Lebanon Humanitarian Fund
Standard Allocation June 2020
Allocation paper

**Project Proposal Deadline:** *(28/06/2020, Beirut time: 23:00)*

I. Allocation Overview

A) Humanitarian situation:

*Allocation statement:*

The 2020 First Standard Allocation, based upon operational priorities identified in the COVID-19 Lebanon Emergency Appeal, will fund best-placed partners to provide targeted support to the **critical life-saving needs of most vulnerable beneficiaries across all cohorts, mitigating against their increased vulnerability as a result of the pandemic and socio-economic situation.**

In line with the LHF’s person-centered approach, profiles of beneficiary to be considered under this allocation are a) older persons, b) those with serious medical conditions, c) persons with mental and physical disabilities or d) persons with other specific needs (including female-headed households, children engaged in the worst forms of child labor, women and girls at risk including child marriage, and e) those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation. The allocation will provide support to those most in-need among Syrian refugees, Lebanese, Palestine refugees and migrant & domestic worker communities.

The LHF will reinforce the leadership and coordination role of the HC by allocating funding to needs-based priority sectors and geographic areas. The LHF will also aim for a more inclusive approach by working with a variety of implementing partners as well as supporting the global commitment to contribute to the COVID-19 outbreak response with Country Based Pooled Funds and speed up funds disbursement to non-UN entities involved in the response. **The Humanitarian Coordinator has made available up to $7,000,000 for this allocation.**

Context:

- Lebanon is facing unprecedented challenges, dealing with a series of concurrent and mounting crises – political, socio-economic and public health, all of which are having a devastating impact upon existing vulnerabilities among Lebanon’s population, Lebanese, Syrian and Palestine refugees and migrant & domestic workers alike.

---

1 Recommended sector envelopes do not total $7,000,000. Following strategic review, there remains the possibility to use remaining funding to increase budget of strong submissions in line with identified needs. If the full amount allocated by the Humanitarian Coordinator is not used, money remain in the fund for use under future allocations.
The impact of the outbreak of COVID-19 cannot be considered without taking into account that Lebanon is in the midst of a deepening socio-economic crisis, which is described by economists as the worst in its recent history. With a public debt-to-GDP ratio of 150 percent\(^2\) and having defaulted in early March 2020 on debt repayments for the first time in its history, the Government of Lebanon has very limited fiscal space to address the urgent basic needs of the increasing poor and extreme poor segments of the population, both Lebanese and other nationalities.

The dual impact of pressure on the Lebanese Pound (LBP), as well as reduced imports (at increased prices), has led to actual inflation with prices skyrocketing at a time where many people are losing their jobs or being paid at reduced wages. This crippling liquidity crisis has seen a flourishing black market and the plummeting value of the LBP against the US Dollar (dropping by up to 120 per cent in unofficial exchange). In this climate, those already vulnerable across all cohorts are not only unable to access cash with banks regularly closed and limiting withdrawals, but their purchasing power is considerably diminished while cost of everyday items is rapidly increasing.\(^3\)

According to World Bank estimates the worsening economic situation and an increase in inflation will lead to a significant increase in poverty levels. Based on negative GDP per capita growth projections in 2020, the World Bank estimates poverty prevalence in 2020 at 45 percent (up from 37 percent in 2019) and extreme poverty (food poverty) at 22 percent (up from 16 percent in 2019). According to these estimates, Lebanon could count in 2020 as many as 335,000 poor households, including 163,000 extremely poor households.\(^4\) Even before the outbreak of COVID-19 and the crippling impact of lockdown measures, 73 per cent of Syrian refugees were already living under the poverty line and were expressing concern over the increase in prices, household debt, the loss or inability to access livelihood opportunities, the risk of eviction as a result of their inability to pay rent, and fear of arrest and deportation.

The rising cost of living in the country will threaten the food security of millions. Protection monitoring conducted between March 20\(^{th}\) and May 17\(^{th}\) 2020 through interviews with 6746 refugee households across Lebanon found that lack of food was the primary concern and the main effect of the COVID-19 situation for 60 percent of surveyed households. The need for food was expressed by 70 percent of the elderly and 80 percent of persons with disabilities and/or with a critical medical condition. There has been an increase of 40.1\% observed in the monthly average countrywide food basket price between September 2019 and March 2020, from LBP 37,706 to LBP 52,839. The prices for vegetable oil and sugar, for example, increased by almost 72\% and 66\% respectively since October 2019 (WFP VAM Update on Food Prices April 2020).

---

\(^2\) World Food Programme, Emergency Assistance to People affected by the Economic and COVID-19 Crises in Lebanon, 23 April 2020
\(^3\) COVID-19 Lebanon Emergency Appeal, p.04
\(^4\) Lebanon VAM Update on Food Price Trends, April 2020
• The impact of these pressures on migrant workers is not yet fully understood, but it thought that those in Lebanon, the majority of whom are women, are already experiencing a high degree of socio-economic marginalization due to the protracted economic/financial crisis in Lebanon further compounded by the spread of COVID-19. Many may have lost their jobs and be stranded due to closure of the country, with a risk to be pushed further into vulnerable or exploitative situations. Migrants will remain among the most vulnerable population groups to be affected by the pandemic and are at risk of stigmatization, discrimination, and xenophobia alongside limitations on access to public services and protection. They are likely to face additional challenges in accessing up-to-date and accurate information on COVID-19, appropriate precautions, and related regulations as a result of language and cultural barriers, as well as a lack of documentation.

• The disease outbreak, coupled with the impact of the economic crisis, also puts extra pressure on an already overburdened and under-resourced national health system in Lebanon, further diverting human and material resources and leaving other already weak essential services heavily under-resourced, including assistance to people with disabilities and older people. Vulnerable populations risk having decreased or hindered access to the primary and secondary health care that they urgently require. The number of subsidized primary healthcare consultations by both refugees and Lebanese decreased between February and April as a result of fear of being exposed to the virus, movement restrictions and inability of patients to cover their share of treatment or transportation. Older people and those with pre-existing health problems are at higher risk of serious complications and death from COVID-19. Moreover, the health system is already poorly adapted to their needs and they face significant barriers accessing health services, financial and physical, and will be at serious risk of indirect impact from the pandemic, both in terms of their physical and mental health and their socio-economic status.

• Pre-existing poor hygiene practices, poor coverage in water and sanitation services, poor solid waste management/disposal and overcrowded living conditions in both urban settings and informal settlements across the country may also augment the incidence and the risk of the spread of COVID-19. The danger is particularly high for those with pre-existing medical conditions and vulnerabilities living under such conditions. Good hygiene practice, decreased exposure to potential infection and access to the specialized services and facilities they require is life-saving. In case of suspected/confirmed cases of COVID-19 the risk of transmission among family members is higher when people are living in cramped quarters. In this situation, the need to ensure widespread access to disinfection materials and PPE equipment is critical to limit further spread of the virus.

• COVID-19 in Lebanon presents new challenges both for those responding to the health emergency and for those responding to pre-existing humanitarian and development needs. Experience from other complex health emergencies has shown that the risk of sexual exploitation and abuse (SEA) is greatly exacerbated, with affected populations expressing increased concerns over its presence. Overall, there are increased risks, particularly for the most
vulnerable, and therefore strengthening our commitments to Accountability to Affected People (AAP) and Protection from Sexual Exploitation and Abuse (PSEA) is especially important. Women, children, persons with disabilities and older people in particularly facing heightened protection risks.\(^5\)

II. Allocation Strategy

A) Purpose of the Allocation Strategy and linkages to the on-going humanitarian response plan in the country

The following allocation strategy will outline the rationale behind the allocation and the planned steps for its implementation.

As agreed at the 5\(^{th}\) May LHF Advisory Board (AB) meeting, the forthcoming Lebanon Humanitarian Fund (LHF) First Standard Allocation 2020 will support humanitarian priorities identified in the COVID-19 Lebanon Emergency Appeal (LEA). This is in line with the global commitment to support the response to COVID-19 outbreak with Country Based Pooled Funds and speed up funds disbursement to non-UN entities involved in the response. The Allocation will remain in line with the LHF’s mandate to support evidence-based funding allocations to best-placed partners (with a focus on supporting local NGOs where possible) and assist profiles of beneficiary with particular vulnerabilities.

The LHF has traditionally identified its funding priorities through the framework of the LCRP, and worked with the sector system for operational inputs to build allocation strategies, review partner project submissions and all follow-up during project implementation. In view of the structure and accountability lines of the LEA, and in line with the LHF objective to ensure that humanitarian needs are addressed in a collaborative manner, fostering cooperation and coordination within and between sectors and humanitarian organizations, the LHF will continue to work closely with the LCRP sector coordination system in the allocation process, also involving lead agencies of LEA workstreams as well as NGO actors into the process, to ensure full consideration of new cohorts not targeted under the LCRP.

Proposed interventions under this allocation also align with the LHF 2020 Strategy in supporting a strengthening of LHF’s existing focus on program quality by ensuring better inclusion of cross-cutting issues including Accountability to Affected Populations (AAP), Prevention of Sexual Abuse and Exploitation (PSEA), disability and gender considerations in LHF-funded programming. Projects funded will also be assessed for adherence to principles of Do No Harm and conflict sensitivity at Strategic and Technical Review stages of the allocation process.

\(^5\) COVID-19 and Prevention of Sexual Exploitation and Abuse (PSEA) Guidance Note No 1 Lebanon In-Country PSEA Network 1 April 2020
The only eligible actions are:

This Standard Allocation is intended to ensure the provision of targeted support to the life-saving needs of the most vulnerable beneficiaries across all cohorts, mitigating against their increased risk as a result of the pandemic and socio-economic situation. Profiles of beneficiary to be considered are a) older persons, b) those with serious medical conditions, c) persons with mental and physical disabilities or d) persons with other specific needs (including Female-headed households, children engaged in the worst forms of child labor, women and girls at risk including child marriage, and d) those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation.

