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## OFFICE OF BEIRUT

### IMPROVEMENT OF PUBLIC INFRASTRUCTURES AT MUNICIPAL LEVEL THROUGH TEMPORARY EMPLOYMENT OPPORTUNITIES OF LEBANESE AND REFUGEE POPULATION

**Delegation Agreement TF-MADAD/2017/T04.40**

**AID 012115**

**Call for Proposals**

**Lebanon**

#### **Annexes**

- A1. Project Proposal Template;
- A2. Substitute Statement of Certification Template (Applicant);
- A2bis. Substitute Statement of Certification Template (Implementing Partner);
- A3. Evaluation Grid Template;
- A4. Financial Breakdown Template;
- A5. Assignment Letter Template;
- A6. Anti-mafia Data Communication Template;
- A6bis. Anti-mafia Checks Diagram;
- A7. Guarantee Template;
- A8. Contract Template;
- A8bis. Addendum of the Contract;
- A9. Statement of Exclusivity Template;
- A10. Guidelines for Management and Reporting of Humanitarian Aid Projects;
- A11bis. Intermediate and Final Report Template (Common 8+3 Template);
- A11ter. Financial Report Template

*Beirut, 06 July 2021*

Pursuant to art. 19 of the Ministerial Decree (D.M.) 113/2015 as amended, also known as “Statuto” of the Italian Agency for Development Cooperation (*Agenzia Italiana per la Cooperazione allo Sviluppo*, hereinafter “AICS”), through this Call for Proposals AICS Beirut Field Office (hereinafter “AICS Beirut”) intends to select LRRD (Linking Relief, Rehabilitation and Development) projects proposed by non-profit organizations.

The call is in the framework of the Madad Trust Fund "Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)" (Delegation Agreement no. TF-MADAD/2017/T04.40 - AID 012115) which refers to the:

- Agreement between the Directorate Italian Ministry of Foreign Affairs and International Cooperation/Directorate General for Development Cooperation (from now on MAECI/DGCS) and the European Union (from now on EU) signed on 24/12/2014, establishing the EU Regional Trust Fund in response to the Syrian crisis, the “MADAD FUND”;
- EU Delegation Agreement No. TF-MADAD/2017/T04.40 between the MAECI/DGCS and the European Union, signed on 17/11/2017, to finance the Action “Resilience & Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)” within the framework of the MADAD Fund;
- Addendum No. 01 to the EU Delegation Agreement No. TF-MADAD/2017/T04.40 between the MAECI/DGCS, the EU and the AICS, signed on 21/12/2018, for the taking over of AICS of the responsibility for the implementation of the Action;
- Resolution of the Director of AICS No. 17 of 23/01/2019, assigning to the Director of AICS Beirut the management and implementation of the activities foreseen by the Action, along with the assignment of the relevant funds received by the EU;
- Addendum No. 02 to the European Union Delegation Agreement No. TF-MADAD/2017/T04.40 between the European Union and the Italian Agency for Development Cooperation (AICS), signed on 26 January 2021, for the extension of the implementation of the Action.

The person responsible for this selection procedure is Ms. Donatella Procesi, Director of AICS Beirut.

The official language of this comparative procedure is English.

<b>Intervention Sectors</b>	<b>Expected amount in €</b>
Livelihood TF-MADAD/2017/T04.40 - AID 012115	2,400,000.00
<b>Total Fund</b>	<b>2,400,000.00</b>

This Call for Proposals is published on AICS Beirut website (<https://beirut.aics.gov.it>) and RSCP website (<https://rscp-madad.org/en/Grants>).

## List of Acronyms

3RF	Lebanon Reform, Recovery and Reconstruction Framework
3RP	Regional Refugee and Resilience Plan
AICS	Italian Agency for Development Cooperation
ATS	Associazione Temporanea di Scopo – Joint Venture
CfW	Cash for Work
DGCS	Directorate General for Development Cooperation
EU	European Union
EIIP	Employment-Intensive Infrastructure Programme
GBV	Gender-Based Violence
GHD	Good Humanitarian Donorship
GoL	Government of Lebanon
COVID-19 GHRP	COVID-19 Global Humanitarian Response Plan
LCRP	Lebanon Crisis Response Plan
LRRD	Linking Relief, Rehabilitation and Development
MAECI	Ministry of Foreign Affairs and International Cooperation
MoU	Memorandum of Understanding
MoSA	Ministry of Social Affairs
NGO	Non-Governmental Organization
PEC	Certified mail (Posta Elettronica Certificata)
RDNA	Rapid Damage and Needs Assessment
SDC	Social Development Center
SDG	Sustainable Development Goal
UNCHR	United Nations High Commissioner for Refugees
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNICEF	United Nations Children's Fund
WHO	World Health Organization
WFP	World Food Programme
VASyR	Vulnerability Assessment of Syrian Refugees in Lebanon

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# 1. BACKGROUND OF THE INITIATIVE, OBJECT OF THE PRESENT CALL FOR PROPOSALS, AND INTEGRATION OF THE PROGRAM WITH THE STRATEGY OF ITALIAN COOPERATION IN THE COUNTRY

## 1.1 Background of the action

Lebanon is facing the impact of the Syrian Crisis after eleven years from its beginning, the socio-economic turmoil, the COVID-19 effects and the dramatic consequences of the Beirut port blast. Therefore, the scale, the severity and the complexity of the humanitarian needs remain prevalent for the vulnerable Lebanese and refugee population.

At the end of 2020, the Government of Lebanon (GoL) estimated that the country is hosting around 1.5 million of Syrians, including the 910,256 registered at UNHCR, whereby the total population of Lebanon is estimated at approximately 4.2 million inhabitants, with a majority of 85% living in the urban areas.

In addition to the economic implications of the Syrian Crisis, the worst economic crisis Lebanon has ever faced is hitting the country, due to the financial difficulties of the Lebanese Bank sector that is facing a high risk of collapse of the overall system, the devaluation of the local currency versus USD, the high unemployment in tradable and non-tradable sectors and the political instability. The crisis is exacerbated by the COVID-19 effects leading to an increase in poverty over 50% and a rise in unemployment over 50%, as estimated by the Ministry of Social Affairs, with the possible explosion of tension in the poorest areas of the country.

These crises have undermined the already existing structural vulnerabilities of the public sector but have also strongly affected the financial, the tradable and non-tradable sectors in Lebanon. The continuous political instability is not facilitating the process of reforms and reconstruction.

In 2014, in response to the humanitarian, economic and social consequences of the Syrian crisis, the United Nations and the national authorities of Lebanon, Jordan, Turkey, Egypt and Iraq adopted the Regional Refugee and Resilience Plan (3RP). It is a regional strategic plan that aims to respond to the immediate needs of the Syrian population and to strengthen the resilience of refugees and host communities. The 3RP includes the *Lebanon Crisis Response Plan (LCRP)*, and the national strategic plan developed in Lebanon. The 2017-2020 LCRP has four strategic objectives: i) Ensure protection of vulnerable populations; ii) Provide immediate assistance to vulnerable populations; iii) Reinforce Lebanon's economic, social and environmental stability; iv) Support service provision through national systems. Since 2015, the international community has funded the LCRP with more than 8 billion dollars.

On 7 May 2020, in response to the new emergency context caused by the COVID-19 pandemic, the United Nations published the *COVID-19 Emergency Appeal for Lebanon*. In accordance with the COVID-19 Global Humanitarian Response Plan, the Emergency Appeal for Lebanon encompasses the activities provided by the Health Response Plan prepared by WHO, as well as the activities envisaged by the LCRP 2020. New humanitarian assistance activities aimed at mitigating the combined impact of the economic crisis and the COVID-19 pandemic, including vulnerable Lebanese population originally not included in the LCRP, have been foreseen.

