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**Request for Concept Paper**

The International Organization for Migration (hereinafter called **IOM**) intends to hire Implementing Partners for the execution of a community intervention in Central & West Bekaa in Lebanon for which this Request for Concept paper is issued.

IOM now invites Implementing Partners to provide the application from for the following Services: execution of a community intervention in **Central & West Bekaa**. More details on the services are provided in the attached “Concept paper – Application form”.

The Implementing Partner will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

Section I. Concept paper – Application Form

The concept papers must be delivered through email to: beyproc@iom.int on or before 04 June 2021 by 03:00 pm. No late proposal shall be accepted.

Should you have any question on the application process, please do not hesitate to contact: rchallita@iom.int

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Implementing Partners.

*IOM Beirut Procurement Unit*

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

 

CONCEPT PAPER – APPLICATION FORM

**Guidance notes:**

**Deadline for applications:**

All applications must be received by 04/06/2021 However, it is strongly recommended to apply as early as possible. IOM will review applications as they are submitted to ensure the information is included is as required, and as such early applications may have a greater chance of being selected.

The Proponent will be notified by email once the Concept Paper has been endorsed by the Community Stabilization Unit at IOM Lebanon

**Language:**

All applications must be submitted in English. However, submission will be evaluated based on the quality and relevance of the proposed ideas and the suggested community consultation process.

**Eligibility:**

To be eligible to submit this concept paper, your organization must:

* Be a registered and well-known Lebanese civil society organization with experience in Community Stabilization: the organization could be a specialized community stabilization organization or have community stabilization as a substantial element of its work.
* Be locally based: The organization and its offices should ideally be based in or near the communities where the work will be implemented.

**Selection process:**

The awardees will be selected by a panel of IOM community stabilization specialists, from shortlisted concept papers received.

**Selection criteria:**

The awards are designed to encourage innovative local organizations aiming to promote long-lasting peace in their communities. Submissions will also be assessed against the following criteria:

* Expected Impact: clear potential to promote collaboration among host and displaced communities, mitigate violence, and build peace, leaving behind a system of coordination that would continue to operate beyond the duration of the proposed intervention
* Community support: able to demonstrate a high level of community participation in the proposed project, for example through voluntary efforts of community members and/or contributing local resources towards the achievement of the intended results.
* Innovation: offering a new approach or original thinking. Highlighting what makes your organization’s proposed approach different and unique?
* Sustainability: achieving an impact that is designed to last beyond the duration of the intervention.

**General guidance:**

* In presenting your plans, highlight the expected impact and outcomes of your work, and not just on activities that will take place.
* Outline the problem or conflict that the proposed project is addressing in your community using statistics and data (include references).
* Present realistic and achievable plans. Describe the change that you anticipate as a result of your work.
* Provide a workplan, M&E results matrix, and budget along with the project methodology.

**Terms and conditions:**

All information submitted in the application should be true to the best knowledge of the applicant, any information found to be false or misleading may result in disqualification.

1. Submitting organizations must have a zero-tolerance to corruption (including any form of bribery) and any affiliation with terrorism, as per IOM’s policy.
2. Organizations having employees with a criminal record related to fraud or financial mismanagement will be excluded.
3. **Selected organizations shall not provide a sub-grant to a third partner.**
4. IOM reserves the right to conduct further due diligence investigations on these organizations. The funds will only be awarded after satisfactory completion of all due diligence checks.
5. Should an applicant be selected as an awardee, they must commit to use the funding towards community stabilization activities and towards easing tension in communities as outlined in their concept paper. Proposed activities should be implemented with due respect to all national laws, rules and regulations.
6. IOM reserves the right to withhold awarding funds in the absence of sufficient information.