Interventions under the below-noted sectors are prioritized, promoting a multi-sectoral response where possible and operationally feasible. Project submissions are expected to consider support to all cohorts (Syrian, Lebanese, PRS/PRL, domestic & migrant workers) based on vulnerability and not nationality except in cases where the allocation guidance below designates that support is for specific groups. There is no requirement for partners to cover all cohorts under one project (or quota per group) and targeting should be based on need. Consideration and coverage of all groups will be taken into account at a holistic level by Strategic/Technical Review Committees.

To allow for a competitive and transparent allocation process, there will be an open call for proposals and all LHF partners are welcome to submit proposals in line with the following priority actions (see below narrative components and activities matrix for more detailed descriptions of proposed interventions). Partners are encouraged to speak with colleagues from the Sector and lead agency focal points of LEA Priorities in preparation of project submissions in order to ensure full alignment with Sector guidance and expectations:

- **Food Security (US$ 1,300,000)**

  Individual and households’ requests for food assistance have been increasing, through both the WFP-UNHCR call center and referrals to Food Security Sector partners. During the period 6 April - 8 May 2020, the WFP-UNHCR call center received almost 12,000 calls from non-beneficiaries requesting food assistance and food assistance together with other type of support. While not an activity LHF has traditionally supported, the dual impact of rising food prices and enforced isolation as a result of the COVID-19 outbreak have made the provision of in-kind food assistance a temporary critical means by which to address mounting food insecurity among vulnerable populations.

  To support this urgent increase in food needs exacerbated by measures enforced under the COVID-19 emergency, funding aims to target individual and household cases in need of urgent food assistance, currently not receiving support under existing programs and whose access to food is impaired by the effects of the COVID-19 emergency. Support will focus on vulnerable profiles of people in line with LHF guidance, with an additional focus on those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation. This will include a particular focus
on those who have reason to fear for their lives due to COVID and therefore do not want to go out, as well as those in isolation because they are positive asymptomatic, or negative but exposed and unable to move to access food.

Under this allocation, the approach is to strengthen the capacity of existing NGO partners to respond to referrals through the Inter-Agency referral system and provide critical food assistance to individuals or households identified through the referral system who meet additional vulnerability criteria in line with the LHF targeted groups (noted above and in matrix on page 9) and the WFP vulnerability questionnaire based on Food Consumption Scores (FCS) and coping strategies (to be shared with applying partners)*. It is required that partners follow the standardized “Guidance on the content of food parcels” when procuring food parcels (see annex 8). For households with pregnant women, breastfeeding women, and children under the age of 5, coupling food parcels with Infant and Young Child Feeding (IYCF) support will be encouraged to ensure the best utilization of foods provided. Where possible, and as per annex 8, coupling dry rations with fresh foods (such as fruits, vegetables, eggs, dairy and meat) is encouraged – especially if dry rations surpass a 3-month support per household.

*Targeting criteria for projects recommended for funding will be reviewed to ensure standard approach at the Technical Review stage of allocation process.

- **WASH ($1,700,000)**

In conjunction with in-kind food assistance, funding will support the paired distribution of disinfection and/or IPC kits (See Annex 9&10) for the same targeted individuals and households receiving food assistance. Those individuals / households targeted for food assistance are the same demographics most at risk of infection from COVID-19 and so the provision of disinfection material and / or IPC kits will provide vital support to prevent the spread of infection.

Where vulnerable households have suspected or confirmed cases of COVID-19, IPC kits will be distributed in addition to food to support limiting transmission for the affected, their caregivers and families. The comprehensive kit also contains disinfection materials. For vulnerable households without suspected or confirmed cases, disinfection kits will complement the food assistance as a preventative measure to encourage continued hygiene practices to limit the possibility of transmission.

In addition, to protect the most vulnerable people by provision of disinfection and IPC kits, this allocation will support the construction of latrines with hand-washing stations for at-risk profiles of Syrian refugee in informal settlements and collective shelters to mitigate against their impaired movement and access to facilities as a result of isolation. The construction of latrines has also been prioritized as a critical activity considering the increased vulnerability of the targeted at-risk groups to contracting COVID-19 through the use of shared facilities.
As the provision of PPE for service providers and hygiene promoters to ensure the continuation of essential services has been identified as a key WASH gap by the Sector, all LHF-funded project (across all sectors) are allowed to budget the purchase of PPE to ensure safe working practices.

- **Protection (US$ 1,300,000)**

  This allocation will address as priority the compounded vulnerabilities of high-risk individuals due to COVID-19, especially older persons, those with serious medical conditions, persons with disabilities or with other specific needs, whose needs will be increasingly difficult to meet due to enhanced and prolonged isolation measures in the context of a deteriorating socio-economic situation. Protection cash, as part of a holistic approach that often involves case management, psychosocial support, mediation, and legal counselling and access to essential services, is a critical activity to ensure the protection of the most vulnerable through uninterrupted delivery of critical assistance and services, especially older persons, persons with serious medical conditions and other Persons with Specific Needs (PwSN). Protection and Emergency cash modalities are essential to ensure that the most vulnerable refugees don’t fall deeper into poverty, are not further exposed to COVID-19 risks and are not forced to resort to harmful negative coping mechanisms.

  Case management capacity within organizations required to support protection and emergency cash modalities will not be funded under this allocation, unless in exceptional circumstances.

- **Health (US$ 2,000,000)**

  Vulnerable populations risk having decreased or impeded access to required primary and secondary health care as a result of both the outbreak and increasing economic pressures, both of which have the potential to affect morbidity and mortality in the longer term. As a result of the COVID-19 general confinement, the number of subsidized primary healthcare consultations by both refugees and Lebanese decreased between February and April. Fear of being exposed to the virus and movement restrictions were the main reasons for the decrease in consultations. Costs (for the patient share and for transportation) are also often cited reasons, and these are becoming more pertinent as the economic situation further deteriorates. These factors have led to a lower number of hospital admissions and individuals receiving financial assistance for hospital care, as well as a decrease in routine vaccination of children.

  This allocation will therefore look to support subsidized consultations in non-supported primary health care centers (PHCCs) that are part of Ministry of Public Health (MoPH)’s network with a special focus on People with Special Needs (PwSN) including people with chronic conditions and women and girls at risk.
The pressures of prolonged periods of confinement following the outbreak of the virus have also exacerbated vulnerable populations’ mental health care needs and the allocation will therefore also prioritize projects supporting the continued provision of mental health services in PHCCs and community centers in gap areas identified through the Sector.

The allocation will additionally support contribution to the patient’s share for life-saving non COVID-19 related hospitalization of vulnerable populations in UNHCR-contracted hospitals for Syrian refugees, UNRWA-contracted hospitals for PRS & PRL & in governmental hospitals for Lebanese host community members. All projects supporting patient-share contributions are to be programmed through NGO partners.

- **Support to Cross-cutting issues ($130,000)**

**Prevention of Sexual Abuse and Exploitation:** Due to the likely exacerbated risk of sexual exploitation and abuse (SEA) in this context, with affected populations having expressed increased concerns over aid worker misconduct, including SEA in some contexts, funding will be made available to support priority gaps identified under the PSEA Working Group plan and the Lebanon HCT’s PSEA Strategy 2020. This funding will also look to complement funding made available under the LHF Second Reserve Allocation 2020 to support the recruitment of a dedicated resource under the LHDF NGO Forum to support the mainstreaming of PSEA in national partners’ operations.

The LHF welcomes partners to submit project which support:

- Development of innovative materials, training packages (e.g videos, podcasts, apps) to support both operational staff & personnel, and affected populations in understanding and addressing PSEA;
- Development of innovative awareness-raising materials and mechanisms of support for affected communities in addressing PSEA, with a focus on groups at particular risk (e.g children);
- Training programs to support the implementation and development of initiatives noted above to address PSEA

**Migrant & Domestic Worker Needs and Vulnerability Assessment:** While other vulnerable population groups in Lebanon such as Syrian and Palestinian refugees have had many comprehensive assessments to identify and understand their needs, migrant workers have often been overlooked. As such there are large gaps in humanitarian actors’ understanding of their needs. In order to provide necessary data and information for programming to address the needs of Migrant Workers in Lebanon, funding is being made available for a Needs and Vulnerability assessment among stranded migrants awaiting repatriation due to the impact of the COVID-19 pandemic and the economic crisis in the country. This would allow for short-term programming addressing urgent humanitarian needs.
<table>
<thead>
<tr>
<th>Targeted Group</th>
<th>Sector</th>
<th>Targeting Methodology</th>
<th>Location(s)</th>
<th>Prioritised Activities</th>
<th>Linkage to Lebanon Emergency Appeal (LEA)</th>
<th>Total budget available for projects (Including overheads)</th>
</tr>
</thead>
</table>
| Across all cohorts based prioritised based on identified needs. Profiles of beneficiary to be prioritised are:  
- older persons (across all nationalities),  
- those with serious medical condition,  
- persons with mental and physical disabilities or  
- Persons with other specific needs (incl. FHH, Child engaged in WFCL, Women and girls at risk, incl. of child marriage), pregnant women, breastfeeding women, children under the age of 5 and  
e) those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation. This will include a particular focus on those who have reason to fear for their lives due to COVID and therefore do not want to go out, as well as those in isolation because they are positive asymptomatic, or negative but exposed. | Food Security | Targeting at following levels:  
- Potential cases initially identified on basis of referrals through FSS sector partners and WFP-UNHCR call centre, following sector external guidance and the Inter-Agency referral minimum standards; cases also identified through existing partner engagement with the inter-agency referral system  
- Recipients of support identified based on LHF targeting criteria (see targeted group) and WFP vulnerability questionnaire (to be shared with partners) considering also only individuals and/or households who currently do not receive food assistance through existing programs.  
- Additional validation of vulnerability scoring to be confirmed at strategic/technical review of projects and coordination with relevant actor through the sector/WFP | Nationwide (with priority for Mount Lebanon, Nabatieh and the North) | Provision of in-kind food assistance / 1-month food parcels package to 13,000 Households. The food assistance will consist of food parcels for one-off 1-month assistance. Food parcel complemented by addition of disinfection / IPC kits (see WASH below).  
Adopt the Standardized Guidance on basket composition (Annex 8) | -Linkage to LEA priorities 3 & 4 -LCRP FSS Outcome 1: Improve food availability using in-kind food assistance modality and sustainable food/ agricultural value | $1,300,000 |