Following the massive explosion that destroyed a large part of Beirut's port on 4 August 2020, severely damaging residential and commercial areas within five kilometers and causing the death of 200 people, injuring over 6,500 and the displacement of about 300,000 people, for the

reconstruction and rehabilitation phase, it has been adopted the *Lebanon Reform, Recovery and Reconstruction Framework (3RF)*, developed by the United Nations, the World Bank and the European Union in collaboration with the civil society, the Government of Lebanon and the international community. The 3RF foresees the achievement of three objectives: (i) a people-centered recovery that returns sustainable livelihoods to the affected population, improves social justice for all, including women, poor, and other vulnerable groups, and ensures participatory decision making; (ii) the reconstruction of critical assets, services, and infrastructure that provides equal access for all to quality basic services and enables sustainable economic recovery; (iii) the implementation of reforms to support reconstruction and to help restoring people's trust in governmental institutions by improving governance.

This Call for Proposal in Lebanon is in the framework of the program "Resilience and Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)" which is a regional Programme funded by the European Union "Madad" Trust Fund.

It aims at improving the coverage and quality of basic social services provided to the most vulnerable host communities affected by the influx of Syrian refugees, while socially and economically empowering the local communities and decreasing inter and intra-community tensions. Moreover, in line with the national priorities (crisis response plans), it aims at building the capacities of national institutions, both at central and local levels, and at strengthening the role of the civil society (NGOs and CSOs), providing effective instruments to enable the development of medium-long term sustainable delivery solutions.

## **1.2 Integration of the Program with the strategy of the Italian Cooperation in the Country**

The *2017-2019<sup>1</sup> Triennial of Programming and Guidance* document foresees to assist the population that is victim of humanitarian crises, with the aim of protecting life, alleviating or preventing from distress and protecting people's dignity. The document stipulates that these initiatives are in agreement with the Government of Lebanon and carried out with the support of Civil Society Organizations. The programming document indicates Lebanon as one of the priority countries in the Middle East region.

In response to the humanitarian emergency due to the Syrian crisis, the Italian Cooperation launched in 2012 humanitarian assistance initiatives in Syria, Lebanon, Jordan and Iraq. In Lebanon, from 2012 until today, the Italian Cooperation has financed humanitarian aid initiatives for a value of almost 105 million euros. Under the Lebanon Crisis Response Plan, the main areas of intervention of the Italian Cooperation are Education, Health, Livelihood and Water.

The initiatives financed in response to the Syrian crisis in Lebanon are complementary and integrated with those of the Development channel. These initiatives are mainly related to the *governance*, social policies, infrastructure, environmental and cultural heritage sectors. The strategy adopted by the Italian Cooperation in Lebanon allows to strengthen the link between humanitarian aid and development, and to establish partnerships with a large network of government agencies, specialized agencies of the United Nations, Italian and local NGOs, companies and other relevant actors in Lebanon.

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<sup>1</sup> [https://www.esteri.it/mae/resource/doc/2018/02/doc\\_triennale\\_2017-2019\\_27.07.2017.pdf](https://www.esteri.it/mae/resource/doc/2018/02/doc_triennale_2017-2019_27.07.2017.pdf)

The objectives of the initiative are in line with the commitments undertaken by Italy:

- at the World Humanitarian Summit, held in Istanbul in May 2016, with particular reference to the round table no. 3 "*Leave no one behind*" (core commitment 3 for the assistance of refugees and host communities and strengthening their resilience capacity) and the round table no. 7 "*Financing: investing in humanity*" (core commitment 1 increasing financial support to fragile States).
- in the context of the Grand Bargain, with particular reference to the strengthening of cash assistance in humanitarian aid initiatives.
- concerning the fundamental principles of the International law for Humanitarian Aid (Humanity, Neutrality, Impartiality, and Independence) foreseen by the Good Humanitarian Donorship (GHD).

In addition, the initiative contributes to the achievement of the Sustainable Development Goals (SDG) with particular reference to SDG 1 "*Put an end to all forms of poverty in the world*".

The approach adopted is also consistent with the objectives of the *EU Regional Trust Fund in Response to the Syrian Crisis* (Madad Fund) of which Italy is a founding member. The Madad Fund finances humanitarian aid programs in neighboring countries to Syria in order to respond to the needs of Syrian refugees and host communities.

This initiative is part of the Italian approach for livelihood and constitutes the continuation of similar<sup>2</sup> programs implemented in Lebanon by Italy with the selection of NGOs through Call for Proposals.

## **2. STRATEGIC FRAMEWORK OF THE CALL FOR PROPOSALS**

### **2.1. National and regional context**

The protracted conflict in Syria has triggered a serious humanitarian crisis and has increased political, social and economic instability across the region. At the end of 2020, Turkey, Lebanon, Jordan, Iraq and Egypt are hosting 5.5 million Syrian<sup>3</sup> refugees. In these countries, after 11 years, the presence of refugees has increased the competition for access to the labor market, contributed to the deterioration of the conditions of public infrastructure, and has restricted the already limited capacity of national institutions to provide quality public services to the population. In addition, the Syrian crisis contributed to a progressive regional economic recession and has increased political instability in some countries of the region.

Lebanon is the country with the highest concentration of refugees per capita in the world. There are 865,531<sup>4</sup> Syrian refugees registered by UNHCR on 4 February 2021, of which 54% are children. The Government of Lebanon estimates the number of Syrian citizens to 1.5 million, because some of them are not registered to UNHCR. 317,000 is the estimated number of Palestinian refugees present in Lebanon before the Syrian crisis and around 18,000 of refugees from other nationalities. The legal

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<sup>2</sup> AID 10248, AID 10248/02, AID 10671, AID 10671/02, AID 11253

<sup>3</sup> <https://data2.unhcr.org/en/situations/syria>

<sup>4</sup> Lebanon is not a signatory of the 1951 Geneva Convention on the Refugee Statute. At the request of the Lebanese government, UNHCR indefinitely suspended on 5 May, 2015 the registration of refugees from Syria.

status of Refugees is sensitive in Lebanon and therefore they have difficulties in accessing essential services.

The Lebanese economy<sup>5</sup> had a significant growth with an average of 9.1% between 2007 and 2010. After 2011, the economy was affected by the Syrian civil war, growing yearly with an average of 1.7%. Lebanon is the third-highest indebted country in the world in terms of the ratio of debt-to-GDP. The consequences of the Syrian Crisis, the structural vulnerability and the political instability that resulted in the protests requesting for an accountable government in 2019, the COVID-19 effects since February 2020 and the dramatic consequences of the Beirut port blast on 4 August 2020 led to an unprecedented socio-economic crisis in the country.

The impact of the crisis has increased unemployment and poverty of the Lebanese and refugee population with the risk of tensions in some areas of the country. The situation is exacerbated by the measures adopted by the Government to contain the infections and highlighted the weakness of the health and welfare systems. The crisis has also amplified the vulnerability of Lebanese institutions.

The extended closure of public and private institutions - including schools and community centers - has further reduced access to services<sup>6</sup> for the most vulnerable Lebanese and refugees. Concerning the health situation related to COVID-19, Lebanon is in phase 4 as per WHO classification at the date of drafting this document (Community transmission). By the end of 2020, the cumulative cases were around 189,278 and the total deaths 2,870. The daily new cases were around 3,000 cases per day by February 2021.

In addition, on 4 August 2020, a massive explosion destroyed a large part of Beirut's port and severely damaged residential and commercial areas within five kilometers. The explosion caused the death of 200 people while over 6,500 were injured and about 300,000 people displaced. The consequences of the explosion are humanitarian, economic and social at the national level, due to the strong concentration of economic and production activities in the areas affected by the explosion. In addition, the port of Beirut channels about 70% of Lebanon's foreign trade. The total damage caused by the explosion amounts to a value between 3.8 and 4.6 billion dollars, concentrated in the sectors of housing, culture, tourism, commerce and infrastructure, as per the "*Beirut Rapid Damage and Needs Assessment*" (RDNA) realized by the World bank in collaboration with the European Union and the United Nations and published on 31 August 2020.

