

# Appeal

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Jordan, Syria, Lebanon

## ACT Alliance Syria Humanitarian Response – SYR161, **Revision 1 & Extension**

<b>Appeal Target:</b>	<b>US\$</b>	<b>9,316,209</b>
<b><i>Balance Requested:</i></b>	<b><i>US\$</i></b>	<b><i>4,896,665</i></b>

Amman, 23 November 2016

Dear Colleagues,

The Revision and Extension of the ongoing SYR161 Appeal are required due to the factors provided below under section: **PRIORITY REVISED NEEDS**. These apply to the following Requesting Members: LWF Jordan (extension and revision of Education), IOCC Lebanon (revision only - of WASH), IOCC Syria (extension only) and MECC Lebanon (extension only).

The **Syrian crisis** is an ongoing multifaceted armed conflict since the unrest began in March 2011. The severity of the humanitarian disaster has been outlined by the UN and many international organizations. More than 7.6 million Syrians have been internally displaced, over 5 million have fled to nearby countries such as Lebanon, Jordan, Iraq, Turkey, Egypt, and Kuwait. The ratio of migration has been increasing with a few hundred thousand having fled to the European Union becoming refugees.

Since March 2011, more than 250,000 people have lost their lives, including more than 74,000 civilians, of which 12,000 of them are children. There are now more than 13.5 million people in need of humanitarian assistance within Syria including 5.6 million children, the UN says. The conflict grew even more complex with the emergence of armed forces loyal to the Islamic State (IS) in the spring of 2014. An escalation in violence and an upsurge in displacement has forced more Syrians into untenable living situations. More than 11 million others have been forced from their homes, half the country's pre-crisis population. It is one of the largest refugee exoduses in recent history. Neighbouring countries have borne the brunt of the refugee crisis, with Lebanon, Jordan and Turkey struggling to accommodate new arrivals.

The **UN 3RP Regional Refugee and Resilience Plan 2016-2017** in response to the Syria crisis, issued in November 2015, has the following Regional Plan Headlines: 4.7 million registered Syrian; 4 million members of host communities – direct beneficiaries targeted; \$5.8 billion required – total government, UN and NGO programmatic response. In December 2014, the UN launched an appeal for \$8.4bn to provide help to 18 million Syrians, after only securing about half the funding it asked for in 2014. By a year later, it was less than half funded.

Recent displacement patterns, pre-existing vulnerabilities among the host community, and levels of access and priority among the humanitarian community have concentrated the need for NFIs, shelter, WASH, food, livelihoods, protection, health-care, education, and cash assistance in most districts inside Syria and in hosting countries. Conflict has dramatically disrupted the economic situation of the residents, and inflated prices. It has also destroyed the traditional social safety nets and coping mechanisms, leading to damaging long-term consequences for current and future generations.

As the conflict in Syria is expected to continue in the years to come, ACT Alliance, through its JSL Forum members in the region, and their work on the ground, has observed the increasing needs of directly and indirectly affected population, especially among children and youth. In responding to the humanitarian needs of vulnerable people affected, ACT Alliance will continue to provide humanitarian assistance in this complex environment. ACT members will coordinate their work collaboratively in the JSL Forum in the three countries of response through the new Appeal SRY161.

### NAMES OF ACT FORUM AND REQUESTING MEMBERS:

ACT FORUM	JSL FORUM (JORDAN, SYRIA, LEBANON)
ACT REQUESTING MEMBERS	IOCC: JORDAN, SYRIA, LEBANON DSPR: JORDAN, LEBANON LWF: JORDAN MECC: SYRIA, LEBANON

**THE CRISIS:** The Syrian civil war is now going into its fifth year with no signs of an end. The number of civilian casualties and internally displaced is drastically increasing driving thousand to join the millions who have already fled to neighbouring countries who struggle to cope with this large influx of people.

### PRIORITY REVISED NEEDS:

Food, Non-food items, WASH, health awareness, health-care, education, livelihoods, capacity building, community resilience, advocacy, vocational training, and psychological support.

LWF Jordan seeks to make minor changes to the education component of the appeal in order to comply with the requirements set by the Ministry of Education. LWF Jordan is requesting changes to some of the direct project staffing lines, as a subsequent need has been identified in this area. Due to delays in the granting of project approvals by the Government of Jordan, programming was put behind schedule and an extension of the appeal until 31 March 2017 is requested for LWF Jordan.

IOCC Lebanon requested to reallocate funds between budget lines for Water, Sanitation, and Hygiene activities. The original budget allocated to this is not enough to cover the designed activities. Costs have been reduced in other sectors and funds reallocated, so that the total budget remains the same. IOCC would like to amend the 'Gift in Kind budget' line to reflect that none will be received in 2016.

IOCC Syria asked for an extension to the SYR161 program until 28 February 2017.

MECC Lebanon is requesting a no-cost extension of the SYR161 appeal until 28 February 2017 in order to extend remedial classes. This is a result of the additional time required to assess and identify students to be registered for classes, together with an increased movement of students, and the necessity to ensure that students will be registered and in attendance at the school for the full academic year. Consequently, the school administration has requested that the mentioned activity begin in November 2016 and run until February 2017.

## PROPOSED EMERGENCY RESPONSE

KEY PARAMETERS:	DSPR Department of Service to Palestinian Refugees	IOCC International Orthodox Christian Charities	LWF Lutheran World Federation	MECC Middle East Council of Churches
<b>Project Start/Comp. Dates</b>	1 January, 2016 – 31 December, 2016	1 January, 2016 – 31 December, 2016 <b>except for IOCC Syria: until 28 February 2017</b>	1 January, 2016 – <b>31 March 2017</b>	1 January, 2016 – 31 December, 2016 <b>except for MECC Lebanon: until 28 February 2017</b>
<b>Geographic areas of response</b>	<p><b>Jordan:</b> Amman, Irbid, Jerash, Balqa, Madaba, Zarqa, Aqaba, and Kerak governorates</p> <p><b>Lebanon:</b> South: Sidon, Ein-El-Hilweh camp Tyre, Beirut, Dbayeh camp</p> <p><b>Syria:</b> Damascus</p>	<p><b>Syria:</b> Damascus, Rif Damascus, Aleppo, Hassakeh, Homs, Hama, Tartous, Swaida, Latakia, Daraa</p> <p><b>Jordan:</b> Irbid, Mafraq, Zarqa, Amman, Madaba, Karak, and Ma'an governorates</p> <p><b>Lebanon:</b> Akkar/T5, Bekaa, Beirut/Mt Lebanon.</p>	<p><b>Jordan:</b> Mafraq, Irbid, &amp; Zarqa governorates, and Za'atari refugee camp, <b>excluding (Tafileh &amp; Shobak) governorates</b></p>	<p><b>Syria:</b> Damascus and Damascus suburbs, Darra, Sweeda, Aleppo and Homs (Christian Valley )</p> <p><b>Lebanon:</b> Bourge Hammoud, Nabba, Anjar in Bekka and Sad Al Boushrieh, Bint Jbeil in the South, Koura in the North and Zahle in Bekka.</p>
<b>Sectors of response &amp; projected target population per sector</b>	<p><b>DSPR Jordan:</b></p> <p><b>FOOD</b> – 30,000</p> <p><b>Hygiene dignity kits</b> – 30,000</p> <p><b>LIFE SKILLS</b> – 1,680</p> <p><b>PSYCHOSOCIAL</b> – 2,560</p> <p><b>NFIs (Infants Clothes)</b> – 2,500</p> <p><b>HEALTH</b> – 4,000</p> <p><b>Winterization</b> – 1,300</p> <p><b>HEALTH – Nutrition</b> – 1,280</p> <p><b>CBO'S Training</b> – 1,800</p> <p><b>Civic Education Training</b> – 1,440</p> <p><b>Mother Support Group</b> – 1,600</p> <p><b>SGBV</b> – 1,280</p> <p><b>Medical Referrals</b> – 1,800</p> <p><b>Child. &amp; youth Forums</b> – 2,560</p> <p><b>Safe environment for youth and children</b> - 400</p> <p><b>Promotion of Girls Education</b> – 1,800</p>	<p><b>IOCC Lebanon:</b></p> <p><b>Food Security</b> – Food kits/hot meals - 350 families</p> <p><b>Health</b> – Access To Care-formula for children with malnutrition/health support for refugees with no health coverage/equipment for PHC to treat and rehabilitate people affected by the crisis/counselling for patients-/capacity building and coaching for health workers. 2,000 individuals</p> <p><b>WASH</b>-access to water-waste management-hygiene promotion activities-500 individuals</p> <p><b>Shelter:</b> Rehabilitation &amp; Rental Assistance - 250 individuals</p> <p><b>Education:</b> education support/school rehab- 1,000 individuals <b>Livelihood</b>-cash for work opportunities and capacity</p>	<p><b>LWF Jordan:</b></p> <p><b>Basic needs</b> - 4,000</p> <p><b>Protection (psychosocial)</b> - 2,755</p> <p><b>Education</b> - <b>400</b></p> <p><b>Livelihood</b> - 700</p> <p><b>Shelter</b> - 4,000</p> <p><b>WASH</b> - 3,000</p>	<p><b>MECC Syria:</b></p> <p><b>NFIs</b> - 1000 families targeted through the distribution of:</p> <ul style="list-style-type: none"> <li>• Children clothing kits 4000 individuals</li> <li>• Shoes; 4000 individuals</li> <li>• Winter jackets for parent; 2000</li> </ul> <p><b>Education</b> - Rehabilitations of 10 schools with WASH promotion for students (5000 students)</p> <p><b>Health</b> - Health awareness for 500 women</p> <p><b>Livelihood and early recovery</b> - Training for 100 trainees on business start-up followed with 30 Grants for 30 groups of people</p> <p><b>Capacity building</b> - 150 individuals</p> <p><b>MECC Lebanon:</b></p> <p><b>NFIs:</b></p> <ul style="list-style-type: none"> <li>• School kits for 400 students.</li> <li>• Student hygiene kits for 400 students.</li> </ul>

	<p><b>Refugee's Women Empowerment and forums – 3,040</b></p> <p><b>Capacity Building &amp; competencies - 675</b></p> <p><b><u>DSPR Lebanon &amp; Syria (New Project):</u></b></p> <p><b>Food - 400</b></p> <p><b>Hygiene - 400</b></p> <p><b>Education – 1,011</b></p> <p><b>Shelter - 105</b></p>	<p>building for the team to initiate related interventions in Lebanon-200 families</p> <p><b><u>IOCC Syria</u></b></p> <p><b>Food security – 20,000 individuals</b></p> <p><b>Shelter – 1,250 individuals</b></p> <p><b>Education – 6,000 students</b></p> <p><b>Livelihoods and early recovery – 200 individuals</b></p> <p><b><u>IOCC Jordan</u></b></p> <p><b>Shelter – Rehabilitation: 700 individuals (140 HH)</b></p> <p><b>Health – Prevention: 4,000 individuals</b></p> <p><b>Cash assistance: 1,500 individuals (300 HH)</b></p> <p><b>Non-formal learning: 600 individuals</b></p>	<ul style="list-style-type: none"> <li>• Dignity kits for 600 women.</li> </ul> <p><b>Education:</b></p> <p>Remedial classes for 400 Syrian students.</p> <p>WASH promotion for 400 students.</p> <p><b>Health:</b></p> <p>Health awareness for 600 women.</p> <p><b>Livelihood and early recovery -</b></p> <ul style="list-style-type: none"> <li>• Vocational training in different areas for 400 women.</li> <li>• Training on business start-up for 50 potential women who might start their small business</li> <li>• Small grants for 15 women graduated from business start-up course</li> </ul> <p><b>Protection -</b></p> <p><b>Capacity building /Lebanon</b></p> <p>100 volunteers</p> <p>Protection/Lebanon:</p> <ul style="list-style-type: none"> <li>• Advocacy on refugees' rights for 800 women refugees in Lebanon</li> <li>• Psychological support for 200 children and 200 women</li> </ul>
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TABLE 1: SUMMARY OF APPEAL REQUIREMENTS BY ACT MEMBER AND SECTOR:

Appeal Requirements	DSPR	IOCC	LWF	MECC	Total Requirements
Total requirements US\$	1,681,001	3,091,311	2,604,229	1,939,667	9,316,209
Less: pledges/contributions US\$	1,296,019	1,046,590	1,441,143	635,792	4,419,544
<b>Balance of requirements US\$</b>	<b>384,982</b>	<b>2,044,721</b>	<b>1,163,086</b>	<b>1,303,875</b>	<b>4,896,665</b>

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The ACT Alliance secretariat is certified with the Humanitarian Accountability Partnership's 2010 HAP Standard for accountability and quality management.

**TABLE 2: REPORTING SCHEDULE**

Type of Report	IOCC Lebanon	IOCC Syria	IOCC Jordan	LWF Jordan	MECC Syria	MECC Lebanon	DSPR Jordan	DSPR Lebanon
Situation reports	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Interim narrative and financial report	July 31, 2016	July 31, 2016	July 31, 2016	July 31, 2016	July 31, 2016	July 31, 2016	July 31, 2016	July 31, 2016
Final narrative and financial report	February 28, 2017	April 30, 2017	February 28, 2017	May 31, 2017	February 28, 2017	April 30, 2017	February 28, 2017	February 28, 2017
Audit report and management letter	March 31, 2017	May 31, 2017	March 31, 2017	June 30, 2017	March 31, 2017	May 31, 2017	March 31, 2017	March 31, 2017

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**Please kindly send your contributions to either of the following ACT bank accounts:**

**US dollar**

Account Number - 240-432629.60A  
IBAN No: CH46 0024 0240 4326 2960A

**Euro**

Euro Bank Account Number - 240-432629.50Z  
IBAN No: CH84 0024 0240 4326 2950Z

**Account Name: ACT Alliance**

UBS AG  
8, rue du Rhône  
P.O. Box 2600  
1211 Geneva 4, SWITZERLAND  
Swift address: UBSWCHZH80A

For earmarking of pledges/contributions, please refer to the spread sheet accessible through this link:

<http://reports.actalliance.org/>

The ACT spread sheet provides an overview of existing pledges/contributions and associated earmarking for the appeal.

