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Request for proposal

ACTED is pleased to invite eligible organizations to submit proposals / applications to implement proposals for priority needs identified through a consultation process with various stakeholders and social partners and presented in “Municipal Overview and Sector Priorities” documents for each of the 50 targeted municipalities under Ta’cir Project. Applicants have to fill this request for proposal form in English or Arabic and submit it, along with supporting documentation, by email to Beirut.grants@acted.org with the email title “NAME OF YOUR ORGANIZATION – Ta’cir Project – PROPOSED AREA” or in person (in a sealed envelope with a label title “NAME OF YOUR ORGANIZATION – Ta’cir Project – PROPOSED AREA”) to ACTED representative office in 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut Beirut, by December 10, 2018 at 5:00pm. Selected initiatives will be contacted within one month of the submission of their proposal.

Section 1: Overview

ACTED is an international humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. Present and registered in Lebanon since 2006, ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context.

Section 2: Objectives of this funding opportunity

ACTED is implementing a program through funding from the European Union for the implementation of the project entitled “Ta’cir - Towards an active participation of civil society in the reform process”. The project duration is 35 months - from 1 February 2017 to 30 January 2020, and will be implemented in partnership with 50 CSOs and 50 Local Authorities in Akkar, Tripoli (North), Tyre, Saida, Nabatieh (South), Beirut, Baabda and Metn (Mount Lebanon) in Lebanon.

As part of the EU Country Roadmap for Engagement with Civil Society and in partnership with Lebanon Support, Akkarouna and SHEILD, **this project aims at strengthening the role and contribution of civil society in Lebanon at both policy and local development levels.**

The provision of grants to the CSOs will empower these organizations to support targeted areas in service delivery focusing on **Health, Environment and Education.**

As a first step in this process, ACTED, Akkarouna and Shield have worked in partnership with the 50 municipalities and developed individual priorities for each depending on needs and local context. These priorities have been approved by the municipality and other local stakeholders.

Eligible activities / proposals under this financial support are activities that meet the priority needs listed in the “Municipal Overview and Sector Priorities” documents developed for each of the targeted areas. The sectors of intervention are health, education and environment. The specific areas of intervention are 5 in Mount Lebanon as follows:





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Metn: Bourj Hammoud, Jdeideh Bourchieh Sed

Baabda: Chiyah, Hammana, Furn el Chebbak

Only CSO working in these specific municipalities and with the capacity to address priorities mentioned in the “Municipal Overview and Sector Priorities” will be supported under the grant.

Note: Interested applicants to get a copy of the “Municipal Overview and Sector Priorities” documents, should send an email to Beirut.grants@acted.org.

Or contact municipalities the project will cover.

Section 3: Funding details and requirements

Grants will be awarded based on assessment for a value of up to 51,251 EURO equivalent to 60,000 USD, based on the budget proposed. Sub-grantees are required to provide minimum 5% co-funding to demonstrate commitment and ownership of the action (co-funding might include office rent, staff, volunteers, electricity and water fees and other materials). After the closing date, ACTED will form a committee to review the applications and score them according to below criteria. Selected projects have to be implemented in a period of 6 months.

Applicants will be selected based on the following criteria:

- a. Operational capacity (technical expertise, previous experience and capacity to implement such a project)
- b. Action to take place in one of the targeted areas of interventions
- c. The relevance of the action and its integration among the whole program's targets
- d. The effectiveness and feasibility of the action to support the improvement of services under Health, Education and Environment.
- e. The action meets the needs identified in the “Municipal Overview and Sector Priorities” document for each targeted area.
- f. The cost-effectiveness of the project.
- g. The proposed project should be planned and designed with partners. Eligible partners are local authorities, local organizations, local syndicate and cooperatives, public schools and universities, dispensaries, and PHCs.
- h. If municipality is not a partner, action should be planned and designed in close coordination with the municipalities the project will be implemented. Municipalities should either sign the proposal or submit a letter of acceptance of the proposal with the required documents.

Note that priority will be given to those CSOs currently enrolled under Ta'cir project, though additional projects will be funded based on remaining budget available.



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In order to receive the financial support, organizations must be assessed by ACTED to measure their organizational and administrative capacities and must demonstrate satisfactory levels. For those CSOs already a member of the Ta'cir program, this assessment has already been done. For those not a member, this assessment will be done if the proposal passes the technical review according to the above criteria.

Section 4: Eligibility

4.1- Eligible applications

Only grassroots and community-based organizations working for the interest and needs of the local community are eligible for financial support. An official registration as an NGO or community based organization is required.

Only organizations operating in the above mentioned areas, and with previous experience implementing environmental, education, or health-related projects are eligible to apply.