*all LHF-funded projects have ability to include budget for PPE equipment to allow for safe working practices  
Partners are encouraged to look at VAM data/website for guidance on prices. Due to inflation these are changing rapidly and so consideration of submissions will be made against up-to-date information available: https://dataviz.vam.wfp.org/economic_explorer/prices
<table>
<thead>
<tr>
<th>Targeted Group</th>
<th>Sector</th>
<th>Targeting Methodology</th>
<th>Location(s)</th>
<th>Prioritised Activities</th>
<th>Linkage to Lebanon Emergency Appeal (LEA)</th>
<th>Total budget available for projects (Including overheads)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>and unable to move to access food.</td>
<td>WASH</td>
<td>Targeted in line with those receiving in-kind food assistance as joint package (see Food Security).</td>
<td>Nationwide (in line with in-kind food assistance targeting above)</td>
<td>Provision of disinfection kits to complement in-kind food assistance for most vulnerable 30% of the case load to be provided with IPC kits (including disinfection) based on the following criteria: families with vulnerable people (people with special needs, people with disabilities, elderly, people with existing medical conditions) in case the vulnerable person or his/her family member is identified confirmed / suspected case. 70% of the case load to be provided with disinfection kits for those families with vulnerable people but not suspected or confirmed as having COVID-19. Adopt the composition kits of the WASH sector (Annex 9 &amp; 10)</td>
<td>Linkage to LEA priorities 2 &amp; 3; LCRP WASH outcome 1: More vulnerable people in Lebanon are using safely managed drinking water and sanitation services whilst reducing health and environmental risks and improving water quality by increasing the proportion of wastewater that is safely treated</td>
<td>$500,000* disinfection / IPC kits provided together with food packages</td>
<td></td>
</tr>
<tr>
<td>Targeted Group</td>
<td>Sector</td>
<td>Targeting Methodology</td>
<td>Location(s)</td>
<td>Prioritised Activities</td>
<td>Linkage to Lebanon Emergency Appeal (LEA)</td>
<td>Total budget available for projects (including overheads)</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Construction of latrine for the PWSNs in ITs</td>
<td>-Targeted groups noted under targeted groups located in Informal settlements with a special focus on people with special needs and disabilities, elderly and people with medical conditions.</td>
<td>Informal Settlements (gaps in all ITSs for vulnerable profiles. Partners to consult on specific locations with Sector)</td>
<td>Construction of existing latrine in informal settlements in line with the WASH sector technical guidelines.</td>
<td>Linkage to LEA priorities 2 &amp; 3; LCRP WASH outcome 1: More vulnerable people in Lebanon are using safely managed drinking water and sanitation services whilst reducing health and environmental risks and improving water quality by increasing the proportion of wastewater that is safely treated</td>
<td>$1,200,000 (Target Units 1200 unit / Unit Cost 1000.00 USD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Across all cohorts based prioritised based on identified needs. Profiles of beneficiary to be prioritised are a) older persons (across all nationalities), b) those with serious medical conditions, c) persons with mental and physical disabilities or d) persons with other specific needs (incl. FHH, Child engaged in WFCL. Women and girls at risk. incl. of child marriage) and e) those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation.</td>
<td>Protection</td>
<td>Protection partners are under pressure to increasingly provide Emergency and Protection Cash (ECA &amp; PCAP) to persons at high risk, in addition to other protection services, and cannot respond to all needs recently increased by COVID-19 outbreak. Protection Emergency cash was considered the best most flexible approach to target a range of protection issues compounded with Cash modalities are considered flexible approach to target a range of targeted critical protection needs critical of the high-risk groups, who are unable to meet their essential needs and are at heightened risks of exploitation and abuse due to the combined effects of the economic and health crisis</td>
<td>Nationwide but focus on regions particularly under-capacitated e.g. the South</td>
<td>Provision of Emergency Cash &amp; Protection Cash to 2200 cases. Flexibility in provision of each on case-by-case basis as identified through case management.</td>
<td>Linkage to LEA Priority 3 LCRP Protection Outcome 2: Communities are empowered in creating a safe protection environment</td>
<td>$1,300,000</td>
<td>* Partners noted as having case management capacity but not the cash to support identified outcomes; therefore LHF not covering case management cost. *Sector guidance on Protection / Emergency Cash: <a href="https://www.dropbox.com/sh/c8pp4ne6g3q6hi/AADJYiS7g9I8DZhCWC475eVa/Plans%20%26%20Guidelines/Protection%20%26%20Guide">https://www.dropbox.com/sh/c8pp4ne6g3q6hi/AADJYiS7g9I8DZhCWC475eVa/Plans%20%26%20Guidelines/Protection%20%26%20Guide</a> lines/Protection?dl=0&amp;preview=ECA+Guidance+_in+COVID-19+Response.pdf&amp;subfolder_nav_tracking=1</td>
</tr>
<tr>
<td>Targeted Group</td>
<td>Sector</td>
<td>Targeting Methodology</td>
<td>Location(s)</td>
<td>Prioritised Activities</td>
<td>Linkage to Lebanon Emergency Appeal (LEA)</td>
<td>Total budget available for projects (including overheads)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>------------------------</td>
<td>------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Across all cohorts based prioritised based on identified needs. Profiles of beneficiary to be prioritised are: a) older persons (across all nationalities), b) those with serious medical condition, c) persons with mental and physical disabilities or d) persons with other specific needs (incl. FHH, Child engaged in WFCL, Women and girls at risk, incl. of child marriage), pregnant women, breastfeeding women, children under the age of 5) and e) those whose needs will be increasingly difficult to meet due to the enhanced and prolonged isolation measures in a context of a deteriorating socio-economic situation.</td>
<td>Health</td>
<td>Providing subsidized consultations at the PHC level To ensure the continuation of care and the equitable access to quality health care services which directly contribute to decreased mortality and morbidity and to decreased rate of preventable hospitalisation</td>
<td>Nationwide (partners to consult with sector to ensure targeted locations are in line with agreed gaps)</td>
<td>Primary Health Care PHC Providing subsidized consultations at the PHC level To support subsidized consultations in non-supported primary health care centres that are part of MoPH network</td>
<td>Linked to LEA Health priority 1 LCRP outcome 1: Improve access to comprehensive primary healthcare</td>
<td>$750,000</td>
<td></td>
</tr>
<tr>
<td>Supporting mental health services in primary health care and community centres in gap areas To ensure the continuation of care and the equitable access to quality health care services which directly contribute to decreased mortality and morbidity and to decreased rate of preventable hospitalisation</td>
<td>Mental health</td>
<td>Supporting mental health services in the primary health care and community centres in gap areas</td>
<td>South Lebanon</td>
<td>Contributing to the patient share for life-saving non COVID-19 related hospitalization</td>
<td>Linked to LEA Health priority 1 LCRP outcome 1: Improve access to comprehensive primary healthcare</td>
<td>$250,000</td>
<td></td>
</tr>
<tr>
<td>Contributing to the patient share for life-saving non COVID-19 related hospitalization To ensure the continuation of care and the equitable access to hospital care which directly contribute to decreased mortality and morbidity</td>
<td></td>
<td>In line with the LHF targeted group across cohorts (for PRS/PRL to coordinate with UNRWA health programme, for SYR with UNHCR health programme and for Vulnerable Lebanese to coordinate with the Health sector)</td>
<td>Nationwide</td>
<td>Contributing to the patient share for life-saving non COVID-19 related hospitalization</td>
<td>Linked to LEA Health priority 2 LCRP outcome 2: Improve access to hospital (incl. ER care) and advanced referral care (advanced diagnostic laboratory &amp; radiology care).</td>
<td>$1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

**Support to cross-cutting issues**
| Targeted Group                                                                 | Sector                              | Targeting Methodology | Location(s) | Prioritised Activities                                                                                                                                                                                                                                                                                                                                 | Linkage to Lebanon Emergency Appeal (LEA)                                                                 | Total budget available for projects (Including overheads) | Notes                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------|-------------------------------------|-----------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support to organisations addressing PSEA and affected communities across all cohorts | Cross-cutting to support exacerbated risk of sexual exploitation and abuse (SEA) in this context | TBD                   | Nationwide  | Support to key funding gaps in PSEA Network Action Plan including: Development of innovative materials, training packages (e.g. videos, podcasts, apps) to support both operational staff & personnel, and affected populations in understanding and addressing PSEA; Development of innovative awareness-raising materials and mechanisms of support for affected communities in addressing PSEA, with a focus on groups at particular risk (e.g. children); Training programs to support the implementation and development of initiatives noted above to address PSEA | Linked to LEA Health priority 2                                                                 | $100,000                                                                                                           | *Intervention to complement funding under LHF RA2 2020 to LHDF National NGO Forum for PSEA position |
| Support to identify key data gaps of needs among migrant & domestic workers to enable provision of response to meet identified humanitarian needs | Cross-cutting across all sectors    | TBD                   | Nationwide  | Rapid needs assessment to provide evidence base of priority needs among migrant & domestic workers                                                                                                                                                                                                                                                                       | Priority 4 of LEA supporting people not covered under LCRP activities                                      | $30,000                                                                                                           | Applying partners to consult with OCHA LHF prior to submission to ensure alignment of approach and activities |
Eligible partners:

Remarks
- Partner and project selection will strongly depend on gaps prevailing at the time of selection. All partners are required to discuss their proposals with the National Sector Coordinator prior to submission as well as the leads of LEA’s 4 priorities. [See annex 11]
- Prioritization of project locations to be coordinated with the sector coordinator at National level and field level before project submission.
- Partners are requested to propose costs in line with the sector’s standards cost with minimum indirect cost.
- Partners are also requested to design their projects to start on 1st August or as soon as possible after this.