**Please inform the Head of Finance and Administration, Line Hempel ([Line.Hempel@actalliance.org](mailto:Line.Hempel@actalliance.org)); ACT Senior Finance Officer, Lorenzo Correa ([Lorenzo.Correa@actalliance.org](mailto:Lorenzo.Correa@actalliance.org)), with a copy to the Regional Representative, Gorden Simango ([gsi@actalliance.org](mailto:gsi@actalliance.org)) And, Regional Programme Officer Ms. Felomain Nassar ([Felomain.Nassar@actalliance.org](mailto:Felomain.Nassar@actalliance.org)) of all pledges/ contributions and transfers, including funds sent direct to the requesting members.**

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**

ACT Regional Program Officer, Felomain Nassar ([Felomain.Nassar@actalliance.org](mailto:Felomain.Nassar@actalliance.org))

ACT Regional Representative, Gorden Simango ([gsi@actalliance.org](mailto:gsi@actalliance.org))

ACT Web Site address: <http://www.actalliance.org>



Pauliina Parhiala  
Director - COO  
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## **I. OPERATIONAL CONTEXT**

### **1. *The crisis: details of the emergency***

Conflicts and high level of violence continues throughout the Syrian Arab Republic, aerial bombings by government forces and attacks by armed opposition, extremist and designated terrorist groups continue to result in death, injury and displacement. During the month of September 2015, the Syrian conflict entered a new phase, with Russian air strikes across the country allegedly targeting terrorists' groups in Idlib, Hama, Homs, Aleppo, Raqqa and Deir-Ez-Zour. The airstrikes, and the increased intensity of related clashes, continue to have a negative impact on humanitarian access and delivery of humanitarian assistance. It is estimated that 12.2 million people (including 5.6 million children) inside the Syrian Arab Republic remain in need of urgent humanitarian assistance, many of them trapped in hard to reach areas. Over 4 million Syrian refugees have fled to neighboring countries. Around 6.5 million people have been internally displaced by violence. As of November 17th, 2015, UNHCR has registered 4,289,792 Syrian refugees in Lebanon, Jordan, Iraq, Turkey, Egypt and North Africa.

Humanitarian needs remain enormous. The delivery of humanitarian assistance, especially in hard-to-reach areas, remains extremely difficult and insufficient to meet people's needs. Violence, rapidly shifting conflict lines, administrative hurdles and underfunding continue to hamper the relief effort as needs continue to grow. Yet the needs remain immense in the three countries (Jordan, Syria and Lebanon). Government services and local communal services are under strain due to the increased demand, impacting service quality for both refugees and nationals, and threatening social cohesion and stability.

Refugees are facing trauma, depression and stress over providing for their families, and battling isolation and loneliness. This is particularly true of those spread throughout host communities, who feel increasing hostility directed at them from local residents. As well as psychosocial interventions, ACT JSL Forum members have identified food, non-food items, WASH, health, education, shelter and protection as high-impact, priority areas for intervention.

## **2. *Actions to date***

### **2.1 *Needs and resources assessment***

Over the past few years, the total number of poor households of Syrian refugees and Jordanians has steadily increased. Accordingly, there is an imminent need to move these vulnerable communities towards resilience and sustainability. The Regional Refugee and Resilience Plan 2015-2016 (3RP) as well as the recent Jordan Resilience Plan 2016 (JRP) drafting process highlighted that the response to the Syrian crisis has mostly been in the form of emergency relief, without adequate attention on how to build on the situation in a way that strengthens the country's infrastructure and capacity to manage such emergencies efficiently. The continuous and increasing Syrian refugees' influx stirs the need not only for emergency response but also resilience based approach to protect life and dignity. Although the Jordanian Government's response to the crisis has been backed by national and international agencies, there is growing acknowledgment that current-life saving, humanitarian funding, and programming should be complemented by an approach to build national resilience and sustain the level and quality of services provided. The Jordanian national policy, not permitting Syrian refugees to work, do not allow the humanitarian actors to move towards a sustainable approach but forces the response to focus on providing the basic needs of the Syrian refugees. However, it was reported that the total illegal Syrian refugee child labour in Jordan constitutes 70% (Jordan Prime Minister at the ILO conference (9 June, 2014) Al-Raii News Paper. In a study conducted by Tamkeen for Legal Aid and Human Rights study, an NGO legal-aid centre that works for the protection and promotion of human rights, dated 24 October 2015, the study said: Child labour is becoming "increasingly common" in Jordan, especially among refugees whose children join the labour market to help their families augment their income "This factor, together with



lack of access to education, the cultural permissibility of child labour in certain contexts, and the demand for child labour from unscrupulous employers, is leading to a growth in the phenomenon in Jordan.”

**DSPR Jordan** continues to serve Syrian refugees and needy, including Iraqi and Palestinian refugees in Jordan through responding to their continuous needs. DSPR initiated its intervention with the Syrian refugees on 18 February 2013, and up to this moment, DSPR intensively communicates, assesses and responds to the needs of Syrian refugees in (8) governorates (Amman, Irbid, Jerash, Zarqa, Balqa, Kerak, Madaba, and Aqaba) with special attention and focus on women, girls, and children. The total number of DSPR beneficiaries up to November 2015 is 49862. DSPR stresses the necessity of broadening the base of refugee's involvement, participation in planning, implementing, and evaluating cycle.

The advantages of such strategy was reflected in the unique experience of DSPR in forming and training joint Syrian-Jordanian voluntary teams in the project governorates and later on the forming of complaints' response committees at field and central level. The total number of volunteers working under DSPR is over 300 persons.

DSPR research and studies conducted in 2014 and 2015 in the area of refugees needs showed the pressing needs for food and non-food items. "Winter needs" in addition to their needs related to developing and upgrading their capacity in managing their health problems, the knowledge and skills in nutrition cope management in a new living communities. Adding to this refugee women needs who suffered a lot, comparing with other refugees' segments; their needs in the area of psychosocial, and the need for full support as "refugee mothers", and protection from Sexual and Gender Based Violence (SGBV).

DSPR studies involved more than (4000) women who were extremely frustrated, suffered anxiety, loss of hope, and depression, showed their needs for socio-economic empowerment. In this regard, the DSPR's response will include programs related to economic and social empowerment as well as training on self-employment and through training on "How to Start Your Own Business" (SYB), together with other home economics components, such as organizing various events for income generation.

Aside from refugee women needs, DSPR will focus on children of both genders. The DSPR research revealed their need for development, protection training, and providing communities with children clubs and forums especially for girls who are suffering exploitation, and lack of education opportunities. The need to promote girls' education is a must due to the increasing percentage of female withdrawal from schools for several factors, such as the lack of financial abilities to cover the cost of education, adding to this the learning difficulties for them. Families put less value on girl's education comparing with access to education for boys.

The DSPR strategy incorporates increasing and valuing the role of refugees' voluntary contributions, combined with training on group competencies, continue to forming and organizing various voluntary committees to help DSPR in planning, implementing, and evaluating its new programs and activities. The strategy will also include capacity building of DSPR board, staff, and volunteers, besides networking with concerned government bodies and NGOS.

**DSPR Lebanon** - A big number of agencies, international and local, work hard to meet the needs of the refugees who according to Mercy Corps have reached 1,727,53M in Lebanon. Although, recently thousands have immigrated legally or illegally and few hundred families have returned to Syria the colossal burden of the refugees has not been reduced. With housing, food and medical care topping the list of essential livelihood needs, the matter of education, vocational training and work opportunities continue to be essential for them. With the inability of the public or UNRWA schools to serve the huge number of children and young people of the new refugees, in addition to their own big numbers of local students, support is needed from other organizations.

Relief items are easy to distribute once funds are available. The difficulty lies in dealing with people who have lost their homes, belongings and villages and have experienced and witnessed violence and destruction. Many families have lost their breadwinner and have to rely on their children, many being minors to provide their very means of livelihood. But many also are anxious that their children continue their education and that is what should be a priority for all families. The present generation should not be allowed to be lost and fall into the traps of fanaticism or drug abuse. Every child and young person deserves a chance to learn even though they cannot deal with the educational system of their host country. Languages and other means of learning should be part of any learning program.

**IOCC Lebanon** has a team of 85 staff members implementing countrywide activities in the following sectors: Health and nutrition, WASH, education, food security and basic assistance. IOCC's role varies from direct implementation to technical support and capacity building. IOCC's Lebanon Country Office assesses needs at the community level as well as through the UN inter-agency working group, sector working groups, and by direct contact with UN staff and relevant ministries. The proposed ACT SYR161 activities are based on needs identified in the field, as well as IOCC's recently-developed Country Response Plan 2016 which reflects communication with all of these stakeholders about the humanitarian situation in the country.

**IOCC Syria:** As a direct result of the prolonged crisis, the Syrian economy continues to be in a dire situation, with a sharp decline in purchasing power. Populations affected by the crisis face severe shortages in their everyday needs, particularly food and livelihoods. There has been a sharp increase in food prices as the crisis has led to reduced agricultural production and inflation. The 2015 UN Humanitarian Needs Overview (HNO) assessed that 9.8 million people were food insecure, of which 6.8 million categorized as severe. In 2015, more than 1.5 million were newly displaced.<sup>1</sup> The rapid rise in inflation has made the purchase of daily items progressively more difficult, putting those who are extremely poor in a very precarious position as they cannot afford the basic livelihood needs.

In May 2015, IOCC/DERD completed a rapid needs assessment of 2,500 families in all governorates where it is operational: Aleppo, Damascus, Daraa, Hasakeh, Homs, Latakia, Rif Damascus, Swaida, and Tartous. Below are details that describe some of the considerable gaps in humanitarian aid reaching people in Syria;

**Education:** The primary reasons why children are not attending school are cost and insecurity. Costs include school supplies, school fees, and transportation which prevent children in Syria from attending school.

**Food:** Ninety-two percent of participants reported difficulty accessing food. Among those indicating difficulties in accessing food, high prices were cited as a reason by 97% of households. The findings suggest food is available in markets but the households are having a difficult time accessing it due to increasing costs.

**NFIs:** Over 67% of households surveyed were receiving NFI assistance and this proportion was similar between displaced and non-displaced households. Despite receipt of assistance, almost all households reported having unmet needs which indicates that continued distribution of NFIs is important. The most frequently reported unmet NFI needs included hygiene kits, dignity kits, clothing, and bedding.

**IOCC Jordan:** Since the onset of Syria crisis and the large influx of refugees, IOCC Jordan has been responding by implementing projects in shelter, health, education and providing life-saving commodities (food and non-food items) in host communities and in refugee camps. Particularly in 2015, IOCC Jordan carried out relief activities targeting thousands of refugees and vulnerable Jordanians through the provision of food vouchers, cash assistance, hygiene parcels, winterization items, health treatment and promotion, as well as providing support to persons with disabilities. To continually improve its program, IOCC collects feedback from individual beneficiaries and focus groups. It combines this with primary and

<sup>1</sup> <https://www.usaid.gov/sites/default/files/documents/1866/09.21.15%20-%20USG%20Syria%20Complex%20Emergency%20Fact%20Sheet%20%238.pdf>

secondary data and information obtained through cooperation and coordination with other humanitarian actors, including ACT JSL Forum members, local partners, and community based organizations (CBOs), UN agencies, INGOs, Government of Jordan and the church. IOCC's work takes into account the Jordan Response Plan (JRP) 2016-2018 which IOCC helped develop based on the most pressing needs in education, health and shelter.

**LWF** is currently running a program for youth in Zaatari refugee camp, "Peace Oasis", providing psychosocial support to youth in order for the beneficiaries to gain valuable tools to cope with their current environment, past and future. In addition, LWF has successfully rehabilitated 20 schools in northern host communities, provided vocational training for vulnerable beneficiaries, been engaged in implementing different programs, i.e., winterization preparation, food assistance, NFI distribution, and has experience within many other different sectors. As part of ACT151 appeal, LWF provided food assistance, WASH, Winter NFIs, shelter rehabilitation, psychosocial support and peace building, vocational training and capacity building in Zaatari camp and in host communities. In the design of new projects, LWF uses consistently feedback collected systematically from beneficiaries on ongoing projects. LWF is utilizing the information gathered from its assessments, together with combining information from sector specific assessments carried out by other NGOs and UN agencies. Most of the information is shared in sector working groups and is available on-line as well.

