I. Allocation Overview

A) Humanitarian situation:

Allocation statement:

The LHF 2020 1st Reserve Allocation focuses on ensuring maximum impact by funding the most essential and urgent underfunded shelter activities by improving shelter conditions for female-headed households and households with at least one PwSN member residing in informal settlements. Up to one million USD will be made available under this allocation.

Context:

The Shelter sector is as of December 2019 only 22% funded, presenting a strain on delivery of all forms shelter assistance. This allocation focuses on weatherproofing and insulation of tents as well as site improvements, which accommodate 20% of displaced Syrians (VASYR, 2019).

Given that there are significant gaps in shelter service provision and increased household debt, the aim of this allocation is also to prevent desperate coping mechanisms that could cause harm, saving the lives of the most vulnerable. This will be achieved through a focused approach responding to the needs of the most vulnerable people, in line with objectives 1 and 2 of the LCRP 2017 – 2020.

Complementarity with CERF allocation:

The Reserve allocation will also complement other available funding including the CERF allocation to enable LCRP partners to move closer to providing more comprehensive collective programming to individuals and their families. For Syrians and Lebanese residential buildings, the CERF will support 850 female-headed households or households with at least one PwSN member with the upgrading of their physically substandard shelters outside of informal settlements. Also, cash for rent will be provided to severely socio-economically vulnerable targeted beneficiaries. For Palestine refugees in Lebanon and Palestine refugees from Syria, CERF will support female-headed households living in substandard residential shelters in 10 camps in Lebanon.

II. Allocation Strategy

A) Purpose of the Allocation Strategy and linkages to the LCRP

This allocation is closely aligned with the 2019 update of the Lebanon Crisis Response Plan (LCRP) and directly contributes to 2 of the LCRP strategic objectives:

1. Ensure protection of vulnerable populations: Recognizing that the imperative of protecting people lies at the heart of humanitarian action, this response objective aims to strengthen protection services and interventions for displaced persons from Syria and vulnerable populations, empower individuals and mainstream protection across all sectoral interventions. It promotes protection of, and access to, affected people in accordance with relevant instruments of international refugee and human rights law ratified by Lebanon.

2. Provide immediate assistance to vulnerable populations: This response objective addresses the immediate needs of the vulnerable populations (displaced Syrians, vulnerable Lebanese, Palestine Refugees from Syria and Palestine Refugees in Lebanon), prioritizing the most vulnerable through temporary solutions, with the aim to mitigate the rapid deterioration of social and economic conditions.

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.
The only eligible actions are:

Weatherproofing and insulation of tents in Informal Settlements:
Due to the dismantlement of hard structures response therein early to mid-Summer 2019 (more than 4,000 kits distributed) and the heavy storm that hit Lebanon in January 2020, it is imperative to support families that are living in poor shelter conditions as a result of both events. The replacement of hard materials with permitted ones has led to the inadequate reestablishment of shelters and thus loss of thermal insulation (especially for FHH and PwSN) mainly due to difficulties in marrying existing structure with newly distributed timber and plastic sheeting. Weatherproofing assistance is critical to protect such families from harsh weather conditions. This will encompass insulation kits to redress the loss in thermal insulation. Gaps are estimated at around 2,500 Weatherproofing & insulation kits and are in Aarsal and at high altitude outside Aarsal.

Weatherproofing and insulation of tents in Informal Settlements is expected to support approximately 2500 households. There is the potential that some households may receive both weatherproofing and insulation kits.

Site improvements for informal settlements at acute risk of inundation to the point of inhabitability (benefiting particularly female-headed households and households with at least one PwSN member):
This activity is typically less well funded relative to weatherproofing assistance of temporary shelters, despite the demonstrable impact in limit the downstream need for emergency shelter assistance. There is a general impact on site improvement activity from sector underfunding. Of the 94 sites identified by the sector through a post-Winter survey in Mar 2019, partners have only been able to deliver works in 30 sites, leaving 65 at extremely high probability of flooding to the point of uninhabitability, with all the protection, safety, health and other risks that entails. These 65 are part of a wider pool of sites in need of improvement and as yet unfunded, amounting to an additional 342 sites.

