**IRC Lebanon**

**Syria Situation Response**

***(Proposals should be a maximum of Six pages, excluding attachments)***

*Please ensure that you submit the following documents to IRC with your proposal:*

|  |  |
| --- | --- |
|  | Proposal narrative |
|  | Proposal budget (with budget notes) |
|  | Organization profile-unless already submitted to IRC |

|  |  |
| --- | --- |
| I. CONTACT INFORMATION | |
| Organization: |  |
| Contact Person and Title: |  |
| Email: |  |
| Mailing Address: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| II. PROJECT OVERVIEW | |
| Project Title: |  |
| Duration (months): |  |
| Start Date: |  |
| End Date: |  |
| Project Location: |  |
| Target Beneficiary Number: |  |
| Project Cost: |  |
| Project Objectives: | 1.  2.  3. |

|  |
| --- |
| III. PROJECT DESCRIPTION |

**1. Why is a response required?**

*Justify your proposed intervention by explaining the current situation of the affected population, humanitarian partners working in the area, and the need and gaps in response. Provide figures of affected or displaced populations.*

*If possible, attach an assessment report.*

**2. What are the proposed activities?**

*Please use the space below to outline your activities per objective (as shown in the example below). Provide the location where planned activities will be achieved as well as a detailed description of each activities, quantifying the outputs. For training activities, for example, please specify the types of trainings, number of trainees, location, and planned number of days for each training.*

**Objective 1:**

**Activity 1.1:**

* Location:
* Description:

**Activity 1.2:**

* Location:
* Description:

**…**

**3. What is the timeline for the activities?**

*Please complete the gantt chart below, indicating the expected completion date for each major activity.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Month 1 | Month 2 | Month 3 | Month 4 |
| *[Example: Hygiene promotion activities]* |  |  | *complete* |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. What are the targets and expected results?**

*Using the indicator matrix below, indicate which of the standard project indicators you will report. Add other indicators for project results as needed. Please consider the timeframe of the intervention when evaluating what is feasible.*

|  |  |  |  |
| --- | --- | --- | --- |
| Standard Indicators | Baseline | Target | Source of Verification |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Additional Indicators | **Baseline** | **Target** | **Source of Verification** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**5. Who are the target beneficiaries?**

*Using the table below, list the total population and/or households targeted under each objective, sex and age segregated, if applicable.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Target  Beneficiaries | Female | Male | Children  (under 5 years) | Households |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Total |  |  |  |  |  |

**6. How will the intervention address the special needs of women and children and the most vulnerable populations?**

*Describe how the project will mainstream gender and protection issues to address special needs of women, children and the most vulnerable populations.*

**7. How will your organization coordinate with other offices and implementing agencies?**

*Explain how your organization will coordinate with government sector offices, UN agencies, and other non-governmental organizations operating in the area.*

**8. What is the contingency plan of the organization?**

*Please provide a simplified risks matrix that takes into account potential challenges and the mitigation measures proposed by your organization to respond to these challenges.*

**9 What will be the cost of the intervention?**

*a. Please complete the budget in the proposal budget template provided.*

*b. Please complete the budget notes in the proposal budget template provided, providing notes on the line items in the budget.*