B) Eligibility and Prioritization of Projects

Overall Eligibility requirements
- Only selected partners (INGO, NNGOs, Red Crescent and UN agencies) registered on the Grant Management system with approved due diligence and finalized capacity assessment (except for UN agencies), after recommendation from the Sector Coordinator, are eligible to submit a project proposal.
- All partners are requested to liaise with their respective LCRP sector coordinator during project proposal preparation to discuss proposed interventions. Please refer to the LHF Operational Manual for process related issues.
- Organizations must use the LHF online Grant Management platform for the submission of project proposals under 2020 1st Standard Allocation tab/window (offline submissions will not be considered)

Criteria for Strategic/Technical Review Committees:
As per the Country-Based Pooled Fund Global Guidelines, the following criteria are used for prioritization of projects:
- Strategic relevance
- Programmatic relevance
- Cost effectiveness
- Management and monitoring

Remark: co-funding is strongly recommended

On top of these generic project prioritization criteria the following criteria will be added for this allocation:
- Project with minimum indirect costs (co-funding is strongly recommended);
- Coherence with other projects implemented at the regional/national level;
- Projects will be reviewed to include the following cross-cutting themes: Accountability to Affected Populations (AAP), gender and environment markers,
and the sustainability of project strategies.
- Budgets in line with sector standards in terms of cost per beneficiary.

### III. Timeline and Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Responsible Body</th>
<th>Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Submission of proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.1 Opening the call on GMS – Partner to design projects starting 1st of August or as soon as possible after this</td>
<td>IP</td>
<td>05 June</td>
</tr>
<tr>
<td></td>
<td>1.2 Training (webex)</td>
<td>OCHA HFU</td>
<td>09 June</td>
</tr>
<tr>
<td></td>
<td>1.3 GMS clinics</td>
<td>IP</td>
<td>23, 24 &amp; 25 June</td>
</tr>
<tr>
<td></td>
<td>1.4 Closure</td>
<td>IP</td>
<td>28 June</td>
</tr>
<tr>
<td></td>
<td>1.5 General check by HFU (eligibility of partners in case of suspension, compliance with template, duplication of proposal, etc.)</td>
<td>OCHA HFU</td>
<td>29-30 June</td>
</tr>
<tr>
<td></td>
<td>1.6 Submission for Strategic &amp; technical review</td>
<td>OCHA HFU</td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>Strategic, Technical &amp; Financial review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1 Strategic &amp; technical Review sectors use Scorecards for projects in their respective sectors to validate their viability and relevance to the sectoral priorities</td>
<td>Sector Review Committees</td>
<td>2, 3, 6, 7 July</td>
</tr>
<tr>
<td></td>
<td>2.2 Financial review and budget clearance (Preliminary)</td>
<td>OCHA</td>
<td>Until 24 July</td>
</tr>
<tr>
<td></td>
<td>2.3. Consolidation of financial and technical comments and submission to partner</td>
<td>OCHA HFU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.4. Revision of proposal (3 times maximum)</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>Final approval by HC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.1 HC approves projects</td>
<td>HC</td>
<td>13 July</td>
</tr>
<tr>
<td></td>
<td>3.2 Project approved by HC is shared with AB for information; AB has 48 hrs (working day) to comment</td>
<td>HFU AB</td>
<td>15 July</td>
</tr>
<tr>
<td></td>
<td>3.3 HFU prepares draft grant agreement and decides start date in consultation with partner</td>
<td>HFU</td>
<td>Until end of July</td>
</tr>
<tr>
<td></td>
<td>3.4 HC signs grant agreement</td>
<td>HC</td>
<td>In parallel with the above</td>
</tr>
</tbody>
</table>
### Step 3.5: Grant agreement is shared with IP for counter-signature (date marks start of eligibility, and earliest possible date for start of project implementation)
- **Responsible Body:** IP
- **Key Date:** Until end of July & In parallel to the above

### Step 3.6: Grant agreement is signed by OCHA Executive Officer (EO)
- **Responsible Body:** OCHA
- **Key Date:** Until end of July

### Step 4: Disbursement
- Following OCHA EO signature, first tranche of funding is disbursed to the partner
- **Responsible Body:** OCHA
- **Key Date:** 10 working days from EO signature

**Please note that:**
- Partners are requested to submit their project proposals online by close of business by **Sunday 28th June 2020 at 23:00** via the Grant Management System (GMS) at [cbpf.unocha.org](http://cbpf.unocha.org). Submission of projects will not be possible after the deadline.
- Applications must be submitted in English due to OCHA auditing requirements.

**IV. HFU Information and Complaints Mechanism**

OCHA’s Humanitarian Financing Unit (HFU) is the managing agent of the Lebanon Humanitarian Fund (LHF), responsible for the daily operations of all programmatic and financial processes, on behalf of the HC and in coordination with the Funding Coordination Section (FCS) at OCHA New York for ensuring compliance with standardized global policies and procedures for Country-based Pooled Funds (CBPFs). The HFU provides support to the partners and sectors during the allocation process, as well as for ongoing project implementation, monitoring, reporting and audits. Due to the work required for the efficient execution of these prioritized actions, the LHF Eligibility Process (Due Diligence Review and Partner Capacity Assessment) are placed on hold until the completion of an allocation process.

**HFU Contacts**

For additional information and clarification applicants are invited to contact the Fund Manager Craig Anderson ([anderson17@un.org](mailto:anderson17@un.org)), Program Analyst Yendi Ghossein ([ghossein@un.org](mailto:ghossein@un.org)) and Finance Officer Dana Khawaja ([khawaja2@un.org](mailto:khawaja2@un.org)).
Protection from Sexual Exploitation and Abuse (PSEA):
OCHA LHF has a zero tolerance for abuse and misconduct including sexual exploitation and abuse.

Additional information
To ensure continuous and sufficient information sharing to stakeholders, all the HFU products and documents will be available on GMS.
The GMS Support Help-Portal assists users to navigate through the GMS system with step-by step instructions and screen shots.
https://gms.unocha.org/content/project-submission
The GMS Business Intelligence is a newly developed tool to display the data on the ongoing business processes with a consolidated view at:
http://gms.unocha.org/bi
Relevant OCHA policies and guidelines on Country Based Pooled Funds (CPBFs) can be also found at: https://www.unocha.org/our-work/humanitarian-financing/country-based-pooled-funds-cbpfs/cbpfs-guidelines
The OCHA Lebanon website also provides detailed information about the LHF at: https://www.unocha.org/lebanon/about-lhf
Relevant links for operational activities and Sectors’ updates are available on the Lebanon Information Hub: http://data.unhcr.org/lebanon/

List of Acronyms
AB Advisory Board
ANC Antenatal Care
CPBF Country Based Pooled Funds
FCS Funding Coordination Section
GBV Gender-Based Violence
GMS Grant Management System (https://gms.unocha.org/)
HC Humanitarian Coordinator
HFU Humanitarian Financing Unit
INGOs International Non-Governmental Organizations
IP Implementing Partner
LCRP Lebanon Crisis Response Plan
LHF Lebanon Humanitarian Fund
NCD Non-Communicable Disease
NNGOs National Non-Governmental Organizations
OCHA Office for the Coordination of Humanitarian Affairs
Lebanon Humanitarian Fund  
Standard Allocation June 2020  
Allocation paper

PwSN  Persons with Specific Needs
PRL  Palestine Refugee in Lebanon
PRS  Palestine Refugee from Syria
PSEA  Protection from Sexual Exploitation and Abuse
PWD  Persons With Disabilities
SC  Sector Coordinators
SRC  Strategic Revision Committee
TRC  Technical Revision Committee

V.  Annexes

Annex 2:  Lebanon Operational Modalities.
Annex 4:  Budget preparation guidance; or links and/or references.
Annex 5:  Guidance on the new IASC Gender and Age Marker.
Annex 6:  VAT Memo.
Annex 7:  Latest Instructions on the new 8+3 Proposal Template
Annex 8:  FSS guidance on food parcels composition
Annex 9:  Household disinfectant kit composition
Annex 10:  Individual IPC kit composition
Annex 11:  Sector and LEA Workstream Lead Contact details

The LHF 2020 1st Standard Allocation is launched by the HC on Friday 5th June 2020. The deadline for submission of full project proposals and supporting documents on the Grant Management System (GMS) is Sunday 28th of June 2020. Project proposals submitted on the GMS on/before the deadline will undergo the following screening/review process:

I. HFU pre-screening for consideration

Project proposals and supporting documents uploaded on the GMS will be pre-screened by the HFU. Project proposals will not proceed in the review process if non-compliant with any of the following:

1. Alignment with the strategic objectives of the LHF 2020 1st Standard Allocation (targeting the selected vulnerable groups for the specific selected sector)
2. Project duration is maximum 12 months. Projects to begin on 1st August or as soon as possible after this.
3. The maximum total project budget amount should respect the Operational Modalities found in the Operational Manual (OM).
4. All tabs of the proposal template are correctly completed including a clear budget narrative.
5. All pending issues cleared with the HFU.

The GMS Support Help-Portal assists users to navigate through the GMS system with step-by step instructions and screen shots. https://gms.unocha.org/content/project-submission

N.B. Under the Complementarity section of the Background Info Tab, all partners will be asked to describe an exit strategy or contingency plans for the continuation of activities, procured stocks, warehousing etc. following the completion of the LHF implementation period, as additional LHF funding is not guaranteed.

II. Strategic Review

The Strategic Review Committee (SRC) is composed of the Sector representative, 1 UN agency representative, 1 INGO representative 1 NNGO representative and the HFU (a Gender focal point is invited). The SRC is responsible for the strategic review and shortlisting of project proposals. Strategic review is carried
out on the basis of criteria outlined in a scorecard on GMS, developed by the HFU, in consultation with the sectors and the Advisory Board (AB). The scoring will be applied based on the following key areas: (1) strategic relevance, (2) programmatic relevance, (3) cost effectiveness, (4) management and monitoring, and (5) engagement with coordination. The list of shortlisted priority projects is then presented to the AB to allow AB members to raise any critical concerns and provide feedback. Once the HC approves the shortlisted projects, partners are informed and technical and financial review commences.

III. LHF Partner Performance Review
Included in the Strategic and Technical Review will be the HFU's evaluation of the partners’ performance with current or previous LHF Projects. The LHF will also provide a field level perspective on the partners' presence and acceptance by the community and possible access constraints, performance with other funding or previous LHF funding, participation in coordination meetings, and any other important issues to be raised during the SRC meetings.