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<tr>
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</thead>
<tbody>
<tr>
<td>Shelter</td>
<td>Female headed households including HH with one PwSN</td>
<td><strong>A- Weatherproofing kits</strong> (Light, Medium and new arrival kits)</td>
<td>Informal settlements in Bekaa</td>
<td>Average cost $140 each benefiting one HH</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>B- Insulation kits</strong> (prioritization of ITs in high altitude above 1000 m)</td>
<td>Informal settlements</td>
<td>Average cost $220 each, each benefiting one HH</td>
</tr>
<tr>
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<td></td>
<td><strong>Remark:</strong> Include average cost of 30$ for assisting FHH and PwSNs in installation</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>C- Site improvements</strong> in informal settlements to improve resilience of informal settlements to weather-related, fire and accessibility risks nationally.</td>
<td>Informal settlements across the country</td>
<td>($7000 each, each benefiting 20 HHs)</td>
</tr>
</tbody>
</table>

About Country-based Pooled Funds (CBPFs):
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Eligible partners:
- Shelter partners with approved due diligence and valid capacity assessment who coordinated their proposals with the shelter sector coordinators at Regional and National level.

Eligible Actions:

| OUTCOME 1: Enhance the shelter resilience of displaced vulnerable populations in temporary structures | OUTPUT 1.1: Temporary shelters hosting vulnerable displaced population maintained at livable and safe conditions
Activity 1: Weatherproofing and repair of substandard residential and non-residential buildings
Activity 2: Weatherproofing and maintenance of makeshift shelters within informal settlements
Activity 5: Providing site improvements of informal settlements |

Remarks
- Project selection will strongly depend on gaps prevailing at the time of selection. Partners are required to discuss their proposals with the National Sector Coordinator prior to submission.
- Prioritization of sites 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.

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 within this Reserve Allocation for Winterization.
- All partners are requested to liaise with their respective LCRP sector coordinator (Shelter and Basic Assistance) 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 Reserve allocation tab/window (offline submission will not be considered)
- Projects are designed to start on 1st of April 2020.

Criteria for Strategic/Technical Review Committees:
As per the Country-Based Pooled Fund Global Guidelines, the following criteria are used for prioritization of projects1:
- 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

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1 An example of a ScoreCard is available in the Annexes to the CBPF Guidelines (Annex 9): https://www.unocha.org/our-work/humanitarian-financing/country-based-pooled-funds-cbpfs/cbpfs-guidelines

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- Projects will be reviewed to include the following cross-cutting themes: Accountability to Affected Populations, 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>
</table>
| **Step 1**  
Submission of proposal | 1.1 Opening the call on GMS – Partner to design projects starting 1st of April 2020 | IP | Wednesday 26 Feb |
|  | 1.2 Closure | IP | Sunday 8 March |
|  | 1.3 General check by HFU (eligibility of partners in case of suspension, compliance with template, duplication of proposal, etc.) | OCHA HFU | Monday 9 March |
|  | 1.4 Submission for Strategic & technical review | OCHA HFU | |
| **Step 2**  
Strategic, Technical & Financial review | 2.1 Strategic & technical Review sectors use Scorecards for projects in their respective sectors to validate their viability and relevance to the sectoral priorities | Sector Review Committees | Tuesday 10 March & and Wednesday 11 March |
|  | 2.2 Financial review and budget clearance (Preliminary) | OCHA | Until Thursday 12 March |
|  | 2.3. Consolidation of financial and technical comments and submission to partner | OCHA HFU | |
|  | 2.4. Revision of proposal (3 times maximum) | IP | |
| **Step 3**  
Final approval by HC | 3.1 HC approves project | HC | Until Friday 13 March |
|  | 3.2 Project approved by HC is shared with AB for information; AB has 48 working day to comment | HFU AB | Until Monday 16 March |
|  | 3.3 HFU prepares draft grant agreement and decides start date in consultation with partner | HFU | In parallel with above |
|  | 3.4 HC signs grant agreement | HC | In parallel with above |
|  | 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) | IP | In parallel with above Till Tuesday 31 March |
|  | 3.6 Grant agreement is signed by OCHA Executive Officer (EO) | OCHA | Until Tuesday 31 March |
| **Step 4**  
Disbursement | Following OCHA EO signature, first tranche of funding is disbursed to the partner | OCHA | 10 working days from EO signature |

