

## Lebanon Civic Action Accelerator Program (LEB-CAAP)

### Request For Applications (RFA)

#### *Supporting Sustainable and Inclusive Impact (2SI)*

RFA Issue Date	Tuesday, January 14, 2025
Solicitation Workshop (Hybrid)	Wednesday, January 22, 2025, 11:00 am to 12:30 pm. Register by January 20, 2025 at 12:00 pm noon (Beirut Time) via <a href="https://forms.office.com/r/P37DkvAcTQ">https://forms.office.com/r/P37DkvAcTQ</a>
Q&A Deadline	Friday, January 24, 2025 by 12pm noon (Beirut Time) submitted via email to <a href="mailto:lebcaapgrants@fhi360.org">lebcaapgrants@fhi360.org</a>
Q&A Posted	Tuesday, January 28, 2025 close of business on Daleel Madani ( <a href="https://daleel-madani.org/civil-society-directory/fhi-360">https://daleel-madani.org/civil-society-directory/fhi-360</a> ), @lebcaap Facebook, Instagram, and <a href="https://linktr.ee/lebcaap">https://linktr.ee/lebcaap</a>
Application Deadline	Tuesday, February 11, 2025 by 12pm noon (Beirut Time). Complete applications are to be submitted via email to <a href="mailto:lebcaapgrants@fhi360.org">lebcaapgrants@fhi360.org</a>

*The contents of this Request for Applications 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 USAID-funded Lebanon Civic Action Accelerator Program (LEB-CAAP) is a five-year (2021-2026) program which aims to enhance civil society responsiveness to locally driven demands to accelerate inclusive rights-based policies, practices, and services. LEB-CAAP is implemented by FHI 360, a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions in more than 70 countries. LEB-CAAP interventions were validated through a multisectoral, collaborative, refinement phase to ensure the program is responsive to the priorities of Lebanese civil society organizations (CSOs). To date, LEB-CAAP has engaged 633 unique civil society organizations and 3,132 unique local actors from across Lebanon<sup>1</sup>. Through grants, technical assistance, and partnerships, LEB-CAAP:

- Accelerates locally championed solutions and strategic collective efforts to advocate for rights.
- Provides tools, resources, and support that enable LEB-CAAP partners to improve their impact, effectively measure their performance, and enhance their sustainability.
- Assists civil society in balancing immediate, critical needs for relief and service delivery, with the need to advance long-term reforms and systemic change.
- Promotes the democratic principles of participation, inclusion, transparency, and accountability within civil society interventions and operations.
- Strengthens linkages and collaboration among and within the civil society landscape by leveraging previous investments, building on existing resources, and avoiding duplication of effort.

## II. Overview of the Supporting Sustainable and Inclusive Impact (2SI) RFA

### A. Summary

The goal of this Request for Applications (RFA) is to accelerate the efforts of credible and committed civil society actors to enhance their community impact by supporting them under two objectives:

- (1) Implement inclusive solutions to local or national priorities under one of the three programming themes reflected in Table 1 below.

Grants under this RFA should implement solutions that focus on addressing root causes and contribute to sustainable impact on the selected programming theme. Solutions that only contribute to short-term changes – for example, provide immediate and one-time relief to meet basic needs or support a temporary mechanism for citizens to participate – are not aligned to the scope of this RFA.

<b>Theme:</b>	Addressing extreme poverty and responding to basic needs.	Supporting effective and transparent governance.	Advancing the rights, access, and participation of persons with disabilities.
<b>Illustrative* focus areas include, but are NOT limited to:</b>	Food security; access to health (physical and mental) services; access to education services; access to shelter; access to clean water and hygiene; support to secure livelihoods.	Participatory governance; inclusive and citizen-responsive services; anti-corruption and mechanisms for local accountability; community engagement in local governance; youth participation in governance.	Rights and policy advocacy; inclusive education; access to healthcare services; economic empowerment; technological innovation to enhance accessibility; social and behavioral change to promote inclusion; leadership development for persons with disabilities; Institutional inclusion.

<sup>1</sup> To learn more, visit <https://daleel-madani.org/civil-society-directory/fhi-360> and our Facebook and Instagram pages @lebcaap.

\*These focus areas are meant to provide some examples of programming relevant under each theme but are not meant to be exclusive or comprehensive. Applicants can propose other programming areas that they can clearly demonstrate are linked to the selected theme.

