

Call for proposals for INGOs: “Improvement of public infrastructures at municipal level through temporary employment opportunities of Lebanese and refugee population”

Ref. Delegation Agreement TF-MADAD/2017/T04.40 AID 012115 - RSCP/LB/CALL/007

Frequently Asked Questions (updated as of July 21st 2021)

No.	Date	QUESTION	ANSWER
1	14/07/2021	Among the eligibility criteria, it is requested a proof of registration at the Lebanese Ministry of Interior and Municipalities. Is the request of registration to the Ministry valid as well?	<p>In accordance with Para “5.1 Applicants criteria” of the Call for Proposals stating “<i>In order to be eligible for a grant, Single Applicants, Lead Applicants and Co-Applicants must: [...] v) be registered at the Lebanese Ministry of Interior and Municipalities.</i>” and taking into consideration that “<i>Chapter 5. ELIGIBILITY CRITERIA</i>”, first point of the Call for Proposals, states “[...] <i>The ATS Lead Applicant and the Co-Applicant(s) must satisfy the same eligibility criteria, except for the registration at the Lebanese Ministry of Interior and Municipalities, which is not required for the Co-Applicant(s) that do not operate in the country of implementation, but have a merely management/administrative support role.</i>”, the registration must be already obtained. The request of registration does not satisfies the requirement.</p> <p>Moreover, please note that Chapter “7. PROJECT PROPOSAL DOCUMENTATION” of the Call for Proposals states “<i>The project proposal must provide all the necessary information to allow the correct evaluation. It must therefore include the following duly completed documents: [...] g) Documentation evidencing registration at the Lebanese Ministry of Interior and Municipalities</i>”.</p>
2	14/07/2021	As regard the request of a relevant Letter of Commitment to setting the ATS. Is there any specific format to use? Do we have to compile it in English or in Italian?	<p>No, there is not a specific format to be used for the Letter of Commitment. Please note that it must be signed by the legal representatives of the Applicant(s).</p> <p>The Letter of Commitment to setting the ATS must be in English, since the official language of this comparative procedure is English. Should the original document be in Italian, translation shall be provided.</p>

3	17/07/2021	We noticed some discrepancies between the template “ANNEX A4” for the Financial Breakdown and the template “ANNEX A11ter” for the Financial Reporting. Specifically, in Annex A11ter, there is a dedicated item (Ebis) which is not present in Annex A4. Could you please confirm which template should be adopted?	<p>Annex “A4. Financial Breakdown Template” (with <u>no</u> indication of budget line E bis) is the correct template to be used when submitting the project proposal.</p> <p>In regard of annex “A11ter. Financial Report Template”, which shall only be used by the awarded INGOs for financial reporting, the template that is provided is not correct. The correct template which is published with the corrigenda carries <u>no</u> indication of budget line E bis.</p> <p>In this regard, Chapter “8. SELECTION, EVALUATION, AND APPROVAL OF PROJECT PROPOSALS”, Para. 14, point 5 of the Call for Proposals is amended as follows: “Capacity to implement economies of scale with resources from other sources, such as to keep the sum of macro-items B, C and E and E bis of the Financial Plan - Annex A4 - within 25% (item 5.4 of the grid evaluation - Annex A3)”.</p> <p>Kindly refer to the corrigenda and relevant newly published annex “A11ter. Financial Report Template”.</p>
4	17/07/2021	Considering the critical operating conditions in Lebanon, with political instability, extreme power cuts, recurring COVID-19 waves, increasing insecurity of assets and properties, is it possible to resort to the additional 8% financial contribution for the adoption of specific security measures?	<p>Any cost related to security measures must be included in the budget items foreseen by annex “A4. Financial Breakdown Template”.</p> <p>No additional financial contribution is foreseen. The sum of macro-items B, C and E of the Financial Plan should not exceed 25% of the requested contribution.</p>
5	17/07/2021	The guidelines of ANNEX A10 mention the use of Inforeuro rate for the reporting of expenses made in currencies other than the Euro. Knowing that the BDL’s Siraya platform	The preparation of the budget proposal shall be finalised using the exchange rate to which the INGO has access at the moment of submission of the project proposal, by virtue of any agreement already in place (e.g. duly completed and accepted registration to the Louise platform and/or agreement with any international money

