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Contracting Authority: Expertise France

QUDRA 2: Resilience for refugees, IDPs, returnees and host communities in response to the protracted Syrian and Iraqi crises

Guidelines for grant applicants

Reference: QUDRA/2020/CFP1

Deadline for submission of full application:

1 June 2020

Implemented by

Notice

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.

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1. QUDRA 2 PROGRAMME: RESILIENCE FOR SYRIAN REFUGEES, IDPS AND HOST COMMUNITIES IN RESPONSE TO THE SYRIAN AND IRAQI CRISES

1.1. BACKGROUND

Syria is the scene of a protracted crisis that has forced millions of Syrians to flee their homes and often their country. The settlement of refugees in neighbouring countries puts considerable pressure on essential public services. The Syria crisis has significantly affected Lebanon's social stability and economic growth, causing tensions, poverty and humanitarian needs, while pre-existing development constraints in the country have been exacerbated. The lack of access to basic social services, protection and livelihood opportunities, among the displaced population and the host community, has increased the vulnerabilities of already-impoverished families.

Protection of children and vulnerable populations, both Lebanese and refugees, has been at stake in Lebanon for years. Lack of proper documentation limits refugees' movements and exposes them to greater risk of harassment and exploitation. Child labour remains a concern for both refugee and host community. Sexual and gender-based violence (SGBV) remains one of the main protection concerns affecting Syrian, Lebanese and Palestinian women and girls. Since 2015, an average of 90% of SGBV incidents reported to specialized service providers has involved women and girls, indicating that they continue to be disproportionately affected with severe consequences for their health, security, psychosocial and socio-economic wellbeing. Men and boys are also affected, with male survivors constituting 8% of all cases reported (one third of which are under 18 years old). While 32% of displaced Syrian women aged 20-49 years were married before their 18th birthday, this increases to 41% among the younger generation (aged 20-24 years). The situation of the host community is also concerning, with 4% of the Lebanese women between 15-19 years currently married or in union, compared to 2.6% in 2009[1].

Therefore, as a response to the context needs, Qudra programme was developed in line with the objective of the LCRP (Lebanese Crisis Response Plan) 2017-2020 to strengthen existing national protection systems and address the needs of all those affected by the protracted nature of the Syrian crisis and its impact on the Lebanese community. This includes fostering a favourable protection environment where rights are respected and fulfilled, which are laid down in the new "MoSA Strategic Plan on Child Protection (CP) and Gender-Based Violence (GBV)", which will be the main reference policy for the Action embedded with the Ministry of Social Affairs (MoSA) and its decentralised units including the local Social Development Centres (SDCs).

The Overall Objective of the Qudra 2 programme is "to contribute to mitigating the destabilising effects of the protracted Syrian and Iraqi crises and to better respond to the resilience needs of refugees, internally displaced persons (IDP), returnees and host communities". The Action aims to support a transition from humanitarian to development aid through improving the programmatic, institutional and individual capacities of MoSA with the focus on inclusive delivery of a tailored and quality package of Protection services as part of the continuum of care concept at the Social Development Centres (SDCs) whose role in responding to the needs of the programme beneficiaries is key to reduce the tension between the communities. By working with both communities, the child protection and protection activities will ensure a high level of protection, increasing individuals' well-being and capacities to play a positive role in their community.

[1] From LCRP (Lebanese Crisis Response Plan) 2017-2020 updated for 2019

The Action is designed to enable distinctive European solutions by building on the combined strength and capacities of the EU, Member States and their experienced implementing organisations. The Action builds on key findings and lessons learnt of the Action "Qudra 1 - Resilience for Syrian refugees, IDPs and hosting communities in response to the Syrian and Iraqi Crises" (TF-MADAD/2016/T04/15, implementation period: 06/2016 - 08/2019, funded by the EUTF Syria and the German government). The Implementing Partners build on proven working structures, effective networks and strategic partnerships in the four partner countries, which were established in Qudra 1 and are also integrated into long-standing bilateral and regional cooperation structures in the partner countries.
Qudra 2 multi-donor programme is jointly co-financed by the European Union Regional Trust Fund in Response to the Syrian Crisis (EUTF Syria), the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Spanish Agency for International Development Cooperation (AECID). The Action is jointly implemented by five European Implementation Partners: GIZ (Organisation), AECID (Partner), Expertise France (Partner) and CFI (Canal France International) as sub-grantee of Expertise France, HIA (sub-grantee with GIZ) and ENABEL (sub-grantee with GIZ).

