



USAID Lebanon Civic Action Accelerator Program (LEB-CAAP)

Catalyst Fund for Relief and Response

Annual Program Statement (APS)

Competition Timeframe: April 1, 2022 – January 31, 2023

Applications are accepted on a rolling basis per the following quarterly deadlines:

Application Submission Deadlines
Round 1 – May 31, 2022
Round 2 - July 31, 2022
Round 3 - October 31, 2022
Round 4 - January 31, 2023

The contents of this Annual Program Statement are the responsibility of FHI 360 and do not necessarily reflect the views of USAID or the United States Government.

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I. OVERVIEW OF THE LEB-CAAP PROGRAM

The Lebanon Civic Action Accelerator Program (LEB-CAAP) is a five-year, United States Agency for International Development (USAID)-funded civil society strengthening program (2021-2026) implemented by Family Health International (FHI 360), a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions.

LEB-CAAP is a continuation of USAID's support to Lebanon's vibrant civil society sector as well as emerging groups and informal actors who are mobilizing to respond to current priorities. Through a combination of grants, technical assistance, and partnerships, LEB-CAAP will:

- Increase the impact of civil society advocacy and activism by strengthening the sector's organizational capacity and nurturing emerging groups to drive reform
- Accelerate locally-championed solutions for sustained collective impact
- Provide tools, resources, and support that enable LEB-CAAP partners to improve their effectiveness, measure their performance, and enhance their sustainability
- Assist civil society in balancing immediate, critical needs for relief and services and the need to advance long-term reforms and system change
- Promote the democratic principles of participation, inclusion, transparency, and accountability within civil society interventions and operations
- Strengthen linkages and collaboration opportunities among and within the civil society support landscape by leveraging previous investments, building on existing resources, and avoiding duplication of effort.

LEB-CAAP interventions were validated through a multisectoral, collaborative, refinement phase to ensure the program is responsive to the priorities of Lebanese citizens.

II. OVERVIEW OF THE CATALYST FUND FOR RELIEF AND RESPONSE

The Catalyst Fund for Relief and Response (CFRR) provides grants for civil society actors that are responding to the compounded crises in Lebanon and are addressing the increased relief and response needs of communities at a local or national level. The CFRR supports these actors who have experienced specific obstacles impeding their ability to serve and to respond to their beneficiaries' needs as they operate in an uncertain and rapidly changing context, where challenges and opportunities are regularly evolving and where the demand for their services is increasing.

This Annual Program Statement (APS) is open from April 1, 2022 through January 31, 2023 with individual grants up to \$24,000 USD. CFRR grants aim to:

 Improve the ability of civil society actors to continue and/or improve their existing services related to relief and response that respond to the increased needs and challenges facing communities

- Strengthen institutional capacity of actors to improve the effectiveness, efficiency, quality, and inclusivity of their relief and response services
- Maintain a flexible funding mechanism to respond to emerging capacity-related needs of Lebanese relief and response actors

In this APS, Relief and Response is defined as follows and does not cover livelihood activities: Provision of humanitarian support during or immediately after a disaster/crisis to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration. Support includes basic service provision (food, access to water), education, shelter, hygiene, energy, and healthcare, among others.

Geographic Zones:

In an effort to support locally-driven responses to locally identified priorities, grant applications will be evaluated by geographic zones representing Lebanon's eight governorates (five regional and one national zone) as follows:

Geographic Zones	Governorates
Zone 1	Beirut
Zone 2	Beqaa and Baalbeck
Zone 3	Nabatieh and South
Zone 4	Mount Lebanon
Zone 5	North and Akkar
Zone 6	National

Organizations can apply for the geographic zone in which they are headquartered and within which they will implement their project. Organizations working at a national level are eligible to apply for the national zone (Zone 6) if their services are not tied to a specific geographic location i.e., hotline open to beneficiaries regardless of location status, or have a national outreach (covering more than four governorates).