## 2.2. Coordination

The initiative is part of the "Resilience and Social Cohesion Programme (RSCP) - Strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Iraq (Kurdistan)" funded by Madad Trust Fund aiming to improve the living conditions and the resilience of the most vulnerable populations within the host communities and the Syrian refugees in Lebanon.

The initiative contributes to the achievement of the general objective of the *Livelihood* sector in the 2017-2020 LCRP: "*mitigate the social and economic consequences of the Syrian crisis of the most vulnerable groups by improving their access to income and employment*". In particular, the initiative aligns with *Output 3* of *Outcome 1* of the *Livelihoods* sector, or: "*The creation of jobs is favored in*

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<sup>5</sup> <https://data.worldbank.org/indicator/NY.GDP.MKTP.KD.ZG?locations=LB>

<sup>6</sup> [https://data2.unhcr.org/en/situations/syria/5\\_VASyR\\_2020](https://data2.unhcr.org/en/situations/syria/5_VASyR_2020)



*vulnerable areas through labor-intensive investments for the construction of public infrastructures and interventions for environmental protection".*

Several sector-working groups have been set up within the LCRP in order to encourage coordination between national government, UN agencies, donors and national and international NGOs. For this initiative, the *Livelihood* working group chaired by the Ministry of Social Affairs and UNDP and the Social Stability working group chaired by UNHCR and UNDP are relevant. NGOs interested to participate to this Call for Proposals must be active members of *Livelihood* and *Social stability* working groups and they have to establish coordination mechanisms at national and local level with national institutions and other initiatives that carry out similar interventions in the selected area of implementation.

In addition, the initiative contributes to the recovery strategy of 3RF supporting Pillar 2 “*Jobs and opportunities*” and Pillar 4 “*Improving services and infrastructure*”.

In this framework, AICS will facilitate the relation between NGOs and national authorities in particular the Ministry of Social Affairs during the implementation phase.

### 2.3. External conditions and risks

The following factors could influence the implementation of the initiative:

- Lebanese financial institutions operability;
- Commitment of local authorities and Ministry of Social Affairs;
- Stable and safe conditions.

The presence of Italian personnel contracted by the NGOs in the intervention areas will be assessed from time to time in agreement with the Italian Embassy according to the specific security conditions existing in the area.

The expected risks and the related mitigation measures are briefly described in the table below:

<b>Risk</b>	<b>Grade</b>	<b>Mitigation measures</b>
Lockdown/curfew due to increase of Covid-19 infections in Lebanon	High	New modality of supervision of on-site works
Lebanese currency devaluation resulting in an increase of the inflation	High	- The adjustment related to the inflation should be taken into consideration in the financial proposal and in the strategy of monitoring the expenses; - The Call for Proposals foresees the request of No Cost Variation of the approved budget breakdown.
Special rules imposed for CfW/EIIP beneficiaries, program activities, staff, (hygiene/sanitary measures, other regulations)	High	- Fortnight revision of overall work-plan and budgets; - Continuous coordination with livelihood working group and national authorities and adoption of common measures; - Allocation of funds for COVID-19 prevention activities (masks, gloves, hygiene kits, health consultancy) and awareness campaign among main stakeholders (municipalities, contractors, INGOs, AICS staff); - New modality of supervision of on-site works.
Limited access to the intervention area	Medium	- New modality of supervision of on-site works;

(Demonstrations with road blockage)		- Municipalities' role and responsibilities reinforced in order to follow-up the activities and report on them.
Host communities become increasingly aggressive towards refugees	Medium	- NGO should organise public meetings in order to inform the communities and reduce possible tension between Syrian refugees and host communities; - The selection of the beneficiaries should be based on clear and shared criteria among all the stakeholders.
Outbreak of violence between refugees and host communities beyond the capacity of the existing system to manage	Medium	- Determine and agree on any special additional coordination mechanism with key actors, authorities and NGOs; - Implement remote management mechanisms if needed.
Competition at local level with other donors / similar projects	Low	- Ensure regular consultation with other Donors and Sector Working Groups; - Mapping of existing interventions in the targeted areas/municipalities; - Compliance with municipal development plans; - Participation of lead Ministries in charge of crisis response plan.
The municipalities and the National Authorities involved are not committed	Low	- NGO signs specific agreements of collaboration with the municipalities and Ministry of Social Affairs describing in details the role and the responsibility of each entity; - During the implementation phase, a steering committee is set up, composed by the representatives of the NGO, the municipality and the Social Development Center of MoSA.
Rejections of activities by target beneficiaries	Low	Coordination with local community leaders and local stakeholders.

### 3. SECTORAL FRAMEWORK AND NEEDS ANALYSIS

The initiative aims to reduce the economic vulnerability of the Lebanese and the refugee population, due to the economic crisis that is going through Lebanon. The economic crisis and the presence of an important number of Syrian refugees, due to the consequences of the Syrian crisis, would also increase the possibility of social tensions among the communities in some areas of the country.

The protracted Syrian crisis has led to a progressive increase in the economic vulnerability of Syrian refugees in Lebanon. According to the results of the *Vulnerability Assessment of Syrian Refugees in Lebanon 2020* (VASyR, the analysis of the needs of Syrian refugees in Lebanon, conducted annually by UNHCR, UNICEF and WFP), the economic and COVID-19 crises pushed 89% the refugee population below the Survival Minimum Expenditure Basket (SMEB)<sup>7</sup> in 2020, while the percentage in 2019 was 55%. The percentage of Syrian refugees suffering from food insecurity increased from 29% in 2019 to 49% in 2020. Nine out of ten households are in debt and the average level of debt has risen from LBP 1,549,500 in 2019 to LBP 1,837,946 in 2020. The unemployment rate stands at 37% versus 31% in 2019, with a higher percentage among women (46%) than men (35%). These data shows that Syrian refugee families do not have the resources to cover their own essential

<sup>7</sup> The SMEB is the expression of the monthly cost per capita equivalent to LBP 308,722 in 2020, which is the minimum needed for physical survival and implies the deprivation of a series of rights.

needs, and that the Lebanese economic context and current legislation limit access of Syrian refugees to formal employment and other income-generating activities.

During 2020, the high inflation, the increase of unemployment and the wage cuts have caused a severe deterioration also in the living conditions of the Lebanese population. The consumer price index<sup>8</sup> has registered an annual inflation of 56.5% between May 2019 and May 2020, while at the same period, the food price index recorded an inflation of 189.8%. The headcount poverty<sup>9</sup> rate is expected to jump from 28% in 2019 to 55% in May 2020. The corresponding increase in extreme poverty is from 8% to 23%. The economic downturn has been exacerbated by long-term structural weaknesses like the high public debt, the dependence on foreign investment and the economic system relying mainly on trade and, starting in 2020, the COVID-19 pandemic containment measures.

Over 200,000 jobs were lost in the period between October 2019 and January 2020. There is a strong increase in the cost of food and other essential products: WFP reported a 56% increase in the cost of the basic food basket in Lebanon between September 2019 and April 2020. World Bank estimates for 2020 a contraction in Lebanese GDP of -10.9%, an inflation rate of 16% and a drastic increase in poverty among the Lebanese population.

In this context, the Lebanese and the refugee population have difficulties in accessing to income-generating opportunities as well as to social, health and education services. Unemployment is increasing among the Lebanese population as well as among Syrians. Closure of shops, restaurants, companies has affected both formal and informal job opportunities. In this context, the informal work characterized by low wages, long working days and lack of protections linked to a regular employment contract would increase. Refugee women as well as Lebanese women belonging to vulnerable families have employment difficulties due to the lack of previous work experience, low level of education and the peculiarities related to their social role.