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

In partnership with the **Lebanese Ministry of Social affairs (MoSA)**, **Expertise France** under the tutelage of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation will implement Qudra 2 Programme. This 3-year programme (September 2019 to August 2022) aims at contributing to mitigating the destabilising effects of the protracted Syrian and Iraqi crises and to better responding to the resilience needs of refugees, internally displaced persons (IDP), returnees and host communities.

In coordination with MoSA, Expertise France is therefore launching a call for proposals whose **specific objective** is to improve protection opportunities for children, youth and other marginalised groups throughout the country.
The aim of this call for proposals is to select and support several **Lebanese civil society organisations** to implement protection response and prevention activities for vulnerable populations in 14 Social Development Centres (SDCs) in collaboration the MoSA.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative budget available under this call for proposals is **USD 5,498,322.** The contracting authority reserves the right not to award all available funds.

The call for proposals is divided into 6 different lots as per the below geographical distribution:

Lots and locations	**Estimated maximum budget (USD)** *(including 7% indirect costs)*	*Indicative maximum budget for CP and Protection activities in SDCs*	*Indicative maximum budget for CP and Protection activities through Mobile Units*
Lot 1 - Tikrit (Akkar)	**526,675**	358,118 (for 1 SDC)	*168,557* (for 1 mobile unit)
Lot 2 - Sir Al Dennieh (Minieh and Dennieh) and Zgharta (Zgharta)	**716,236**	716,236 (for 2 SDCs)	N/A
Lot 3 - Ain Al Remmeneh (Baabda) and Ghazzir (Kesrouan)	**716,236**	716,236 (for 2 SDCs)	N/A
Lot 4 Majdal Anjar (West Bekaa), Chmustar (Baalbek) and AL Qaa (Hermel)	**1,221,908**	716,236 (for 2 SDCs)	505,672 (for 3 mobile units)
Lot 5 – Chwaifat (Aley), Baysour (Aley) and Chhim (Chouf)	**1,074,355**	1,074,355 (for 3 SDCs)	N/A
Lot 6 – Tebnine (Bent Jbeil), Marjaoun (Marjaoun) and Doueir (Nabatieh)	**1,242,912**	1,074,355 (for 3 SDCs)	168,556 (for 1 mobile unit)
TOTAL	**5,498,322 USD**	**4,655,537 USD**	**842,785 USD**

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to other lots.

An application may cover one or several lots up to six lots. If more accurate, applicants can apply to one or several lots in Consortium.

Size of grants

Any grant requested under this call for proposals must fall within the maximum amounts, as stated above.

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: **50 %** of the total eligible costs of the action.
- Maximum percentage: **100%** of the total eligible costs of the action (see also Section 2.1.3).

The grant may cover the entire eligible costs of the Action if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in Section 2.1 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**lead applicant'**, i.e. the entity submitting the application form
- if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.1);

(2) the actions:

Actions for which a grant may be awarded (2.1.2);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.3).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person
- be a non-profit-making civil society organisation, registered towards the relevant authority in Lebanon[2]
- have demonstrated experience in child protection and protection of adults in Lebanon
- have demonstrated experience with central and local authorities in Lebanon
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion

[2] To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country.

situations through a signed sworn statement (PRAG Annex A14). For grants of EUR 60,000 or less, no sworn statement is required.

In Part B Section 5 of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action.

Co-applicant(s)

The lead applicant shall act with co-applicant(s) and form a Consortium.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract[3].

2.1.2. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Applicants should highlight in their proposals their vision in order to understand how their programme can response to Qudra's main objective to improve protection of children, youth and other marginalised groups in Lebanon.

Duration

The initial planned duration of an action may not exceed 24 months and should start from July 1st, 2020. This duration applies to all 6 lots.

Sectors or themes applicable

As a response to the context needs, all Results and Indicators of the action should be in line with the Lebanon Crisis Response Plan outputs (LCRP 2017-2020 updated in 2018), MoSA Strategic Plan for Child Protection and GBV and the Madad Fund Results Framework.

