



USAID Lebanon Civic Action Accelerator Program (LEB-CAAP)

Attachment I: Application Guidelines
Request For Applications (RFA)

Crisis Management Strengthening for CSOs in Lebanon

RFA No. LEB-CAAP 2022-002

Issue Date: May 24, 2022

Solicitation Workshop: May 31, 2022

Deadline to submit applications:
June 23, 2022 @ 05:00 pm Beirut Time

A. ADMINISTRATIVE INFORMATION

NAME OF ORGANIZATION:

ADDRESS:

WEBSITE:

GENERAL E-MAIL:

NAME OF DIRECTOR:

CONTACT INFO for Signatory of Grant Agreement (Name, Title, Email and Mobile):

LEGAL REGISTRATION IN LEBANON:

Company NGO Academic Institution Other (Please Specify)

PROPOSED PROJECT TITLE:

PROPOSED DURATION OF THE PROJECT:

TOTAL AMOUNT REQUESTED FROM FHI 360:

CONTACT INFORMATION OF 3 DONOR/CLIENTS REFERENCES

(Organization, Project Title, Amount, Period, Contact Name/Title, Phone, Email)

B. TECHNICAL NARRATIVE

Based on the RFA of the Crisis Management Strengthening Program, applicants are requested to provide a technical narrative that addresses the key questions outlined below. The technical narrative should not exceed 10 pages.

i. Project Summary

How would you summarize the work you are proposing under this intervention?

ii. Project Justification

Describe the main challenges facing Lebanese CSOs in the aftermath of the compounded crisis, their impact on the operation, effectiveness and efficiency of CSO.

In your opinion, what are the priority areas of crisis management strengthening that would mostly affect the ability of CSOs to navigate the crisis? Based on your experience, provide information about efforts made and lessons learned in addressing these issues.

iii. Project Goal, Objectives, and Expected Results

Describe what your proposed intervention will achieve in terms of goal, objectives and expected results. Please outline how you will meet the objectives and issues described in the RFA.

iv. Proposed intervention(s) and Description of Activities

Describe your action plan to accomplish the set objectives and include answers to the following questions:

- 1. Methodology:** *Describe your overall methodology in crisis management strengthening and specify your approach to each of the two main topics mentioned in the RFA: financial management and human resources management.*
- 2. Selection of participating CSOs:** *Which type of CSOs are you targeting through the proposed intervention and why? Describe your selection criteria (CSO size/profile, geographic reach, growth stage of CSOs, etc.)*
- 3. Outreach and Recruitment Plan:** *How are you planning to reach out and recruit the CSOs in your intervention? How many CSOs are you planning to engage in each component of the program and overall? Describe your outreach strategy and how you will assess the CSO in terms of commitment, priority needs and relevance to the program. What solution/approach is your organization adopting to ensure the motivation and commitment of the CSO leadership.*
- 4. Curriculum Design:** *Provide a brief description of your curriculum and how it will be designed/tailored to answer the needs of participating CSOs? What are the main topics your curriculum will cover and why? What are the tools and resources you plan to use in your capacity assessment or training and coaching programs (if available)?*
- 5. Approach to Crisis Management Strengthening:** *Describe how you plan to design and implement the training and coaching components and how these will complement one another under each topic. What activities will be done in group, one-on-one, physical, or virtual settings if any? What distinguishes your crises management strengthening program from traditional capacity building initiatives? Highlight the elements of innovation in your approach.*
- 6. Monitoring and Evaluation:** *How do you measure the success of your program in terms of overall implementation, capacity building results and the progress of each participating CSO.*
- 7. Sustainability:** *What resources and tools will you provide the participating CSOs to use beyond the timeframe of the intervention? What are some preliminary ideas about potential sustainable solutions/linkages to strengthen and improve crisis management among CSOs in Lebanon?*
- 8. Anticipated Challenges:** *What challenges may arise during the implementation of your proposed intervention? Briefly discuss the anticipated barriers to attaining such results and how do you plan to mitigate them.*
- 9. Gender & Inclusion:** *What considerations of gender equality do you envision in terms of marketing and recruiting for the program? What considerations of the inclusivity of persons with disability in the training and coaching processes do you envision?*

v. Background & Past Performance of Organization

Describe the organization and its activities: its mission or purpose, major accomplishments in capacity building in general and crisis management in particular, current activities, past related experience, and clients.

vi. Management

Describe how this project will be managed, including a description of key personnel responsibilities and experience. Please specify who are the key trainers, mentors and coaches and their relationship to your organization (Full timers, part timers, freelancers, external experts). As outlined in the application requirements, please provide the CVs of key personnel. (Maximum of 2 pages per CV)

In addition, if the project includes partnerships with other organizations, describe the roles and responsibilities of each.

vii. Work Plan and Budget

How do you plan to implement the proposed activities (Timeline, duration of activities, preparation time etc.)? How would you present an overall breakdown of the order and timeframe in which all project activities will take place?

<i>Acti vitie s</i>	<i>Mon th 1</i>	<i>Mon th 2</i>	<i>Mon th 3</i>	<i>Mon th 4</i>	<i>Mon th 5</i>	<i>Mon th 6</i>	<i>Mon th 7</i>	<i>Mon th 8</i>	<i>Mon th 9</i>	<i>Mon th 10</i>	<i>Mon th 11</i>	<i>Mon th 12</i>

Please fill out the budget template (Attachment II) and make sure that activities are realistic within the proposed budget and timeframe. If a partnership is proposed, please include in the budget narrative the scope of the partner and the budget allocated to each partner.