The economic recession has limited the already reduced capacity of Lebanese local authorities to provide public services and manage inter-community relations. According to data provided by the Inter-Agency Coordination Group in Lebanon, in the period between 2017 and February 2020, the perception of having positive social relations among Syrian refugees with host communities has decreased from 30% to 17%.

## **4. DESCRIPTION OF THE INTERVENTION AND METHODOLOGIES OF IMPLEMENTATION**

### **4.1. Intervention strategy**

The present Call for Proposal has two main specific objectives:

>SO1: Contribute to developing and strengthening the access to basic social infrastructures and services for the most vulnerable people in the main areas affected by the influx of the Syrian refugees.

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<sup>8</sup> <http://www.cas.gov.lb/index.php/economic-statistics-en>

<sup>9</sup> [https://www.unescwa.org/sites/www.unescwa.org/files/20-00268\\_pb15\\_beirut-explosion-rising-poverty-en.pdf](https://www.unescwa.org/sites/www.unescwa.org/files/20-00268_pb15_beirut-explosion-rising-poverty-en.pdf)

>SO2: Contribute to improving the income generation opportunities of the most vulnerable local communities and Syrian refugees.

The project proposals presented in response to this Call for Proposals must foresee Lebanese and refugee labor force for the construction and/or rehabilitation of public works and/or the provision of sustainable municipal services.

The projects implemented in the framework of the initiative will give to Lebanese and Syrian vulnerable population the opportunity to generate income by adopting the Cash for Work and/or the Employment Intensive Infrastructure methodologies. The involvement of an important number of skilled and unskilled workers, while improving the public infrastructure conditions and the public services, will improve so far the living conditions of vulnerable categories and it will foster social cohesion between the Lebanese and the refugee population.

In the formulation phase of the project proposals, the NGOs and the municipalities involved in the initiative, in collaboration with the SDCs of MOSA, must jointly identify the interventions to be carried out based on the existing local development plans prepared by the municipalities or unions of municipalities. In case the local development plans are not available, the interventions should be identified according to the priorities identified by the local stakeholders in a participatory manner. In the implementation phase, written agreements must be signed between the NGOs and the selected municipalities. The municipalities will also have to contribute with their own resources (specialized personnel, equipment, materials and technical assistance) to carrying out the planned works.

The project proposals must include a letter of intent, signed by the General Directorate of MoSA, demonstrating the active involvement of MOSA and of the SDCs at all stages of the project cycle and in particular during the process of selection of the direct beneficiaries.

In the implementation areas, the population should be informed about the initiative objectives as well as about the selection process of the direct beneficiaries. A steering committee composed by the representatives of the municipality or union of municipalities, the NGO and the SDC should be set up at the beginning of the project, with the main role of validating the selected beneficiaries and monitoring the activities. The selection process should be adapted to each context but should have the following main steps: announcement in the community, registration of potential candidates, and household survey of the candidates based on a questionnaire, data entry, scoring and ranking of the candidates.

Prior the selection, MoSA should propose the registration form and the questionnaire of the household survey as well as the scoring mechanism. These documents should be discussed and agreed upon the steering committees in each municipality or union of municipalities. In this framework, the project proposals must allocate appropriate resources to strengthen the SDCs during all the phases of the selection process (costs of home visits, data entry and data processing). The criteria for the selection of direct beneficiaries, therefore for the development of the questionnaire and the scoring mechanism, must take into consideration several indicators: number of the household members, unemployment, female head of household, people with disabilities, youth at risk, education level, health problems, etc. Finally, the selection of beneficiaries must prevent from child labor.

The project proposals must allocate at least 40% for CfW and/or EIIP of the contribution requested to AICS for the payment of the economic subsidy to the direct beneficiaries.

The project proposals must report useful baseline indicators for identifying needs in the specific area of intervention as well as the target indicators. These indicators must include the average monthly income for each category of direct beneficiaries (Lebanese, refugees, women, and people with disabilities).

#### 4.2. Beneficiaries

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. At least 20% of the direct beneficiaries must be women, taking into consideration socio-cultural factors to ensure protection from possible risks of violence.

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. 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. The direct beneficiaries must be covered by an adequate insurance policy for any accidents occurring on the project site.

The indirect beneficiaries are the member of the families of the workers and the population of the municipality benefitting from new infrastructures and public services.

The proposed projects of the Call for Proposals must have disaggregated data of the direct beneficiaries by gender, age, nationality and people with disabilities.

#### 4.3. Correlation between Goals, Results and Activities

The project proposals of this Call for Proposals should contribute to mitigating the social and economic consequences of the Syrian crisis and of the economic and financial crisis on the most vulnerable groups improving their access to income and public services.

The planned activities must include:

- An economic subsidy provided to the selected vulnerable people (Lebanese population and Syrian refugees) for temporary employment that must be paid through traceable payment systems easily accessible to beneficiaries. Each beneficiary must be employed for not more than 60 working days over a period not exceeding three continuous months.
- Construction / rehabilitation of public facilities, infrastructures, networks and provision of municipal services: These activities may include the construction or rehabilitation of roads, pavements and walkways, green areas / public gardens, water networks, sewage networks, storm water evacuation channels or pipelines, irrigation channels, retaining walls, rehabilitation / maintenance of public buildings (hospitals, health care centers, dispensaries, schools...), forestation, planting of trees, agricultural roads, solid waste management activities if the system is already set up. The necessary materials must be purchased, when possible, in the local market, in order to allow a positive economic impact in the areas of intervention.

#### 4.4. Logical framework

	Intervention logic	Indicators	Verification sources	Conditions
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<b>General objective</b>	Contribute to improving the living conditions and the resilience of the most vulnerable populations within the host communities and the Syrian refugees in Lebanon			
<b>Specific Objective</b>	<p>S1: Contribute to developing and strengthening the access to basic social infrastructures and services for the most vulnerable people in the main areas affected by the influx of the Syrian refugees;</p> <p>S2: To improve the income generation opportunities of the most vulnerable local communities and Syrian refugees</p>	<ul style="list-style-type: none"> <li>- No. of vulnerable people (% Lebanese and % refugees differentiated by nationality) who have increased income thanks to temporary employment opportunities (20% women).</li> <li>- No. of persons (Lebanese and Syrian refugees) who have access to improved public infrastructures and/or services.</li> </ul>	<ul style="list-style-type: none"> <li>- Reports of NGOs;</li> <li>- Data entered in the Activity Info system of the LCRP for the sectors <i>Livelihoods</i> and <i>Social Stability</i>;</li> <li>- Reports provided by the municipalities and by the MoSA;</li> </ul>	<ul style="list-style-type: none"> <li>-Laws and regulations in force allowing refugees to participate in income-generating activities;</li> <li>-Direct beneficiaries expressed the willingness to work;</li> <li>-Municipalities, SDCs and MoSA committed to the planned activities;</li> <li>- Safety conditions allow the mobility of the management staff in the areas of the project implementation.</li> </ul>
<b>Expected results</b>	<p><b>R1</b> Increase income for the Lebanese population and the most vulnerable Syrian refugee;</p> <p><b>R2</b> Improved access to public services for the Lebanese population and Syrian refugees living in vulnerable municipalities.</p>	<ul style="list-style-type: none"> <li>- No. of working days created;</li> <li>- No. of working days for each skilled and unskilled beneficiary;</li> <li>- LBP value for each category of beneficiaries;</li> <li>- LBP value of investments for the public works;</li> <li>- No. of municipalities with public works built / rehabilitated and public services improved.</li> </ul>		
<b>Activities</b>	<p><b>A1.</b> Temporary employment of vulnerable persons (Lebanese and Syrian refugees);</p> <p><b>A2.</b> Construction / rehabilitation of public facilities / infrastructures, provision of municipal sustainable services.</p>	<p><b>Human and material resources:</b></p> <ul style="list-style-type: none"> <li>- Project management staff;</li> <li>- Support staff;</li> <li>- Specialized technical staff;</li> <li>- Equipment and machinery;</li> <li>- Construction materials;</li> <li>- Security and safety kits (including COVID-19 kits);</li> <li>- Vehicles and fuel;</li> <li>- Rental, furniture and equipment for project offices;</li> <li>- Information and visibility material;</li> <li>- Stationery.</li> </ul>		
				<b>Preconditions:</b>