		<p>is still on hold, and the delays that application to the Louise platform entails (with major risks on a 7-months implementation), can we abide by the 1,507.05 exchange rate LBP-USD in the preparation of the proposal's budget?</p>	<p>transfer formal entity such as but not limited to Western Union, OMT, etc., ...), certified by relevant supporting documents proving the established agreement. The financial report shall be presented using the relevant exchange rate.</p> <p>Please note that Para. 5 "Exchange rate" of Annex A10, is amended by Art. 4 of Annex "A8bis. Addendum of the Contract" as follows: <i>"All expenses made in currencies other than EUR (euro) must be reported in EUR at the FIFO - First In First Out exchange rate.</i> <i>The exchange rate applied at the time of the transaction must result from the official documentation issued by the ordering bank, or from the bank statements of the relevant accounts. The implementing entity will be required to enclose the above-mentioned supporting documents to the administrative-accounting report.</i> <i>Any losses deriving from currency exchange will be borne by the project, with the consequent exemption of the Parties from any further responsibility, while any gains deriving from currency exchange will be allocated to additional activities, subject to a non-onerous variant pursuant to art. 9 of the Contract." (i.e "Annex A8. Contract Template").</i> Hence particular attention should be paid to ensure value for money of the project.</p> <p>Kindly refer to the corrigenda and relevant newly published annex "A8bis. Addendum of the Contract". The latter will be published on 30/07/2021.</p>
6	17/07/2021	<p>According to Art. 4.2 of the Call for Proposal, each beneficiary must be involved in maximum 60 working days over 3 continuous months. Can you confirm that no restriction applies to the minimum working days that each beneficiary should be involved in?</p>	<p>In accordance with Para "4.2. Beneficiaries" of the Call for Proposals stating "Each beneficiary must be involved in not more than 60 working days in a period not exceeding three continuous months. The same beneficiary can be involved in different cycle of 60 working days." it is confirmed that there is no restriction to the minimum working days that each beneficiary should be involved in. Where possible, it is encouraged the use of the full length of the 60-day-working period.</p>

7	17/07/2021	<p>According to Art. 4.7 of the Call for Proposal, maximum 60% of the total budget of the project proposal will be paid as “non-fresh money”, while the remaining 40% shall be paid as “fresh money”. According to Annex A8, the financing will happen in three instalments: a first instalment of 50% of the total amount, a second instalment of 40% of the total amount and a last instalment of 10%. However, no indication is provided about the ratio “fresh money” vs “non-fresh money” in each of these instalments. Can we assume each instalment will reflect the ratio mentioned in Art. 4.7 and each instalment be composed of a 60% “non-fresh money” and a 40% “fresh money”?</p>	<p>Para “4.7 Available funds” of the Call for Proposals of the Call for Proposals is amended as follows: <i>“An amount not exceeding 60% of the total budget of the project proposal shall be paid as local transfer from a Lebanese bank account to a Lebanese bank account. This modality of execution will be used to execute the payments of the first instalments up to the first 60% of the total amount of the contract. The remaining amount of 40% shall be paid as fresh money in a Lebanese an EU bank account.”</i> The modality of execution of the payments hence foresees that the first part of the payments, up to 60%, will be non-fresh money, while the remaining amount will be paid in fresh money. Hence, the first pre-financing instalment of 50% of the total amount will be paid as non-fresh money, the second pre-financing instalment of 40% of the total amount will be paid in proportion 10% non-fresh money and 30% fresh money, the final instalment of 10% will be paid as fresh money.</p>
8	17/07/2021	<p>According to Art.4.2 of the Call for proposals, the economic subsidy provided to the beneficiaries should be in line with the amounts agreed within the Livelihood Working Group. Although the Livelihoods Sector declines involvement in dollarization or on its operationalization, it is likely that in the upcoming weeks the transfer values will be standardized in USD (i.e. not to be necessarily paid in USD but to</p>	<p>In accordance with Para “4.2. Beneficiaries” of the Call for Proposals stating <i>“Each beneficiary must receive an economic subsidy for skilled and unskilled workers, in agreement with the amounts agreed within the Livelihood Working Group. The NGOs will have to adapt the value of the daily economic subsidy to any changes agreed within the Livelihood Working group before the start of the initiative.”</i> the policy to be applied shall be the one in force at the moment of the deadline for application.</p>