Intended Results:

Proposed initiatives are intended to achieve the following results:

- Relief services are sustained and/or expanded to new target groups and geographies within the geographic zone in which applicants are headquartered
- Quality of services is improved
- Organizational capacity and systems are strengthened
- Staff and volunteers are better prepared and equipped to conduct relief operations
- Responsive mechanisms are enhanced
- Community engagement and inclusion are enhanced

Illustrative interventions:

Through this APS, the CFRR is meant to support the ability of CSOs working in relief and response to maintain, improve and/or expand their solutions to new target groups or communities. It will support existing solutions that are already underway or for which resources have been secured. The fund is <u>not</u> meant to cover the direct cost of items needed for service delivery (such as food items) but cost of equipment and technical assistance needed to maintain and expand ongoing relief operations. The fund will not cover new services/programs/solutions for which resources are needed to launch.

Illustrative interventions to be covered under CFRR grants include but are not limited to:

- Software that will help a grantee set up a management system to streamline intake, follow-up, and monitor cases
- Equipment such as UPS or renewable power sources that will help a grantee continue to operate during electricity shortages
- Equipment such as ovens to expand services or food distribution in support of increased demand
- Technical assistance to enhance more efficient and effective service delivery, such as strategic planning, resource mobilization, psychosocial support for staff, volunteer management, etc.
- Organizational restructuring to adapt to increasing number of staff and new roles as a result of the crises
- Training on virtual facilitation skills to help a grantee more effectively engage its beneficiaries in online settings
- External assessment of existing services/programs among beneficiaries and redesign of interventions to respond to the findings
- Costs to improve accessibility and inclusion of people with disabilities (PWD), including but not limited to physical adaptations for persons with physical disabilities such as ramps, etc. (excluding construction works); sign language interpretation; braille printing; assistive technologies for persons with visual disabilities, etc.
- Outreach and advertising activities to promote the relief services and enhance the reach to marginalized groups

CFRR grant may <u>not</u> be utilized for the following:

- Goods such as food ingredients so an actor can deliver food boxes.
- Services or programming for its beneficiaries, such as costs for organizing a general campaign or an event.
- Overhead costs such as rent, telephone expenses, etc.
- Purchase of Motor Vehicles
- Visit USAID's list of ineligible and restricted items (Refer to page 12 Section M6)

Application Submission Deadlines:

Applications will be accepted on a rolling basis and will be evaluated quarterly, over four rounds, as per the schedule below through the end date of the APS on January 31, 2023.

Rounds	Application Submission Deadline
Round 1	May 31, 2022
Round 2	July 31, 2022
Round 3	October 31, 2022
Round 4	January 31, 2023

III. INSTRUCTIONS FOR APPLICANTS

The CFRR will support CSOs that respond to community needs at the grassroots and national levels. Applicants can apply for funds to support initiatives implemented in the governorate in which they are registered/headquartered and will be evaluated at their geographic zone level. Applicants must demonstrate their capacity to manage and implement the proposed activities and how these suggested activities respond to community priorities. Registered organizations are highly encouraged to engage informal groups in their initiatives in outreach, capacity building, or implementation support.

Applicants must allocate ten percent (10%) of the total budget for institutional strengthening, technical assistance, or capacity building for implementation of the proposed initiative and/or to strengthen the applicant in achieving its overall relief and response mission.

Applicants should indicate how gender and inclusion has been taken into consideration when designing their activity and if and how marginalized groups - gender (women, LGBTQIA), youth, PWD - are benefiting from the proposed activity and how their proposed CFRR grant would ensure their inclusion. LEB-CAAP will provide successful applicants with technical assistance in developing plans for gender and social inclusion to improve access of marginalized groups to services or to expand the ability of the applicant to serve marginalized groups. Applicants are encouraged to incorporate items related to improved accessibility for persons with disabilities in the budget.

Utilizing LEB-CAAP's online grant portal for the CFRR (please visit Microsoft Forms), applicants must submit an application form (Attachment I) that describes the applicant's background and capacity (who), proposed issue to address (why), activities (how), timeline (when), intended results (what) and detailed budget (Attachment II). Shortlisted applicants may be invited to deliver an oral presentation to LEB-CAAP and to submit additional details and supporting documentation during the due diligence and pre-award process.