Expertise France will report the results through the general Monitoring & Evaluation system set for the Qudra 2 programme in compliance with MADAD indicators. In addition, Expertise France will establish a

[3] The updated lists of sanctions are available at www.sanctionsmap.eu.

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

detailed monitoring methodology for the daily management of the activities and support the implementing partners on the technical aspect of M&E.

Qudra 2 implementing partners will need strictly to follow the rules mentioned in the General Conditions of their contract and shall provide on a monthly basis, Expertise France & MoSA, with all required information on the implementation of the Action. Qudra 2 implementing partners will align their M&E mechanism with the M&E requirements of Qudra 2, by following deadlines and requirements of reporting, use of tools, and providing the requested supporting documents, with the support of EF M&E Officer.

This methodology consists in a set of tools:
- M&E plan
- Data collection tools / reports
- M&E trackers

Expertise France will ensure training to all staff involved in the reporting mechanism, on how to use these tools with a strong emphasis on how the communication flow of data and results works. In this respect the key persons in the reporting arrangement will be Lead Applicant's project manager or M&E officer in strong coordination with the SDC directors. The M&E officer will also provide continuous support to SDC directors and implementing partners throughout implementation period to address any identified monitoring and reporting gaps or needs.

Selected implementing partners will also share all results with the Lebanese's Protection, Child Protection and GBV sector groups via Activity Info developed for the LCRP. EF M&E officer will work closely with MoSA Focal Points to strengthen the systematic monitoring and reporting of the project.

Location

Actions must take place in Lebanon, in the locations identified for the 6 lots listed in section 1.3 above.

Types of action applicable to all 6 lots indicated in section 1.3 above

Applicants will describe in their proposal the activities they intend to deliver to support Child Protection & Protection in SCDs and through mobile units, in close coordination with the staff of the Ministry of Social Affairs.

They will need to have demonstrated experience and technical capacity to provide Child Protection and Protection activities in the selected SDCs within primary and secondary prevention (awareness and PSS sessions) and tertiary prevention (case management) as described in the present guidelines. All projects must integrate a gender-based approach by ensuring a gender, age, disability and diversity sensitive perspective in programming, monitoring and reporting.

The following types of action are ineligible:

- actions consisting solely or mainly of sponsoring the participation of individuals in workshops, seminars, conferences and congresses;
- actions consisting solely or mainly of funding individual study or training grants;
- actions including aspects of discrimination;
- actions aimed at supporting political parties or activities.
- actions including aspects of religious and political proselytising.

Types of activity applicable to all 6 lots indicated in section 1.3 above

The objective will be achieved through the following **standard activities** that should be delivered in all target areas:

***Activity 1**: Capacity building on topics related to protection, child development, effects of displacement on children and on psychosocial wellbeing, through awareness and dissemination of information to the community members by the outreach team with the support of community volunteers.*
This activity should be implemented in close collaboration and coordination with the SDC Directors. The applicants' specialized staff (outreach workers) will implement outreach activities in the community to disseminate information about the services and activities offered by the SDC and to identify potential volunteer focal points (FP) to be part of the mobilisation process. These FPs will be trained based on a rotation system by the social workers on protection risks, identifying people at risk and doing referrals based on a participatory planning process taking account of the needs of the communities.

***Activity 2**: Provision of primary and secondary prevention services in SDCs*
This activity will be implemented in the SDCs by educators for children aged 5 to 18 years as well as for adults. Regarding the children, the focus will be on children at risk (including children associated with armed conflict and violence), who dropped out of school or who are unaccompanied minors. The key messages (such as body image, nonviolent communication, child rights, healthy life habits, drug abuse, road safety, hygiene, security measures, social media downsides, self-confidence, self-protection, safety mapping, cultural values, trust, lifestyles, tolerance and acceptance activities) will be delivered and addressed through games, sports, recreational activities (such as drawing, theatre, role play, dancing, and handicraft activities) and other activities based on field assessments and local culture. In addition, inter-generational activities will be implemented between elderly and youth and children. PSS sessions will be offered to children using the "Community-based PSS guidelines for community volunteers" developed by Terre des Hommes Italy (pending validation).
As for vulnerable adults, recreational and handicraft activities predefined by EF and MoSA and based on community's needs (such as mosaic, soap and candles, painting on wood, djembe, embroideries, sewing, wicker basket, fishing net and other activities based on field assessments and local culture) will be implemented in coordination with MoSA staff working in SDCs. Through art therapy activities such as drawing, theatre, role play and dance key messages on protection issues based on the needs and priorities of each community. PSS sessions will be offered to women and men, paying special attention to people at risk such as persons with disabilities, youth (including youth organisations), single mothers, elderly based on existing age-appropriate approaches. Educators will be responsible for organising PSS and recreational sessions for men, women and youth in need, after consultation with MoSA