- (2) Invest in organizational capacities to enhance long-term operational efficiency, technical effectiveness, and/or organizational sustainability to continue and improve impact.

This grants program aims to support CSOs who have demonstrated credibility and commitment in working on one of the themes to expand solutions that deliver direct impact while investing in their capacities to continue working on this theme in the long-term. This approach ensures that CSOs with a strong track record have the resources they need to serve communities in the short-term while investing in their organization's ability to sustain and improve its support to communities in Lebanon in the future. Applicants should propose solutions that they know – for instance based on their documented experience with them or on data from other experiences – have the potential to be impactful and that they can mobilize to implement and see results from them within the 10–12-month project lifecycle.

Grants issued under the 2SI RFA will provide CSOs with access to expert technical assistance, tools, and resources necessary to expand and sustain their impact on the selected programming theme by implementing inclusive solutions that benefit communities right now while investing in their organizational capacity to sustain their impact in the future. Proposed solutions are strongly recommended to incorporate the following cross-cutting priorities:

- Integrating and mainstreaming gender equality, safeguarding, and social inclusion (GESSI) and positive youth development (PYD) as applicable in the proposed solutions and within the organization.
- Implementing activities to support structured collaboration with partners from the civil society, public (including local governance entities), or private sectors to expand effectiveness and reach of the implemented solution and/or to support the sustainability of CSOs' impact.

LEB-CAAP anticipates issuing grants up to \$150,000 USD each from an estimated grants pool of \$900,000 USD. Interested CSOs must submit a technical narrative, detailed budget, and other required documents as outlined in “Section VI. Grants Selection Process and Award” and in accordance with the evaluation criteria in “Section V. Evaluation Criteria”.

Shortlisted applicants will be required to participate in a co-design workshop with LEB-CAAP to validate the proposed interventions, finalize the project design and implementation plan, and confirm the budget requirements to ensure cost allowability, allocability and reasonableness. Subsequent pre-award requirements and due diligence processes are outlined in “Section VI. Grant Selection Process and Award”.

## B. Background

On November 27, 2024, a ceasefire agreement was reached between Lebanon and Israel, significantly reducing – and almost ending - the largescale destruction and loss of life that communities in Lebanon experienced since September 2024 as a result of Israel's strikes in Lebanon. While the security situation has relatively stabilized, the conflict has severely damaged infrastructure and the provision of key services to meet people's basic needs for food, shelter, physical and mental health, and education; it has also exacerbated Lebanon's existing multifaceted crisis marked by economic instability and political turmoil. The ceasefire agreement, as well as recent regional geopolitical developments signal political changes in Lebanon, such as the presidential election on January 9, 2024, and the anticipated formation of a new government. In this context, it is essential to support the critical role that CSOs play– alongside and in collaboration with public and private sector partners – to:

- *Addressing extreme poverty and responding to basic needs:* Prior to the escalation of the conflict with Israel in September 2024, more than 44 percent of the population had been living below the poverty line and about 82 percent of poor households surveyed by the World Bank in a 2024 report indicated they are struggling to meet basic needs<sup>2</sup>. The conflict is expected to have pushed even more people into poverty and exacerbated issues with food insecurity, while damaging key sectors (agriculture, health, education, etc.) that will have a long-term impact on people’s ability to independently meet their basic needs<sup>3</sup>.
- *Supporting effective and transparent governance:* As Lebanon embarks on reconstruction and recovery efforts, potentially with a new government which would be able to launch reforms, ensuring effective and transparent governance - that is inclusive of diverse community members and their needs - is crucial not only to improve the immediate situation but also to put Lebanon on the path to sustainable and long-term recovery.
- *Advancing the rights, access, and participation of persons with disabilities:* Even before the escalation of the conflict with Israel, persons with disabilities represented about 13% of the population and faced heightened risks and barriers related to protection, discrimination, access to basic services (including education and livelihoods), and participation in community and governance structures. During the conflict and in its immediate aftermath, persons with disabilities face barriers in “accessing information, lack of inclusive programming in the response, and little to no inclusion of persons with disabilities in data and information management, which further reduces visibility of needs and inhibits meaningful response.”<sup>4</sup> With more than 15,600 wounded so far as a result of the recent war, the number of people newly living with long-term disabilities is expected to have increased.