<u>Note:</u> If faced with difficulties using the application platform, applicants are encouraged to contact the LEB-CAAP team via email on LEBCAAP_CFRR@fhi360.org

Eligible Entities:

This Fund will support civil society actors who operate on either the national or community levels. Applicants must meet <u>all</u> of the following eligibility criteria:

- Not-for-profit, Faith based Organization, and other non-governmental organizations registered as legal entities in Lebanon and headquartered in the geographic zone from which they apply and will implement their project
- CSOs working in relief and response for at least 2 years of operation
- CSOs serving a minimum number of 200 regular beneficiaries per year
- CSOs operating with an annual budget below USD 750,000
- CSOs whose services target one or more of the following marginalized groups: women, LGBTQIA, youth, and/or persons with disabilities.

Ineligible Entities:

- Branches of national NGOs
- Individuals
- Government and semi-governmental entities
- International not-for-profit and non-governmental organizations
- For-profit entities
- CSOs who operate sporadic relief activities that are outside of their core mission

IV. EVALUATION CRITERIA

LEB-CAAP intends to award grants resulting from this solicitation to applicants whose proposals best conform to the solicitation requirements after evaluation in accordance with the criteria listed below.

Upon receipt, LEB-CAAP staff will screen all applications for eligibility and completeness. An application can be categorized as non-responsive if it is incomplete, does not respond to the APS requirements, or is submitted after the end date of the APS (January 31, 2023). All applications will be reviewed by the Grants Evaluation Committee (GEC) in the quarterly review cycle by which they applied. GEC members will score eligible applications and meet to finalize their scores and shortlist applicants to be considered for grants with possible outcomes including:

- Fully fund the initiative
- Partially fund the initiative
- Fully fund the initiative, with conditions
- Partially fund the initiative, with conditions
- Not to fund the initiative

Once applicants have been shortlisted by the GEC but before signing grant agreements, the shortlisted applicants will be asked to submit full supporting documentation to illustrate that the organization has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds.

The evaluation criteria below are presented by major category.

Evaluation Criteria	Score	
Community Problem Urgency and relevance of the community problem (20 points)	20	
Organizational Challenge and Suggested Solution Priority level of the organizational challenge (10 points) Urgency, relevance, and potential impact of the suggested solution (20 points) Ability to sustain the service beyond the grant timeframe (10 points)		
Organizational Capacity and Reach Proven financial/administrative capacity to implement the proposed project (10 points) Number of beneficiaries served/affected (5 points) Vulnerability level of location and geography served (5 points)	20	
Engagement and Inclusion of Marginalized Groups Already engaging and serving marginalized groups (10 points) Impact of CFRR funds on applicant's ability and readiness to expand their services to marginalized groups (10 points)	20	
Total	100	
Additional Points Linkages/support to informal groups in marginalized and vulnerable areas (5 points)		

Registered entities applying to this fund are encouraged to engage with informal groups and involve them in their CFRR supported intervention at various levels of the process: i.e at the outreach level to extend their services to vulnerable, marginalized and remote areas, at the capacity building level to transfer skills to their members or throughout implementation by involving them in the actual delivery of services. Informal groups refer to the community initiatives and groups that were launched in the past few years and that had a considerable impact at the community level during the compounded crises in terms of relief and response, but have not registered as formal entities either due to lack of funds, capacity and/or structure.

CSOs located in underserved areas, addressing pressing community problems and catering for marginalized and vulnerable geographies will receive higher scores.

Applications will be evaluated per geographic zone as described in Section II: Overview of CFRR where all applications within a specific geographic zone will be considered, scored, and evaluated separately. Each proposal will be quantitatively evaluated based upon the evaluation criteria set forth above. A proposal can be categorized as unacceptable when it has many deficiencies or gross omissions or both. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that applicants should address in their applications.

Cost has not been assigned a score, but the cost application will be assessed for general reasonableness and cost-effectiveness to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs which may be unreasonable or

unallowable. Detailed budget reviews will only be conducted with shortlisted applicants during the due diligence phase described below.