Effectiveness of Lebanese financial institutions; Active involvement of local authorities and line ministries; Stable security conditions.
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#### 4.5. Cross-cutting issues

The project proposals must take into consideration the following cross-cutting themes:

- Gender: Project proposals should take into consideration the recommendations contained in the *Guidelines for Gender Equality and Empowerment of Women (2010)*. The indicators of the specific objective must present data disaggregated by gender. Project proposals should take into account the specific needs of women and foresee dedicated activities and actions to prevent and mitigate any negative effects.
- Protection of vulnerable groups: The indicators of the specific objective must present data disaggregated by nationality and specify the percentage of refugee beneficiaries. The project proposals must include the involvement of people with disabilities in temporary employment activities.
- Environmental Protection: The project proposals must include environmental protection and territorial protection measures. The project proposals with a specific focus on environment must also include an environmental impact analysis.

#### 4.6. Location of intervention

Nationwide.

#### 4.7 Available funds

The total contribution of AICS to the NGOs is equal to Euro 2,400,000.00 in the framework of the Madad Trust Fund.

The payments will be done in EUR from a Lebanese bank account to a Lebanese bank account.

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 bank account.

#### 4.8. Measures to be taken in order to contain the COVID-19 pandemic

The project proposals presented in response to this *Call for Proposals* must include prevention measures and containment of the COVID-19 pandemic, including the following:

- Identify the competent health structures for the diagnosis and treatment of COVID-19 cases in the project intervention area;
- Define and agree with all stakeholders involved in the project the procedures to be adopted to prevent and contain the spread of COVID-19 infections, including situations that should lead to the suspension or closure of activities;

- Distribute information in Arabic language to direct beneficiaries on the measures to be taken to prevent the spread of COVID-19 contagions;
- Distribute personal protective equipment and disinfectant to direct beneficiaries;
- Establishment of a "reception area" to monitor and record the entry of all those who access the project site, including any external visitors;
- Use of the non-contact infrared front thermometer to monitor the body temperature of anyone entering the project site and prevent entry to those with a temperature above 37.3 degrees Celsius;
- Each worker must mark his/her own safety devices (gloves, helmets, vests, etc.) which are not to be shared with other workers and must be washed and disinfected on daily basis;
- All those who access the project site must be obliged to wash their hands with soap and water;
- Daily disinfection of the construction site, tools and work tools before and after use;
- Workers must maintain a distance of at least 2 meters from each other. This distance must also be respected in the means of transport, when provided by the project.

## 5. ELIGIBILITY CRITERIA

There are two sets of eligibility criteria, relating to:

- The Applicants (5.1): the Applicant may submit the project proposal individually (single Applicant) or with one or more other Applicants (Co-Applicant(s)). In the latter case, the Applicants must submit, together with the project proposal, an Agreement<sup>10</sup> setting a Joint Venture ("*Associazione Temporanea di Scopo*", hereinafter "ATS"), or, a Letter of Commitment to setting the ATS - in compliance with the rules of this Call for Proposals (see Footnote n. 11) - before signing the Contract. The Lead Applicant is the main interlocutor of AICS Beirut and represents and acts on behalf of any other Co-Applicant and coordinates the design and implementation of the project. In case of successful proposal, all the members of the ATS will become contracting parties of AICS Beirut. Where it is not specified otherwise, the Lead Applicant and the Co-Applicant(s) are hereinafter jointly referred as 'Applicant(s)'. 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.

The Applicant(s) may also have Implementing Partner(s). In case of Implementing Partner(s)<sup>11</sup>, the Applicant(s) must submit, together with the project proposal, an Agreement with each of the Implementing Partners. The Agreement between the Applicant and its Implementing Partner(s) does not give rise to any contractual obligation between AICS Office Beirut and the Implementing

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<sup>10</sup> Through the ATS Agreement, Co-Applicant(s) give a special mandate with representative powers to the Lead Applicant in order to manage the relationship with AICS Beirut and for all the actions connected to the implementation of the project. The ATS shall include the following: joint liability of all members for the implementation of the project; the Lead Applicant's responsibility for funding, management and reporting coordination; transfer modalities from the Lead Applicant to the Co-Applicant(s).

<sup>11</sup> According to article 1 of the "PROCEDURES FOR THE ASSIGNMENT OF HUMANITARIAN AID PROJECTS FOR NON-PROFIT ORGANIZATIONS" approved by the Joint Committee for Development Cooperation with the decision n. 49 of 5/02/2018, Implementing Partner(s) are local NGOs and International NGOs that are able to operate in the country of implementation.



Partner(s). Therefore, the Applicant who entered into the Agreement will be responsible for the Implementing Partner(s) towards the AICS Beirut<sup>12</sup>.

- The project proposals for which a grant may be awarded (5.2).

## 5.1 Applicants criteria

In order to be eligible for a grant, Single Applicants, Lead Applicants and Co-Applicants must:

- be a legal person and
- be non-profit making (for non-profit making organization with an office in Italy, be also registered in the list pursuant to article 26, paragraph 3 of Law no. 125/2014 as amended) and
- be a Non-Governmental Organisation (NGO) and
- be established in<sup>13</sup> a Member State of the European Union or in countries eligible under EDF, DCI, ENI, IPA II, INSC, IcSP, PI and EIDHR funded programmes (see PRAG Annex a2a for the list of eligible countries)<sup>14</sup> and
- be registered at the Lebanese Ministry of Interior and Municipalities and
- previous experience in LRRD actions or in other types of humanitarian aid interventions and
- previous experience in Livelihoods sector interventions and

viii) Single Applicants, Lead Applicants and Co-Applicants may not participate in this Call for Proposals or be awarded a grant if they, or their Implementing Partner(s), are in any of the following situations:

- it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an

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<sup>12</sup> The Agreement between the Applicant(s) and the Implementing Partner(s) does not give rise to any contractual obligation between AICS Beirut and the Implementing Partner(s). Therefore, the Applicant(s) who entered into the Agreement will be responsible for the Implementing Partner(s) towards AICS Beirut. The aforementioned Agreement must include, among others, specific information regarding: activities, responsibilities, and budget of each one of the contracting parties (Applicant(s) and Partner); funding modalities between the Applicant(s) and the Implementing Partner; commitment by the Implementing Partner to comply with AICS procedures in carrying out the intervention, including the Guidelines for management and reporting of humanitarian aid projects pursuant to Annex A10 of the present Call for Proposals. **Budget allocated to Implementing Partner(s) cannot exceed 40% of the total amount of AICS contribution.** In the event that the applicant is an ATS, the agreement with the Implementing Partner must be signed by the Lead Applicant.

<sup>13</sup> 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. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>14</sup> With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9).

impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

1. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
  2. entering into agreement with other economic operators with the aim of distorting competition;
  3. violating intellectual property rights;
  4. attempting to influence the decision-making process of the contracting authority during the procurement procedure;
  5. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) it has been established by a final judgment that the economic operator is guilty of any of the following:
1. fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law and Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;
  2. corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;
  3. conduct related to a criminal organisation referred to in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime;
  4. money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council of 20 May 2015 on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, amending Regulation (EU) No 648/2012 of the European Parliament and of the Council, and repealing Directive 2005/60/EC of the European Parliament and of the Council and Commission Directive 2006/70/EC (Text with EEA relevance) of the European Parliament and of the Council<sup>78</sup>;
  5. terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism<sup>79</sup>, respectively, or inciting or aiding or abetting or attempting to commit such offences, as referred to in Article 4 of that Framework Decision;

6. child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA80;

e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the EU, which has led to the early termination of a legal commitment or to the application of liquidated damages or other contractual penalties or which has been discovered following checks and audits or investigations by an authorising officer, OLAF or the Court of Auditors;

f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests.

g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business.

h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent provided for in point (g).

ix) Single Applicants, Lead Applicants and Co-Applicants may not participate in this Call for Proposals or be awarded grants if:

- a natural or legal person who is member of the administrative, management or supervisory body or has power of representation, decision or control on them or their Implementing Partner(s) is in a situation listed in points c) to h);
- a natural or legal person that assumes unlimited liability for the debts of them or their Implementing Partner(s) is in a situation listed in points a) or b);
- a natural or legal person who is essential for the award or for the implementation of the legal commitment and is in a situation referred to in point c) to h).