**MECC Syria** Liaison Office has launched its humanitarian activities since the influx of Iraqi refugees into Syria in 2006 followed by its intervention to meet the needs of Lebanese refugees into Syria in 2006. Its gained experience from the ground and its well-established networks with all churches and other LINGOs enabled MECC to launch its humanitarian intervention from the beginning of the Syrian crises. Through its 53 staff located in different Governorates and its branch offices offered from member churches, MECC provided over the recent four years thousands of food and non-food items through local procurements or through receiving in kind shipments from its partners, rehabilitation of 65 WASH facilities in public schools across the country including WASH promotion sessions for students studying in those schools, conducting training programs for staff and humanitarian volunteers working in churches and national NGOs, providing assistance of tuition fees for poor students that are studying in church related schools, conducting vocational training for young people who left their studies provided with life skills training and business start-up initiatives, conducting health awareness sessions for women, children and families, and special education program for drop out children.

According to many requests from MECC member churches and the results of data collection in different registration offices, there are big needs to:

- Develop the skills of church and LINGOs volunteers in the area of SPHERE concept, method of monitoring and evaluation, and effective leadership and communication skills with affected people.
- The results of the data collection from registration offices that are shared with the Greek Orthodox Patriarchate of Antioch (GOPA), there are lots of requests for food and non-food items (clothing kits and others).
- Needs to provide livelihood assistance to young people and to those who lost their business.
- Due to the experience of MECC in rehabilitating WASH facilities of schools, a request has been received from the Ministry of Education to rehabilitate many schools in different Syrian governorates after the success and positive impact of recent similar project conducted by MECC.
- Finally, through the observation on the ground where many people do not have access to food-safety and live in insecure conditions in private shelters (unfinished buildings), a need has been emerged to raise the awareness of health critical and appropriate hygiene behaviour.

**MECC Lebanon** – MECC, through the Diakonia and Social Justice-DSJ Unit and ICNDR program have been involved in humanitarian activities through its service to refugees, displaced and migrants' people. The influx of Iraqi refugees since 2003 and Syrian Refugees since 2011 have mandated the unit to further respond to refugee needs. The unit increased its experience from the field and its well-established

networks with all churches and INGOs that enabled MECC/DSJ to launch its humanitarian intervention from the beginning of the regional crisis more specifically the Syrian crises.

Through Socio-Medical Center, Our Lady Dispensary – O.L.D. located in a densely inhabited poor area of Sad el Baushrieh and through the Armenian Relief Cross of Lebanon, an independent NGO, a socio medical Center in the densely populated Nabaa Region of Bourj Hammoud and ICNDR programs in the North of Lebanon and the South and in Zahle in Bakah ; MECC offered and provided over the recent years thousands of food and NFIs parcels through receiving in kind material from its partners, WASH promotion sessions for students studying in neighboring schools, conducting training programs for refugee women and youth, providing additional educational learning for students having difficulty in following up classes, conducting vocational training for young women who are widowed or their husbands are unemployed or with very poor income, or with little or no education, or who have left their studies at early age, conducting health awareness sessions for women, children and families, special education program for dropout children, etc..

According to MECC observations on the ground, following are the needs that MECC intends to meet;

- Assisting Syrian students studying in public schools with remedial classes, enabling them coping with Lebanese curriculum in order to pass the final exams without difficulties.
- Assisting and responding to the health needs and basic knowledge of nutrition and other hygiene behaviour for women and children.
- Improving the livelihoods prospects and capacities of vulnerable Syrian and host community women by providing vocational training.
- Providing business start-up for potential women who will be capable to launch small business for them and providing small grants to meet such needs.
- Promoting advocacy on refugees' rights.
- Lack of access to information on available services and assistance.
- Lack of existing psychosocial support and related services for vulnerable Syrian refugees and Lebanese communities. Children, youth, boys, girls, men and women who have endured trauma or are currently living in conditions of hardship and duress require social support and stronger community networks.
- Identification of vulnerable cases in need of specialized services.
- In South Lebanon, perceived inequity in the provision of support to refugee and host communities has contributed to the resistance of some local authorities to the maintenance of humanitarian access for relevant actors, reducing the capacity of humanitarian actors to reach those in need of assistance.

## 2.2 Situation analysis

Jordan: With the Syria crisis about to finish its fifth year, the war aggravated into an ambiguous conflict in terms of players, level of violence, victims, and an increasing number of refugees. Jordan is facing a huge influx of Syrian refugees which poses significant socio-economic, political, and security challenges for the country. Jordan is a relatively small country. About 75% of the country has a desert climate with less than 200 mm. of rain annually. Jordan's principal environmental issues are insufficient water resources, soil erosion caused by overgrazing of goats and sheep, and deforestation. Jordan, is the fourth most water-scarce country in the world, and was strained to provide water to its population even before the arrival of Syrian refugees. The Syrian refugee population in Jordan is rising to 20% of the total population. According to UNHCR, Jordan has 633,644 registered Syrian refugees as of November 17<sup>th</sup> 2015. Authorities estimate the number of Syrians in Jordan at around 1.5 million, hence, the remaining Syrians resided in Jordan are not registered as refugees. Eighty-seven percent of the refugees opted to reside in host communities rather than camps. The two major camps for Syrian refugees in Jordan are Za'atari camp hosting 79,140 refugees and Azraq camp hosting 27,701 as of November 17<sup>th</sup> 2015. For Jordanians, the highly visible presence of many thousands of refugees living in their midst – mostly in urban areas, has raised fears over competition for resources and opportunities. Yet, the influx hit the most vulnerable

people in their country hardest. It does not look like refugees will be able to return to Syria any time soon, no matter how hard life in Jordan becomes.

**Syria:** According to UN-OCHA data as of October, 2015, there are 13, 5 million people in need of humanitarian assistance, 4, 2 M people have fled the country and 6, 5 M people are internally displaced by violence. As the conflict in Syria is closely to finish its fifth year, a political solution is still to be found. Human rights violations and abuses continue to occur in the context of widespread insecurity and in disregard of international law, including international humanitarian law, and human rights law. More than half of all Syrians have been forced to leave their homes, often multiple times, making Syria the largest displacement crisis globally. According to the Syria 2015 SRP the Syrian economy has contracted by an estimated 40 per cent since 2011, leading to the majority of Syrians losing their livelihoods.

Humanitarian access to people in need in Syria remains constrained by shifting frontlines, administrative and bureaucratic hurdles, violence along access routes and general safety and security concerns, especially in areas under the control of terrorist groups listed in United Nations Security Council (UNSC) resolutions 2170 and 2178. It is increasingly difficult for Syrians to find safety, including by seeking asylum. These difficulties have resulted in a marked decline in the number of newly arriving registered refugees and in their ability to access international protection.

In Lebanon, 1,075,637 UNHCR registered refugees have settled wherever they found houses or could set up shelters often outnumbering the locals of that area, with additional 52,000 Syrian/Palestinian refugees squeezed mostly into the Palestinian camps and their surroundings. This heavy presence of the refugees put great pressure on the area's infrastructure while the government and NGOs struggled to provide the most basic of needs. With time, the initial hospitable reception has grown into intolerance, resentment with conflict and hatred growing as the locals and refugees struggle to deal with inflation of rental, overcrowding of schools and competition over jobs. The youth live in unstable conditions vulnerable to exploitation and struggling with their schooling in a foreign language following a new educational system. A new problem has emerged which is illegal immigration through dangerous means arranged by a greedy and unscrupulous mafia. Thousand have immigrated into the unknown while hundreds died along the way.

### **2.3 Capacity to respond**

**DSPR Jordan:** The Department of Services to Palestinian Refugees (DSPR) is an integral part of the Middle East Council of Churches (MECC) founded to support Palestinian refugees and needy people in the region. The organization has served refugees in Jordan since 1952, focusing particularly on women and youth empowerment, childhood development, environment protection, and health and vocational training. In addition, DSPR grants no-interest loans for the establishment of small projects to enhance the socio-economic well-being of marginalized people.

**DSPR Lebanon:** In Lebanon, DSPR/ Lebanon has had a long history and experience in serving refugees. It began its services in 1950 with relief and moved into development and community projects that train and promote self-reliance and growth for the benefit of the family and community. Schools, vocational and family centers had been established benefitting thousands of refugees. Although the schools and many of the centers have since closed due to funding constraints, still functioning are five vibrant centers serving in the same line of work and serving the camps of Beirut and the South.

**IOCC Lebanon:** IOCC began working in Lebanon in 2001, implementing both development and emergency programs. IOCC's initial project was a school feeding project that provided more than 45,000 students in 243 public schools with nutrient-balanced meals. Since 2012, in collaboration with UNHCR, UNICEF, OCHA, the government of Lebanon, and other actors, IOCC has been providing humanitarian assistance to Syrian refugees and vulnerable host families in Lebanon. IOCC has a well-established administrative



capacity and enjoys excellent relations with key actors (UN, Ministries, and NGOs). IOCC's program staff has strong technical, M&E, and reporting capacity to document "activity info" in all sectors.

**IOCC Syria:** Since 2002, IOCC has worked with the DERD in GOPA to implement joint emergency relief projects within Syria. In 2007, IOCC/DERD began implementing a multi-million-dollar aid program for Iraqi refugees in Syria. IOCC/DERD's current humanitarian aid project began in March 2012 and targets the internally displaced, conflict-affected and refugee population within Syria. Since 2012, IOCC/DERD has assisted over 2 million Syrian in need in the sectors of food/NFIs, psychosocial support, education, shelter, livelihoods, health, capacity building, and WASH.

**IOCC Jordan:** IOCC is registered as an international NGO with the Ministry of Social Development in 2005. Since then, IOCC has been implementing emergency, relief, and development programs for refugee populations and vulnerable Jordanians. In response to the refugee crisis in Jordan, IOCC has provided food and non-food items to Syrian refugees and vulnerable Jordanians. To date, more than 80,000 individuals have benefited from this assistance. IOCC also provided school uniforms to 64,000 school children in host communities and Syrian refugee camp, offered English language classes for children and youth, organized health campaigns to control head lice in refugee camps, and supported vocational and life skills training programs for both refugees and vulnerable Jordanians. It is currently carrying out a program to screen refugee and vulnerable host community children for hearing, sight, and mobility disabilities.

**LWF:** As a global organization, LWF has a long history of engagement in the Middle East region, including signed certificates of registration with the Jordanian government dating as far back as 1958 and 1965. LWF Jordan is registered with the Ministry of Social Development as a charitable agency of the Evangelical Lutheran Church in Jordan and the Holy Land (ELCJHL), which is based in Amman and has membership in the Lutheran World Federation. LWF representatives maintain regular contact with the Ministry of Planning and International Cooperation (MoPIC) and coordinates activities with local community-based organization partners who provide information on the needs and priorities of local communities. LWF representatives are also active members of various UN-led working groups related to the Syrian refugee crisis. Membership in these working groups has resulted in access to multiple NGOs working in Jordan on development initiatives. LWF will maintain regular contact with the relevant working groups in order to avoid duplication of activities, coordinate with other actors, and keep up-to-date on the most current, relevant issues and developments within the different sectors. LWF representatives were active in the planning of the Regional Response Plan 5 (RRP5). As part of their participation in the Sector Working Groups, LWF is also engaged in the design of the 3RP (Regional Refugee and Resilience Plan) for 2016. LWF-Jordan has two offices, one in Amman and one in Zaatari Camp and has been working with Syrian refugees in Jordan since 2013. The LWF is assisting Syrian refugees both inside Zaatari camp and in Jordanian host communities. In the interest of social cohesion given the massive influx of Syrian refugees, vulnerable Jordanian households are also receiving assistance.

**MECC Syria:** MECC Liaison Office in Syria was initiated in 1986 under the patronage of the Greek Orthodox Patriarchate of Antioch and all the East (GOPA), and in full agreement at that time with MECC member churches. MECC office has an autonomous status in terms of its implementation and finance; it has its own office and staff that linked directly to MECC Headquarter in Lebanon. It works directly with all member churches using the umbrella of GOPA as a founder of MECC in 1974. MECC used to be the ecumenical umbrella for all activities in Syria to date. MECC has 53 staff with a main office in Damascus and liaison offices in other Syrian Governorates. It has its own Bank account in Syria and all its expenses are audited by one of the big four audit firms. MECC has launched variety of activities in Syria since the initiation of its liaison office such as: capacity building programs, vocational training, supporting churches in their Diaconal activities, education, training program, women capacity building, business start-up, micro scale grant projects, psychological support program, health awareness and nutrition for women, children and families. Distribution of food and non-food items, rehabilitation of schools, health programs, WASH

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promotion for students, special education for drop-out students for Iraqi refugees in partnership with ACT, and distribution of medicines.

MECC has good connections with all local ministries and UN agencies, and attends UN sector meetings. MECC has shared all meetings with UNDP upon drafting resilience documents and it attends with UNICEF Cluster meetings for WASH activities.

MECC will design the ACT161 project with MECC staff and ERS unite to ensure utmost efficiency, and meeting the objectives and indicators of proposed activities. MECC will coordinate its activities with all ACT members working on the same ground like IOCC in Syria. IOCC is working directly with Department of Ecumenical Relations & Development (DERD)/GOPA where MECC is working under its umbrella. Therefore, MECC will coordinate its intervention to overcome any duplication but rather to ensure utmost coordination to deliver the aid to all in need.

**MECC Lebanon:** MECC office in Lebanon was initiated in 1974 where Lebanon witnessed at that time the outbreak of the civil war. MECC responded to the needs of the victims of Lebanon civil war at that time through its ERR programs (Emergency Relief and Rehabilitation) where thousands of war affected benefited from MECC programs. Along with the service of Lebanese IDPS, MECC served the Palestinian refugees in Jordan through DSPR program. Later on, MECC served Iraqi refugees through ERS program and supported the churches in the region to establish their special institutions to meet the needs of development. Service to refugees and variety of Diaconal programs.