V. GRANT PARAMETERS

Grant Types

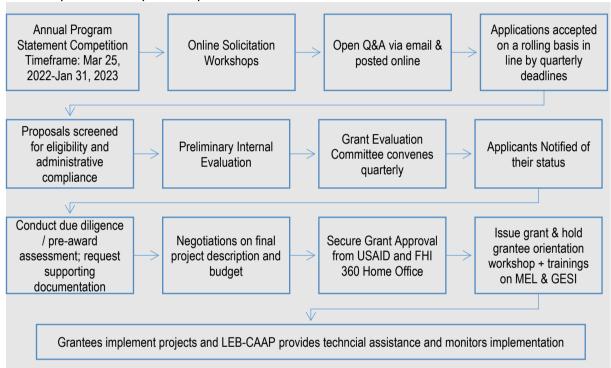
The chart below summarizes the award amount, potential types of grants, and requirements related to each. LEB-CAAP will decide on the type of grant to be used during the pre-award phase, after consultations with the applicant and based on the administrative and financial capacity of the applicant as well as the type of budget items in their proposal.

Individual Award	Up to \$24,000 USD. Overall, LEB-CAAP anticipates issuing approximately 24
Amount	awards with an estimate of up to six grants per quarterly review round (i.e., one
	grant per geographic zone).
Period of	Up to 12-month implementation period
Performance	
Types of Grants	Fixed Amount Award (FAA). A grant type whereby the grantee is paid in pre-
	established tranches upon approval of pre-determined milestones. FAAs are
	used when there is a reasonable estimate for the costs, and where milestones
	can be clearly defined and verified.
	In-Kind Grant (IKG). A grant type in which LEB-CAAP procures the goods and
	services required to implement the activities and provides them directly to the
	grantee to execute their project.
	Cost Reimbursable. A grant type that reimburses the grantee for the costs of the
	inputs reasonably necessary to implement an approved project or project
	activity that helps to achieve the stated project purpose.
Advances	Advances are allowed for Cost Reimbursable Awards, but not for In-Kind or
	Fixed Amount Awards.
Branding	All activities and products shall adhere to USAID and FHI 360 branding
	requirements.
Capacity Building	Applicants are required to budget 10% for institutional strengthening, technical
	assistance and/or capacity building that supports implementation of the
	proposed initiative.
Pre-Approvals	Equipment (in excess of USD 5,000/unit) as well as restricted commodities must
	be pre-approved by USAID.
U.S. Government	For Fixed Amount Awards:
Regulations	Standard Provisions for Fixed Amount Awards to Nongovernmental
	Organizations - A Mandatory Reference for ADS Chapter 303 (usaid.gov)
	For Cost Reimbursable Subawards:
	Standard Provisions for Non-U.S. Nongovernmental Organizations - A
	Mandatory Reference for ADS Chapter 303 (usaid.gov)
	USAID Lebanon Partner Vetting:
	USAID Lebanon Mission Order 15-03 2018.pdf
	PARTNER INFORMATION FORM AID 500-13 Final Revised.pdf (usaid.gov)

	Compliance with Prohibition on the Use of Forced Labor in the Performance of USAID Awards (Regarding procurement of solar equipment): Xinjiang Supply Chain Business Advisory - United States Department of State
Reporting Requirements	Narrative reports will be submitted on a quarterly basis, including agreed upon monitoring and evaluation requirements as defined in the grant agreement. Monthly financial reports will be required for cost reimbursable grants.

Competition process

Each step in the competition process is outlined below:



VI. INITIAL APPLICATION PROCEDURES

Below are the detailed steps to apply to the Catalyst Fund Annual Program Statement. Interested applicants are encouraged to check FHI 360's social media platforms¹ and/or FHI 360's page on Daleel Madani <u>Annual Program Statement - Catalyst Fund for Relief and Response (CFRR) | Daleel Madani (daleel-madani.org)</u> for updates to the Annual Program Statement, including questions and answers, modifications, and solicitation workshop opportunities.

Application Package:

Only Applicants that submit a <u>complete application package</u> in the specified format will be considered during the initial application period. The following documents comprise the complete grant application:

¹LEB-CAAP SOCIAL MEDIA PLATFORMS – TO BE ACTIVE STARTING MAY 24

- ✓ Application Form (See Attachment I)
- ✓ Detailed Budget, Budget Narrative (See Attachment II), and vendor selection matrix if necessary (see attachment III)
- ✓ Organizational Cover Letter signed by the Authorized Signatory. The applicant is requested to add as an attachment to the application form a cover page (including organizational Letter head) signed by a person duly authorized to submit an application on behalf of the Applicant and to bind the Applicant to the application. (See Attachment IV)
- √ 'Certificate of registration' or incorporation papers: شـهادة تسـجيل as well as 'Tax Identification Number': رقــم مــالي scanned Arabic photocopies (Original Arabic documents with English translation might be requested at a later stage).
- ✓ Organization's most recent Annual report (if available) and/or Monitoring and Evaluation reports including details on number of beneficiaries served and the organization's annual budget.