Although CSOs are already playing vital roles in these areas, they often face significant barriers in maintaining operational viability due to fluctuating donor funding and the overall volatile environment. Their traditional reliance on donor support has become increasingly unsustainable, pushing these organizations towards seeking more reliable funding sources to continue their vital work amidst national and global shifts in priorities. Moreover, CSOs struggle with internal issues such as insufficient capacity, inadequate staff training, and inefficient management structures and struggle to continuously adapt strategically to the changing circumstances and shifting community priorities. Moreover, it is often difficult to retain talented staff or institutionalize technical knowledge and skills to ensure quality activities are being implemented. Furthermore, gaps related to capacities and technical knowhow, institutional structure and dynamics, and/or resources limit CSOs’ ability to be inclusive both at an institutional level and within their programming. Finally, building structured partnerships - with other CSOs, and public and private sector actors - and integrating into broader networks are crucial strategies that could provide the necessary support and resources for CSOs to navigate through challenging times and ensure continued impact in the communities they support.

Therefore, through the 2SI grants program, CSOs will receive funding and technical assistance for them to implement solutions that provide an immediate positive impact on one of the three programming themes, while investing in their organizational capacities for long-term impact.

### C. RFA Goals and Objectives

This RFA contributes to LEB-CAAP’s *Objective 1: Strengthened capacities of civil society to address Lebanon’s crises and advance long-term rights-based change* and *Objective 2: Improved civil society solutions to community priorities through innovative approaches and models*. Funding through the 2SI grants program is structured to provide comprehensive support to CSOs under two main objectives, 1) to implement inclusive solutions to local or national priorities under one of the three programming

<sup>2</sup> <https://reliefweb.int/report/lebanon/lebanon-poverty-and-equity-assessment-2024-weathering-protracted-crisis-enar>

<sup>3</sup> <https://documents1.worldbank.org/curated/en/099111224112085259/pdf/P5063801c62fbc21beff1d0a436d07e02.pdf>

<sup>4</sup> [https://www.hi-canada.org/sn/uploads/fck/Lebanon\\_2024\\_Issue\\_Brief\\_on\\_Persons\\_with\\_Disabilities\\_-\\_Humanity\\_Inclusion\\_HI.pdf](https://www.hi-canada.org/sn/uploads/fck/Lebanon_2024_Issue_Brief_on_Persons_with_Disabilities_-_Humanity_Inclusion_HI.pdf)

themes and 2) to invest in organizational capacities to enhance long-term operational efficiency, technical effectiveness, and/or organizational sustainability to continue and improve impact. Illustrative activities under each objective include but are not limited to:

<b>Objective 1: Implement inclusive solutions to local or national priorities under one of three programming themes.</b>	<b>Objective 2: Invest in organizational capacities to enhance long-term operational efficiency, technical effectiveness, and/or organizational sustainability to continue and improve impact.</b>
<ul style="list-style-type: none"> <li>• Pilot new approaches that apply innovation and learning to address community problems.</li> <li>• Scale the impact of programs by expanding target community groups and/or establishing long-term partnerships with new stakeholders such as public or private organizations.</li> <li>• Deliver enhanced technical interventions that meet GESSI goals and ensure inclusion of women, youth, elderly, persons with disabilities and/or persons with diverse SOGIESC, among others.</li> <li>• Increase and diversify reach of services/programming, particularly to engage and benefit vulnerable groups.</li> <li>• Build on existing interventions to address evolving community priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve governance structures, management practices, team skills, or systems to maximize operational efficiency.</li> <li>• Streamline program processes and workflows, adopt advanced technological solutions, or acquire equipment for smoother operations.</li> <li>• Upgrade the quality of program methodologies, tools, and technical resources.</li> <li>• Enhance organizational strategies, financial sustainability plans or digital transformation plans to foster growth and sustainability.</li> <li>• Build the capacity of staff in strategic and technical domains to align CSO response with evolving community priorities.</li> <li>• Integrate strategic approaches to ensure GESSI and PYD in programs and/or operations.</li> <li>• Develop and launch strategies to enhance financial sustainability.</li> </ul>
<b>80-90% of the total budget</b>	<b>10-20% of the total budget</b>

Targeted recipients of USAID assistance under this grant are both (1) individuals that participate/benefit in the community initiative (program or services), and (2) the CSO personnel that will benefit from capacity strengthening.