IV. Technical and financial review
The technical review assesses the soundness and quality of the project proposals. The review committees are comprised of technical experts from the sectors that review project proposals according to their technical merit and the appropriateness of budget provisions. The HFU also conducts an in-depth review of the proposed project budget, with a focus on cost-effectiveness, reasonable direct vs support costs, overlapping/duplication costs with other LHF projects, justifications per budget line, clarity on costs of sub-implementing partners, etc. The final stage of this review includes the review by the Funding Coordination Section (FCS) at OCHA New York, prior to recommendation to the HC for review and final approval.

V. Final approval by HC
After verification by FCS, the HC will receive the recommended and non-recommend project proposals for review and final approval.

Common Challenges from previous Allocations
1. Some project proposals were not aligned with the Allocation Strategy and/or with the Sector Strategy. As a result, the Strategic Review Committees discarded projects which were not considered for further scoring.
2. Some project proposals presented serious underdevelopment; notably, some fields were empty on GMS (especially budget narratives).
3. Some projects proposals expressed a serious incoherence notably in the number of beneficiaries throughout the proposal, and in the information present in the narrative, log-frame and budget.
4. Some project proposals were overlapping with existing/ongoing projects (which denotes a lack of coordination with other partners).
## Annex 2: Lebanon Operational Modalities

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Project duration (months)</th>
<th>Project value (thousand USD)</th>
<th>Maximum amount per project (thousand USD)</th>
<th>Disbursements (in % of total)</th>
<th>Financial reporting</th>
<th>Narrative reporting</th>
<th>Monitoring</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For disbursments</td>
<td>31-Jan</td>
<td>Final</td>
<td>Progress</td>
</tr>
<tr>
<td>NGOs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>High</td>
<td>&lt; 7</td>
<td>&lt; 250</td>
<td>60-40</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>500</td>
<td>50-50</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 - 12</td>
<td>&lt; 250</td>
<td>40-40-20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>800</td>
<td>40-30-30</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Medium</td>
<td>&lt; 7</td>
<td>&lt; 250</td>
<td>100</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>700</td>
<td>80-20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 - 12</td>
<td>&lt; 250</td>
<td>80-20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>1 000</td>
<td>60-40</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Low</td>
<td>&lt; 7</td>
<td>&lt; 250</td>
<td>100</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>1 000</td>
<td>80-20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 - 12</td>
<td>&lt; 250</td>
<td>100</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>&gt; 250</td>
<td>1 000</td>
<td>80-20</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UN Agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>&lt; 7</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>-</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>7 - 12</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>1 mid</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Additional field visits/financial spot checks maybe be conducted based on the findings of the 1st monitoring.
Annex 3: GMS 8+3 Proposal Preparation Guidance

Once an Allocation is launched, the HFU will open the Project Submission timeframe in GMS. Implementing Partners who have successfully undergone the eligibility process (Due Diligence / Capacity Assessment) will be able to view the open call and create a proposal.

**Note:** The implementing partners whose Due Diligence and Capacity Assessment have not been finalized and approved will not be able to apply nor view the Project Submission timeframe.

*Should you face any difficulty, please use the GMS Help Portal: https://gms.unocha.org/content/partner*

**To create a new project, the steps are:**

- **Create New Project:** Icon that allows to create the Project Proposal. It indicates RA since it is a Reserve Allocation.
- **Allocation Type Document:** Displays the documents that outline the priorities of the allocation – e.g. the Allocation Strategy Paper and its related annexes.
- Cluster/sector priorities: please refer to the allocation paper.
- Cluster/sector objectives: please refer to the allocation paper.
- On the Home Page, eligible partners to click on “Create New Project” icon.
- This will open the “Create Project” page, where all the basic details of the project will need to be outlined. Please note that the data can be modified once the project proposal has been created.

**Note:** The 8+3 Project proposal template aims to reflect OCHA’s alignment with the Grand Bargain requirements. These simplified and streamlined requirements, across all 18 CBPFs in the world with 8 core questions and 3 additional mandatory questions, this template allows for a more harmonized form.

1. **COVER PAGE TAB**

**Project Information:**

- **Project Title:** Describe the overall goal of the proposed intervention (identifying the selected target group(s), location(s) and sector(s) of intervention) – e.g. Providing protection services for 2000 older persons at risk in Mount Lebanon.
- **Allocation Type Category** (filled in by OCHA staff if relevant only).
- **Fund Project Code:** Code generated automatically by the system as a reference for the project. The four or five last numbers of the code are unique to the project and will allow to refer to the project.
- **Planned Start/End Date:** Refers to the project’s implementation Start/End Dates (day/month/year), which can be selected from the calendar provided. To be in line with requirements mentioned in the allocation paper.
- **Project Duration:** Will be calculated automatically based on the Start/End Date selected and will appear in months and days. To be in line with requirements mentioned in the allocation paper (maximum 12 months).
Lebanon Humanitarian Fund
Standard Allocation June 2020
Allocation paper

- Project Budget in US$: Automated from the data provided in the budget tab of the proposal. Make sure to be in line with your organization risk level and the Operational Modalities (Annex 2).
- Project Summary: Describe clearly the proposed project including reference to who, what, when, where, why, how, mentioning the selected target group(s) and their location at district level.
- Other Funding Secured for this Project: Provide the value and source if any other funds have been secured – if not, it can remain blank.
- Organization Focal Point contact details: Include details of the person in charge of the project proposal submission for the implementing partner.

Country Context and Funding:
- Does specific needs assessment exist for this project?
  - Explain the specific needs of the target group(s), and the existing capacity and gaps, barriers to adequate participation by sex and age, and underlying factors.
  - Specify if the project is based on verified assessment or outlines planned coordinated assessment. Specify the methodology that have been used. Indicate references to assessments (multi-cluster/sector Rapid Needs Assessments (RNAs), 2018 VASYR).
  - Specify the baseline data provided, with an explanation of how the number of beneficiaries was determined.
  - Specify the vulnerability criteria used.
  - Needs assessment report to be uploaded under the Documents tab.

- Grant Request Justification:
  - Describe the proposed intervention, how the activities of the project will contribute to addressing the needs identified, with reference to the relevant cluster(s)/sector(s).
  - Include a justification on why the partner is best placed to deliver this project – what is your organization’s comparative advantage?
  - Specify if any gender specific justification for the project – e.g. it aims to help women and girls in this particular way and/or help boys and men in any special way because of an underlying vulnerability.

- Link to Allocation Strategy:
  - Describe how the project was designed to achieve the objectives of this allocation and sector specific objectives and justify why.

Note: Selecting and Modifying the Sectors:
- Selection of sector to be in line with the (1) target group, (2) proposed intervention and (3) proposed budget. The existing sectors can be modified from the Cover Page by the user at any draft stage by clicking on the [Modify Cluster] button. However, this should be strongly in line with the proposed intervention.
- The total cluster/sector percentage should be equal to 100.
To view the project impact if the cluster(s)/sector(s) are changed, the user can click on the [Validate Impact] button.

2. LOGICAL FRAMEWORK TAB

- Overall Project Objective:
  Describe the overall objective(s) to be achieved through the project. While developing the log-frame make a clear link between objectives with activities, outputs and outcomes and
between inter-sector log frames (if applicable).

- **Cluster/Sector Objectives:**
  Select objective from the list of cluster/sector objectives in the Response Plan (2019 updated LCRP) for the project’s cluster. Indicate one objective per line but allow for several rows if needed. The selection/design to be in line with the strategy behind this specific allocation.

- **Humanitarian Response Plan (HRP) Objectives:**
  Strategic objective linked to the selected cluster/sector objective as defined in the 2019 LCRP and the allocation Paper.

- **Percentage of Activities:**
  Indicate the percentage of activities that contribute to each selected cluster/sector. The total activities of all sectors combined must be 100%.

- **Contribution the cluster/sector Objectives:**
  Specify how the project will contribute to the cluster/sector selected in line with the priorities of the specific vulnerable group and sector of this specific allocation.

- **Outcome:**
  Describe the intended outcome. Each outcome must be linked to one output, description, assumptions and risks, activities, and indicators.

- **Output:**
  Describe the intended output. Each output must be linked to at least one activity and one cluster indicator - additional custom indicators may be added.

- **Indicator:**
  Two types of cluster indicators are available: custom or standard. The system will require at least one standard indicator per output. When applicable, the breakdown by age and gender is required for standard and customized indicator.

- **Activity:**
  At least one activity must be linked to the output. Make sure to design activities that are technically achievable within the life cycle of the project. Monitoring of the activities can be an activity by itself as well as post monitoring activities. Make sure that activities are designed to address needs with measurable outcomes.

- **Additional Targets:**
  Describe any additional targets to those mentioned above.

### 3. WORKPLAN TAB

In the Workplan, the activities listed in the logical framework will be displayed against the project implementation duration and timeframe, in order to allow the user to link each activity against its timelines, i.e. the months of implementation for the activity. The months where the project implementation is scheduled to take place will be shown in blue, and the green numbers will refer to the number of durations of the implementation. For each activity, the user will be required to tick the month(s) during which the activity will be taking place.

- **Workplan page will be updated in case the activities or the start/end date of the project are amended.**
  Make sure to tick all boxes of every month of implementation

### 4. AFFECTED PERSONS TAB

**Directly Affected Persons:**
- They include the following categories: Host communities, Internally Displaced People, Refugees, Others. When selecting the “others” category, details will be required in the adjacent box. **Note:** The sum of each category is summed in the total column and row, and the overall total is displayed in the screen.
- **Persons with Disabilities:** Out of the total of directly Affected Persons, how many are persons with disabilities. **Note:** The number of Persons with Disabilities in each column (Men, Women, Boys, Girls) cannot be greater than the total sum of each column of directly Affected Persons – e.g. if 200 men are targeted, maximum 200 can be disabled.
Indirect Beneficiaries:
- Indicate an estimate of people who could use the service in addition to the people targeted in the project.
- Ensure that the targeted beneficiaries are eligible according to the Allocation paper. Make sure that this information matches the information across the project proposal tabs (Cover page, Log-frame and Budget Tab)

Note: The information provided for the directly Affected Persons will be used in the Locations tab.