• Application Requirements

- ✓ Applications will be accepted on a rolling basis will be reviewed in the quarterly review cycle by which they applied.
- ✓ The complete application package must be submitted through the LEB-CAAP CFRR online grant portal https://forms.office.com/r/U2GyUryLHb by the quarterly review deadline listed above.
- ✓ Applications can be submitted in either English or Arabic, although English language is preferable.
- ✓ Budgeted costs must be represented in USD.
- ✓ Any application submitted in any other format is not eligible for evaluation.

• Catalyst Fund Solicitation Workshops

LEB-CAAP will hold quarterly online solicitation workshops during the APS competition period. Held in Arabic with simultaneous translation into English and sign language, these workshops will provide an opportunity for potential applicants to ask questions and better understand the Catalyst Fund priorities, application process, and grant parameters. The Catalyst Fund APS launch will take place on April 8th, 2022. Interested applicants must register 48 hours in advance at https://forms.office.com/r/iCUmwgeerc

Future solicitation workshops and regular updates will be published on Daleel Madani and LEB-CAAP's social media platforms. Interested applicants are encouraged to confirm their attendance via email to LEBCAAP_CFRR@fhi360.org at least 48 hours prior to each workshop.

Questions & Answers

Requests for clarification are accepted on an ongoing basis via email to LEBCAAP_CFRR@fhi360.org; questions must include "CFRR APS Q&A" in the subject line. Only written requests for clarification will receive a response and consolidated questions and answers will be posted regularly on the LEB-CAAP's social media pages and uploaded

to the CFRR Solicitation Workshop page on Daleel Madani (<u>Catalyst Fund for Relief and Response Solicitation Workshop Questions and Answers | Daleel Madani (daleel-madani.org)</u>).

Multiple Applications and/or Awards

Only one application per organization is allowed. Unsuccessful applicants may reapply in subsequent rounds. Successful grant recipients are not eligible to apply for multiple grants under the CFRR APS. However, they can apply to other award opportunities under the LEB-CAAP program.

Timeline

The timeline for processing a grant is dependent on the responsiveness of shortlisted organizations in finalizing technical proposals and budgets and in submitting supporting documentation as required.

VII. Pre-Award Phase for Shortlisted Applicants

At the conclusion of the Grant Evaluation Committee (GEC) selection process, LEB-CAAP team will work with shortlisted applicants to undertake the due diligence process whereby the organization will demonstrate that it has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds. During this phase, shortlisted applicants will:

- ⇒ Complete the Financial Pre-Award Assessment (to be conducted by LEB-CAAP staff during a scheduled site visit to the organization)
- ⇒ Finalize the detailed project scope, activities and MEL plan with support from LEB-CAAP team
- ⇒ Negotiate the final budget and provide supporting documentation as required
- ⇒ Obtain a Unique Entity ID (UEI) through the Sam.gov website. (Refer to attachment V for instructions)
- ⇒ Supporting documents for all budget items
- ⇒ Audited Financial Statements, if available. (English translation desirable, but not required). If no recent audit has been conducted, a revenue and expense statement and balance sheet for previous financial year must be attached.
- ⇒ Organizations that receive a grant must sign USAID's Certifications and Assurances
- ⇒ Debarment and Terrorist Financing Searches (to be conducted by LEB-CAAP).
- ⇒ Detailed budget and budget narrative.

Cost Evaluation

Costs/prices will be analyzed as part of the due diligence process. Applicants should note that the budget must be sufficiently detailed to demonstrate cost/price reasonableness and completeness, and that budgets including cost/price information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be deemed unacceptable.