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Please note that:

- Partners are requested to submit their project proposals online by close by 23.00 Sunday 8 March via the Grant Management System (GMS) at 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) copying the OCHA Head of Office Severine Rey (Rey@un.org).

Complaint Mechanism
LHF stakeholders with insufficiently addressed concerns or complaints regarding the Fund processes or decisions can at any point in time write to lebanonhumanitarianfund@un.org with these concerns. The OCHA Head of Office will share with the Advisory Board such concerns or complaints review, address and, if necessary, raise the issues to the HC, who will then take a decision on necessary action. Please send any complaints with the subject line “LHF COMPLAINT”.

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-cbpfss-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/
About Country-based Pooled Funds (CBPFs):
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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
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 1: The 2020 1st Reserve Allocation Submission Requirements and Review Process
Annex 2: Lebanon Operational Modalities;
Annex 3: GMS Proposal Preparation Guidance
Annex 4: Budget preparation guidance; or links and/or references;
Annex 5: Latest instructions on the new 8+3 Proposal template
Annex 6: Guidance on the new IASC Gender and Age Marker
Annex 7: VAT Memo
Annex 1: The 2020 first Reserve Allocation Submission Requirements and Review Process

The LHF 2020 1st Reserve Allocation is launched by the HC on **Wednesday 26 February 2020**. The deadline for submission of full project proposals and supporting documents on the Grant Management System (GMS) is **Sunday 8 March 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 Reserve Allocation (targeting the selected vulnerable groups for the specific selected sector)
2. Project duration is maximum 12 months.
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 screenshots. [https://gms.unocha.org/content/project-submission](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.

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

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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).

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About Country-based Pooled Funds (CBPFs):

CBPFs allow donors to pool their contributions, enabling humanitarian partners in crisis-affected countries to deliver timely, coordinated, and principled assistance.

<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>
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<td>Progress</td>
<td>Final</td>
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* 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 SA since it is a Standard 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).
- **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 list 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.
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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.

**Note:**
- The 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.

- **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 benefit 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.

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### 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](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 and Financial Guidance

1. Add a budget description under Remarks to each budget line.

2. Provide an accurate budget narrative (as an essential component of the budget) that clearly explains the mandatory components (unit cost, unit quantity, duration and percentage charged to LHF) and the rationale of each budget line. For example, 1 finance Officer will be charged on LHF project at 20% for a monthly rate $3,000 over 6 months.

3. Indicate whether the cost is direct (D) or support (S).

4. Itemize all Staff budget lines (national or international) and add a short job description for each position in the budget narrative;

5. Cost-shared staff should be charged for the entire period and charged in percentage against the project under % charged to LHF (e.g. half of the cost of a project manager, in a 12 months project, should be budgeted at 50% of the monthly salary for 12 months). Durations shorter than the project are acceptable only if the position is not intended to last for the entire duration of the project; (Category 1)

6. Support staff costs based at HQ and regional offices and government staff salaries are not considered eligible for LHF.