MECC has Liaison Offices in Syria, Jordan, Egypt as well as representation in the Abu Dhabi and Cyprus. It has a unique legacy as it brings together under its ecumenical platform all churches in the region. Recently, MECC developed its structure like other ecumenical settings due to the changing of the needs on the ground and due to the economic challenges that has been facing most of ecumenical organizations depending on external resources.

MECC was able through its well planned restructuring processes to close all its debts and stand again on its feet. As such, it is going to retain its role in the region as it has been in the past. MECC has reactivated the ERS unite along with the other existing unite like Diakonia and Social Justice (DSJ), and Inter Church Network for Development and Relief (ICNDR).

MECC HQ office in Lebanon has limited full time staff with bigger number of staff working on project basis. Its units in Lebanon has been involved with variety of programs such as; vocational training, education, women capacity building, psychological support program, health awareness and nutrition for women, children and families. Distribution of food, non-food items and medication, health programs, hygiene promotion for students, as well as special education for drop-out students for Syrian refugees in partnership with FCA and the Italian NGO Otto per Mille.

## 2.4 Activities of Forum and external coordination

ACT members will continue to work collaboratively in the ACT JSL Forum in Jordan, Syria and Lebanon. All ACT involved members participate in the UN working groups and/or cluster meetings, and have developed Memorandums of Understanding (MoU) with various local and international agencies. Agencies are also active in global cluster groups as appropriate, considering their areas of specialization.

The ACT JSL Forum comprises of 10 ACT members, including the 4RMs in this appeal (DSPR, IOCC, LWF and MECC). The 4 requesting members have budgeted for ACT JSL joint activities; JSL forum annual meeting to be tentatively held in Beirut, with two other monthly meetings to take place in Beirut. These meetings will be scheduled by the members with prospects to hold the first meeting around the annual meeting, while the second will take place by the end of 2016.

The Jordan members (DSPR, IOCC and LWF) have jointly agreed to budget for training activities to be run by the JSL forum members. Each member will organize 2 trainings as follows: DSPR: on Women



Empowerment and Participatory Approach; IOCC: on Monitoring & Evaluation and Needs Assessment, and LWF: on Protection and Environment. Coordination expenses and training activities were budgeted, where each member will provide information separately on its training program' implementation.

Women Empowerment: DSPR has been working on women empowerment program in 2015 to build their capacities and enable them enhance their living conditions. This will be an internal training to showcase the lessons learned and best practice with ACT members.

Refugees Participatory Approach: DSPR will work with its voluntary teams to share with ACT members working in the field, a case study that shows the importance of participation in all work phases, i.e.: data collection, needs assessment, home visits, surveys, planning, implementation, monitoring and evaluating programs and activities. The Program Manager will facilitate presenting the case study and participation process.

Monitoring & Evaluation: IOCC will be organizing training for the staff of ACT JSL members on conducting professional needs assessments and on establishing accurate M&E methods and systems.

Protection training: LWF will work with its Protection Manager to identify a training consultant to give advanced trainings on psychosocial, child protection, data protection, protection streamlining, and other protection related topics related to beneficiary LWF will invite its staff, ACT members working in the field and other INGOs in the area to the training, to help build partner capacity and to increase the visibility of ACT Alliance in the region.

Environmental streamline training: LWF Jordan will seek out a consultant to help train staff and ACT members about streamlining techniques.

Unconditional Cash training: LWF has been working with a new unconditional cash program in 2015 2016. This will be an internal training to showcase the lessons learned and best practice with ACT members.



## II. PROPOSED EMERGENCY RESPONSE

### 1. Target populations, and areas and sectors of response

DSPR Jordan	Sector of response	Geographic area of response	Planned estimated target population									
			0-5		6-17		18-65		+65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Food	North, South, Amman, Balqa			2000	5000	5750	17250			7750	22250
	Hygiene dignity kits	North, South, Amman, Balqa				7750		17250		5000		30000
	Life Skills	North, South, Amman, Balqa			400	1280					400	1280
	Psychosocial	North, South, Amman, Balqa			300	460		1800			300	2260
	NFIs (Infants Clothes)	North, South, Amman, Balqa	1000	1500							1000	1500
	Health	North, South, Amman, Balqa	400	400	100	800	100	2000		200	600	3400
	Winterization	North, South, Amman, Balqa			150	150		800		200	150	1150
	Health- Nutrition	North, South, Amman, Balqa			200	200	100	580		200	300	980
	CBO'S Training	North, South, Amman, Balqa					800	1000			800	1000
	Civic Education Training	North, South, Amman, Balqa					440	1000			440	1000
	Mother Support Group	North, South, Amman, Balqa						1600				1600
	SGBV	North, South, Amman, Balqa						1280				1280
	Medical Referrals	North, South, Amman, Balqa			100	600	200	800	50	50	350	1450
	Children and youth Forums	North, South, Amman, Balqa			600	860	200	900			800	1760
	Safe environment for youth and children	North, South, Amman, Balqa			200	200					200	200
	Promotion of Girls Education	North, South, Amman, Balqa				600		1200				1800
	Refugee's Women Empowerment and forums	North, South, Amman, Balqa						3040				3040
	Capacity Building and competencies*	North, South, Amman, Balqa			50	200	100	325			150	525
Totals (in individuals):											13240	76475

DSPR Lebanon	Sector of response	Geographic area of response	Planned estimated target population									
			0-5		6-17		18-65		+65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Food	Sidon, Ein-El-Hilweh, Tyre, Dbayeh									200	200
	Hygiene	Sidon, Ein-El-Hilweh, Tyre, Dbayeh									200	200
	Education	Sidon, Ein-El-Hilweh, Tyre, Dbayeh					60	80	30	35	90	115
	Education	Sidon, Ein-El-Hilweh, Tyre, Dbayeh			120	110	50	60			180	170
	Education	Sidon, Ein-El-Hilweh, Tyre, Dbayeh			180	200	30	30			210	230
	Shelter	Sidon, Ein-El-Hilweh, Tyre, Dbayeh			35	40	14	16			49	56
	Education	Damascus					16				16	
Totals (in individuals):											945	971

IOCC Lebanon	Sector of response	Geographic area of response	Planned estimated target population									
			0-5		6-17		18-65		+65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Food Security	Akkar/T5, Bekaa, Beirut/Mt Lebanon	220	225	235	250	310	320	85	105	850	900
	Health & Nutrition	Countrywide	200	200	150	350	100	750	50	200	500	1500
	WASH	Countrywide	120	120	160	160	80	80	40	40	400	400
	Shelter	Countrywide	170	230	220	280	110	140	50	50	550	700
	Education	Countrywide			500	500					500	500
	Livelihood	Akkar/T5, Bekaa, Beirut/Mt Lebanon						120	80		120	80
Totals (in individuals):											2,920	4,080
IOCC Jordan	Sector of response	Geographic area of response	Planned estimated target population									
			0-5		6-17		18-65		+65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Shelter - Rehabilitation	Irbid, Mafraq, Zarqa, Amman, Madaba, Karak, and Ma'an	71	69	107	103	138	143	35	34	351	349
	Health – Prevention	Irbid, Mafraq, Zarqa, Amman, Madaba, Karak, and Ma'an			565	535	1270	1230	195	205	2030	1970
	Cash Assistance	Irbid, Mafraq, Zarqa, Amman, Madaba, Karak, and Ma'an	131	123	270	255	316	351	22	32	739	761
	Education - Non-formal earning	Irbid, Mafraq, Zarqa, Amman, Madaba, Karak, and Ma'an			136	128	160	176			296	304
Totals (in individuals):											3,416	3,384
IOCC Syria	Sector of response	Geographic area of response	Planned target population									
			0-5		6-17		18-65		+ 65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Food Security	Damascus, Rif Damascus, Aleppo, Hassakeh, Homs, Hama, Tartous, Swaida, Latakia, Daraa	1960	1980	3160	3280	3900	4320	660	740	9690	10320
	Education	Damascus, Rif Damascus, Aleppo, Hassakeh, Homs, Hama, Tartous, Swaida, Latakia, Daraa			3000	3000					3000	3000
	Shelter	Damascus, Rif Damascus, Aleppo, Hassakeh, Homs, Hama, Tartous, Swaida, Latakia, Daraa	128	129	191	197	229	251	61	64	609	641
	Livelihoods	Damascus, Rif Damascus, Aleppo, Hassakeh, Homs, Hama, Tartous, Swaida, Latakia, Daraa					100	100			100	100
Totals (in individuals):											13,399	14,061
LWF Jordan	Sector of response	Geographic area of response	Planned target population									
			0-5		6-17		18-65		+ 65		Totals	
			M	F	M	F	M	F	M	F	M	F
	Basic Needs	Mafraq, Irbid, Zarqa and Za'atari camp	160	160	280	640	400	2280	40	40	880	3120



	Protection	Mafraq, Irbid, Zarqa and Za'atari camp	120	120	25	25	1102	1363	0	0	1247	1508
	Education				200	200	0	0			200	200
	Livelihoods	Mafraq, Irbid, Zarqa and Za'atari camp					350	350			350	350
	Shelter	Mafraq, Irbid, Zarqa and Za'atari camp	160	160	280	640	400	2280	40	40	880	3120
	WASH	Mafraq, Irbid, Zarqa and Za'atari camp	118	118	204	468	312	1728	26	26	660	2340
Totals (in individuals):											4,217	10,638
MECC Syria	Sector of response	Geographic area of response										
			0-5		6-17		18-65		Totals			
			M	F	M	F	M	F	M	F		
	NFs , clothing , shoes and jackets for adults	Sweeda, Aleppo and Christian valley in Homs	300	300	1700	1700	1000	1000	3000	3000		
	Rehabilitation of schools and Distribution of student hygiene kits	Darra, Izrrat, Bassir, Khabbab and Sannamain			2500	2500			2500	2500		
	Health awareness for women	Darra and Damascus					500				500	
	Capacity building for church workers	All Governorates					75	75	75	75		
	Grant activity	Aleppo and Damascus suburbs					50	50	50	50		
	Total : 11750								5625	6125		
MECC Lebanon	Sector of response	Geographic area of response										
			0-5		6-17		18-65		Totals			
			M	F	M	F	M	F	M	F		
	Education , health awareness, and distribution of student hygiene kits	Bourge Hammoud, Nabba and Sad Al Boushrieh , Koura and Possibly Zahle and Bint Jbeil			200	200			200	200		
	Health Awareness for women	Bourge Hammoud, Nabba and Sad Al Boushrieh and Anjar in Bakka, Zahle, Beint Jbeil in the south and Al koura in the North.						600			600 )	
	Vocational training for women	Bourge Hammoud, Nabba and Sad Al Boushrieh nd Anjar , Zahle, Beint Jbeil in the South and Koura in the north						400			400	
	Business start-up courses	Bourge Hammoud, Nabba and Sad Al Boushrieh and Anjar						50			50	
	Grants for 15 women	Bourge Hammoud, Nabba and Sad Al Boushrieh and Anjar						25			25	
	Advocacy on refugees rights	Bourge Hammoud, Nabba and Sad Al Boushrieh and Anjar, Koura, Bint Jbeil and Zahle						800			800	
	Psychological support for children and women	Zahle, Beint Jbeil in the South and Koura in the North			100	100		200	100	300		
	Training for volunteers						50	50				

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	Total :								350	950
	Note	1- Some Participants of0 vocational training will also participate in health awareness for women. 2- All women participating in Health awareness, Vocational training will get special sessions on advocacy for refugee's rights.								

## 2. Overall goal of the emergency response

### 2.1 Overall goal

- To reduce the vulnerability and ease the burden of people who are affected by the Syrian conflict in Syria, Jordan and Lebanon.
- To empower refugees affected by the Syrian crisis to better cope with the consequences of displacement.
- To preserve the wellbeing, ease the vulnerability of affected people, and alleviate their economic burden and building the capacity of stakeholders.

### 2.2 Outcomes

- Promote food availability through in kind food assistance and sustainable food value chain
- Refugee and host community beneficiaries have improved access to services and better knowledge regarding health and hygiene issues.
- Refugee and host community have improved access to WASH services and increased awareness.
- Vulnerable refugee and host community families have adequate and improved living spaces.
- Refugee children and children from host community have access to quality formal education and support education services.
- Reduced economic burden by families participating in Cash for Work (CfW) opportunities.
- The wellbeing of vulnerable Syrian families is improved through the provision of food parcels.
- Beneficiary children who have not had regular access to school are able to continue or catch-up with their age-group in school.
- Beneficiaries are able to remain in their current shelters.
- Beneficiaries have more cash to address their essential needs.
- Refugees living outside refugee camps and host community beneficiaries have adequate and improved living space.
- Refugee and host community beneficiaries have improved knowledge regarding preventive health, hygiene and nutrition.
- The economic burden of Syrian refugees and vulnerable Jordanians is reduced through the provision of cash-for-rent assistance and emergency cash assistance.
- Vulnerable Syrian refugees and vulnerable Jordanians have access to improved living conditions and are able to live together in peace and harmony.
- Syrian refugees and vulnerable Jordanians in host communities have improved capacity for psychosocial resilience.
- Staff, church and LNGOs volunteers are more aware about humanitarian SPHERE principles, Humanitarian low and core principles, how to communicate with beneficiaries and how to lead their organizations effectively.
- More safe education & health conditions have been provided through rehabilitation of WASH facilities in public schools where children become more aware about hygiene behavior.
- Building the resilience and alleviating the economic burden on jobless youth and skilled labors who lost their investment by providing vocational & life skills training, management skills training, business startup knowledge and financial grant to initiate their micro scale business.
- Raising the awareness of basic healthy life conditions in terms of nutrition and hygiene behavior, and reduce risky incidents.