Note:

- Only salaries of staff needed to deliver services or programming directly related to the relief and response operations in the CFRR proposed project are allowed. The grantee should demonstrate how the proposed salary directly contributes to maintaining or expanding current service delivery and should demonstrate the sustainability plans of the supported activity. This is conditional on LEB-CAAP approval.
- Staff must be budgeted based on the current proposed individual's salaried rate.
- The proposed salaries cannot exceed 25% of the total budget amount.
- Applicants must allocate ten percent (10%) of the total budget for institutional strengthening, technical assistance, or capacity building for implementation of the proposed initiative and/or to strengthen the applicant in achieving its overall relief and response mission.
- Applicants are encouraged to incorporate items related to improved accessibility for persons with disabilities in the budget excluding construction works.

Upon award, LEB-CAAP will work with grantees as follows:

Capacity Building Assessments and Support

LEB-CAAP staff will facilitate basic technical assessments with each Grantee that will serve as the basis for technical assistance support as appropriate, mainly related to M&E and Gender Equality and Social Inclusion (GESI). The assessment will be re-conducted at the end of the project to measure any changes achieved.

Monitoring & Evaluation(M&E)

During the negotiation period, LEB-CAAP will work with shortlisted applicants in developing a M&E plan to define how the project's outputs, outcomes and overall impacts will be determined, and to assist grantees to manage the collection of performance data. LEB-CAAP will provide guidance and assistance to grantees to ensure that the M&E Plan contains the following:

- Clearly defined M&E indicators based on intended results and objectives
- The unit of measurement
- The sources and methods of data collection
- Frequency and schedule of data collection
- Project team member responsible for ensuring data is available on time
- Baseline, benchmarks, and targets

In addition, LEB-CAAP will share relevant indicators, as applicable, from its own performance monitoring plan against which grantees are required to report. Quarterly reporting on the approved indicators will be required once the grant is awarded.

Gender & Inclusion

LEB-CAAP will provide the needed technical assistance to support all grantees in mainstreaming gender and inclusion of persons with disabilities into the project action plan and provide complementary capacity building support to ensure the grantees design and deliver programs that achieve its proposed inclusion strategies.

Grantee Coordination

Grantees will be required to participate in "All Grantee Meetings" which are designed to improve communication and cooperation between grantees, and to assist in fostering a dialogue and consensus on different civil society initiatives.

VIII. DEFINITIONS

Key terms and concepts addressed in this APS include:

Marginalized groups:

People who are typically denied full access to legal protection or social and economic participation and programs in practice and/or in principle for historical, cultural, political, or other contextual reasons. Such groups include but are not limited to persons with disabilities, women, youth, LGBTQIA, among others.

Inclusion

Ensuring equal access to social, political, and economic opportunities for all people, regardless of differences in personal characteristics or identities.

Inclusivity

A process of addressing and responding to the diversity of needs of all learners through increasing participation in learning, cultures, and communities and reducing exclusion within and from education.

Gender

The socially defined set of roles, rights, responsibilities, entitlements, and obligations of females and males and others held in societies.

LGBTQIA (Lesbian, gay, bisexual, transgender, queer, intersex, and asexual)

These terms refer to people whose sexual orientation or gender identities differ from traditional expectations of males or females in particular societies. They are also referred to as sexual and gender minorities.

Disability

Long-term physical, mental, intellectual, or sensory impairments that, in interaction with various barriers, may hinder a person's full and effective participation in society on an equal basis with others

IX. DISCLAIMERS

- FHI 360 may cancel solicitation and not award
- FHI 360 may reject any or all responses received
- FHI 360 reserves the right to disqualify any offer based on Applicant failure to follow solicitation instructions
- FHI 360 anticipates awarding approximately 6 subawards each round but reserves the right to issue more awards and may exhaust the fund before the end of the year.

- This APS presents only a definition of requirements. This is merely an invitation to submit applications and does not legally obligate FHI 360 to accept any of the submitted applications, in whole or in part. FHI 360 is not required to choose the lowest cost application.
- FHI 360 reserves the right to negotiate with any applicant organization regarding costs and/or scope of activities.
- FHI 360 will not reimburse Applicants for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the Applicant's expense.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360 reserves the right to fund any or none of the applications received.
- FHI 360 reserves the right to check applicant's donor references.