#### D. Gender Equality, Safeguarding, and Social Inclusion (GESSI)

Applicants must outline appropriate inclusion strategies within the proposed project activities and across all implementation phases to ensure equal opportunities for the meaningful engagement and participation of vulnerable groups (women, youth, elderly, persons with disabilities and people with diverse SOGIESC, among others) to take part and be represented on equal footing throughout program processes and implementation. Applicants must demonstrate a thorough understanding of existing gaps related to gender and inclusion (i.e. the different roles and status of women or persons with disabilities and how it affects the work to be undertaken or the anticipated results, barriers to participation and accessibility to service, etc.).

LEB-CAAP will provide the needed technical assistance to support all grantees in mainstreaming gender and inclusion of persons with disabilities and integrating a PYD approach (as relevant) into the project action plan, as well as provide complementary capacity building support to ensure the grantees design and deliver programs that achieve proposed inclusion strategies.

Organizations led by right holder groups are encouraged to apply.

#### E. Anticipated Results

This grants program is expected to deliver impactful results, including but not limited to:

- 1) Direct benefit and positive impact on community beneficiaries under one of the themes.
- 2) Community initiatives implemented to address a priority problem under one of the themes.
- 3) Increasing civic education and engagement towards enhanced governance.
- 4) Sustained and/or expanded programs to new target groups and geographies.
- 5) Improved quality of programs through streamlined administrative processes, efficient service delivery processes, or the adoption of technological solutions.
- 6) Development and implementation of innovative solutions through cross-sectoral partnerships, including public or private stakeholders.
- 7) Mainstreaming of gender, equity, safeguarding, and social inclusion or positive youth development strategies and approaches.
- 8) Fostering long-term sustainability through capacity building, partnerships, and a culture of continuous improvement.

### III. Grant Parameters

The chart below summarizes the award amount, potential types of grants, and related requirements.

Award Ceiling	LEB-CAAP anticipates issuing grants up to \$150,000 USD each from an estimated pool of \$900,000 USD for this RFA.
Period of Performance	Between 10 - 12 months
Expected Award Type	<p><b>LEB-CAAP will consider the grant scope, budgeted costs, and the capacity of selected grantees to determine which of the following award types will be issued:</b></p> <p><b>Fixed Amount Award (FAA).</b> 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.</p> <p><b>Cost-reimbursable Award.</b> 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. This mechanism requires that successful candidates have the systems and capacity to manage and report accurately and on time.</p>
Advances	No cash advances are allowed under FAAs.
Branding and Marking	All grants shall adhere to USAID and FHI 360 branding and marking requirements. “Branding” refers to how a program or project is named and positioned, who it is from, and identifies the sponsor of the work. “Marking” refers to applying graphic identities or logos to program materials or project signage to visibly acknowledge contributors; it identifies organizations supporting the work. Branding and marking requirements for USAID-funded grants are contained in 2 CFR 700.16. USAID and are incorporated into the grant agreement.
Pre-Approvals	Equipment (in excess of USD 5,000/unit), restricted commodities and participant support costs must be pre-approved by USAID.
Reporting Requirements	Narrative reports will be submitted on a regular basis depending on milestone schedules established in the pre-award phase, including agreed upon monitoring and evaluation (M&E) requirements per the grant agreement. Cost reimbursable grants require monthly financial reports with full supporting documentation. A final report is also required.
U.S. Government Regulations	<p><a href="#">Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations - A Mandatory Reference for ADS Chapter 303 (usaid.gov)</a></p> <p>Compliance with Prohibition on the Use of Forced Labor in the Performance of USAID Awards (Regarding procurement of solar equipment): <a href="#">Xinjiang Supply Chain Business Advisory - United States Department of State</a></p>
Environmental Compliance	Successful applicants will work with LEB-CAAP to ensure that the proposed projects comply with USAID’s 22 CFR Regulation 216. Where required, environmental mitigation measures will be defined through the completion of an

Environmental Review and Assessment Checklist (ERAC) and as needed, the development of an Environmental Mitigation and Monitoring Plan (EMMP). LEB-CAAP's environmental expert will remain on standby to support grantees in complying with any required environmental mitigation measures for their projects.
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## IV. Eligibility Requirements

Only applicants that meet all eligibility criteria listed below will be evaluated:

- Applicants must be not-for-profit, non-governmental organizations (NGOs) that are locally registered and headquartered in Lebanon.
- Applicants should have a minimum of five years of operations.
- Applicants must have implemented at least one grant of USD 100,000 minimum during the past three years and have managed a cumulative annual budget no less than USD 600,000.

