

Request for proposal

LebRelief 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 the “AI Ostuan Programme of Measures” documents.

Applicants have to fill this request for proposal form in English or Arabic and submit it, along with supporting documentation, by email to Tender@leb-relief.org with the email title “**NAME OF YOUR ORGANIZATION – HawkaMaa-EU – PROPOSED AREA**” or in person (in a sealed envelope with a label title “**NAME OF YOUR ORGANIZATION – HawkaMaa Project – PROPOSED AREA**”) to LebRelief representative office **in 1st floor Saifi 311, Tabaris, Beirut , Lebanon, by March 23, 2023 at 5:00pm.** Selected initiatives will be contacted within one month of the submission of their proposal.

Section 1: Overview

LebRelief - LRC is non-political, non-religious, non-profit and non-governmental organization (NGO) located in Lebanon. LebRelief has currently offered essential services most vulnerable refugees poorest lebanese in collaboration with local authorities, UN agencies and International NGOs. The motivated LebRelief team approaches each engagement with utmost dedication and commitment for the cause it serves. As a result, LebRelief is unique in its devotion and loyalty for human rights principles regardless from any other factor.

Our mission is to respond to the most urgent needs of refugees and host communities in order to secure dignified living standards. LebRelief-LRC contributes to the SDGs through its activities in the different sectors such as livelihoods, social stabilization, shelter, WASH, Health Care, and food security, protection, and education. With a strong focus on collaboration with governmental institutions, stakeholders, local and international partners, LebRelief aims to reach a respected and sustainable consensus within the community.

Section 2: Objectives of this funding opportunity

Lebrelief is implementing a program through funding from the European Union for the implementation of the project entitled “HawkaMaa-EU - WASH assistance to support water governance and public water and wastewater services in Lebanon for host and refugee communities”. The project duration is 36 months and is implemented by 5 implementing partners: ACTED, LebRelief, WWGVC, ACF and Solidarites International.

Under the project, LebRelief and ACTED developed a “Programme of Measures” listing key measures to be implemented to improve the management of the AI Ostuan Catchment. These measures were presented and discussed with key national and local stakeholders of the basin through a workshop conducted in Akkar, North Lebanon and attended by over 100 stakeholders.

The project has the dual objective to improve management of the AI Ostuan River Basin while also strengthening the role and contribution of civil society in the water sector in Lebanon.

The provision of grants to the CSOs will empower these organizations to implement water projects to support the **implementation of the AI Ostuan Catchment Management Plan**, and specifically the measures listed in the Programme of Measures (attached).

As a first step in this process, ACTED, and LebRelief 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 “AI Ostuan Programme of Measures” documents developed for the AI Ostuan basin. The sectors of intervention are water, hygiene and sanitation. The specific areas of intervention are localities around the AI Ostuan River Basin located in Akkar, North Lebanon.

Only CSO working in these specific municipalities and with the capacity to address priorities mentioned in the “AI Ostuan Programme of Measures” will be supported under the grant.

Note: Interested applicants to get a copy of the “AI Ostuan Plan of Measures” documents, should send an email to Tender@leb-relief.org.

Section 3: Funding details and requirements

Grants will be awarded based on assessment for a value of up to 50,000 EUR (or equivalent in USD) based on the budget proposed. After the closing date, LebRelief will form a committee to review the applications and score them according to below criteria. Selected projects must 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 (AI Ostuan Basin)
- c. The relevance of the action and its integration among the whole program’s targets
- d. The action meets the needs identified in the “AI Ostuan Programme of Measures” document.
- e. The cost-effectiveness of the project.
- f. The proposed project should be planned and designed with partners. Eligible partners are municipalities and civil society members.
- g. Projects’ geographical coverage should include at least two localities, to promote integrated resource management and support increased collaboration between stakeholders. Applications are highly encouraged to be done in a “consortium” with municipalities with a CSO acting as a lead agency.
- h. Applicants (per application/project) must have attended the Capacity Building trainings provided for each basin.

In order to receive the financial support, organizations must be assessed by LebRelief to measure their organizational and administrative capacities and must demonstrate satisfactory levels.

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 water related projects are eligible.

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

Procurement will however be done directly by LebRelief, thus only funds related to HR and running expenditures will be transferred to the organization. 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 10% 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.

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):

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)*

5.6: Alignment with the AI Ostuan Programme of Measures – *How does this project align with the Programme of Measures developed for the AI Ostuan basin? Which measure is the project seeking to address? Please elaborate on how the proposed activities will address the needs highlighted in the AI Ostuan Catchment plan.* (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)

Please note that each project should benefit **at least two municipalities**.

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)	

Section 6: Contact us

For any questions or queries about this sub-granting opportunity, please contact Tender@leb-relief.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)

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):	

Administrative CHECK LIST for CSOs selection

Project code:

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