- Syrian refugee students facing problem with Lebanese curriculum are enabled to pass the final exam through enrolling them in remedial classes.
- The awareness on healthy hygiene behavior is raised in schools and at home through WASH promotion courses for targeted students in remedial courses.
- Building the resilience of vulnerable Syrian women by providing vocational training (VT) courses provided with business start-up training and grant offering for a few targeted women.
- The awareness of basic healthy life conditions is raised in terms of nutrition and hygiene behavior and risky incidents are reduced for the targeted women attending vocational courses.
- The awareness on women refugees' rights is raised and adequate counseling is provided on legal issues for women attending VT courses.

### 3. Proposed implementation plan

#### 3.1 Narrative summary of planned intervention

##### **DSPR JORDAN:**

Through activities, DSPR Jordan stresses on the following:

- Reaching the neediest, targeting Syrians, Palestinians, Iraqi's refugees and needy people.
- Focusing on women, children and youth.
- Fostering self-dependency and self-sustainability.
- Participation as crucial in all development efforts.
- Grassroots collaboration.
- Networking and information sharing with NGOs and CBOs.

DSPR Jordan adopts a methodology based on refugee participation in needs identification, prior to building the plan of action or the log-frame. This methodology is now extended to include all work done with refugees from Syria who are resided in Jordan.

**Outcome 1: Food and non-food items:** provide vulnerable displaced Syrian families and needy people with essential food and non-food items including winterization items to help improving their wellbeing.

**Outcome 2: Health and Nutrition Awareness:** provide highly qualitative health and nutrition awareness sessions, and provide qualitative medical diagnosis and medical dispense through free medical days.

**Outcome 3: Psychosocial Support:** help the affected refugees reduce their psychosocial impacts which resulted from the emergency situation, improve their psychosocial status and wellbeing, as well as improve/ provide protection of SGBV.

**Outcome 4: Life Skills Training:** develop suitable training skills for children and youth of both genders on selected areas of life skills components.

**Outcome 5: Capacity Building for CBOs:** develop CBOs' volunteers and cadre skills and attitudes in selected emergency and relief issues, in order to deal effectively with emergency and disasters conditions.

**Outcome 6: Civic Education:** create qualified and competent trainers and facilitators in local communities in the area of civic education.

**Outcome 7: Mothers Support Group:** build trainers and facilitators competencies to serve the refugee mothers, assist them gaining the needed skills and knowledge, and coping with challenging issues as active mothers within their family and community.

**Outcome 8: Referral Services:** serve refugees who need extra medical care and follow up, mainly in the field of referral medical services.

**Outcome 9: Children and youth Forums:** establish and equip a group of children and youth forums to provide safety learning environment for them.

**Outcome 10: Promotion of Girls Education:** ensure that refugee girls have the opportunity to continue their formal education.

**Outcome 11: Refugee women social and economic forums:** empower refugee women through providing committees with safely, social, and economic environment learning.

**Outcome 12: Best practice techniques and service quality assurance:** improve the quality of services for refugees, keep working accountable with refugees, staff, and volunteers, and build their capacity.

#### **DSPR LEBANON:**

DSPR Lebanon proposes carrying out the following activities:

- Helping the neediest of Syrian refugees living in and around the Palestinian refugee camps with food and sanitation needs while benefiting the Palestinian camp shopkeepers by procuring the needed items from their shops.
- Focusing on families -especially the most vulnerable - elderly, sick, handicapped etc. by providing them with shelter.
- Preventing young students who cannot cope with the local system of education from becoming school dropouts wasting their most important formative years.
- Providing young students with a chance to follow the system of education with which they are familiar and by which they can grow towards a self-dependent future for themselves and their families.
- Providing informal education of languages, computer, math and sciences to students wanting to join the local schools or enter local universities or academies.
- Carrying out psychosocial programs to help those affected by the Syrian conflict.
- Facilitating access to Syrian Universities where they are still functional and safe.
- Helping students who are internally displaced or still reside in the Yarmouk camp access to educational services offered in Syria. This is a JCC/DSPR program resulting from 3 years of collaboration with people in the field of education in the Palestinian community and the Ministry of Education in Damascus. JCC has been helping the children of Yarmouk in their educational needs of books and instructional materials for the last 2 years. The Director of the "General Committee for the Palestinian Refugees in Syria" has asked JCC to study the possibility of starting a Centre in Damascus to which the Palestinian students in Yarmouk and other camps can come and get educational support that they need. The UNRWA in Damascus is encouraging such a Centre as well.
- Beginning a new community centre in Damascus. JCC has found premises they think is suitable and are convinced that this is a step JCC should take as part of their ongoing Syrian educational program now taking place in Lebanon. This program is within the JCC/DSPR mandate as serving the Palestinian refugees.

**Outcome 1: Food** - The initial proposal of distribution of boxes with food items was replaced with the distribution of vouchers as a much more cost effective method of food assistance. It gave people the choice of selecting their needs while eliminating the cost and hassle of filling boxes, transporting and storing them. It also provided economic benefit to the local shops which helps in the acceptance of the refugees amongst them.

**Outcome 2: Sanitation and Hygiene:** The same procedure and reasoning will be followed to distribute the essential items for health and sanitation needs.

**Outcome 3: Shelter assistance:** As residential camps were not provided or allowed for the Syrian refugees in Lebanon whose government feared the repetition of the Palestinian camp refugee scenario, the new



refugees had to set up for themselves informal tent gatherings or rent rooms wherever they were found. This has greatly augmented the rentals as locals found a good opportunity to make money from whatever space they could rent out. With the little funds the refugees possessed running out, failure to pay the rent threatened an existence on the streets. Thus, the great need to help out the very needy with scarce means of support.

**Outcome 4: Education:** The educational program that started in 2012 has proved successful as more numbers ask to join. This program is for the students who are unable to cope with the local or UNRWA schools or for those who by choice prefer to continue studying their own country's curriculum. The rate of success of students sitting for their exams in Syria at the completion of our courses has been most gratifying and most encouraging. Although taking these young people to a war zone is a responsible undertaking yet getting an official diploma is a stepping stone to the future. It also keeps them in contact with their own country.

**Outcome 5: Informal Education:** It is possible for students to enrol in the local public schools or the UNRWA schools if they have the skills needed to cope and succeed. There are also students who need to enter university or any other higher educational academy and need to know languages and computer. Program for these purposes are offered

**Outcome 6: Psychosocial support:** Psychosocial support will be provided for children and young adults in the form of art, drama, sports, trips, and leisure activities. Adult sessions will be conducted and will focus on communication and coping strategies.

**Outcome 7: University Education:** Students who succeed in their Baccalaureate exams are ready to go into university which very few can afford. Thus, the possibility of their joining the Syrian Universities which offers free education needs to be encouraged. Needed are living expenses, food, educational materials and transport

**Outcome 8: An Educational Centre in Damascus:** The young people in Damascus have experienced a major setback of their normal life and especially in their preparation for the future. The interruption of their education has left them unprepared for life once the war ends. Upon the request of many groups and especially those suffering in the Yarmouk camp, it was deemed a necessity to begin a centre in Damascus to offer courses and trainings for essential skills that will help the young generation find their way to self-reliance.

#### **IOCC LEBANON:**

**Outcome 1: Food Security:** Hot meals will be distributed through IOCC-supported "Community Kitchens" where women from the refugee and host communities are mobilized and trained to produce healthy traditional foods which are then provided as wet rations to vulnerable members of the community – particularly those households that reside in difficult living conditions or lack cooking facilities. Based on international standards, the hot meals will provide each family member 2,100 Kcal per day, with 17% fat and 12% protein. The meals take into consideration cultural dietary habits and familiarity with certain foods. Food portions will be packaged in stainless-steel 24 cm pots and delivered by truck to beneficiaries three times per week, targeting families with disabled members, pregnant/lactating women, and/or children less than five years of age. Food kits will be provided to vulnerable families, such as newly-arrived refugees or non-registered Syrian refugees, based on SPHERE standards.

**Outcome 2: Health and Nutrition:** Health and nutrition assessments conducted in recent years have shown that refugees' lack of financial resources has negatively affected their access to health services and ability to meet their health care needs.

IOCC has a solid experience working in preventive health care and building the capacity of the Ministry of Public Health (MoPH) and the Ministry of Social Affairs (MoSA) staff to deliver sustainable health services. This activity will enable beneficiaries to access essential health care and treatment services. While IOCC

will target beneficiaries seeking medical care and will devote special attention to pregnant women and malnourished children in response to WHO's recommendation (2008) that babies under six months of age be exclusively breastfed. In addition, IOCC's team will deliver awareness raising and counseling sessions on IYCF (Infant and Young Child Feeding) and family planning. As a prevention measure to protect against the potential outbreak of communicable diseases caused by poor sanitation and the country's garbage crisis, the IOCC team will implement school health and community health awareness activities. In partnership with the Orthodox Church, IOCC will also upgrade a physiotherapy center in Akkar that treats persons injured during the Syria conflict.

**Outcome 3: WASH:** IOCC will improve WASH infrastructure and services to refugees and host communities. In response to the influx of refugees which has put great pressure on local resources, Lebanese authorities have requested that relief projects also support host communities. Accordingly, project activities will target 50% refugees and up to 50% vulnerable host country nationals.

IOCC's advantage over other actors addressing the needs of Syrian refugees is IOCC's link with various faith-based networks at the community-level who help with needs assessment and beneficiary selection. IOCC will respond to WASH requests from host communities to rehabilitate wells, build reservoirs, or add sections to existing water networks. IOCC will implement preventive health awareness raising activities and campaigns in all proposed project sites. This component of the project is designed to enable people to take action to prevent and/or mitigate WASH-related diseases.

**Outcome 4: Shelter – Rental Assistance:** According to 2015 VASyR (Vulnerability Assessment of Syrian Refugees), a high proportion of households reported living in independent houses/apartments (58%), while 16% of HHs had difficulty paying rent and were sharing apartments with other families. Almost a quarter (24%) lived in buildings considered sub-standard and 9.7% resided in informal settlements. Refugees were more likely to rent unfurnished homes than in the previous two years (74% vs. 67% in 2014). Generally, they paid rent on a monthly basis. As many of the displaced do not have money to pay rent, they are at risk of being evicted and without shelter altogether. IOCC will identify vulnerable refugee families that require rent assistance so that they are not evicted and do not incur further debt by delaying payment or borrowing the money. IOCC will negotiate with landlords to cover rent for identified vulnerable households for a one-time three-month period.

**Outcome 5: Education:** Around 50% of refugee school age children are out of school. Though MEHE is operating double shifts in 259 schools, there is still a great need to rehabilitate schools as well as provide education support activities to increase the number of students attending class.

IOCC is practically the only NGO doing school rehabilitation and is the main partner for MEHE and UNICEF. Additional funding for school rehabilitation will benefit several private schools in remote areas or public schools serving minority groups with special language needs. The Orthodox School of Akkar and Marjayoun, for example, require such support, in addition to an Assyrian School.

**Outcome 6: Livelihood** - Restoring HHs livelihoods is identified as a priority need in the Lebanon Country Response Plan and is the type of intervention required after 5 years of immediate response activities, Cash-for-Work (CfW) activities will be implemented in the form of small grants to carry out badly needed community development projects. CfW projects will target youth, women-headed households, and families with disabled members and will include both Syrian and Lebanese families to mitigate conflict and reduce inter-communal tension.

## IOCC SYRIA:

**Output 1: Food Security:** Food rations will help bridge the gap between the food beneficiary families have access to and their actual needs. Based on international standards, the food parcels are designed on the assumption that each family member needs about 2,100 Kcal per day, with 17% fat and 12% protein. The selection of food items takes into consideration cultural dietary preferences and habits. The rations

(including flour, rice, pasta, humus, vegetable oil, sugar, dried beans, vermicelli, fish (tuna), sardines, halaweh, cheese, cheese spread, canned meat, bulgur, lentil, salt, and tea) supplement the beneficiaries' daily diet by about 800 Kcal per day for one month. The package will not include any milk, so as not to interfere with breastfeeding. The contents of the dry food parcels will be purchased from local vendors. Open tenders will seek wholesale rates, while ensuring transparency, allow for fair competition, and reduce the possibility for corruption. A tender committee with IOCC and DERD staff will receive bids in sealed envelopes and select vendors who combine best quality, quantity, availability, delivery terms and price.

**Output 2: Education:** UNICEF estimates that at least 2,400 schools have been damaged or destroyed and over 1,500 schools are being used as shelters for displaced persons. Key reasons for schools not functioning are lack of resources and funds to operate. Additionally, there is a lack of security, insufficient learning space, and an absence of staff. Many of the remaining public schools are functioning beyond capacity as they try to accommodate increased enrolment or they are operating intermittently because neither teachers nor students are willing to navigate the dangerous routes to reach school. Educational opportunities will be offered to primary and secondary school children who would not otherwise have the ability to attend school, due either to displacement, overcrowded schools, or a lack of financial resources. This will be achieved through two main activities that a) enable socio-economically disadvantaged school-aged children to enrol or re-enrol in private schools through the partial or full provision of tuition fees, providing them with school uniforms, educational supplies and transport to and from school; and, b) improve the academic readiness of students who have missed portions of their schooling through intensive summer-school or remedial classes that will help them perform better in the coming school year.