***Activity 3**: Provision of case management in the SDCs for the people in need (excluding children)*
While EF will be directly supporting MoSA in the implementation of the Child Protection (CP) case management in target SDCs, applicants will implement Protection case management for Adults. Only applicants with demonstrated GBV case management capacities may propose to deliver GBV case management as well. Clear guidance will be issued for CP case management implemented by MoSA case workers. Building on the existing Information Management System (IMS) of MoSA as soon as it is finalised, using the inter-agency referral system, including the National Mental Health Referral system, and "service mapping" of the region will ensure a follow up of the referral. Staff of the SDCs will be involved in such activities as part of the pair-work system put in place in the SDC.
Based on needs identified, social workers will hold weekly individual case management sessions using among others "Standard Operating Procedures for the Protection of Juveniles in Lebanon (Operational Toolkit)[4], "2018 IASC Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Settings"[5], the "Standard 15 for Case Management"[6] as indicated in the minimum standards for Child Protection in humanitarian actions, Abaad GBV Guidelines[7], or any other relevant guidelines for men, elderly and persons with disabilities. The support will be based on effective case planning set up by the social workers through clear assessment of needs and respect of patients' confidentiality.

[4] http://www.socialserviceworkforce.org/system/files/resource/files/SOP%20for%20Juvenile%20Protection%20in%20Lebanon.pdf
[5] https://gbvguidelines.org/en/
[6] https://www.nolostgeneration.org/sites/default/files/webform/contribute_a_resource_to_nlg/102/cp-case-management-practical-guidance_en-%282014.pdf
[7] https://www.abaadmena.org/documents/ebook.1491983561.pdf

***Activity 4**: Provision of community-based PSS sessions for vulnerable persons and case management in remote areas through mobile units*
Five "Protection Mobile Units Oussra" established under Qudra 1 will be further used to reach most vulnerable population groups with protection services using the Mobile Unit Guideline developed in remote places or in informal settlements of the catchment areas of the SDCs covered by the programme. Social workers, educators and psychologists will jointly run the mobile units to offer sessions through focus group discussions, case management, and recreational activities. Based on the needs and vulnerability assessment of the target areas conducted during Qudra 1 programme, Mobile Units will be operating in areas covered by lots 1, 4, and 6.

***Activity 5:** Organisation of camps and events during holidays for Syrian and Lebanese youth*
This activity will complement the package of services already provided through other activities. Partners will be conducting recreational activities for Syrian and Lebanese youth such as Olympic games, handicrafts, art therapy activities which should include Child Protection & Protection, awareness sessions on conflict mitigation, non-violent communication, creative leadership, tolerance that will enhance both their wellbeing and social cohesion.

In all those activities, selected applicants will contribute to strengthening the "pair-work system" established or to be established in all SDCs to ensure appropriate capacity-building of MoSA protection staff by relevant and trained external staff. Applicant's staff will thus work along with SDC staff at planning, implementation and evaluation stages, sharing challenges, innovative ideas, vision of labour... Pair-work system will provide SDCs with an opportunity to structure their governance, get qualified staff, build their internal expertise, foster their networks and finally get the necessary endorsement to continue their activities after the completion of the action or replicate the programme in other areas. Applicants shall describe in detail the human resources dedicated to each activity and describe their terms of reference.

Targets

The targets to be achieved in each geographical area / lot were defined with MoSA for each service, based on:

- the trends of Child Protection/Protection needs and targets reached through those services over the past years in Lebanon
- the needs and gaps identified to complement other MoSA's projects
- the lessons learnt from Qudra 1 project (2016-2019)

Applicants should ensure these targets are adequately reflected in their narrative, logical frameworks and budgets.