**Eligible entities** are CSOs/NGOs working at the national or community levels, including organizations led by right holder groups and faith-based organizations.

**The following are not eligible to receive grant support:**

- Individuals
- Informal Groups (unregistered organizations)
- International not-for-profit and non-governmental organizations
- For-profit entities
- Political parties, groupings, or institutions or their subsidiaries and affiliates
- Government institutions (this includes entities that the Government of Lebanon owns at least 50% share of or receive at least 50% of their annual financial support from the Government of Lebanon)
- Faith-based organizations whose objectives are discriminatory and/or serve religious purposes, and/or whose main objective of the grant is of a religious nature
- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by USAID)
- Organizations that advocate or promote anti-democratic policies or illegal activities
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID
- Any entity whose principal governing officers appear on the Specifically Designated Nationals List administered by the Treasury's Office of Foreign Assets Control, the UN's 1267 Committee List on Al Qaeda and the Taliban and Associated Individuals and Entities
- Any entity whose principal governing officers refuse to complete the USAID Partner Information Form 500-13 or who fail to pass USAID due diligence phase, in accordance with the relevant USAID/Lebanon Mission Order requirements
- Any organization that refuses to sign all required certifications and assurances
- Any entity debarred from doing business with the US Government

## V. Evaluation Criteria

In its evaluation, LEB-CAAP will review applicants under each programming theme (refer to Table 1 above in Section II. Overview of the Supporting Sustainable and Inclusive Impact (2SI)) to assess proposed solutions under that theme holistically and shortlist applicants accordingly. However, in its final selection, LEB-CAAP will prioritize the strongest applicants irrespective of theme. Therefore, if no applications under a theme are selected based on the evaluation criteria, LEB-CAAP reserves the right not to award grants under that programming theme.

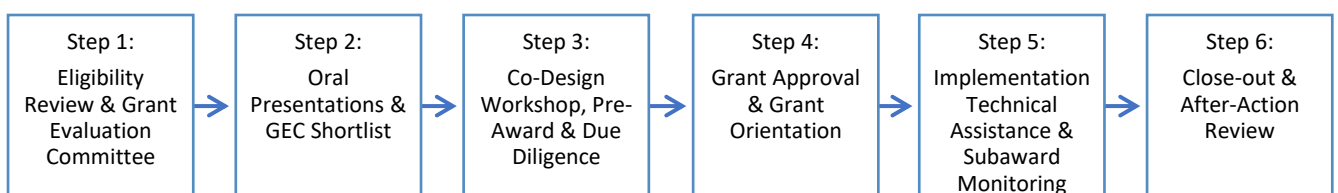
Eligible applications will be scored separately in accordance with the following criteria:



Evaluation Criteria/Points	
<p><b>1. CSO's Capacity, Credibility, and Commitment</b></p> <ul style="list-style-type: none"> <li>• CSO has a proven track record and demonstrated long-term commitment (through its mission, vision, strategies, technical expertise, or other methods) in working on the selected programming theme (10)</li> <li>• CSO has the qualified human resources (leadership, staff, consultants) and management structure and approach to technically manage and implement the project (5)</li> <li>• CSO has a proven track record in managing donor-funded, particularly USAID, grants of comparable size and scope with required financial systems, skills, expertise &amp; experience in place (10)</li> </ul>	25 points
<p><b>2. Alignment with Programming Theme and Community Problem</b></p> <ul style="list-style-type: none"> <li>• Identified community problem is clearly aligned with and relevant to one of the themes (5)</li> <li>• Urgency and relevance of the community problem is clearly articulated (5)</li> <li>• Selected theme and identified community problem is aligned with the CSO mission and technical capabilities (5)</li> </ul>	15 points
<p><b>3. Strength of the Proposed Solution</b></p> <ul style="list-style-type: none"> <li>• Proposed solution is feasible to implement as planned in the targeted community/communities and within the project timeframe (5)</li> <li>• The proposed project outcomes are aligned with the RFA's objectives and expected results (5)</li> <li>• Programmatic response has the potential to positively impact the selected theme and tangibly benefit the targeted community/communities (10)</li> <li>• Ability of the CSO to sustain the solution (program/service) beyond the grant timeframe (5)</li> <li>• Applicant clearly articulates contextual, operational and/or technical challenge(s) that affect its impact on the community problem and proposes improvements to organizational capacities to enhance long-term operational efficiency, technical effectiveness, and/or organizational sustainability to continue and improve impact (5).</li> <li>• Applicant clearly defined the targeted beneficiaries and how they will reach them – accounting for GESSI and vulnerability aspects - as well as the rationale for the proposed number of direct beneficiaries that considers anticipated impact and value for money (5)</li> </ul>	35 points
<p><b>4. Inclusion and Partnership Approaches</b></p> <ul style="list-style-type: none"> <li>• Clearly defined challenges and actions to enhance/mainstream GESSI and/or PYD within the CSO programs and operations (5)</li> <li>• Clearly outlined partnership approach with community, public, and/or private stakeholders as well as relevant activities (5)</li> <li>• Programmatic response has the potential to meaningfully engage and/or serve vulnerable groups (5)</li> </ul>	15 points
<p><b>5. Cost Efficiency</b></p> <ul style="list-style-type: none"> <li>• Budget cost effectiveness and reasonableness (5)</li> <li>• Detailed clarity of costs and budget notes (5)</li> </ul>	10 points
<b>Total Points</b>	<b>100</b>