7. For Consultants, provide details in the budget narrative about the contract so that the objective of the contract results is identified; (category 4)

8. Services &/or supplies in favor of beneficiaries to be added under Category 2 (Supplies, Commodities, Materials);

9. For values below $10,000 ensure a list of supplies &/or services clearly indicating the quantity of each item is added under Documents tab for each service/supply budget line with the appropriate label indicating the budget line number and description;

10. For Values greater than $10,000 ensure a BOQ clearly indicating the list of supplies &/or services, the unit quantity and the unit cost. BOQ to be uploaded under Documents tab for each service/supply budget line with the appropriate label indicating the budget line number and description; Please don’t use the BOQ icon of the GMS budget.

11. In the case of construction works, the BOQ of the contractor should be under category 4 including: the labor costs and essential materials shall be budgeted and itemized, providing unit/quantity and unit cost. The budget narrative should explain how construction costs have been estimated since a standard prototype of building (latrine, health post, shelter), type of materials (wood, prefabricated, brick/cement/concrete) and formula or rationale used to estimate construction costs (e.g. per square foot or meter, previous experiences, etc.);

Remark on BOQs:

- Each BOQ should be prepared in an excel sheet table including each item with its unit and its description, number of units, unit cost, duration and total cost per item. The total of BOQ should show the total

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Lebanon Humanitarian Fund
Reserve Allocation February 2020
Allocation paper

number of units, total unit cost, duration and total cost that should be reflected in the proposal budget template on GMS.

- Please note that all BOQs should be on 1 excel sheet with the appropriate label for each table in line with the budget line number and description. (e.g. 2.1 educational materials)
- The excel sheet including all the BOQs should be attached to the documents tab with the date of the upload.

12. Equipment (e.g. laptops, printers) used by project staff to be added under category 3 (Equipment);

13. Provide detailed technical specifications for equipment whose unit cost is greater than US$10,000 (e.g., for generators, a reference to the possible range of power would be sufficient to properly evaluate the accuracy of the estimated cost);

14. Car rental fees and fuel for cars to be budgeted under Category 5 (Travel);

15. For budget lines related to transportation (Also under Category 5), to clearly indicate the calculation modality (e.g., providing estimates on the number of trips, per Diem rates, etc.);

16. Sub-Implementing Partners’ budgets to be added under category 6 (Transfers and Grants to Counterparts). Budget breakdowns are required for Sub-IP’s budgets; Please ensure to upload them under documents tab.

17. General operating costs (e.g. office rent, utilities, supplies...) to be added under Category 7. Please add quantity, duration and unit cost; These costs must be itemized and shared with other funding.

18. A lump sum cost for any budget line is not acceptable. Each unit cost should be estimated since unit type;

19. For audit, please do not budget audit fees in your proposal budget.

20. The budget should not include acronyms.

21. PSC cost (overhead cost) are up to 7%

22. Project implementation period should not exceed 12 months.

23. Project budgets will be evaluated based upon a 80/20, direct/support cost ratio and adherence to LHF budget preparation/financial guidelines.

24. Risk level affects max ceiling per project. Please refer to Annex 1.

25. Please refer to the VAT new guidelines in Annex 7 for additional clarification on VAT budgeting and cost-bearing.

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Annex 5: Latest instructions on the new 8+3 Proposal template (email sent to all LHF partners)

From: Magalie Salazar  
Sent: Tuesday, 23 April, 2019 17:03  
Cc: Magalie Salazar; Yendi Ghossein Choueifaty; Dana Khawaja; Lea Abou Moussa; Sebastian Brandt  
Subject: HEADS UP - new proposal template on the Lebanon Humanitarian Fund's Grant Management System  
Attachments: TRAINING PLATFORM(1).pptx; IASC Gender with Age Marker (TRAINING).pdf

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 'GPPi 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.

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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 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 .