		use the USD as reference). If that will be the case, what is AICS policy on the exchange rate to be used for accounting and for the transfer values calculation?	
9	17/07/2021	Should in-kind contributions be included in the budget?	The contribution in-kind shall not be included in the budget. It may still be considered an additional value but it will not be considered a financial added value as indicated in Chapter “8. SELECTION, EVALUATION, AND APPROVAL OF PROJECT PROPOSALS”, Para. 14, point 6 of the Call for Proposals. It can be indicated in the project proposal.
10	17/07/2021	In the narrative of the call of proposals it is indicated that MoSA should propose the registration form and the questionnaire of the household survey as well as the scoring mechanism (page 12 of 28). Based on the fact that the project is a maximum of seven months, might it be considered to use the same questionnaire form of the initiative AID 10363_11712_11948 to reduce the selection phase time?	No, the questionnaire shall be provided by MoSA, upon request of the awarded NGO, following the notification of the award of the call for proposal.
11	17/07/2021	Can the log-frame, already filled in the call for proposal, be modified?	No, the logical framework provided in the call for proposals cannot be modified.
12	17/07/2021	Is it possible to add or modify the indicators provided in the logical frameworks?	It is possible to add indicators, but it is not possible to modify the existing indicators provided in the logical framework of this call for proposals.
13	17/07/2021	The first indicator of the general objectives in the logical frameworks indicates % refugees differentiated by nationality as target group, but the paragraph 4.2. of the call for proposal	No, the project should only include Lebanese and Syrian refugees, in accordance with Para “4.2. Beneficiaries” of the Call for Proposals stating “ <i>The direct beneficiaries will be men and women (Lebanese and Syrian refugees) involved in the temporary employment scheme of which 50% are Lebanese citizens and 50% Syrian [...]</i> ”.

		mentions only Syrian refugees. Should the project include other nationality other than the Syrian one for the direct beneficiaries?	In this regard, the first indicator of the Specific Objective of the Logical frameworks (Chapter 4.4) of the Call for Proposals is amended as follows: <i>“No. of vulnerable people disaggregated by nationality and gender (% Lebanese and % refugees differentiated by nationality) who have increased income thanks to temporary employment opportunities (20% women)”</i> .
14	17/07/2021	At page 23 letters e-f is not clear if the documentations relating to previous experience for LRRD projects and livelihoods projects should be referred only to the applicant(s) and not to the partners of the project.	In accordance with Chapter “7. PROJECT PROPOSAL DOCUMENTATION” of the Call for Proposals, para “e) Documentation relating to previous LRRD projects or other types of humanitarian aid actions carried out by the Applicant(s)” and para “f) Documentation relating to previous Livelihoods projects carried out by the Applicant.”, state that the above-mentioned documents, “in the form of a substitutive declaration of certification [...] signed by the NGO’s legal representative, must be presented by each Applicant (Single Applicants, Lead Applicants Co-Applicants)”. Hence the partner(s) of the projects are excluded from the submission of such documentation.
15	17/07/2021	Can the co-financing contribution come from the lead applicant?	Any monetary co-financing contribution can be provided by any entity, including the lead applicant, provided that the relevant documentation certifying the commitment to co-finance the project is duly provided, in accordance with Chapter “7. PROJECT PROPOSAL DOCUMENTATION” Para. k) and Chapter “8. SELECTION, EVALUATION, AND APPROVAL OF PROJECT PROPOSALS”, Para. 14, point 6 of the Call for Proposals.
16	17/07/2021	The evaluation grid includes a total score of 300 but at page 25 the maximum score indicated is 100. Please explain this discrepancy in the calculation.	Chapter “8. SELECTION, EVALUATION, AND APPROVAL OF PROJECT PROPOSALS”, Para. 13 of the Call for Proposals stating “The Committee evaluates and classifies the project proposals deemed eligible (those which have passed the minimum weighted score threshold of 80/100 [...])” indicates the score as a percentage. Kindly refer to the newly published annex “A3. Evaluation Grid Template”.