5. OTHER INFO TAB

Participation of and Accountability to Affected Population:
- Accountability to Affected Populations
  - Safety and dignity of beneficiaries in consideration of the principles of Do No Harm to be prioritized.
  - Describe clearly how beneficiaries and affected populations have been and will be involved in the different stages of the project management cycle.
  - Describe the mechanisms to be put in place for enabling beneficiaries and affected populations to provide feedback and complaints, and how these feedbacks will feed into management decisions.
  - Ensure there are women staff who mobilize and gather any complaints from women and the same for men and boys.
  - Define the mechanisms that have been and will be put in place to ensure adequate information sharing and communication to beneficiaries.

- Protection Mainstreaming and GBV
  - Describe how the proposed project mainstreams protection across the project cycle.
  - Project should enable equal and impartial access to assistance and services and the targeting of vulnerable groups and people with specific needs.
  - Include disaggregated needs across age and sex.
  - Explain if mechanisms will be put in place to support the development of self-protection capacities and assist affected populations to claim their rights, taking into consideration people with restricted mobility.
  - Propose activities in accordance with the sector specific tips/standards for Protection mainstreaming.

- GAM Reference Number
  - Partners are now requested to fill out the GAM questionnaire while developing their proposal. You can directly access the GAM link on GMS – please use this link via Google Chrome and not Internet Explorer/Edge to avoid any bugs. Once the questionnaire is completed, a GAM code will be generated as follows GXXXXXXXXX (G with 9 digits).
  - Ensure that the selected Gender Marker Code is appropriate for the proposed project activities and in accordance with the IASC Guidance for Gender Marker Codes (refer to Annex 6).

Risk Management:

Risk Management
- Describe how the risks to project/program implementation were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks.
Lebanon Humanitarian Fund - Allocation Strategy Paper

Access:
- Explain how the organization is able to operate in or plans to access the areas where the project will be implemented (develop in case of Palestinian camps and gatherings).
- Access approach is to be consistent with the humanitarian principles ( impartiality, neutrality, independence and humanity).
- Describe the physical presence/experience/acceptance in the geographic area and involvement with local authorities, NGOs and CBOs (develop in case of Palestinian camps and gatherings).
- Include description of current relationship with the community in the proposed areas of operation.

Monitoring and Reporting:
- Describe the specific arrangements for monitoring and reporting the progress of the project.
- Monitoring plan to be coherent and realistic vis-à-vis geographic and programmatic requirements in order to measure results within proposed timeframe.
- Consider having female team members to monitor gender distinct deliverables.
- List the monitoring tools and techniques to be used to collect data on the indicators specified to monitor the progress towards the results achieved.
- Indicate the frequency of data collection.
- Mention if the baseline data is available or to be collected.
- Include adherence to relevant sector toolkits and OCHA coordination and reporting requirements (e.g. Activity Info monthly reporting).

Exit Strategy and Sustainability:
- Describe the exit strategy and closure steps for the project or program. The exit strategy should ensure that the project’s outcome will remain to benefits its direct and indirect beneficiaries even after project closure. Include the procedures to be taken to assess the sustainability of the results.

Coordination and Complementarity:
- Describe any coordination efforts planned to improve project implementation and coordinate activities among active organizations and other relevant stakeholders to avoid redundancy and overlap.

Sub Implementing Partner(s):
- Mention if activities are directly implemented or through sub-grants to an Implementing Partner(s).
- Describe what the measures are used to monitor and build the capacity of the sub-IP(s) mentioned in the log-frame.

6. BUDGET TAB
- Project budget to be reasonable with justified costs.
- The project to be cost effective, cost per beneficiary to be approximate to the sector standard.
- Appropriate sector costing standards are used for determining costs for assistance.
- Project builds on existing activities/operational capacities.
- The project to be cost effective, to reach the maximum outcome and beneficiary considering the context and the location of the targeted area.
- Reasonable direct vs support costs to be demonstrated, especially if diverging from 80/20 ratio.
- Project to require limited recruitment/startup costs.
- Partner with Sub-Implementing Partner to provide appropriate budget under category 6 (sub-IP budget to be attached).
Budget narratives are mandatory.
No overlap/duplication costs with other ongoing LHF projects.
Partner has followed budget preparation guidance (Annex 4) and is only required to make reasonable budget revisions to the project budget.

Note: The Cash amount inserted in the Cash Tracking tab will automatically appear in the budget tab.

7. CASH TRACKING TAB

- Refer to all programs where cash – or vouchers for goods or services – is directly provided to beneficiaries. In the context of humanitarian assistance, the term is used to refer to the provision of cash or vouchers given to individuals or household.
- CTP Modality refers to the form of assistance – e.g. cash transfer, vouchers, in-kind, service delivery, or a combination (modalities).
- Objectives: Define if the transfer is designed to achieve sector specific objectives (e.g. purchase of shelter materials) or support overall basic needs (e.g. multi-purpose).
- Sector/Cluster: If the objective selected is “sector specific”, this field will be enabled in order to inform which sector-specific objectives is the intervention designed to achieve.
- Conditionality: Are there prerequisite activities or obligations that a recipient must fulfill in order to receive assistance?
- Restriction: Is the transfer restricted to specific vendors or to access per-determined goods/services (restricted) or can it be used with any vendor or to access any good (unrestricted).
- Value of Cash: Indicates the estimated value of cash that will be transferred to people assisted through each modality.

Note: The Cash amount inserted will automatically appear in the budget tab.

8. LOCATIONS TAB

- Upon accessing the Locations tab, a blank locations map will be displayed. By adding the locations per Budget and Affected Persons, the map will be automatically updated and populated.

  Note: Please ensure that the information for the Budget, Log-frame activities, and the Affected Persons has been correctly filled out prior to entering the locations data.
- Ensure that the budget percentage distribution across the different location areas does not exceed 100%.
- In case of multi-sectoral projects, the sum of the dedicated budget percentages for each sector must be equal to the total budget percentage for the specific area.
- Specify the budget percentage dedicated for the sector[s]. In case of multi-sectoral projects, the sum of the dedicated percentages for each sector must be equal to the total budget percentage for this area. Click on “Save and Distribute Affected Persons”.
- Keep an eye on the small green box to ensure that all the beneficiaries have been disaggregated.
  If you encounter an “attention triangle” for any of the location areas in the table, double-check (1) that the budget distribution is equal to 100%, (2) that, for each area, the disaggregation of beneficiaries per group of people matches the total number of beneficiaries reflected in the sector table, and (3) the total number of targeted persons matches the total number inserted in the affected persons tab or go to the Help Portal dedicated page for more details: https://gms.unocha.org/content/project-proposal-submission#Locations%20error

9. DOCUMENTS TAB

Make sure that all supporting documents are uploaded: all Bos on one Excel sheet; Surveys and Needs Assessments; Sub-Implementing Partnership documents (if available at this stage).
Annex 4: Budget preparation guidance; or links and/or references

A project budget should describe what the project proposes to do in financial terms and values and partners are required to ensure that budgeted costs are correct, fair and a reasonable reflection of what is needed to carry out the project. The project budget is classified in seven categories:

1- **Staff and other personnel costs:**

These are costs and entitlements of national and international staff involved in the management and implementation of the project contracted directly by the hiring organization.

   a. **Direct Staff cost: (D)**
      Staff working directly on the project e.g. (Case workers, health workers etc.)
   
   b. **Support staff: (S)**
      Staff engaged in management, support and administrative activities e.g. (Country Director, Executive, Grants Officer, Finance Coordinator, Human Resource Manager, Logistics Officer etc.)

**Guidance notes:**
- Each position should be budgeted in a separate budget line. Staff lumpsums are not allowed e.g. (finance staff, procurement staff etc.)
- Salary should cut across the whole project period.
- No overlaps and insert “D” for direct staff and “S” for support staff.
- Cost shared positions: budget the portion of their monthly costs that will be dedicated to LHF. Indicate in the budget narrative the cost allocation methodology applied to determine the budgeted percentage.
- Acronyms must be spelled out.
- Partners should report any changes in staffing through submission of updated staff lists and requests for approval.
- Provide a short job description for each position in the budget narrative and clearly explains the mandatory following components: unit cost, unit quantity, duration and percentage charged to LHF.
- Support staff costs based at HQ and regional offices and government staff salaries are not considered eligible for LHF.

2- **Supplies Commodities and Materials:**

These are costs related to the project activities:

- Procurement of consumables or supplies for project implementation i.e. medical supplies, learning materials, nutrition supplies, food supplies, NFI, tools, tents, furniture, kits, assistive devices etc.
- Construction/ Rehabilitation Works; construction materials for shelter rehabilitation.
- Cash for work, unconditional cash transfers, protection cash, emergency cash etc.
- Food vouchers, food kits.
- Transportation of supplies through road transportation.
- Warehouse rent used for storage of supplies procured for project implementation.
Training or sessions conducted to project staff and community members or beneficiaries for the project e.g. community health workers, hygiene promoters, caregivers, teachers (including venue rental, refreshments, materials, printings etc.).

Communication materials used to raise awareness and project visibility.

**Guidance notes:**

- The unit quantity, unit cost and duration should be clearly presented and explained in the budget narrative.
- Provide a breakdown of the unit cost in the remarks box for budget lines less than USD 10,000.
- Provide a BOQ for budget lines above USD 10,000. The total in the budget should be consistent to the BOQ/budget breakdown.
- BOQ to be uploaded under Documents tab for each budget line exceeding USD 10,000 with an appropriate labelling of budget line number and description; **Please don’t use the BOQ icon of the GMS budget.**
- Spell out all acronyms.

---

### 3- Equipment:

**Procurement of tools for the benefit of the project implementation:**

- IT equipment- Laptop, desktop, tablets, cellphones.

**Guidance notes:**

- Technical specification for items to be provided in the budget narrative.
- BOQ to be provided for budget lines exceeding USD 10,000.
- The unit quantity, unit cost and duration to be clearly presented in the budget narrative.