In this respect, Single Applicants, Lead Applicants and Co-Applicants and their Implementing Partner(s) are obliged to declare that are not in one of the above listed exclusion situations (xiii and ix) through a signed Annex2 and Annex2bis.

x) Single Applicants, Lead Applicants and Co-Applicants may not participate in this Call for Proposals or be awarded grants if they, or their Implementing Partner(s), are included in the lists of EU restrictive measures<sup>15</sup>.

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<sup>15</sup> The updated lists of sanctions are available at [www.sanctionsmap.eu](http://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.

## 5.2 Project proposals criteria

- i) Maximum duration of the project activities: seven (7) months;
- ii) Compliance with the indications of paragraph 4 of the present document;
- iii) Agreement signed between the Municipality and/or Union of Municipalities involved in the project and the Applicant(s)<sup>16</sup>;
- iv) Letter of Intent of the Ministry of Social Affairs;
- v) Funding requested to AICS not exceeding Euro 1.200,000.00 both for project proposals submitted by a single NGO, and for project proposals submitted by the NGO with an ATS;
- vi) Each NGO organization can only present one (1) project proposal within this *Call for Proposals*, regardless of its role (whether it is a Single Applicant, Lead Applicant or Co-Applicant). The submission of more than one proposal by the same NGO is therefore a reason for exclusion in all the above-mentioned cases.

## 6. DATA PROTECTION

In accordance with the provisions of EU Regulation no. 2016/679 regarding the General Data Protection Regulation (GDPR), the AICS office provides the following information for the processing of personal data that will be acquired during the procedure.

### Purpose of data processing

The data provided by the participants regarding the procedure are collected and processed by AICS in order to verify the existence of the requisites required by law for the purposes of participating in the comparative procedure and in particular for the purpose of verifying administrative and technical-economic skills, as well as for the purposes of awarding by fulfillment of specific legal obligations deriving from European and national legislation on comparative procedures.

The data provided by the participants in the procedure, whom the contract shall be awarded to, is acquired by AICS in order to stipulate the Contract for the fulfillment of the related legal obligations, as well as for the management, economic, and administrative execution of the Contract.

All data acquired by AICS may also be processed for study and statistical purposes in compliance with the rules laid down by the GDPR.

### Legal basis and nature of the assignment

Each Applicant is required to provide the data required by this Call for Proposals to AICS according to legal obligations deriving from European and national legislation on comparative procedures. The refusal to provide the data requested by the present Call could determine, depending on the case, the impossibility of admitting or excluding the Applicant to participate in the procedure or the forfeiture of any award, as well as the impossibility of stipulating the Contract.

### Nature of the processed data

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<sup>16</sup> The relevant approval documentation can have a later date than the publication of the Call for Proposals, but necessarily preceding the project proposal submission.

The data being processed for the above specified purposes are of the following nature; i) common personal data (e.g. personal data and contact details); ii) data relating to criminal convictions and offenses (so-called "judicial") referred to in art. 10 of EU Regulation, for the sole purpose of evaluating the possession of the requirements and qualities provided for by the applicable legislation in force for the purposes of participation in the procedure and awarding.

#### Methodologies of data processing

The data will be processed by AICS in order to guarantee the necessary security and confidentiality and may be implemented by using guidelines, paper-based, information technology, and telematic tools suitable for processing the data in compliance with the security measures provided for by the EU Regulation.

#### Scope of communication and dissemination of data

The data may be:

- processed by AICS staff who take care of the comparative procedure and the stipulation and execution of the Contract, by the staff of other offices of the same Administration who carry out related activities, as well as by the offices of the same Administration dealing with activities related to study and statistical purposes;
- communicated to independent collaborators, professionals, consultants, who provide consultancy or assistance to AICS in relation to the tender procedure and the Contract, as well as to communicate any legal proceedings, or for sector studies or statistical purposes;
- communicated to any external organizations part of the Evaluation Committee that will be established;
- communicated, where required by law and by this Call, to the MAECI, as a supervisory Administration;
- communicated to other organizations participating in the procedure requesting access to the documents of the comparative procedure pursuant to and within the limits of the provisions of law no. 241;
- communicated, where required by law, to the National Anti-Corruption Authority;
- transmitted to international organizations to fulfill legal obligations; in this case the transfer shall take place in compliance with the provisions of the EU Regulation;
- by participating in this procedure, the Applicant acknowledges and agrees to the publication of the data and documents for which the law requires publication in fulfillment of the obligations on administrative transparency.

#### Data retention period

The data of the successful Applicants are kept for a period of ten years regarding any intervened action starting from the conclusion of the contractual relationship. As for the data of the unsuccessful Applicants, they are kept as long as the terms of appeal and adopted measures as part of the procedure are pending. The terms remain suspended in the event of a conflict.

#### Rights of the Applicant and of the "interested" individuals

By "interested" individual, it is meant any natural person whose data are transferred by the Applicant to AICS.

The interested individual is granted the rights referred to in Articles 15 to 23 of the EU Regulation. In particular, the interested individual has the right to:

- i) obtain the confirmation, at any time, as to whether or not personal data is being processed;
- ii) access the personal data to know: the purpose of the processing, the category of processed data, the recipients or categories of recipients to whom the data are or will be communicated, the data retention period or the criteria used to determine this period;
- iii) request, and if necessary obtain, the rectification, and where possible the cancellation or the limitation of the action and finally they can oppose for legitimate reasons to their action;
- iv) right to data portability, which will be applicable within the limits of art. 20 of the EU regulation.

#### The Data Controller and the Data Protection Officer

The Data Controller is the Italian Agency for Development Cooperation (AICS), based in Via Salvatore Contarini, n. 25 – 00135 Roma, represented by Mr. Luca Maestripieri, Head of the Agency.

The Data Protection Officer is Mr. Francesco Renda, to whom questions and requests for information may be addressed: [dpo@aics.gov.it](mailto:dpo@aics.gov.it).

The Data Processor has been nominated by AICS.

#### Complaint procedures

A complaint may be submitted to: [dpo@aics.gov.it](mailto:dpo@aics.gov.it) and [protocollo.aics@pec.aics.gov.it](mailto:protocollo.aics@pec.aics.gov.it).

Alternatively, a complaint may be submitted to the Italian Data Protection Authority ("*Garante per la protezione dei dati personali*"), based in Piazza di Monte Citorio, n. 121 – 00186 Roma, e-mail: [garante@gpdp.it](mailto:garante@gpdp.it), PEC: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it).

#### Approval of personal data processing

With the presentation of the project proposal, the legal representative of Applicants acknowledges and expressly consents the processing of any personal data contained within the documentation submitted during the tender.

Applicants undertake to fulfill the obligations required by current legislation, information and acquisition of consent of the natural persons ("interested" individuals), to which the personal data provided in this procedure refer, with particular reference to the methodologies of processing such personal data by AICS for the above purposes.