Child Protection services

Type of activities	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Total number of project beneficiaries
Community-based psycho-social support for children through SDC and Mobile Unit	960	960	960	2,400	1,440	1,980	**8,700**
Outreach, Information session, recreational activities through SDC and Mobile Unit	390	780	780	1,170	1,170	1,170	**5,460**
Craft, Art activities through SDC and Mobile Unit	60	120	120	180	180	180	**840**

Case management for children through SDC and Mobile Unit	160	160	160	400	240	480	**1,600**
Referrals through SDC and Mobile Unit	96	96	96	240	144	288	**960**

Protection Services

Type of activities	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Total number of project beneficiaries
Caregivers Programmes through SDC and Mobile Unit	672	768	768	1,632	1,152	1,476	**6,468**
Outreach, Information sessions, recreational activities through SDC and Mobile Unit when exist	310	620	620	930	930	930	**4,340**
Craft, Art activities through SDC and Mobile Unit	60	120	120	180	180	180	**840**
Case management for Adults through SDC and Mobile Unit	120	160	160	280	240	360	**1,320**
Referrals through SDC and Mobile Unit	72	96	96	168	144	260	**792**
Community volunteers	12	24	24	36	36	36	**168**

Financial support to third parties[8]

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with "Qudra 2" communication and visibility objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than one application under this call for proposals.

[8] These third parties are neither affiliated entity(ies) nor associates nor contractors.

The lead applicant may not be awarded more than one grant under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.

2.1.3. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).

Applicants proposing this form of reimbursement, must clearly indicate in the budget, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM", "FLAT RATE" in the Unit column.

Additionally, for each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount[9]
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates based on the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions.

The total amount of financing on the basis of simplified cost options that can be authorized by the Contracting Authority for any of the applicants individually cannot exceed the equivalent in USD of EUR 60,000 (the indirect costs are not taken into account).

9 Examples: for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in the country where the action is implemented. That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and

2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (Annex II).

The applicants agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (Annex II) will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority.

Other direct costs, which include applicants' HR costs for support and coordination staff (project manager, M&E, finance, communication…) may not exceed 20% of the total direct costs (excluding indirect costs).
Transportation costs of the programme beneficiaries from their communities to SDCs will be directly covered by Expertise France.
Applicants may not include transportation costs for the NGO's staff conducting outreach activities.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.
- salary costs of the personnel of national administrations

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Application forms

Lead applicants invited to submit a full application must do so using the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist of the grant application form or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant

List of documents to be submitted

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity sheet (Excel format)

Annex E: Financial identification form

Annex F: Letters of recommendation/reference from other donors or partners (except MoSA)

Annex G: Risk analysis grid

Annex H Sworn statement form

No additional annexes should be sent.

2.2.2. Where and how to send applications

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted in both hard and soft copy forms.

Applications must be submitted in English.

Hard copy: Hard copy should be delivered in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Expertise France
Qudra 2 Project team
Office Location: 33, West end bldg, level 9, Pasteur street
Ar: Gemmayze
City: Beirut, Republic of Lebanon

Applications must be submitted in one original in A4 size and one copy.

The checklist (Section 4 of Part B of the grant application form) and the declaration by the lead applicant (Section 5 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

The envelope must bear the **reference number and the title of the call for proposals**, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session'

Soft copy: In order to submit their application, applicants must send the full application by electronic mail to the following address: info.qudra2@expertisefrance.fr

The electronic file must contain **exactly the same** application as the paper version.

Applicants must verify that their application is complete using the checklist (Section 4 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for submission of applications

All applications must be delivered (hard and soft copies) before 1 June 2020 at 5:00 pm, Beirut time (GMT+2).

The applicants' attention is drawn to the fact that there are two different systems for sending full applications: one is by post or private courier service, the other is by hand delivery. In the first case, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the full application which will serve as proof.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.4.2).

2.2.4. Further information about applications

An information session on this call for proposals will be held on **4 May 2020 at 10:00 AM** in a venue to be determined at a later stage.