## VI. Grant Selection Process and Award

The steps below illustrate LEB-CAAP's process for evaluating applications, engaging the shortlisted applicant through co-design and due diligence, obtaining requisite approvals to issue a grant, pending USAID final approval, and supporting grantee during implementation.



### STEP 1: Eligibility Review & Evaluation

All submitted applications will be assessed for completeness and eligibility per the requirements included in this RFA. Eligible applicants will be assessed based on the Evaluation Criteria described above by a Grant Evaluation Committee (GEC).

### STEP 2: Oral Presentations

Based on the results of the GEC, shortlisted applicant(s) will be invited to make an oral presentation to the GEC. During this presentation, applicant(s) will present their proposal, including their methodology to implement the statement of work and capacity statement (previous work, partnerships, etc.). The GEC will then rescore each applicant per the above evaluation criteria, at which time only apparently successful applicants will move to the next step in this process, pending USAID concurrence.

### STEP 3: Co-Design Workshop & Due Diligence with the shortlisted applicant

Final shortlisted applicants will be invited to a co-design workshop with LEB-CAAP to further develop their project description and budget. During this stage, the design of each grant could be adapted based on the discussions between the shortlisted applicant and LEB-CAAP, but will remain aligned with the grant's and the RFA's objectives. In parallel, LEB-CAAP will conduct assessments of the shortlisted applicant and due diligence to assess the applicant's capacity to manage a USAID award.

Required steps in the due diligence process include:

- Complete the Financial Pre-Award Assessment (to be conducted by LEB-CAAP staff during a scheduled site visit to the organization).
- Obtain a Unique Entity Identifier (UEI) through the Sam.gov website. The UEI is required to receive a USAID award and as it takes time, LEB-CAAP is requesting applicants to start the process as part of their application and provide a verification as outlined in the application instructions below.
- Provide final detailed budget and budget narrative along with detailed supporting documents for all budget items as requested by LEB-CAAP. NOTE: If LEB-CAAP decides to issue Fixed Amount Awards, shortlisted applicants will be required to provide detailed cost data in order to determine allowability, allocability and cost reasonableness.
- Provide copy of the procurement and financial policies and procedures.
- Provide at least one of the following documents: 1) Organizational Strategy or similar document outlining the organization's medium and long-term priorities, 2) Most recent Annual Report.
- Provide 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 the previous financial year must be attached.
- Sign USAID's Certifications and Assurances (to be provided by LEB-CAAP).
- Sign Federal Funding Accountability and Transparency (FFATA) Certification (to be provided by LEB-CAAP).
- Provide information and documentation required for debarment and terrorist financing searches (to be conducted by LEB-CAAP).
- Submit all documentation required for USAID grant approval, including the completed Partner Information Form (PIF) and supporting documents (copy of passports and IDs of key individuals) for award(s) that total USD 25,000+.