**School Rehabilitation:** The conflict in Syria caused widespread damage to public infrastructures, in particular school facilities. IDP children face difficulties attending schools because shelters do not have schools, functioning schools near their shelters are overcrowded, and there is no space for additional students, there are no resources to pay for transportation to reach functioning schools (even if the public education is free), parents do not let children walk to schools that are far away for fear that it is unsafe. Over 3,000 schools have been damaged by the conflict. Those still operational have over-crowded with insufficient furniture to accommodate the influx of IDP children. This program will rehabilitate functioning and restart closed schools to create safe sites where children can learn and to alleviate the burden placed on the existing schools. Many schools were exposed to damage due to random bombings and have not been maintained. Many require simple repairs, equipment, and furniture to become operational again to receive new students. The program takes into consideration the various education levels, from primary to secondary school, and gender-diversity.

All target schools will be rehabilitated in accordance with engineering studies and plans certified by the Syrian Engineers Syndicate. IOCC/DERD's specialized engineers carried out assessments, in coordination with the Ministry of Education (MoE) and the directors of the target schools, taking into account: space, natural lighting, associated school-based health services, playgrounds, and utilities. All target schools were built according to earthquake specifications. All school structures are built of ironed concrete in compliance with the Syrian Code for such buildings, walls are made of cement block, covered with cement plaster and paint, with tiled floors, and are connected to the local drainage network. Attached to each school is a health unit. All materials and labour is available in the local market.

Rehabilitation activities will vary based on the actual need and damage to each school and the same work will not necessarily be repeated in each school. In general, the assessments have indicated that at a minimum the following work will take place:

- Rehabilitation of damaged concrete and blocks.
- Rehabilitation, repair or installation of new windows with metal protectors.
- Rehabilitation, repair, or installation of wooden and metal doors.
- Maintenance of water networks and connecting lines to storage tanks and latrines.
- Maintenance of drainage network and connecting it to local network.

- Replacing broken sanitation parts as needed.
- Maintenance of electricity and lights network.
- Insulating roofs against humidity and rain and necessary drainage.
- Maintenance of furniture and replacing broken items.
- Restoration and rehabilitation of external yards.
- Provision of some office and education equipment as needed.

**Output 3: Shelter:** As the fighting rages throughout Syria, more IDP families are being displaced and fleeing to safer areas. In many instances, they find lodging in abandoned buildings, with host families, or in collective shelters. Many pay a monthly fee for their accommodation. As many of the displaced do not have the financial resources, they are at risk of being evicted and being without shelter altogether if they miss a payment. IOCC/DERD will identify vulnerable displaced and non-displaced families that require assistance to pay their rent so they do not get evicted or do not incur further debt by delaying payment or borrowing the funds. IOCC/DERD will negotiate with landlords to cover rent for identified vulnerable households for a one-time three-month period

**Output 4: Livelihoods and Early Recovery:** IOCC/DERD will support local communities by improving their financial situation through Cash-for-Work (CfW) to ease the economic strain on beneficiaries. Most people who live in hard hit communities have no livelihood or income-generating options. Project ideas will be solicited from target communities and recommendations that have the best prospect of providing work to the most vulnerable members of the community will be selected. Activities will be administered in the form of small grants directed at the community-level to help with community development projects. Beneficiary selection will be done through a combination of community identification and IOCC/DERD staff who have intimate knowledge of the most vulnerable members of their community. Where it is possible, projects will focus and prioritize women and disabled beneficiaries to receive employment opportunities or sustainable income generating projects; namely,

#### Emergency Employment

- Establish community production centres (workshops/units) where IOCC/DERD will equip a workplace and provide production inputs raw materials) for *skilled beneficiaries* to start the production process. Specialized IOCC/DERD staff will supervise production to ensure quality, health, safety, etc. Products will be purchased from beneficiaries according to market prices/or beneficiaries will be paid a nominal fee according to market rates. In the case of products that entail division of labour, IOCC/DERD will organize the process to ensure the involvement of as many beneficiaries as possible.
- Provide business development services (short-term vocational training for *potential unskilled-beneficiaries*, facilitate marketing channels, ensure visibility of initiatives, etc.) to create more job opportunities.

The project will support business initiatives that manufacture and produce NFIs where skills of sewing, knitting and ironing are utilized. Products will include; winterization, clothing and bedding items, hygiene kits items (soap and shampoo), and special items of dignity kits. This service will not only be restricted to IOCC/DERD NFIs' activities, but will be extended to other organizations as well. IOCC/DERD will ensure efficiency so community centres can respond to requests from other organizations. The project will also support the preparation of home-based food products (dairy products, bakeries, jams, pickles, dried vegetables, etc.) and hot meals that could be cooked and sold to local community at reasonable prices. These types of small industries will create other complementary sub-employment opportunities in packaging, cleaning, maintenance, recordkeeping, etc. which will be paid at nominal prices with the cost included in the budget (feasibility study). The costs will be calculated on the basis of 60% wages and 40 % materials over a three-month period. Pricing will be based on average market prices.

For beneficiaries with damaged facilities (shops, workshops, etc.) that need infrastructure repair, the program will hire local labour (additional beneficiaries) from the affected community to undertake restoration work, then provide start-up grants in the form of production inputs (tools, equipment and raw

materials at least for the first production cycle. Beneficiaries will be members of host communities and/or returnees.

#### Livelihood Restoration: Community projects

Cash for Work (CfW) activities will also be administered in the form of small start-up grants directed at the community to help with community development projects. The program will identify and prioritize labour-intensive interventions in consultation with local communities and concerned authorities.

Labour-intensive schemes will be designed in the following areas:

- Shelter rehabilitation and repair; the program will purchase materials and tools, and hire labour from shelters and host communities and pay wages according to the market rate.
- Repair of basic infrastructure to improve living conditions inside shelters; such as water networks, electricity connections, etc.
- Community initiatives and campaigns; such as solid-waste management, garbage collection, debris removal, etc.

#### **IOCC JORDAN:**

**Outcome 1: Shelter – Rehabilitation:** With more than 630,000 Syrian refugees registered with UNHCR, almost 85% of refugees live outside the designated refugee camps in host communities. The places to which they move often do not have adequate housing and they must make do with what they can find. In many instances, they find lodging in abandoned buildings, with host families, or in collective shelters. IOCC will assist in making minor repairs to identified residences to make them more habitable. It is beyond the scope of the project to fix severely or even moderately damaged living spaces. Through past field experience, IOCC is well aware which communities are receiving displaced families. Identified shelters will be inspected to assess their conditions and make recommended repairs. IOCC will contract local companies/masons to provide basic repairs. This could include carpentry, plumbing, electrical, roofing and/or wall repairs. Quotations for repairs will be solicited from a minimum of three vendors. The successful vendor will be chosen based upon the following criteria: duration of the project, experience in the field, quality testimonials and total cost. IOCC staff will monitor the sites during the repair process and a final inspection will take place upon completion of the masonry work. Interviews with beneficiaries will take place to determine whether the repairs made have improved their living conditions. IOCC will target 60% refugee and 40% Jordanian households to receive shelter assistance.

**Outcome 2: Health and Nutrition – Prevention:** In cooperation with its local partner, the Jordan Health Aid Society (JHAS), IOCC will implement awareness-raising sessions on health, hygiene and nutrition topics. Messages will promote positive healthy behaviors, including health and hygiene promotion and infant and young child feeding, such as the importance of continued, exclusive breastfeeding for newborns up to six months of age, and nutrition in emergencies. Sensitization sessions will take place on average once to twice a month in a location that is both accessible and ensures the safety of the beneficiaries. Utilizing instructional demonstrations and participatory methodologies, facilitators of the awareness-raising sessions will engage participants to actively contribute to the discussions. In order to assess the uptake of knowledge gained by the participants, pre- and post-session questionnaires will take place.

**Outcome 3: Cash Assistance:** Over the past two years, IOCC Jordan has been providing cash assistance to more than 1,500 families throughout Jordan. It has been confirmed that emergency and conditional cash assistance is an effective way of supporting refugee families to cover their basic needs starting from housing, food, health treatments, etc. To implement this component, IOCC will utilize its already established beneficiary selection tools, data-base and scoring system to identify and select the most vulnerable refugee families residing in urban settings. IOCC will assist beneficiary families by covering their rent (cash-for-rent) for up to three months. Furthermore, IOCC will also provide emergency cash



assistance, to the refugees with health conditions as well as to the pregnant women who cannot cover costs of examinations and/or treatment.

**Outcome 4: Education – Non-Formal Learning:** According to the data of the Ministry of Education, at the end of the 2014/2015 school year there were more than 220,000 school-aged Syrian refugee boys and girls in Jordan, of which 120,555 were enrolled in public schools, in both camps and host communities. However, nearly 70,000 children do not attend school at all. According to the JRP, it is imperative to upgrade informal education as an alternative pathway to education, including non-formal education. IOCC will provide non-formal learning through established educational courses which foster personal, social and professional development to children and youths, refugees and Jordanians from age 10 to age 25.

#### **LWF JORDAN:**

##### **Basic Needs component:**

1. LWF is planning to target 800 households in northern Jordanian host communities to provide Cash Assistance for a period of 6 months. LWF will respond to the critical need to reduce the vulnerability of conflict-affected Syrian refugees in northern Jordan - especially women, boys and girls, the elderly and the disabled - in the governorates of Mafraq, Zarqa, and Irbid. Syrian beneficiaries will be identified using vulnerability criteria. LWF will provide fiscal responsibility and budget training for the 800 vulnerable Syrian refugee households (1600 individuals) in northern Jordanian host communities identified for Cash Assistance. Around 90% of the non-camp Syrian refugees live in rented accommodation with monthly rent averaging between JD100 and JD150 per month. LWF assessments indicate that the monthly rent is of highest concern among the Syrian refugees. A high number of Syrian households sell parts of their food vouchers and NFIs provided in order to pay for the rent. The value of vouchers has also been raised as a concern. The vouchers are to be used in a limited number of shops which reportedly have decreased their cash-value by up to 1/3 compared to actual cash. The lack of financial support and cash assistance lead to a number of negative coping mechanisms such as: sharing living quarters, borrowing money, reducing food intake and meals per day, engaging in illegal and/or high risk employment, and taking children out of school. Following UNHCRs 2014 Home Visit Survey, 45% of households were recommended for cash assistance using vulnerability criteria; however UNHCRs cash assistance program could only reach 4.4% of households, leaving a significant gap for further humanitarian assistance from NGOs. The proposed output aims to help filling this gap. By providing cash for work LWF addresses the issues mentioned above, and empower Syrian households as they get an opportunity to work and provide for their needs.

##### **Protection (psycho-social) component:**

2. LWF will provide a legal advisor for the 800 vulnerable Syrian refugee households in northern Jordanian host communities identified for Cash assistance, in order to grant legal aid and a better understanding of the process surrounding refugee law.

3. An activity, streamlining LWFs proposed psychosocial activities, is "cash for work" to improve the financial status of a number of vulnerable Syrian beneficiaries. The beneficiaries will be hired as volunteers, supporting LWFs activities in Zaatari camp, and thus be provided with temporary work and an income generating activity. Syrian refugees are not legally allowed to work in Jordan, but the government allows volunteers. LWF wages will be within the acceptable market rate so as not to create problems within the communities and the local labour markets. The cash for work output will target 60 beneficiaries in Zaatari for short-term contracts, 60 beneficiaries in host communities for short-term contracts, and 25 beneficiaries in Zaatari for long-term contracts (throughout the 12 months period). By providing cash for work, short-term and long-term, LWF responds to the critical need to reduce the vulnerability of conflict-affected Syrian refugees. The lack of financial support and cash assistance has proved to lead to a number of negative coping mechanisms such as: sharing living quarters, borrowing money, reducing food intake and meals per day, engaging in illegal and/or high risk employment, and taking children out of school. By providing cash for work LWF addresses these issues, and empower Syrian households as they get an opportunity to work for their needs.

4. LWF will conduct 5 protection ToT trainings for LWF staff, CBOs and ACT-members in order to support the quality of the protection and psychosocial activities planned for.

5. LWF is planning to facilitate women's groups in Zaatari camp for empowerment and psychosocial health sessions. The activity will target a total of 120 women beneficiaries will meet over 8 sessions. The women beneficiaries will attend sessions on communication with children and other members of the family, psychosocial health, women empowerment, future planning, and Gender-based violence (GBV). In addition, each women' group will have two occasions (once a month) for an open activity chosen by the women beneficiaries themselves. To encourage the women to choose the activity has an empowerment purpose. LWF will offer day-care service for the women beneficiaries reaching a total estimated number of 240 children for day-care services. The day-care services is an important activity in order to prevent any cultural obstacles preventing women from attending the sessions.

6. LWF is planning to facilitate non-violence sessions for adolescence targeting 50 youth in Zaatari camp, divided into youth protection groups of 25 beneficiaries. Each group will meet 10 times, one session for boys and one session for girls. The targeted youth will receive sessions on non-violence, discuss information they encounter on internet and social media, and other relevant topics. In addition, each youth group will have two occasions (ones a month) for an open activity chosen by the youth beneficiaries themselves. To encourage the youth to choose the activity for empowerment purpose. A part of the activity is to produce and hand out materials and messaging.