For more information and guidance on the new 8+3 project proposal template, please follow the link: https://gms.unocha.org/content/project-proposal-submission#8+3
Annex 6: Guidance on the new IASC Gender and Age Marker

**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.

**What does the CAM look for?**

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

- **Gender Analysis:** The needs, roles and dynamics of women, girls, boys, and men in different age groups are understood.
- **Tailored Activities:** Women, girls, boys, and men in different age groups get the right resources.
- **Impact on Project:** Women, girls, boys, and men in appropriate age groups influence decisions throughout the project.
- **Benefit:** Women, girls, boys, and men in different age groups get different benefits.

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 intervention. GAM coding reflects the presence and consistency of these actions, as well as the integration of gender and age within them.

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Annex 7: VAT Memo

United Nations
Office for the Coordination of Humanitarian Affairs (OCHA)
Lebanon

TO: Barnaby Jones
Executive Officer

FROM: Ashutosh Iha
Head of Finance Unit, Country-Based Pooled Fund Section
Humanitarian Financing & Resource Mobilisation Division

FROM: Nathalie Fustier
Head of OCHA Lebanon CD

DATE: 25 June 2018

SUBJECT: Request to authorise VAT as eligible costs for implementing partners of the Lebanon Humanitarian Fund

Article XVI of the Grant Agreement signed with Implementing Partners stipulates the following:

1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UN exemption from such taxes, duties or charges, the Implementing Partner shall immediately consult with OCHA to determine a mutually acceptable procedure.

2. In line with appropriate regulations in the country of operation, regarding humanitarian programs, the Implementing Partner shall also seek exemption from such taxes, duties or charges. In countries where registered NGOs are afforded tax privileges, it is expected that the implementing Partner will be exempted.

3. In cases where the NGO is responsible for paying taxes, this must be reported to OCHA.

4. In the event that the implementing Partner is reimbursed the taxes, duties or charges by governmental authorities, these funds should be returned to OCHA within 30 days of receipt.

- Based on this article, and given that Lebanon has a law that governs VAT exemption for Non Profit Organisations, the firms contracted by LHF to conduct mandatory audits on funded projects have identified VAT as an ineligible amount that should be refunded to OCHA.

- However, many partners informed the HFU that their organisation was not able to recover VAT for various reasons and therefore requested a waiver to be exempted from refunding the ineligible VAT amount, as it would be coming from their own resources.

- As the spirit of the GA article is not punitive, but rather suggests that if there is an opportunity to recover VAT, the partner is expected to seek exemption; the issue raised by affected partners led the HFU to conduct a mapping of the different cases encountered (see graph below) to understand the scope and scale of the issue.

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In 6 out of the 9 possible outcomes, the IP bears the cost of the VAT. In 1 scenario, the IP can partially recover the VAT amounts incurred during the project implementation, and in only 2 scenarios the IP doesn’t bear the cost of VAT. Even in the event when the IP successfully recovers the VAT, it can take years.

This situation is creating a differential treatment of Implementing Partners and give a comparative disadvantage to organisations that must bear the cost of VAT.

Based on the spirit of article XIV of the Grant Agreement, the Lebanon Humanitarian Fund recommends the following application of tax exemption for LHF implementing partners and requests the OCHA Executive Officer to allow the LHF to consider VAT as eligible cost:

**Recommendations:**

1. For all scenarios wherein the organization is not eligible to request VAT exemption, OCHA will consider VAT as eligible expenditure.

2. If the IP is eligible to request VAT exemption, it is the IP’s obligation to do so. If the IP has not initiated the VAT exemption request from the Ministry of Finance, the IP is responsible to bear the cost of VAT either from the IP PSC of 7% or their own resources. If the request has been made but not granted, and up to presentation of the request, OCHA will consider VAT as eligible expenditure.

3. If the IP has been granted VAT exemption, the IP is expected to request VAT recovery from the Ministry of Finance. The IP is required to refund the recovered amount to OCHA. In case of partial recovery, the IP may request OCHA to consider unrecovered amounts as eligible expenditure. The projects refunds will be reviewed and cleared on case to case basis.

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