4.2- Eligible costs

Eligible costs that are directly related and relevant to the proposed project, include such expenses as:

- personnel
- travel and accommodations
- materials and equipment
- rent and utilities
- “other” costs related to the approved project

The following activities and expenses are not eligible for funding:

- Stand-alone activities, which are unrelated to the proposed project and activities
- Purchase of land, buildings
- Unidentified miscellaneous costs
- Renting charges for space and computer use when already owned by the recipient organization.
- International conferences, travel, trainings of staff of the CSOs.

A detailed budget is required as part of the full proposal of the application process (cf. template).

No project expenses may be incurred prior to the acceptance and signature of the Third Party Sub-grant Agreement by all parties. Running cost (including office costs, support staff costs, and other structural cost for the organization's management) should not exceed 20% of the total budget.

Section 5: proposal's project description (the proposal should be typed, double spaced, font Arial 10. For printed versions, kindly type proposal on additional pages).

5.1: Summary of the proposed project.



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Title of the Project	
Proposed Project (up to 50 words)	
Region of intervention / Municipality	
Number of direct beneficiaries (segregated by gender and nationality)	
Suggested duration of the project (Months) (<i>Max 6 months</i>)	
Overall Proposed Budget (\$)	
Overall Proposed Co-funding Budget (\$) (<i>Minimum 5%</i>)	

5.2: Background of the Current Situation, *including description of the current situation, sector-related targeted topics, target population, previous experience if any related to the proposed project, relevance of selected partners in your proposed project; and how will your proposal help in supporting the proposed sector, etc.* (At least 500 words)

5.3: Goals and objectives (Max 250 words)

Overall Objective: (One for the whole project):

Specific objectives: (At least 2 objectives with measurable targets):



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5.4: Methodology – *How, where, when, with which means will this project be implemented, and what is the role of your partners in these activities (detailed activities)?* (At least 500 words)

5.5: Results – *What outcomes are expected to be achieved with this project? How do you plan to evaluate the success of your project?* (Max 500 words)



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5.6: Improving Services – *How does this project fit into supporting and improving local services in the one or all the three targeted sectors (Environment, Health, and Education)? Does your project contribute to existing plans, projects, and local strategies drawn up in the targeted sectors in the area of intervention? Please discuss the challenges /organizational constraints previously faced and how this project might help to overcome them. (Max 500 words)*

5.7: Cooperation with Municipality and any other selected partners –*How could this project be implemented in collaboration with the local authorities, partners, community and other key stakeholders? (Max 500 words)*



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5.8: Beneficiaries –*please list the beneficiaries and expected number of people benefiting from this project?*

Who are the beneficiaries or target group? (example: the elderly, school children, youth groups, refugees, teachers, non-profit organizations, local authorities)	
Expected number of people benefiting from the project? (Number of youth, men and women)	



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Section 6: Contact us

For any questions or queries about this sub-granting opportunity, please contact

Beirut.grants@acted.org

Requested Documents to submit by email or in the sealed envelope:

- Proposal based (shared template)
- Contact information sheet (shared format)
- Registration papers of the CSO (علم وخبر)
- CSO annual statement (إفادة السنوية)
- Budget for the proposal (cf. budget template)
- Commitment letter from partners in the proposed project (if any)
- Letter from Municipality or signature of municipality with stamp on the proposal (mentioning that the project is coordinated together)
- Filled check list (shared template)



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Contact information sheet

*Organization Name:	
*Type (Please Select):	
Registered Non-Governmental Organization <input type="checkbox"/>	
Non-registered Association <input type="checkbox"/>	
Name of primary contact person (Last, First):	
Name of secondary contact person (Last, First):	
Affiliation with / Position at organization:	
Email Address:	
Total number of members within the organization/initiative	
Organization website:	
Telephone:	
Mobile Phone:	
Fax:	
Address:	
City/Town/Village:	
Postal Code:	
Country	Lebanon
Year & Month Organization Established (if applicable):	
*Briefly Describe your organization or group (e.g. number of members, age structure, board members), and its mission (word limit 500):	



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Administrative CHECK LIST for CSOs selection

Project code: **11CUO**

Submission Date:

CSO Name:

Description	To be filled in by CSO		For ACTED use only		
	Included		Present		Comments
	Yes	No	Yes	No	
1. Project proposal (compulsory)					
2. Project budget (compulsory)					
3. CSO registration documents (compulsory)					
4. CSO contact information sheet (compulsory)					
5. CSO annual statement (compulsory)					
6. Letter from the municipality (compulsory)					
7. Application submitted before deadline (compulsory)					

Name & Position of the CSO representative

Signature
