**Annex I - Expression of Interest template**

| 1. **GENERAL INFORMATION**
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| 1. Date of application
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| 1. Name of the applicant organization (*Please fill in the formal name of your organization.*)
 |
| English:  |
| Arabic:  |
| (3) Address  |
|  |
| (4) Contact person |
| Name: Position: Phone number: E-mail address:  |
| (5) Representative authorized to sign the Grant Contract |
| Name:Position: Phone number: E-mail address:  |
| (6) Status of the applicant and size of the organization  |
| *Add the official number of registrations* *Please mention the Size of the organization: Small / Medium / Large* |
| (7) Year of Establishment and registration number |  |
| (8) Organization’s mission and main objectives: (Max 250 words) |
|  |
| (9) Areas of implementation *Please describe all areas of operation of your organization and your prior experience in those areas. Describe how you coordinate with other humanitarian actors in the area of implementation (Max 400 words)* |
|  |
| (10) Previous Education Experience*Please describe your experience implementing Education activities, including prior experience with International NGOs, UNICEF or UNRWA, or any other donor. Indicate if your organization has an EOI from the Ministry of Education. (Max 400 words)* |
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| (11) Child protection Principles and Do No HarmPlease describe how your organization ensures the integration of child protection principles and ‘Do no harm’ approach in implementation.Indicate if your organization has a Child Protection policy or Child Safeguarding policy. (Max 250 words) |
|  |
| (12) References from INGOs or UN or donorsPlease add a list of 3 references  |
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| 1. Organization ethical and legal compliance
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|  | **YES** | **NO** |
| --- | --- | --- |
| Does the Organization adhere to key humanitarian principles? ICRC Code of Conduct, Global Protection Cluster principles, IASC Core Principles relating to SEA, UNCRC |  |  |
| Does the Organization have standard compliance policies and documents *(such as Child Protection Policy, Code of Conduct, Anti-Fraud Policy, Vision and Mission)* that the staff and other relevant third parties performing any activity on behalf of the Organisation area asked to commit to? |  |  |
| *If the yes, which ones:* |  |  |
| *Child Protection Policy* |  |  |
| *Code of Conduct* |  |  |
| *Anti-Fraud Policy* |  |  |
| *Vision and Mission* |  |  |
| PSEAH |  |  |
| Accountability to affected populations |  |  |
| Child Safeguarding |  |  |
| Ethical Code |  |  |
| Is the staff commit to observe them as part of the contractual obligations? |  |  |
| if some of the above-mentioned policies is not yet in place, would the Organization accept to be trained on and adopt TDH's one? |  |  |
| Does the Organization have a reporting system in place through which is possible reporting any misconduct or uncomplying behaviour? |  |  |
| Is the Organization religiously affiliated or does it have any religious views? |  |  |
| Is the Organization politically affiliated or does it have any political views? |  |  |

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| (14) Financial situation  |
| *Please explain the financial record for the past years*

| **Financial report for the past Three years**(Currency: USD ) |
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| What’s the overall current budget of the Organization’s activities for the last 3 financial years? |
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| Year | Annual Budget |
| --- | --- |
| 2018 |  |
| 2019 |  |
| 2020 |  |

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|  | **YES** | **NO** |
| Are the annual financial statements audited by an external and independent company?  |  |  |
| Is an audit report issued in such cases?  |  |  |
| Does the Organization have a bank account registered in its own name? |  |  |
| Does the Organization have an accounting system that allows for the proper recording of financial transactions, including the allocation of expenditures in accordance with the budget?  |  |  |
| Are internationally accepted accounting standards followed (IFRS, GAAP)? |  |  |
| Does the Organization have clear procurement regulations? |  |  |
| Does the Organization have a clear internal segregation of duties? |  |  |