As a result of the project design and due diligence process, FHI 360 can decide on the following:

- Fully fund the project
- Fund the project, with conditions
- Not to fund the project

#### STEP 4: Grant Approval

The LEB-CAAP team will finalize grant packages for FHI 360 review and USAID approval after which grants are awarded (pending UEI verification and approval through USAID vetting process). Mandatory grant orientation sessions will be held with grantees to review requirements related to grant management; M&E and reporting; branding, marking, and communications guidelines; as well as safeguarding, including completion of the mandatory safeguarding self-assessment related to preventing sexual exploitation and abuse (PSEA), child safeguarding, and combating trafficking in persons.

#### STEP 5: Implementation and STEP 6: Close-out

Grantees implement their projects with ongoing technical assistance and support from LEB-CAAP, including close monitoring to ensure grant compliance throughout implementation and until close out. Grantees will be required to participate in “All Grantee Meetings” which are designed to improve communication and cooperation between grantees, and to foster exchange and learning around common priorities. During close-out, LEB-CAAP will work with the grantees to conduct an after-action review to reflect on overall project learning.

## VII. Application Instructions and Deadline

### A. Application Package

Applicants must submit all of the following documents for an application to be considered **complete and eligible for the GEC review**:

- Organizational Cover Letter signed by Authorized Signatory (Attachment I). The applicant is requested to add as an attachment to the application form a cover page on organizational letter head signed by a person duly authorized to apply on behalf of the Applicant and to bind the Applicant to the application.
- Technical Application (Attachment II)
- Monitoring and Evaluation (M&E) Plan Template (Attachment III)
- Budget Template (Attachment IV)
- Tax Identification Number: رقم مالي / Value-added Tax (VAT) registration certificate or exemption documentation (when applicable)
- Verification of Unique Entity Identifier (UEI) or Submission Request <sup>5</sup>
- Certificate of incorporation papers: علم وخبر or Certificate of registration شهادة تسجيل with scanned Arabic photocopies
- Latest audited Financial statements submitted to the Ministry of Finance
- Ministry of Interior and Municipalities certification of the most recent Board Elections

(Original Arabic documents with English translation might be requested at a later stage).

Only applications submitted using templates provided by LEB-CAAP will be considered. It is important to answer all the questions included in the attached technical application form, as selection will be based on responses to these questions. Additionally, it is important to carefully complete the

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<sup>5</sup> The applicant should attach a screenshot from SAM.gov of the organization’s UEI number or attach a screenshot from SAM.gov of the incident opened in response to your organization’s request for a UEI. This video may aid in requesting a UEI: Get a Unique Entity ID in SAM.gov ([UEI | SAM.gov | عربي](https://www.youtube.com/watch?v=...) | [youtube.com](https://www.youtube.com/watch?v=...)).

cost application using the attached budget template and include detailed line-item budget notes to clearly describe how the budgeted amounts were calculated. For shortlisted applicants, LEB-CAAP will request supporting documentation to determine if the costs are fair and reasonable.

## B. Application Timeline

- **Solicitation Workshop:** LEB-CAAP will hold an online solicitation workshop to provide an opportunity for potential applicants to ask questions and better understand the activity, application process, budgeting, and grant parameters. Workshop will take place on Wednesday, January 22, 2025, 11:00 am to 12:30 pm. Interested applicants should register for the Solicitation Workshop by Monday, January 20, 2025, 12:00 pm noon (Beirut Time) through the following link: <https://forms.office.com/r/P37DkvAcTQ>. The solicitation workshop will be hybrid and will take place in Beirut, exact location / link will be shared with registered participants by January 21, 2025 before close of business.
- **Questions & Answers:** Questions about this RFA are due by Friday, January 24, 2025 by 12pm noon (Beirut Time) submitted via email to [lebcaapgrants@fhi360.org](mailto:lebcaapgrants@fhi360.org). Answers to all questions will be posted on [FHI 360's page on Daleel Madani \(daleel-madani.org\)](https://www.fhi360.org/page/2025/01/24/faq) as well as @lebcaap social media platforms (Facebook, Instagram and <https://linktr.ee/lebcaap> by close of business on Tuesday, January 28, 2025.
- **Deadline to submit Applications:** The complete application package is due by 12pm noon (Beirut Time) on Tuesday, February 11, 2025. Complete applications are to be submitted via email to [lebcaapgrants@fhi360.org](mailto:lebcaapgrants@fhi360.org).

## C. Technical Application Guidelines

Applicants must show how their identified community problem aligns with the selected programming theme and to provide a clear rationale – supported with statistics and/or data from their programming – for why this problem is relevant in the current context.