---

### 4- Contractual Services:

These are works or services contracted under the project:

- Contract for consulting services (shelter contractors, nurses, teachers, facilitators, trainers etc.)

**Guidance notes:**

- A detailed breakdown of the cost to be provided.
- The unit quantity, unit cost and duration to be clearly presented in the budget narrative.
- The remark field must be used to provide details of the nature of the contract and its intended outputs, showing how these are relevant to, and necessary for, project implementation. The description may refer to the project log frame or activity plan as appropriate in order to clarify the rationale and justification for the contract.
- BOQ to be provided for budget lines exceeding USD 10,000.
5- **Travel:**
Travel cost of staff and other project personnel. This includes:

- Costs for travel and per diem.
- Fuel and vehicle rental.

**Guidance notes:**

- The costs for travel, vehicle and per diem should be within the market rates.
- The unit quantity, unit cost and duration to be clearly presented in the budget narrative.
- BOQ to be provided for budget lines exceeding USD 10,000.

6- **Transfers and Grants to Counterparts:**
NGOs receiving sub-grants.

**Guidance notes:**

- The name of the organization receiving the fund should be indicated in the budget line description.
- A detailed breakdown of the sub-partners budgets should be provided and attached to the document tab.
- The sub-partner’s budget should be in line with the LHF budget guidance and preparation notes. It should be also classified in 7 categories and budget narrative should be provided to each of its budget lines.
- The total budget under category 6 should be consistent to that in the “other info” tab.

7- **General Operating Costs:**
These are the running cost to support the project’s implementation. This includes: office running costs, office rent, utilities, security services costs, bank charges, office stationeries, communication costs for the project implementation.

**Guidance notes:**

- The unit quantity, unit cost and duration to be clearly presented in the budget narrative.
- BOQ to be provided for budget lines exceeding USD 10,000.
- The budget should not be presented as a lumpsum. To indicate the % charged to the LHF and to mention the cost allocation methodology applied. Also, it is preferable that the item or the fees are charged to the full implementation period.
- For office supplies, the quantities and unit costs should be reasonable.
**Project Support Cost (PSC)** is charged as a maximum of 7 per cent of the approved direct project budget by the implementing partner. For any project with a sub implementing partner, Programme Support Costs (PSC) are to be shared with the sub-IP in a fair manner (proportional to the size of budget).

**Additional guidance notes:**

I. Audit fees are covered from the LHF yearly budget. Partners are not required to add audit fees to the proposal budget. All projects funded by the LHF are subject to audit.

II. The starting date of the project can now be the date of the budget clearance by the CBPF finance unit in HQ. Partners and HFU team will agree on the start date of the project before the issuance of the grant agreement.

III. Partners will be required to submit staffing list following the endorsement of the proposal by the HC. Additional details and template will be provided to partners at technical review meetings.

IV. Partners are currently allowed to make up to 4 percent provision of contingency reserve in the budget under the “General Operating and Other Direct Costs” category. This budget line constitutes 4% of the total budget excluding PSC cost. Partners are strongly required to request the HFU team approval in written to activate this line during the implementation period.

V. Project implementation period should not exceed 12 months.

VI. Partner’s risk level determines the max ceiling amount per project that a partner can apply for. Please refer to [Annex 2 Lebanon Operational Modalities](#).

VII. Please refer to the VAT memo endorsed by OCHA HQ in [Annex 6 VAT memo](#) for additional clarification on VAT budgeting and cost-bearing.

VIII. Partners will be strongly recommended to add the bank info of a “fresh money” bank account to the due diligence application in case the project proposal will be recommended for funding. The LHF funds will be only deposited into a “fresh money” bank account.

IX. Partners can only use authorized currency exchanges to convert the Grant into non-USD currencies. The use of the black market exchanges are not allowed and thus all related costs will be considered a non-eligible and will have to be returned to the fund. HFU team will closely monitor the approved proposals to mitigate the consequences of the financial and banking challenges of the country.
Annex 5: Guidance on the new IASC Gender and Age Marker

GENDER WITH AGE MARKER
IMPROVING HUMANITARIAN EFFECTIVENESS

OVERVIEW
The IASC Gender with Age Marker (GAM) looks at the extent to which essential programming actions address gender- and age-related differences in humanitarian response. It was developed in response to requests to strengthen the original IASC Gender Marker by including age and, most significantly, by adding a monitoring component. In addition to measuring programme effectiveness, it is a valuable teaching and self-monitoring tool, allowing organizations to learn by doing in developing programs that respond to all aspects of diversity.

With the 2019 Humanitarian Planning Cycle (HPC), the GAM replaces the previous IASC Gender Marker applied to appeals since 2009. Its use will be similarly required in the Financial Tracking System (FTS), and Member States asked to commit to only funding partners who report to the FTS using the IASC Gender with Age Marker, and subsequently update the marker based on monitoring data.

WHAT DOES THE GAM LOOK FOR?

The GAM assesses projects for 12 essential programme elements known as Gender Equality Measures or GEMs. Four KEY GEMs are considered in the project design phase.

Each of the four key GEMs have two supporting GEMs that are considered during project monitoring. This enables reflection of what is working well in the project and what can be improved.

The GAM tracks whether basic programme actions are in place. Good programming requires that affected people participate in and influence all stages of a project. Programmes should logically flow from the gendered needs analysis, to tailoring or adapting activities in response to analysis, through to who benefits from the interventions. GAM coding reflects the presence and consistency of these actions, as well as the integration of gender and age within them.

About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.
About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.
About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.

About Country-based Pooled Funds (CBPFs):

CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.

Dear LHF Partners,

We would like to bring your attention to the recent rolling out of the 8+3 new project proposal template on our Grant Management System (released in January 2019). We strongly advise you to familiarize yourselves with this modified template ahead of the launch of the First Standard Allocation (due to launch in May 2019 - additional information on the allocation strategy will be shared in due course), for which the use of this format will be obligatory.

The 8+3 Project proposal template aims to reflect OCHA’s alignment with the Grand Bargain requirements. These simplified and streamlined requirements, referred to as ‘GPII 8+3’, are now used across all 18 Country-Based Pooled Funds. With 8 core questions and 3 additional mandatory questions, this template allows for a more harmonized form.

We want to share with you some information on this new proposal template to get more familiar with it and have a practical experience on the OCHA GMS Training Platform training tab before the real submission on GMS.

Kindly note that the Training Platform is completely disconnected to the live Grant Management System, even if it looks EXACTLY the same: it’s to be able to test and “play” safely: https://stg.gms.unocha.org/. A sure way to know if you are on the Training platform is to check that the beginning of the address starts with “stg”.

To register on the Training platform and log in as an NGO: follow the attached PowerPoint guidelines, and please make sure to register as the “LHF training organization”. Once you register, please send an email with registration details to HFU (ghossein@un.org and aboumoussa@un.org ) so we can approve it and grant you access to the training platform. Once this is done, you will be able to log in to the LHF training organization home page and create a project proposal under the [DUMMY] LHF 2019 1st SA - ONLY ON TRAINING PLATFORM allocation. Enjoy!

Please find below the main points to be considered while drafting an 8+3 project proposal:

i. **Order to be respected**: Proposal tabs are to be filled by order

ii. **“Other Beneficiaries” to be only used for PRS and PRL**: The disaggregation of beneficiaries to be filled by number of reached Host communities/ Syrian refugees. PRS and PRL to be segregated under “other”. A new optional feature for Persons with Disabilities has also been added, but if targeted, the number of Persons with Disabilities must be equal or less to the total number of direct affected persons (please refer to the below screenshot).

iii. **GAM questionnaire**: Gender with Age Marker (GAM) code: Partners are now requested to fill out the GAM questionnaire while developing their proposal. You can directly access the GAM link on GMS – please use this link via Google Chrome and not explorer to avoid any bugs. Once the questionnaire is completed, a GAM code will be generated as follows GXXXXXXXXX ( G with 9 digits) please find attached the GAM questionnaire template

iv. **Additional Information on the sub-implementing partner (Sub-IP)**: If you are proposing to sub-implement some of your activities to Sub-IP, select on from the drop-down box on GMS. If not already on GMS, please add the sub-IP organization (some general information will be required). Also, you are now requested to select the activities that will be conducted by the sub-IP from the drop-down list.

v. **Cash tracking to be filled only for projects including a Cash Component**: This tab is to be used for one-off cash interventions. Please note that the inserted amount in this tab will be automatically reflected at the bottom of the Budget tab.

---

**About Country-based Pooled Funds (CBPFs):**

CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.

vi. Location are to be filled by planned budget amount and by targeted beneficiaries (see Help Portal for more detailed steps: https://gms.unocha.org/content/project-proposal-submission#LOCATIONS)

**HFU tips to complete the Locations tab successfully:**
- Ensure that the budget percentage distribution across the different location areas does not exceed 100%.
- In case of multi-sectoral projects, the sum of the dedicated budget percentages for each sector must be equal to the total budget percentage for the specific area.
- After that, kindly specify the budget percentage dedicated for the sector(s). Please note that, in case of multi-sectoral projects, the sum of the dedicated percentages for each sector must be equal to the total budget percentage for this area (please refer to the below screenshot for an example). After that, click on "Save and
In the context of increased vulnerability of Lebanese households and displaced Syrians due to the current economic crisis, compounded by the COVID-19 outbreak, the Food Security and Agriculture sector of the Lebanon Crisis Response Plan (LCRP), in collaboration with the Faculty of Health Sciences, Center for Research on Population and Health at the American University of Beirut (AUB) and the World Food Programme (WFP), has prepared a brief guidance on the composition of food parcels in emergency situations for vulnerable households.

As many initiatives multiply in the country to provide relief to vulnerable households through in-kind food assistance, the sector proposes the following composition of the food parcel to stakeholders, including NGOs, grassroots organizations, individual donors, and public sector institutions.

The rationale is to ensure that the quantity and quality of the food provided by different organizations and individuals respond to the recommended nutritional needs, ensuring that household members have access to a minimum and balanced nutritional content, including culturally acceptable foods.¹

This recommended composition of the food parcel covers most of the energy/caloric needs for a family of five for one month (73% of the full daily requirement of 2,100 kcal/person/day with minimum macronutrient and micronutrient requirements). The ration provides 14% of total energy from proteins and 23% from fat.