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| **CONCEPT PAPER** |
| IOM Lebanon’s community stabilization programming in **Central & West Bekaa** seeks to enhance targeted local communities’ resilience and strengthen local government and civil society’s capacity to respond to priority needs, mitigate tensions and avoid the escalation of conflict. Through a series of community-based interventions centered on revitalization of essential infrastructure and service provision conducted in close consultation with municipalities, facilitated by local NGO partners and engaging host and displaced communities, IOM Community Stabilization Programme funded by Japan seeks to enhance social cohesion and stability. Expected outcomes include:* Improved perception in targeted areas of Lebanese host communities towards displaced Syrians.
* A decrease in tensions between Syrians and Lebanese in project areas.
* The process of collaboratively working together will be the focus of the project and is intended to become the main sustainable outcome, thus allowing the groups to continue beyond the lifetime of the intervention itself, to collaborate around addressing further mutual objectives and triggers of tension and instability. The number of Initiatives taken by the group after the completion of the intervention is considered an indicator of success.
* IOM Lebanon requires submitting organizations to submit concept papers That clearly state their plan of undertaking a Rapid Assessment to understand the reasons and triggers of tension in the chosen areas of work along with possible solutions. The Rapid Assessment Plan shall be provided in the concept papers with a clear purpose, methodology, sample size and annexed surveying tools if available. Also, submitting organizations shall explain their methodology in forming an informal project oversight committee that will conduct a community consultation process and
* **identify, prioritize and oversee the implementation of interventions addressing their needs.** IOM will provide guidance, oversee and monitor selected community based organizations (NGOs) in facilitating a consultative process where local government, host and displaced community representatives together have a key role in identifying and prioritizing mutual needs and participate in overseeing the implementation of strategic interventions that not only address priority needs contributing to instability but also foster for a win-win situation where displaced Syrians and the host community work together to address mutual priority needs. The proposed interventions should be identi­fied through participatory processes and aim at alleviating pressure on public services and resources, engaging and strengthening municipalities, provision of short-term economic opportunities for vulnerable Lebanese and displaced Syrian youth, primarily resulting in enhancing local services such as: public infrastructure, water and sewage networks, solid waste management, irrigation systems, road rehabilitation, recreational spaces, equipment/renovation of health and educational facilities.
* The proposed interventions will be chosen in accordance with the priorities that the communities have identified and verified by IOM Community Stabilization team; interventions targeting women specifically are encouraged. Once the interventions are identified and approved, IOM will require a more detailed submission including time frame, methodology, budget, expected impact etc.
* The committee and the targeted beneficiaries should include 70% males, 30% females with a focus on youth aged 16 to 25.
* Timeframe of the proposed intervention should not exceed 3-4 Months including the formation of the committee and the community consultation process.
* Proposed total estimated costs could be between $1000 and $48,000 USD including the process of community consultation and the implementation of the identified IOM approved intervention. Preference will go to small-scale, cost effective projects with significantly more funds going to program activities than administrative costs. In certain cases, IOM may choose to directly cover some of the costs i.e. procurement of tools and materials, cost of labor as appropriate.

**The proposed intervention could include various activities or approaches and cover one or more of the below geographic areas:** **Houch el Harimi, Bar Elias, Saadnayel, Qab Elias, Taalabaya, Faour** **Ghazzze, Al Marj, Sawiri, Joub Janeen, Kfar Zabad, Anjar, Fourzol, Riyak.*** **N.B: Community Support Interventions will be identified after the formation of the committee therefore submitting organizations should not specify what is the intervention, but rather focus on the methodology and formation of the committee.**
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| Project Concept Paper (minimum font Arial Narrow 10, Arial 10 or Times New Roman 11) |
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| Project Details |
| Project Title |  |
| Date of Proposal |  | Area(s) where project will be implemented |  | Specific Location(s)/Municipalities: |
| Proponent Information | Official Name of organization: |  |
| Name of Representative: |  |
| Title:  |  |
| Email: |  |
| Telephone: |  |
| Address: |  |
| Cell: |  |
| Project Time frame  |  |
| Funding requested from IOM in $ |  |
| Proponent contribution (if any) |  |
| Other contributions |  |
| Total |  |
| Problem Statement |
| Briefly describe the problem the project will address. Be specific to the impact that the project will achieve, and who the expected beneficiaries of the project will be. |
| Expected Results |
| State the overall and specific objectives of the proposed intervention. Describe the concrete change or outcome you intend to see at the end of this project, i.e. what are the immediate expected results of the project? What changes will be directly attributable to the project activities? Explain how these results will be monitored and evaluated throughout implementation of the proposed activities. As relevant, describe any assessments, baseline studies to be conducted at the beginning of the intervention.  |
| Activities |
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| Gender Considerations |
| How will this project address the specific needs of men, women, boys and girls? |
| Project risks and mitigation measures |
| Identify any project specific risks and the related mitigation measures. |
| Estimated Budget |
| In a table, provide a breakdown of costs per activity reflective of the activities previously listed in this Concept Paper, with a short description of the costs associated with each activity. Please note that, the estimated budget should reflect expenses related to the formation of the project oversight committee and the associated community consultation process and **include a budget line with a lumpsum dedicated for the community support intervention**. Include a breakdown of all associated staff and office costs and overhead (if applicable). Use attachments/spreadsheets if needed.  |
| Capacity to Deliver Project |
| Please briefly explain your organization’s previous and current engagement in the area and your specific expertise in implementing the proposed activities. Attach any relevant documents i.e. organization portfolio, brochure, factsheet, reports, etc. |
| Other partners: |
| Specify any other partners who will be involved in the implementation of proposed activities, i.e. municipalities, other community-based organizations, NGOs, unions, government authorities, committees, etc. |