7. LWF is planning to target 100 caregiver for sessions on non-violence and psychological welfare of youth, supporting the activities provided to the youth's groups. Having adult groups running parallel to youth groups has proven effective in promoting lasting change in the lives of children and their families.

8. The psychosocial activities for children will target 240 children beneficiaries in Zaatari camp. LWF will facilitate 16 groups (15 children in each group) for 21 psychosocial sessions. In addition, LWF facilitators will conduct a screening to identify 60 children beneficiaries in need of a case management approach. These advanced cases will be supported through an additional weekly session, through a functional case management system, be provided with appropriate follow-up throughout the year, and referrals in collaboration with other agencies involved in the humanitarian response in Zaatari camp. The targeted 240 children will in addition, throughout the year, engage in LWFs social activities including sports, music, and art therapy. LWF will arrange 10 general activity nights in Zaatari camp for the targeted children. Addressing the protection concerns facing conflict and disaster affected children is a critical component of humanitarian response; it prevents children from, and responds to children experiencing abuse, neglect and/or exploitation, reduces risks to their healthy development, promotes their wellbeing and is essential for a country's social and economic development. LWF aims to enable children to grow up in environments that uphold their rights and support their development through its child protection projects. Part of the activity is to produce and hand out materials and messaging. To hand out IYC materials and messaging enables the activity to target a high number of indirect beneficiaries and increases the visibility of LWF.

9. To promote psychological awareness and to support the activities provided to the children's groups 480 caregiver in Zaatari camp will be targeted for awareness sessions, two female sessions per month and two male sessions per month. The parents will receive information on child protection, in addition to discussions about abuse and child marriage. Through the awareness sessions parents and caregivers can improve their knowledge of child development and well-being, find solutions to challenges they face and enhance their ability to care for their children in a practical and relevant way. Having parent groups running parallel to children groups has proven to be effective in promoting lasting change in the lives of children and their families.



10. LWF is planning to facilitate three open-days activities (every three months) for the beneficiaries in Zaatari camp who finished their participation in one of the psychosocial groups. The three open-days is an opportunity to conduct follow up on the beneficiaries.

#### **Education component**

11. LWF in coordination with the Ministry of Education (MOE) will work in emergency education for children and youth who have fallen behind in their education due to the conflict in Syria. The Ministry of Education has specifically asked for help in this area and are prioritizing this over small scale rehabilitation. Children will receive training from Ministry authorized teachers to enable students to get the much needed help and attention to improve their reading, writing and arithmetic skills. LWF Jordan in cooperation with the Ministry will hire qualified teachers to run the classes and LWF staff will monitor and ensure that all students are given the opportunity to gain access to regular school. Classrooms will be made up of 50% Jordanians and 50% Syrians to ensure cohesion among participants.

#### **Early Recovery and Livelihood Restoration component**

15. LWF will conduct two market assessments (one in Zaatari camp and one in host communities) for livelihood interventions. In addition LWF will conduct two post livelihood assessments for interventions completed in Zaatari camp and in host communities. These assessments serve as a baseline in order to identify suitable vocational trainings and life-skills for future interventions.

16. LWF is planning to target a total of 700 beneficiaries in Zaatari camp and in host communities (30% vulnerable Jordanians and 70% Syrian refugees of whom 25% live in Zaatari camp) for vocational training and life-skills training. In addition to the vocational training, the beneficiaries will be provided with small business training. The average timeframe of the vocational training is 2 months. LWF is providing vocational training and income generating activities in order to socially and economically empower the targeted beneficiaries.

#### **Shelter component**

17. LWF is planning to target 100 shelter units for rehabilitation, as a part of the winterization, benefiting 100 vulnerable Syrian refugee households living under poor shelter conditions.

#### **WASH component**

18. LWF is planning to target 600 beneficiaries for hygiene training. In addition, LWF will conduct 3 separate distributions during the year providing the 600 beneficiaries with hygiene kits. A part of the activity is to produce and hand out materials and messaging to reach out to additional beneficiaries.

In case funds are not 100% secured, LWF will prioritise activities as follows:

1. Basic needs
1. Protection
1. Livelihoods
2. Education
3. Shelter
4. Hygiene

#### **MECC SYRIA:**

**Outcome 1: Non-Food Items:** MECC will distribute warm jackets to parents, warm clothing kits with shoes to children whose age from 5-17 years old in Aleppo, Christian valley and Sweeda. 2000 kits in Aleppo, 1000 kits in Sweeda Governorate, and 1000 in the Christian Valley. Those two places are in great need to get such assistance. Each children kit will contain the 1 waterproof Jacket for adults, 1 waterproof jacket for kids, 3 socks, 1 wool pullover, 2 underwear, 2 pants, 1 pajama and shoes kits.

MECC has already all the data of beneficiaries. MECC will target families with two to four children with exception of families who have only one child as many families lost some of their children during the crises. MECC will follow its selection criteria as below:

- Households headed by women
- Single women
- Households with individuals with disabilities
- Households with injured members
- Households with four or more children
- Households with no income

MECC will procure the commodities locally through announcing the tender in the local newspapers and the winner will be selected according to MECC procurement policy and procedures. Distribution will be conducted through MECC team in targeted locations. Survey will be conducted during the distribution and post distribution through home visits to measure the satisfactory ratio and whether the kits has contributed to alleviate the economic burden on targeted families. Success stories will be developed to show the impact of this activity.

**Outcome 2: Capacity building:** MECC will organize three main training for MECC staff and church volunteers as well as for local NGOs from other faith backgrounds on the following topics;

- Principles of SPHERE, humanitarian law, core humanitarian principles, basic humanitarian standards, and Code of Conducts.
- Monitoring and evaluation.
- Effective leadership and communication skills with beneficiaries.

Most of the humanitarian workers do not have enough idea about SPHERE book and other humanitarian requirements. Besides, many church related organizations and NGOs facing problems with M&E upon implementing their activities and reporting to their donors. MECC intends to organize three courses for 150 trainees coming from different places .The location will be in Damascus by using church facilities. Each course will be repeated twice and each one will train 25 persons to ensure utmost benefit .MECC will select professional trainers who used to give such training before and develop ToR training component before conducting the training.

MECC will send invitation on due course to different churches and institutions along with participation forms and criteria of selection. Trainees will be trained practically on how to use the SPHERE book as it will be distributed in Arabic and how to conduct the M&E through different well designed case studies.

**Outcome 3: School rehabilitation:** MECC has already received the list of needy schools from the Ministry of Education. MECC will conduct this activity in Darra Governorate including Izraat, Khabbab, Bassir and Sanamain cities that are related to Darra Governorate. MECC engineers will visit those schools to examine the real need and the number of IDPs children. After approving the selected schools from MECC, engineer will begin developing the BoQ of each school in order to prepare the tender books accordingly. MECC will announce the tender through its network and it will follow its procurement procedures to select the potential contractors based on their experience and capacities.

All studies should be according to the regulation and conditions of Engineering Municipality in Syria. MECC will document all steps of works before, during and after the implementation of all required rehabilitation. The main interventions will be for toilets, drinking water facilities, sewage system and water supply including all sanitation and air shafting works in those unites.

Based on MECC previous experience the following works should be done;

- Removing all tilling and old broken ceramic works.
- Rehabilitation of water pipes and drainage system.
- Rehabilitation of electrical wiring.
- New plastering works.
- New air shafting system.
- New Aluminum windows and doors for toilets.

- New taps and sinks.
- New water tanks.
- New drinking water unites.

Along with this intervention, MECC will conduct WASH awareness sessions for students and teachers to raise awareness on the economic use of water, how to use the facilities in efficient ways to keep them functional and clean, the best practice of hand wash, how to transfer the gained knowledge to their friends and to their families. MECC will distribute student hygiene kits after each awareness session in schools. Each kit will contain the following;

- Garbage bags (20 liters pack/roll)
- Individual soap (100 grams)
- Shampoo (200 ml)
- toilet paper (pack of 4 rolls)
- toothbrush
- toothpaste (100 ml)
- Comb
- Nail clipper
- small plastic/ stainless steel water bottles
- towels small (size 40\*30) 100% cotton

MECC intends to target 10 schools with 5000 students from both genders.

**Outcome 4: Building resilience of youth and skilled labors:** Being MECC a partner to UNDP in attending different sessions that are related to the above activity, MECC will try modestly through ACT161 Appeal to respond to the needs of building resilience among affected youth and skilled people. This will enable them sustain their well-being, and provide them with portable skills that can allow them to launch their micro scale investment, according to the needs of the market; in addition to provide more job opportunities for other jobless people by requesting the winners of grant to hire one or two people with them.

Many people have requested this kind of support. MECC will select the beneficiaries based on the pre-determined selection criteria as the following;

- households headed women
- Jobless IDP youth who left their studies and require job opportunity with gender equality between male and female.
- Skilled labours who lost their private investment and requires technical and financial support to re-launch their business.

MECC will execute the activity following these steps:

- Orientation meeting for the candidates to explain the program and its condition and regulations.
- Selecting the most 100 vulnerable candidates (30 from Aleppo and 70 from Aleppo suburbs) who need such support through special interview and home visit to each one of them. Each project should be prepared and shared by two trainees or more and they have to be future partners in case they get the grant.

After selecting the beneficiaries; they are requested to attend a full 15 days training taking the following topics; communication skills, business start-up, basics of marketing & market research, selling skills, management skills/leadership, customer care/business ethics, administration management, basics of accounting, feasibility study & business planning.

The final step is to present the project proposal to a particular committee before the evaluation committee to approve the project or to reject it. The committee should select 50 projects to be granted with financial grant. MECC will offer 50 grants in Damascus, Damascus suburbs and Aleppo. Preference will be for people who can join together to create a business or reactivate a broken business. Skilled labours that will benefit from this program will be requested to hire at least one or two persons who need job, by doing this, the activity will provide job opportunity to many people at once.

MECC team will mentor the winners for at least six month to guarantee the success of each project and to offer any technical support on the ground.

**Outcome 5: Health Awareness for Women:** MECC based on its previous experience in conducting similar programs for Iraqi vulnerable populations will conduct awareness health courses for vulnerable women living in hardship conditions. Each course will composed of eight basic sessions on nutrition, diabetics, injury prevention, first aid, sexual disease, breast cancer, children's safety at home. Each course will contain eight sessions / month. Each session will consist of a presentation, working group discussion, evaluation at the end of each topic.

MECC will target 500 women in Damascus, Damascus suburbs and Darra Governorate. Each group will be composed of about 40-50 women. Specialized doctors and public health workers will give the lectures. At the end of each course, MECC will test the diabetic condition of each participant free of charge to raise awareness of this issue. Also each woman will get dignity kits with basic hygiene items that contain the following; 2 Underwear (100% cotton), 1 Dignity napkins (8 pieces in each box), 1 Comb, 2 Wipes (100 pieces in the box), 6 Soap bars, Shampoo (200 ml), 1 Bath sponge.

#### MECC LEBANON:

**Outcome 1: Education, health awareness & distribution of student hygiene kits:** MECC will target 400 children studying in different public schools located in three different areas; Nabaa, Sadel Baushreh and Anjar –Bekaa by enrolling them in special designed remedial learning classes. The additional remedial learning classes will take place twice/week in the afternoon after school sessions, with three hours duration/day. It will include science and foreign languages. The additional learning will enable children to catch up with their grades and prevent them from being school drop outs or staying behind classes. Selection of the students will be based on the placement test to discern those who are facing difficulties with Lebanese curriculum. The age range will include children from 7-18 years old. Each class will include 15-20 maximum children. Teachers and monitors will address the need together.

All studies should be according to the Lebanese national curriculum' requirements so that students will be able to reach at least the minimum level of education that can allow them to pass the final exam. A pre-test evaluation will be conducted in order to know the level of each student so MECC can monitor the improvement of targeted students. MECC will get the results of final exam to measure the level of success among the students. MECC will agree with the school administration and teachers to monitor the special traumatized cases that will require psychological intervention. Final evaluation will be conducted at the level of parents and teachers to measure the impact of the program. Along with remedial sessions, MECC will conduct WASH promotion activity to develop the health awareness behaviour in schools and at home. Pre and post evaluation will be conducted to measure the level of impact of WASH activity as well conducting home visit to get the opinion of the parents and whether this program was beneficial to their children. Each student will get some brochures to be distributed to their friends. The activity will include the distribution of brochures and student hygiene kits which will include the following:

- Garbage bags (20 liters pack/roll),
- Individual soap (100 grams)
- Shampoo (200 ml)
- Toilet paper (pack of 4 rolls)
- Toothbrush
- Toothpaste (100 ml)
- Comb
- Nail clipper
- Small plastic/ stainless steel water bottles.
- Small towels (40 \*30 cm), 100% cotton.

**Outcome 2: Building resilience and capacity building of vulnerable women:** MECC will conduct 3 vocational training courses on in food processes (3), sewing (2), embroidery (2), and knitting (3). Each course will include up to 40 trainees and will be organized for one month with two sessions /week. Each session will be for two hours with coffee break. MECC will contract with professional trainers to conduct the training and it will use church facilities and other LNGOs facilities in the targeted areas. Trainers could be from the Syrian women refugees. MECC will make a survey to see if there are Syrian women who can conduct the training. Selection criteria will be for the most vulnerable women, widows and headed families. MECC will provide all tools and materials as well as transportation subsidies. MECC will assist graduates to make products in their homes and will provide them with more materials for that purpose. MECC will organize an exhibition in partnership with other churches and LNGOs to sell the products of targeted trainees.