## **7. PROJECT PROPOSAL DOCUMENTATION**

The project proposal must provide all the necessary information to allow the correct evaluation. It must therefore include the following duly completed documents:

- a) Project Proposal Template (Annex A1) in PDF and Word format. In case of discrepancy between the two formats, the PDF version shall prevail;
- b) Substitute Statement of Certification Template pursuant to art. 43 and 46, paragraph 1, lett. i) of the Presidential Decree 445/2000 (Annex A2 and Annex A2bis in case of Implementing

Partner(s))<sup>17</sup>. Annex A2 must be submitted by each Applicant (Single Applicant, Lead Applicant, Co-Applicant) and Annex A2bis by each one of their Implementing Partner(s), if any;

- c) Financial Plan Template (Annex A4) in PDF and Excel format. In case of discrepancy between the two formats, the PDF version shall prevail;
- d) Terms of Reference<sup>18</sup> of the project management staff;
- e) Documentation relating to previous LRRD projects or other types of humanitarian aid actions carried out by the Applicant(s). This documentation, in the form of a substitutive declaration of certification, pursuant to Presidential Decree no. 445/2000 as amended, signed by the NGO's legal representative, must be presented by each Applicant (Single Applicants, Lead Applicants Co-Applicants);
- f) Documentation relating to previous Livelihoods projects carried out by the Applicant. This documentation, in the form of a substitutive declaration of certification, pursuant to Presidential Decree no. 445/2000 as amended, signed by the NGO's legal representative, must be presented by each Applicant (Single Applicants, Lead Applicants Co-Applicants);
- g) Documentation evidencing registration at the Lebanese Ministry of Interior and Municipalities;
- h) Agreement on the project between Municipalities and/or Union of Municipalities and the Applicant(s);
- i) Letter of Intent from MoSA;
- j) Agreement with each one of the Implementing Partners (*if any*);
- k) Documentation certifying the commitment to finance the project by any third parties co-financers;
- l) In case of a project presented by an NGO not registered in the list pursuant to article 26, paragraph 3 of Law no. 125/2014 as amended, the following documentation must also be submitted: Documentation certifying the legal establishment and compliance with the legislation in force in the country of origin;
- m) In case of a Joint Venture, the following documentation must also be submitted: Agreement setting the ATS, or, the relevant Letter of Commitment to setting the ATS before the stipulation of the Contract, signed by the legal representatives of the Applicant(s). The Agreement

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<sup>17</sup> It should be noted that Project Proposals (annexes A1) submitted by an ATS (or a potential ATS) must mention that the Lead Applicant is part of an ATS, as well as names and backgrounds of the other members of the ATS (Co-Applicant(s)). At the bottom of page 1 of annex A1 must specify only information about the Lead Applicant, who represents the ATS towards AICS Beirut. If the ATS is already established (i.e. ATS Agreement attached to the project proposal), the project proposal must be signed only by the Lead Applicant; if not (i.e. ATS Letter of Commitment attached to the project proposal), the project proposal must be signed by all NGOs who committed to be part of the ATS.

<sup>18</sup> The ToR must be strictly pertinent to the Project and contain a punctual and final change of classification of the duties provided for the expatriate or local professional figure in question. The ToR are not required for professionals with purely executive tasks such as e.g. secretarial staff. Furthermore, they must include indications concerning: (i) the required level of education and the years that have elapsed since the issuance date; (ii) any other qualifications; (iii) degree of foreign language(s) knowledge; (iv) degree of work experience in the field of professional competence; (v) degree of experience in cooperation actions, in particular emergency actions in developing countries or in other countries potentially benefiting from these interventions. The CVs must be sent before the signature of the Contract. The submission of CVs is necessary in order to verify the comparability of the professional qualifications and experiences of the staff for the management of the project, both local and expatriate, with the indications mentioned in the Terms of Reference. The submission of the CV is not necessary for professionals with merely executive tasks, such as e.g. secretarial staff. The AICS office reserves the right not to accept those CVs that do not correspond to what is specified in the ToR.

establishing ATS must have the form of an Agreement authenticated by a notary. The costs incurred for the stipulation of the ATS are not eligible.

## 8. SELECTION, EVALUATION, AND APPROVAL OF PROJECT PROPOSALS

AICS Beirut Office is responsible for the selection, evaluation and approval of the project proposals.

The project proposals (drafted according to the model referred to in Annex A1 and completed with the documentation indicated in the previous paragraph) must be submitted by the Applicant(s) within and **no later than, under penalty of exclusion, at 04:00 p.m. (local time) of 03 August 2021** by certified email (PEC) specifying in the object "acronym\_of\_the\_applicant TF-MADAD/2017/T04.40\_AID012115" at the following address: [beirut@pec.aics.gov.it](mailto:beirut@pec.aics.gov.it)

and informing of the occurred delivery, with a separate e-mail, to: [infolebanon@rscp-madad.org](mailto:infolebanon@rscp-madad.org).

Attest the date and time of the certified PEC email address: [beirut@pec.aics.gov.it](mailto:beirut@pec.aics.gov.it)

**N.B.:** Any request for clarification can be sent to the same certified e-mail address (PEC) within and no later than 17 July 2021, informing also with a separate e-mail to: [infolebanon@rscp-madad.org](mailto:infolebanon@rscp-madad.org).

The Frequently Asked Questions (FAQ) will be published on the websites of AICS Beirut Office (<https://beirut.aics.gov.it/home-ita/opportunita/bandi/>) and of RSCP (<https://rscp-madad.org/en/Grants>) by 22 July 2021.

**Within 1 (one) business day** of the deadline for submitting the project proposals, an internal evaluation Committee is appointed by a special decree of the Director of AICS Beirut. Such Committee is composed of a President and a Secretary, both non-voters, and an odd number of voting members. The members of the Committee must have adequate skills and before accepting the nomination, they must sign a statement of non-existence of incompatibility causes, abstention or conflicts of interest. The Committee is composed by the staff working at the headquarters and/or at the Foreign Offices of the Agency, with the exception of the head of the Foreign Office who cannot be part of this Committee, either as president nor as a member. If these persons are not available, staff on duty at the local Italian diplomatic mission may also be part of the Committee, upon agreement with the Head of Mission. However, if the nature of the initiative to be entrusted requires specific professional skills not present in the Agency, or the number of received proposals makes it necessary, staff outside the Administrative office may be part of the Committee.

The Committee may form working groups, consisting of at least two members, in order to divide the proposals' evaluation. The groups submit their evaluation for discussion to the Committee, which is held in a plenary session to assess the score for each proposal.

The Secretary carries out the administrative verifications on the participants and on the received proposals based on the eligibility criteria established by the *Call for Proposals*, and conveys to the Committee the list of proposals admitted to the evaluation and the reasons for any exclusion.

The following are grounds for exclusion:

- Failure to comply with modalities (templates and maximum number of proposals included) or deadline for the project proposals submission;
- Lack of eligibility criteria pursuant to art. 5;



- Failure to present even one of the documents required by the previous art. 7.

AICS may request additional documentation only in case of material errors that do not alter the contents of the proposal. Failure to sign the project proposal and the declarations pursuant to the Presidential Decree n° 445/2000 by the Applicant(s) in any case entails the exclusion of the proposal from the procedure.

The Committee, having acquired the documentation, validates the results of the administrative verifications.

The evaluation results on the eligibility criteria are communicated to all participants within **1 (one) business day** of the Committee decision. Any objections to the evaluation results on the eligibility criteria must be made within **2 (two) business days** of receipt of the Committee communication. The Committee will respond to the claims within **2 (two) business days**.

Proposals that have passed the verification phase of the eligibility criteria are evaluated, also through field visits, and classified based on priority areas by the Committee, attributing to each an overall score resulting from the sum of the scores assigned to each parameters of the evaluation (Annex A3).

The Committee evaluates and classifies the project proposals deemed eligible (those which have passed the minimum weighted score threshold of **80/100** and may comment on all proposals deemed eligible - in order to ensure that the set of interventions represents an integrated and harmonious whole, increasing the results and impact of the Program - within **14 (fourteen) business days** of the appointment decree date.