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**B- Concept Note template**

| **Section 1. Concept note overview** |
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| **Concept note title** |  |
| **Geographical coverage of the project** | *Governorate, district. Camp name*  |
| **Population focus** | Number and type(s) of direct beneficiaries (disaggregation per gender and nationality) |  |
| **Programme duration (in months)** | Duration: 12 monthsExpected Start Date: 01/10/2021Expected End Date: 30/09/2022 |
| **Programme budget(please indicate currency)** | Contribution requested from TDH IT | *Please add the total estimated budget requested**Note that the total budget should be minimum 70,000 USD or maximum 150,000* |

| **Section 2. Programme description** |
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| **(15) Outreaching and target beneficiaries (250 words max)** |
| *Describe the outreaching strategy, target groups and beneficiaries anticipated to be reached by the proposed programme. Add disaggregation per gender, age and nationality.* |
| **(16) Proposed programme approach/methodology (400 words max)**  |
| *Describe how the proposed intervention will address the educational and child protection gaps to be addressed by TDH IT project (see Call for Expression of Interest). Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed programme. Please note that specific activities and results are to be detailed in Section 3.*  |
| **(17) Gender, inclusion, and sustainability (250 words max)** |
| *Describe the practical measures taken in the programme to address gender, inclusion of children with disability and sustainability considerations.* |
| **(18) Prospective partner’s contribution and comparative advantage (250 words max)** |
| *Describe any specific added value, advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.* |
| **(19) Key personnel** |
| *Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme. Please send the organisational chart and the CVs of relevant staff as an annex.* |
| Name and position | Relevant qualifications/experiences |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| **Budget: Please add the budget Breakdowns** |
| *Please feel free to use your own template.*

| **Item**  | **# of Units** | **Unit cost** | **Total cost**  |
| --- | --- | --- | --- |
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| **(Describe any other relevant information that is applicable to the proposed programme 20) Other (250 words max)**  |
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| **Section 3. Expected results, performance indicators, activities, implementation period and budget** |
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| *Complete the table below to provide an indicative outline of the targets you can achieve. Note that the National Target is the overall target for the project. Your target should be less and based on your outreach capacity and the centres capacity. Add the target per location by governorate, district or name of the camp). Please do not change the cells in grey.* |

| **#** | **Results Structure** | **Indicator** | **National Target** | **(21) Your organization target**  | **Targeted Governorates / districts / camps**  |
| --- | --- | --- | --- | --- | --- |
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| **1** | **OUTCOME 1: By 2022, more Palestinian children and adolescents, especially the most vulnerable, benefit from improved access to quality and inclusive learning opportunities in safe and protected environments and are better able to contribute to their community and national development.** | **1.1 - Percentage of Palestinian children of primary-school age (6-14 years) who are out of school**  |  | ***Column To be filled based on your target capacity*** | ***Column To be filled***  |  |
| **1** | **Output 1.2: The education sector has sustained capacity to deliver equitable, quality opportunities for learning and development to Palestinian refugees, from early childhood to adolescence, in safe and inclusive environments.** | **1.1.c - # of boys and girls, including CwDs, provided with Learning/ Retention/ Homework Support** | **Overall total:**  |  |  |  |
| Lebanese:110 |   |   |  |
| Syrians: 260 |   |   |  |
| Others: 20 |   |   |  |
| Palestinian: 3310 |   |   |  |
| Female: 1830 |   |   |  |
| Male: 1870 |   |   |  |
| Children with disabilities: 60 (from the above) |   |   |  |
| **1.1.d - % of UNICEF-supported Palestinian girls and boys in Learning-Retention support programmes who improve their marks from Sem 1 to school year end** | **60%** | **60 %** |  |  |
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|  | **1.1.e-# of ECD, primary and secondary facilitators/teachers who received training with funding provided by UNICEF** | **Overall total: 90 Lebanese:1 Syrian: 0 Palestinian 89** |  |  |  |
| **2** | **Output 2 - Emergency response Output** | **Output Indicator A.2: # of Number of people reached on COVID-19 through messaging on prevention and access to services** | **Overall total: Individuals Children:1000 Parents:500** |  |  |  |
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| I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and certify that the organization has never been accused of fraud or corruption or breech of child protection principles, and agree to the terms and conditions above. (Month) (Day), (Year) (Name of Person in Charge) (Title)(Name of Organization)  (Signature)  |
| --- |