Applicants must clearly demonstrate that the proposed solution has the potential to positively impact the problem under the selected theme and to tangibly benefit the target community/communities. This includes providing a clear justification – using evidence, data, and/or learning from their programming – for why they identified this solution and proposed the design outlined in the proposal as well as the expected results. If available, applicants are encouraged to provide findings from internal or external monitoring, evaluation, and learning (MEL) activities that informed the proposed design.

Furthermore, applicants are expected to elaborate on the process undertaken to identify the priority areas for capacity development within their organizations. This includes detailing the methodologies employed, such as internal assessments, stakeholder consultations, or external evaluations. By transparently documenting the process followed to identify these priorities, applicants can showcase the thoroughness and relevance of their proposed interventions.

When reviewing a Technical Application, the GEC should be able to clearly understand the community problem, the proposed solution and the organizational gaps this grant will address, and the expected impact on the CSO and the community.

In addition, CSOs must also elaborate on their efforts in implementing inclusive programs, explaining how their activities are designed in line with inclusion principles and how the grant will allow them to improve their inclusivity of vulnerable groups as defined in this RFA. They are also strongly encouraged to identify a clear approach and process for partnering with actors from the civil society, private, and public sectors, including providing Memorandums of Understanding, Letters of Commitment, or other information that demonstrates existing relationships and/or partnerships.

Monitoring & Evaluation (M&E) – Successful applicants must monitor their own activities and will provide in the application an initial simplified M&E plan. During the co-design phase, LEB-CAAP will work with shortlisted applicants to finalize their M&E plan to define how the project’s outputs, outcomes and overall impact 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. Regular reporting on the approved indicators will be required once the grant is awarded.

#### D. Allowable and Unallowable Costs

As outlined above, the total award maximum ceiling for individual grants is \$150,000 USD of which 10-20% should support capacity strengthening activities. Applicants should consider the following in their budget applications:

- Only salaries of staff directly responsible for the implementation of activities under this proposed project are allowed. The budget narrative must clearly articulate the role of proposed personnel and justify the proposed salary and level of effort (LOE) to the project.
- Staff must be budgeted based on the current proposed individual’s salaried rate.
- The proposed operating and running costs, including salaries, cannot exceed 25% of the total budget amount.
- Applicants should budget appropriately for resources and adequate LOE for relevant staff focal points to:
  - support monitoring, evaluation and learning throughout all phases of the project
  - integrate GESSI and PYD into capacity strengthening and program delivery
  - ensure accessibility and inclusion for persons with disabilities as well as reasonable accommodations (i.e., Braille, sign language interpretation, etc.).
  - Outreach activities.

Unallowable Costs under this RFA are:

- Any expenses related to parties and celebrations;
- The purchase of any goods restricted and prohibited under USAID or U.S. Government regulations such as alcoholic beverages, surveillance equipment, military equipment or arms whether new or surplus, police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods and gambling equipment. See [USAID Commodity Eligibility Listing](#);
- The purchase of goods from source countries that are designated by USAID as prohibited sources and other countries or suppliers as may be identified by USAID’s consolidated list of debarred, suspended, or ineligible sub-contractors especially those engaged in support of terrorist activities (these must be reported). See [Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID](#);
- Expenses related to purchases or activities which are illegal under Lebanese or United States law;

- Promotion of political parties, religion, or commercial interests;
- Fundraising;
- Payments made to government employees.

## VIII. Disclaimers

- Applicants will not be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the Applicant's expense
- This RFA represents only a definition of requirements. It is merely an invitation for submission of applications and does not legally obligate FHI 360 to accept any of the submitted applications in whole or in part, nor is FHI 360 obligated to select the lowest priced application.
- FHI 360 reserves the right to negotiate with any or all organizations, both with respect to cost and/or scope of activities.
- FHI 360 reserves the right to independently negotiate with any applicant, or to make an award without conducting discussion based solely on the applications if it decides it is in its best interest to do so.
- FHI 360 reserves the right to fund any or none of the applications received.
- FHI 360 reserves the right to disqualify any application based on applicant failure to follow application instructions.
- FHI 360 may choose to award only part of the activities in the application, or issue multiple awards based on the application activities.
- FHI 360 reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360 reserves the right to check applicant's donor references.

- End -