objectives. In other words, the project goal and objectives must clearly respond to an identified and documented need within the target area. It is important to justify the intervention by providing evidence and citations that demonstrate that the proposed approach is an appropriate solution to the problem. If you use a graphic, you should refer to it here as well. In general, the Problem Statement should take not more than ½ page.

III. Technical Approach

How will your organization respond to the problem? This section should give the overall strategy you will use to address the problem. For proposals to external donors, the approach described should be accompanied, whenever possible, with evidence that LWR has experience implementing similar projects. Win themes, or the key messages that will help LWR be more competitive, and innovative approaches should be highlighted. Often a good approach to highlight innovative ideas or the conceptual model of the project is to use a graphic or text box.

In general, the whole Technical Approach (including sub-sections below) should take approximately 2 pages.

Goals and Objectives:

This sub-section should clearly lay out the project’s goals and objectives clearly and with a high degree of specificity. The goal should clearly respond to the problem described in the problem analysis. The objectives should address the problem described above. It is not necessary to go into specific detail about each activity which will enable LWR to accomplish these objectives in a concept paper. A brief description of the outputs, outcomes, and proposed methodology is appropriately detailed. Illustrative activities may be included if space permits. Instead, the mission of this section is to present a logical and achievable conceptual model that appeals to the donors priorities. Often it is useful to use a visual aid, such as a Results Framework, to show how the goal and objectives are related. In general, the Goal and Objectives section should take approximately 1 page.

Beneficiaries:

How many people will be reached by the project’s interventions? It is usually important to be able to break down the number of beneficiaries by direct and indirect and by sex. In addition, a description on how the beneficiaries were, or will be, identified/selected is essential. In general, the Beneficiaries section should be 1 paragraph.

Implementation Area:

Provide a clear and concise picture of the implementation area. Maps may be useful. In general, the Implementation Area section should take approximately ¼ of a page.

Implementation Plan:

Provide a description either in narrative or chart form of how and when the proposed activities will be implemented. It is important in this section that the objectives match those previously described and the details included in the budget. In general, the Implementation Plan section should take approximately ¼ of a page.

IV. Management of the Project**Organizational Capacity:**

This section should provide a brief overview and background on the organization. Key elements to include are operations, staffing levels, and financial management capacity. The section should also highlight the implementing organizations’ experience in developing, implementing, and managing projects in the geographical and technical areas proposed. In general, the Organizational Capacity section should be 1 paragraph.

Sustainability:

Applicants should articulate how the project is designed to ensure that project beneficiaries continue to benefit from the project after the conclusion. This section may include linkages between the project and local government or community leadership sustained after the end of the project. In general, the Sustainability section should be 1 paragraph.

V. Financial Information

High-level budget information including cost share and leveraged funding should be included. Please provide a short budget narrative (1-2 paragraphs) to help explain the cost proposal.

Category	Requested from LWR (USD)	Cost Share (USD)	Total (USD)
Personnel			
Fringe Benefits			
Consultants			
Travel			
Capital Equipment			
Supplies			
Contractual			
Other			
TOTAL DIRECT COSTS			
Indirect Costs			
GRAND TOTAL			