In the evaluation of the project proposal, particular emphasis is given to the following:

- Professional capacity in the implementation of projects in the same area and sectors of intervention, as part of initiatives funded by the Italian Cooperation or other donors of the Lebanon Crisis Response Plan (items 1.1 and 1.2 of the evaluation grid - Annex A3);
- Comprehensive analysis of needs, with specific data and information on the sectors and areas of intervention (item 2.2.2 of the evaluation grid - Annex A3);
- Clear identification and involvement of the beneficiaries and other stakeholders in the formulation phase of the project proposal (item 2.2.3 of the evaluation grid - Annex A3);
- Realistic chronogram and sufficiently detailed work plan, as well as clear definition of an effective and practical monitoring plan (items 3.5 and 3.8 of the evaluation grid - Annex A3);
- Capacity to implement economies of scale with resources from other sources, such as to keep the sum of macro-items B, C, E and E bis of the Financial Plan - Annex A4 - within 25% (item 5.4 of the grid evaluation - Annex A3);
- Presence of monetary co-financing that represent an added value for the project proposal (item 5.5 of the evaluation grid - Annex A3).

The communication of the evaluation results to all participants must take place **within 2 (two) business day** of the approval of the final proposals.

The above-mentioned comments made by the Committee must be incorporated **within 3 (three) business days** of the communication date. The Committee carries out the final evaluation based on the parameters of the evaluation grid, **within 4 (four) business days** of their final submission, and attributing to each a score and compiling a ranking of the proposals.

The communication of the final evaluation results to all participants must take place **within 1 (one) business day** of the approval of the final proposals.

In the case of approval of a project submitted by an organization not registered in the list pursuant to art. 26, paragraph 3, of Law n° 125/2014, AICS Beirut requests the competent Italian diplomatic mission for a favorable political and security opinion on the organization. The diplomatic mission provides its opinion within a maximum period of **7 (seven) business days** of receipt of the request.

The approved proposals will be financed according to the procedures in force (art. 9) and within the limits of funds available under the Call for Proposals and according to the ranking order. There will be no funding for initiatives that are placed in the ranking for which the residual funds are not sufficient to cover the entire requested contribution.

The Contract must be stipulated within **30 (thirty) business days** of the date of the Assignment letter signature.

The list of selected projects is published, within **15 (fifteen) days** from the final approval of the projects, on the AICS Beirut website ([www.beirut.aics.gov.it](http://www.beirut.aics.gov.it)) and of RSCP website (<https://rscp-madad.org/en/Grants>). The list indicates for each project: the applicant, the title, the sector of intervention and the amount of the contribution.

## **9. FINANCING PROCEDURE**

The financing of the projects is divided into three successive phases:

### I. Signature of the Assignment Letter

The Assignment Letter is the document with which AICS certifies that the proposal has been deemed eligible for funding and with which the selected organization undertakes to carry out the action as indicated in the documentation enclosed therein, as well as to present the necessary documentation for the stipulation of the Contract. The Assignment Letter must be signed by the NGO for acceptance.

### II. Presentation of the documentation necessary for the stipulation of the Contract

Only after the signature of the Assignment Letter, the selected organization can prepare the additional documentation.

*The following documentation must be sent to the AICS Headquarter Office:*

- In the case of projects with an amount higher than 150,000.00 (one hundred and fifty thousand/00) Euros: necessary documentation for the release of the anti-mafia certification foreseen by art. 4 of the Contract. For the projects presented as ATS, each of the NGOs members of the Association must present the anti-mafia documentation;

*The following documentation must be sent to AICS Beirut:*

- CV and statement of exclusivity of the project management staff;
- Dedicated Bank account number for the project in the country of implementation or in Italy/country of origin. *To be noted that in case of opening of a dedicated bank account in Italy*

*or other country of origin, the transfer of funds must in any case take place from that bank account (previously authorized by AICS) to a local dedicated bank account specifically dedicated to the project (previously communicated and authorized by AICS), in order to allow the correct traceability of transfers. Transfers to third party accounts are not allowed, unless indicated in the Addendum of the Contract (Annex A8bis);*

- Registration in Louise platform;
- The Agreement establishing the ATS, in the event that the Letter of Commitment to set up the ATS before the stipulation of the Contract has been submitted as an annex to the project proposal;
- Delegation of signature powers and authorization to operate the bank account of the local project in favor of the Project Manager;
- In case of an advance payment request, a guarantee covering the 30% (thirty percent) of the advance amount.

### III. Stipulation of the Contract

The Contract is the agreement between AICS Beirut and the NGO(s) that regulates the implementation methodologies of the initiative, payments, reports, other conditions, and the subscription of which represents the formal start of the activities and, consequently, the eligibility of expenses and the duration of the action.

The advance payment, if requested, will be disbursed upon presentation of a guarantee for an amount equal to 30% (thirty percent) of the advance payment pursuant to art. 26, paragraph 4, of the Law no. 125 dated 11/08/2014, and subsequent amendments and within the deadline that will be indicated in the Contract (Annex A8 of this Call for Proposals).

If the applicant is an NGO registered in the list pursuant to art. 26, paragraph 3, of Law n° 125/2014, the guarantee must be, at the applicant's choice, issued in Italy by banking or insurance companies that meet the solvency requirements established by the laws governing their respective activities or issued by financial intermediaries duly registered, referred to in art. 106 of the legislative decree n° 385 dated 01/09/1993, which exclusively or mainly carry out the issue of guarantees and which are audited by an auditing firm duly registered pursuant to art. 161 of Legislative Decree n° 58 dated 24/02/1998 and which have the minimum solvency requirements required by current Italian banking insurance legislation.

If the applicant is an organization not registered in the above-mentioned list (since it does not have an operational office in Italy), the guarantee must be issued by banking or insurance companies that meet solvency requirements equivalent to those considered by Italian banking and insurance legislation.

The management and reporting procedures are indicated in Annex "A10 - Guidelines for management and reporting of humanitarian aid projects".

The interim and final reports of the projects carried out within the Program TF-MADAD/2017/T04.40 AID 012115 must be drawn up using the standard English format "Attachment A11bis - Interim and final Report model" (aka Common 8 + 3 Template), agreed with other donors, together with "Annex A11ter - Financial Report model". This format was tested within the Grand Bargain Working Group on the harmonization and simplification of reporting formats for humanitarian aid programs. Italy's

participation in the pilot project of “Common 8 + 3 Template” was approved by Resolution no. 49 of 27/07/2017 of the AICS Director. The simplification and harmonization among donors of reporting for humanitarian aid programs is also one of the 4 results envisaged for the "Humanitarian assistance and fragility" area of the "Plan of the Italian Agency for Development Cooperation and of the Directorate General for Development Cooperation of the MAECI for the effectiveness of 2020-2022 interventions", approved by the Joint Committee for Development Cooperation with decision no. 90 of 19/11/2019.

## **10. DISPUTE RESOLUTION**

Any dispute related to the interpretation or implementation of this *Call for Proposals*, whatever their nature (technical, administrative or legal), that could not be resolved by an amicable settlement, is to be referred to the exclusive jurisdiction of the Italian Judicial Authority, Court of Rome.

## **11. FINAL PROVISIONS**

Although not expressly provided for in this Call for Proposals, the "PROCEDURES FOR THE ASSIGNMENT OF HUMANITARIAN AID PROJECTS FOR NON-PROFIT ORGANIZATIONS" approved by the Joint Committee for Development Cooperation with the decision n. 49 of 5/02/2018 as amended must be applied, in addition to the principles arising from the relevant current regulations.

The AICS Office of Beirut reserves the right to cancel or revoke this Call for Proposals in case of unavailability of funds to finance the initiatives.

The AICS reserves the right not to assign all or part of the funds of this Call for Proposals in the event that all or part of the project proposals received are ineligible or unsuitable for funding.