The ration covers dry items and those that can withstand difficult storage conditions.

In the below table, you will find a suggested ration composition, with the possibility to choose a variety of items within each food group, depending on the budget, logistics and procurement capacity, availability of food items, and beneficiary preferences.

We understand capacities and context may vary among partners and, while from a nutrition-al point of view it would be preferable that partners adopt the contents detailed in the table, partners can also adapt it to take into account procurement and distribution constraints, costs and urgency of their operations.

¹SPHERE Handbook, Chapter 6 “Food Security and Nutrition”, Section 6.4 “Food Assistance”.  
https://handbook.spherestandards.org/en/sphere/23#eh002_207

About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.

### Recommended Basket Composition

**Recommended items for a Food Basket for a Family of five for 1 Month:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Monthly ration Kg</th>
<th>Variety considerations</th>
<th>Considerations for families with young children</th>
<th>Other considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereals</td>
<td>Total 30</td>
<td>Can include rice, pasta, bulgur, wheat flour, etc.</td>
<td>Consider including rice powder, short-grain rice, semolina, wheat flour or any fine cereal.</td>
<td>Include distribution of fresh bread if possible. Flour can be included in the parcel in case there are ovens in the community that can be used to bake bread</td>
</tr>
<tr>
<td>Rice</td>
<td>15</td>
<td>Any type (long grain, short grain, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pasta</td>
<td>10</td>
<td>Any type (spaghetti vermicelli, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulgur</td>
<td>5</td>
<td>Any type (coarse, fine, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legumes</td>
<td>Total 15</td>
<td>Can include lentils, beans, chickpeas, and any types of legumes</td>
<td>Can include canned legumes (beans, chickpeas, mixed beans, etc.)</td>
<td></td>
</tr>
<tr>
<td>Lentils</td>
<td>5</td>
<td>Any type (red, yellow, split, etc)</td>
<td>Consider yellow lentils</td>
<td></td>
</tr>
<tr>
<td>Chickpeas</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beans</td>
<td>5</td>
<td>Any type (red, white, pinto, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish</td>
<td>Total 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canned fish</td>
<td>2</td>
<td>Tuna or sardines (any type)</td>
<td>If unable to provide the canned fish, substitute by adding 1 kg of beans and removing 1 kg of cereals</td>
<td></td>
</tr>
<tr>
<td>(any type)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil</td>
<td>Total 5L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable oil</td>
<td>5</td>
<td>Any type</td>
<td>Can substitute part of the oil with ghee or Tahini</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Can add tea, spices</td>
<td></td>
</tr>
<tr>
<td>Sugar</td>
<td>Total 4.5</td>
<td></td>
<td>Can substitute part of the sugar with jam, halawa, or other sweets</td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>Total 0.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetables</td>
<td>Total 4</td>
<td>Can substitute part of the tomato paste with canned vegetables (peas, mixed peas and carrots, mushrooms, corn, etc). - pepper paste.</td>
<td>If budget and logistics allow, please consider adding dried vegetables such as dried okra, mulukhiyeh, aubergines, green peas. If logistics and partnerships allow, please consider adding fresh vegetables with long shelf-life such as onions, carrots, beets, pumpkin.</td>
<td></td>
</tr>
<tr>
<td>Tomato paste</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL WEIGHT</strong></td>
<td><strong>61.25 KG</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In line with the National Policy on Infant and Young Child Feeding (IYCF) and the IYCF Joint Statement published in December 2019:

- Never include infant formula or any other milk product, including powdered or ultra-high temperature (UHT) milk in the general distribution of food parcel;
- Never accept, solicit or distribute donations of any milk products or infant formula;
- For families with infants and young children less than 2 years of age, it is important to promote recommended breastfeeding and complementary feeding practices.

Further recommendations

When people become food insecure, their diet quality is reduced, and they often cannot afford to buy fresh produce such as meat, chicken, and fresh fruits and vegetables, often leading to deficiencies in required vitamins and minerals. It is therefore recommended that the dry food ration distribution is accompanied with fresh food baskets whenever possible including vegetables that have a long shelf-life (please refer to the table).

Partners are advised to reach out to local agriculture cooperatives and farmers to locally procure fresh food items needed to supplement the dry food ration. This will support the nutrition of beneficiaries and livelihoods of farmers and cooperatives.

This recommended ration can be followed for a maximum of 3 months as it does not include fresh food items.

As with any food basket, this basket should:

- Include a culturally acceptable staple food such as wheat, rice, flour, etc.
- Include a pulse or legume, which is a source of complementary protein, such as lentils, beans (any type), peas, chickpeas;
- Include vegetable oil (a natural rich source of vitamin A), such as corn, soya, sunflower oil, etc.
- It is important to have a variety of each food group in the parcel.
- Salt needs to be iodized.
- Other items such as luncheon meat, hotdog, chocolate spread, and processed cheeses, should be avoided because they are highly processed and of low nutritional value.
- Provide labels with the date of production, country of origin, expiration or "best before" date, nutritional analysis and cooking instructions in accessible formats and in Arabic.
- Food packaging should not carry any messages that are politically or religiously motivated or divisive in nature.

This guidance does not include a price for the food parcel because of the ongoing high inflation rates. However, to have a general idea of the total price of the food basket, partners are encouraged to look at the VAM data/website which is publicly available: https://dataviz.vam.wfp.org/economic, explorer/prices. Checking the latest prices on the VAM website allows partners to calculate the prices on the individual items that will be included in the ration.

Please be advised that the VAM database uses for price calculation the retail prices of WFP contracted shops, which might be different from wholesale prices. The price data that is published on the VAM website corresponds to the time prices were extracted from the retail database.

CONTACTS:
coordination.lebanon@fscluster.org
carla.degugorino@wfp.org

About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance. 
Annex 9: Household disinfectant kit composition

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Recommendation</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost price</th>
<th>Total Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bleach (4/5 L)</td>
<td>Eau de Javel 4/5L</td>
<td>Bottle</td>
<td>1</td>
<td>$3.80</td>
<td>$3.80</td>
</tr>
<tr>
<td>6</td>
<td>Surface cleaning cloths</td>
<td>Pack of 2</td>
<td>Pack</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>8</td>
<td>Soap (min 125 g)</td>
<td></td>
<td>Bar</td>
<td>10</td>
<td>$0.50</td>
<td>$5.00</td>
</tr>
<tr>
<td>9</td>
<td>Laundry washing powder - 2kg</td>
<td>washing powder, concentrated, bag of 2 kg, for washing laundry by hand; not lot of foam, un-allergic &amp; un-perfumed, free from Carcinogens elements/materia .</td>
<td>Bag</td>
<td>1</td>
<td>$1.85</td>
<td>$1.85</td>
</tr>
<tr>
<td>10</td>
<td>IEC Brochure</td>
<td>Printed IEC Materials re Covid-19 and mixing disinfectant</td>
<td>Package</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Packaging**

Bucket with Lid - The walls shall meet the bottom of the bucket with a curved surface to prevent dirt accumulation and facilitate cleaning. The bucket has a tight-fitting lid of the same material of the bucket with an attached push-on cap. The walls shall meet the bottom of the bucket with a curved surface to prevent dirt accumulation and facilitate cleaning. The bucket has a tight-fitting lid of the same material of the bucket with an attached push-on cap.

1 | $5.00 | $5.00

Total: $16.65
About Country-based Pooled Funds (CBPFs):
CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.
### Annex 11: Sector contacts

<table>
<thead>
<tr>
<th>Sector</th>
<th>Agency</th>
<th>Title</th>
<th>Name</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection</td>
<td>UNHCR</td>
<td>Protection Sector Coordinator</td>
<td>Elsa Bousquet</td>
<td><a href="mailto:BOUSQUET@unhcr.org">BOUSQUET@unhcr.org</a></td>
</tr>
<tr>
<td>WASH</td>
<td>ACF</td>
<td>Water Sector Coordinator (NGO co-lead)</td>
<td>Khouloud Mahdi</td>
<td><a href="mailto:kmahdi@lb.acfspain.org">kmahdi@lb.acfspain.org</a></td>
</tr>
<tr>
<td>Food Security</td>
<td>WFP</td>
<td>Food Security Sector Coordinator</td>
<td>Carla De Gregorio</td>
<td><a href="mailto:carla.degregorio@wfp.org">carla.degregorio@wfp.org</a></td>
</tr>
<tr>
<td>Health</td>
<td>UNHCR</td>
<td>Associate Public Health Officer</td>
<td>Stephanie Laba</td>
<td><a href="mailto:labas@unhcr.org">labas@unhcr.org</a></td>
</tr>
<tr>
<td>PSEA</td>
<td>Inter-Agency</td>
<td>Inter-Agency PSEA Coordinator for Lebanon</td>
<td>Eva Modvig</td>
<td><a href="mailto:modvig@un.org">modvig@un.org</a></td>
</tr>
<tr>
<td>LEA Priority 1/2</td>
<td>WHO</td>
<td>Country Representative</td>
<td>Iman Shankiti</td>
<td><a href="mailto:shankitii@who.int">shankitii@who.int</a></td>
</tr>
<tr>
<td>LEA Priority 2</td>
<td>UNICEF</td>
<td>Deputy Representative</td>
<td>Violet Warnery</td>
<td><a href="mailto:vwarnery@unicef.org">vwarnery@unicef.org</a></td>
</tr>
<tr>
<td>LEA Priority 4</td>
<td>WFP</td>
<td>Head of Programmes</td>
<td>Kaori Ura</td>
<td><a href="mailto:kaori.ura@wfp.org">kaori.ura@wfp.org</a></td>
</tr>
<tr>
<td>LEA Priority 4</td>
<td>UNRWA</td>
<td>Deputy Director (Head of Programmes)</td>
<td>Mera Thompson</td>
<td><a href="mailto:m.thompson@unrwa.org">m.thompson@unrwa.org</a></td>
</tr>
</tbody>
</table>

**About Country-based Pooled Funds (CBPFs):**

CBPFs allow donors to pool their contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.