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: info.qudra2@expertisefrance.fr

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority in consultation with the Lebanese Ministry of Social Affairs with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist of the grant application form (Annex A). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 35 using the breakdown in the evaluation grid below. The evaluation will also check the compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and sub-headings. Each sub-heading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores
2. Relevance	**20**
2.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants?	5
2.2 How relevant is the proposal to the particular needs and constraints of the lot(s) / target region? Do the applicants have a clear understanding of the context of the community and protection needs for the targeted population? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5
2.3 Do the applicants integrate their programming with other sectors/services and foster synergy with other initiatives to avoid duplication?	5
2.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5
3. Design of the action	**15**
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5
3.2 Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.3 Does the proposal/Logical Framework include the targets defined in the guidelines for each location / lot for each type of activity?	5
	TOTAL SCORE 35

To be included where a minimum number of priorities has been established: [* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.]

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Only the concept notes with a score of at least 25 will be considered for pre-selection.

STEP 2: EVALUATION OF THE FULL APPLICATION

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness and efficiency of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

NB: The budget upper and lower limits provided in this document are only indicative. Primary consideration will be given to the efficiency of the action and its related budget to be submitted by the applicants.

Scoring:

The evaluation grid is divided into Sections and sub-sections. Each sub-section will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	**Maximum Score**
1. Financial and operational capacity	**25**
1.1 Do the applicants and, if applicable, their co-applicants, have sufficient in-house experience of project management, especially working with EU-Madad fund?	5
1.2 Do the applicants and, if applicable, their co-applicants, have sufficient in-house technical expertise and experience, especially on the following aspects: • Child Protection Case management • GBV Case management • Psychosocial Support (PSS) to individuals, children, families and communities • Community Outreach, Information session, recreational activities	5
1.3 Do the applicants and, if applicable, their co-applicants, have sufficient local experience, presence and community relations in their target locations?	5
1.4 Do the applicants and, if applicable, their co-applicants, have demonstrated experience to transfer technical and management skills and capacities to other national CSOs/public authorities?	5

1.5 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	**20**
Report the score obtained on the Concept Note assessment	
3. Design of the action	**15**
Report the score obtained on the Concept Note assessment	
4. Implementation approach	**15**
4.1 Is the action plan for implementation clear and feasible? Is the timeline realistic?	5
3.2 Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.3 Does the proposal/Logical Framework include the targets defined in the guidelines for each location / lot, for each type of activity?	5
5. Sustainability of the action	**10**
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Are the expected results of the proposed action sustainable? - Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)* - Institutionally *(will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)*	5
6. Budget and cost-effectiveness of the action	**15**
6.1 Are the activities appropriately and clearly reflected in the budget?	5
6.2 Is the budget adequate and cost-effective?	5
6.3 Is the unit cost per beneficiary cost-effective?	5
Maximum total score	**100**

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the sub-sections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

2.4.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	**4 May 2020**	10.00 AM
2. Deadline for requesting any clarifications from the contracting authority	**23 May 2020**	6:00 PM
3. Last date on which clarifications are issued by the contracting authority	**25 May 2020**	6:00 PM
4. Deadline for submission of applications	**1 June 2020**	5:00 PM
5. Concept note evaluation	**12 June 2020**	Not applicable
6. Shortlisted applications evaluation	**19 June 2020**	Not applicable
7. Notification of award (after the eligibility check)	**25 June 2020**	Not applicable
8. Contract signature	**1 July 2020**	Not applicable

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. Conditions for implementation after the contracting authority's decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex J of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and sub-contracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such sub-contracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract .

Sub-contracting: Sub-contracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity form

Annex E: Financial identification form

Annex F: Letters of recommendation/reference from other donors or partners (except MoSA)

Annex G: Risk Analysis grid

Annex H Sworn statement form

DOCUMENTS FOR INFORMATION

Annex J: Grant contract form

- Annex I: Logframe matrix
- Annex II: General Conditions
- Annex IV Procurement Rules
- Annex V: Standard request for payment
- Annex VI: Narrative report

Annex K: Daily allowance rates (per diem), available at the following address: http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en

Useful links:

Project Cycle Management Guidelines
http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide
http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en

Financial Toolkit
http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations, beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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