MECC will conduct final evaluation to measure the impact of this project. The above courses aims at enabling targeted women to gain daily bread by beginning producing food for mini markets or homes, working in sewing factories, producing good embroidery products as well as with wool knitting products. The courses should enable trainees to produce products with good qualities. The first 50 potential trainees will be selected to attend a special course on business start-up and how to launch a micro scale project. This course will teach trainees on market research, feasibility study, customer care, finance to non-financial people, communication skills and how to do a simple business plan. Participants will be asked to propose their small projects to be evaluated by a special committee. MECC will offer 15 small grants to the most potential proposals; preference will be for group of women who can participate in one project.

**Outcome 3: Health Awareness for Women:** MECC based on its previous experience in conducting similar programs for Iraqi vulnerable populations will conduct 12 awareness health courses for vulnerable women living in hardship conditions. Each course will be composed of six basic sessions on *“nutrition, Diabetics, injury prevention, first aid, sexual disease, breast cancer, children’s safety at home”*. Each course will contain eight session/month. Each session will consist of power-point presentation, working group discussion, evaluation at the end of each topic. MECC will target 600 women from Nabba, Sad Al Boushrieh and Borge Hammoud. Each group will be composed of about 40-50 women. Specialized doctors and public health workers will give the lectures. Pre and post survey will be conducted to measure the degree of raising awareness gained knowledge of given subjects through well designed forms. Participants will be reimbursed for their transportation at the end of each course. At the end of each course, MECC will test the diabetic condition of each participant free of charge to raise awareness of this issue. Also each woman will get dignity kits with basic hygiene items that contain the following;

- 2 Underwear (100% cotton)
- 1 Dignity napkins (8 pieces in each box)
- 1 Comb
- 2 Wipes (100 pieces in the box)
- 4 Soap bars
- Shampoo (200 ml)
- 1 Bath sponge.

**Outcome 4: Advocacy on Refugees’ Rights:** 800 women participating in vocational training courses and health awareness courses will attend two sessions on refugees’ rights with adequate counselling, and to liaise them with specialized institutions dealing with refugees’ rights like ABBAD Lebanese NGO. MECC will benefit from the lesson learned in order to expand this program in the future. MECC will contract with specialized lawyers and activists in this field. MECC will do no harm to the beneficiaries in order to preserve their protection and privacy.

**Outcome 5: psychological support** for 200 children and 200 women:

Arts-based therapy workshops will take place on a weekly basis. In groups of 20 children, workshops will be offered for 2-3 hours per week and will focus on activities that promote healing of psychological trauma. Children will be offered classes on handicraft, and theatre/drama sessions.



Concurrently, children will receive awareness sessions on topics, such as children's rights, hygiene, nutrition, protection. Activities will take place in a safe and nurturing environment, enabling beneficiary children to better express negative feelings in a positive and productive way. Syrian and host community children will be empowered with the knowledge of their basic rights as children and equipped with coping skills to effectively respond to different types of shocks.

Recreational and leisure activities will have specific pedagogical and psychological objectives included such as:

- Stimulation of interest as a motivating factor, to enrich learning activity.
- Creating occasions for physical, social and psychological cognitive experiences of the child.
- Creating conditions for learning experience for children through a varied repertoire of games and learning experiences as a component of the upbringing process, e.g. reading to children, contact with different types of adult activities such as playing music, tourism, sports, etc. Family home, school and local community have a special significance and exert the greatest influence on leisure education of children and teenagers.
- Activities during leisure are animated, new interests are stimulated and participation in recreational programs is encouraged.

In groups of 40, children will also participate in workshops aimed at increasing their understanding of violence and abuse and contribute to the design/content of awareness-raising activities aimed at their communities.

Children will participate in initiatives like organizing group sessions, games, role plays, group discussions, artistic workshops... that draw the attention of parents, communities and stakeholders to the fact that children also have rights and should be protected from violence, abuse and armed conflict. Joining Syrian and host community children reduces tensions that arise in hosting communities where refugees receive extra support. It is also a way to integrate Syrian children with Lebanese children, helping them to forge good relationships and friendships. Beneficiaries will be identified using established vulnerability criteria and in collaboration with local stakeholders. All modules take place in spaces provided with preferential fees, such as a village community center, and will be facilitated by trained/qualified volunteers from the local area, who have expertise in each of the artistic areas.

Psychological support for 200 women:

Mothers/caregivers will attend support group sessions facilitated by a trained group leaders, where they will be encouraged to talk about their feelings and to freely express their thoughts in a reassuring and safe setting. Women will be taught new coping methods that will help both them and their children. These women find themselves in a desperate situation, as many of them are either widows or are wives separated from their husbands and other family members, and are now the main breadwinners of their families- a role which most of them have never had before. Awareness-raising sessions will take place monthly covering the following topics hygiene (4hrs), women's rights (2 sessions), children's rights (2 sessions), GBV/sexual abuse/domestic violence (12 sessions), and communication skills (4 sessions). Beneficiary women will be identified using established vulnerability criteria and in collaboration with local stakeholders.

#### **Outcome 6: Training of 100 new staff & volunteers working in humanitarian fields**

The volunteers and new staff (trainers, field officers, etc.) who will be recruited for this project will require specific training on psychosocial care and animation methods. Existing staff will also need to have refresher trainings. A Training of Trainers (ToT) platform will be employed.

Using the ToT structure allows for a hands-on course where the participants will learn to practice the knowledge and skills they learned. Comprehensive instructions are provided to systematically assess their

performance and provide constructive feedback. The ToT topics of instruction will cover, from amongst others, various issues surrounding child protection/ gender based violence, simple pedagogical techniques to engage children in activities, animation techniques to keep participants interested and communications skills.

The role of the facilitator is crucial to the success of the project as they provide a crucial link for expanding community dialogue and by engaging and raising awareness amongst children, youth, parents about the plight of the Syrian refugees and vulnerable, marginalized Lebanese. By improving psychosocial wellbeing and building the capacities of the session facilitators and the beneficiary children, youth and mothers, this will ensure that the knowledge, resilience and skills gained by the participants will remain within their communities and enable them to promote a safer and protective environment.





### 3.2. Log frame by each ACT requesting member

DSPR JORDAN			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal:</b> To contribute to regional stability and alleviate the consequences of the Syrian humanitarian crisis in Jordan, Lebanon, Syria.			
<b>1</b> To provide highly Vulnerable displaced Syrian families with essential food and non-food items to improve their wellbeing.	<ul style="list-style-type: none"> <li>• 5000 food parcels distributed.</li> <li>• 5000 hygiene and dignity kits parcels distributed.</li> <li>• 2500 clothes parcels for infants and children distributed.</li> <li>• 1300 Winter Blankets distributed.</li> <li>• 1300 Winter clothes distributed.</li> <li>• 250 electric stoves distributed.</li> </ul>	<ul style="list-style-type: none"> <li>• List of families that were studied.</li> <li>• List of receivers with signatures.</li> <li>• List of Family names prepared prior to distribution.</li> <li>• Satisfaction Survey.</li> <li>• Feedback sessions and final report.</li> </ul>	<ul style="list-style-type: none"> <li>• The current crisis does not evolve into a regional war.</li> <li>• Access to refugees from Syria in the region is possible by the implementing ACT agencies.</li> </ul>
<b>2</b> To build highly qualitative health and nutrition awareness (knowledge and skills) and; Provide medical services through medical days and life skills training.	<ul style="list-style-type: none"> <li>• (32) sessions on health and nutrition education implemented</li> <li>• (8) specialized medical days implemented</li> </ul>	<ul style="list-style-type: none"> <li>• List of Participants at sessions.</li> <li>• List of patients examined.</li> <li>• Satisfaction Survey and Feedback sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Nutritious items for inclusion in the food parcels continue to be available in the local markets.</li> <li>• Availability of hospitals, clinics, and doctors to treat women and newborns within 3 days after delivery.</li> <li>• No epidemics prevail as a result of increased influx.</li> <li>• No drastic increase in refugee influx that reduces the effectiveness of health programs.</li> <li>• Beneficiaries are receptive to health awareness activities.</li> <li>• Activities are sensitive to community and culturally relatable.</li> </ul>
<b>3</b> To reduce affected refugees in the psychosocial impacts of the emergency situations and	<ul style="list-style-type: none"> <li>• (32) Training on Psychosocial implemented.</li> <li>• (32) Training on SGBV awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Events organizing and management manual to be developed and used.</li> <li>• Training feedback forms.</li> </ul>	<ul style="list-style-type: none"> <li>• There is an organizational willingness to learn and explore the possibility of adhering to quality standards in humanitarian affairs.</li> <li>• Availability of technical resources and expertise</li> </ul>

improve psychosocial state and wellbeing.		<ul style="list-style-type: none"> <li>• Expands Review exercise for manuals.</li> <li>• Feedback form for participants.</li> </ul>	
4 To develop specific training skills of children and youth of both gender on selected life skills components.	<ul style="list-style-type: none"> <li>• (8) Training courses x (10) participants per course.</li> <li>• (8) Governorates x (4) life skills workshops x (40) participants per workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Training feedback forms.</li> <li>• List of participants.</li> <li>• Quality of manuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Governments allow vocational/life skills training for refugees especially Jordan).</li> <li>• Trainers in various fields are available.</li> <li>• Youth are willing to participate in these activities.</li> </ul>
5 To develop volunteers' knowledge, skills and attitudes needed to deal with emergency, disasters, crisis and problematic situations and conditions facing their communities.	<ul style="list-style-type: none"> <li>• (8) Governorates of (160) CBO's.</li> <li>• (20) Participants from each governorate.</li> <li>• Total of (160) volunteers participated.</li> </ul>	<ul style="list-style-type: none"> <li>• List of participants.</li> <li>• Participant's evaluation.</li> <li>• Trainer's evaluation.</li> <li>• Number of NGO's.</li> </ul>	<ul style="list-style-type: none"> <li>• CBO's are willing to participate in these activities.</li> <li>• Trainers in various fields available.</li> </ul>
6 To establish and equip a group of children and youth forums to ensure safety environment for children and youth.	<ul style="list-style-type: none"> <li>• (80) well trained trainers on civic education</li> <li>• (32) Training workshops on civic education conducted.</li> <li>• (32) Forums well established to serve a total number of (1280) children.</li> <li>• (16) Forums well established to serve a total number of (640) youth.</li> <li>• (1) Safe environment (Hall) established.</li> </ul>	<ul style="list-style-type: none"> <li>• Selecting trainers.</li> <li>• Quality of training, materials and guidelines.</li> <li>• No. of children asked for membership.</li> <li>• Feedback and follow up outcomes.</li> <li>• Forums supervisors' feedback and suggestions.</li> <li>• Families' feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Beneficiaries continue to be willing to participate in the program.</li> <li>• Beneficiaries do not move out of the program catchment area.</li> </ul>
7 To serve refugee mothers and assist them to gain needed skills and adequate knowledge to face the needs of their infants and children in non-comfortable circumstances.	<ul style="list-style-type: none"> <li>• (80) main and co facilitators received training on MSG</li> <li>• (1280) mothers actively engaged in activities and events</li> </ul>	<ul style="list-style-type: none"> <li>• Mother's feedback and comments on events.</li> <li>• Quality of materials produced during the implementation.</li> <li>• No. of attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Beneficiaries continue to be willing to participate in the program.</li> </ul>

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		<ul style="list-style-type: none"> <li>Supervisors follow up and recommendations.</li> </ul>	
8 To serve refugees who need additional medical care.	<ul style="list-style-type: none"> <li>(1800) Syrian refugee families received and enjoy medical services and being followed.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of data collections, interviews, and researches.</li> <li>Refugee feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Refugees have access to medical centers and clinics.</li> </ul>
9 To ensure that refugee girls have the opportunity to continue their education.	<ul style="list-style-type: none"> <li>(24) training courses for teachers implemented.</li> <li>(24) training courses for parents implemented.</li> <li>(24) training courses for girls implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Selecting trainers.</li> <li>Quality of training, materials and guidelines.</li> <li>No. of teachers, parents, and girls participated.</li> <li>No. of girls continued their education.</li> </ul>	<ul style="list-style-type: none"> <li>Scholastic materials are available to students</li> <li>Students are able to daily access the school they are attending.</li> <li>Schools in the catchment area remain open Students take their studies seriously &amp; pass their exams.</li> </ul>
10 To empower refugee women through social and economic forums.	<ul style="list-style-type: none"> <li>(8) SYB training courses conducted.</li> <li>(32) home economic training courses conducted.</li> <li>(8) Production Kitchen established.</li> <li>(8) T.O.T for forum facilitators conducted.</li> <li>(32) women forum established.</li> </ul>	<ul style="list-style-type: none"> <li>Women's feedback and comments on events.</li> <li>Quality of materials produced during the implementation.</li> <li>No. of attendance.</li> <li>Supervisors follow up and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Market for selling products available.</li> <li>Women are willing to participate in these activities.</li> </ul>
11 To improve the quality of work with refugees and keep working accountable and refugee's protection rights and ensure refugees rights protection and international working standards.	<ul style="list-style-type: none"> <li>(6) needs assessment of staff needs conducted.</li> <li>(24) needs assessment of volunteers conducted.</li> <li>(7) capacity building activities for board and staff implemented.</li> <li>(24) capacity building activities for volunteers implemented.</li> <li>(2) Training course on best practice techniques and service quality' assurance.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of data collections, interviews, and researches</li> <li>Refugee feedback on CRM, and capacity building.</li> </ul>	<ul style="list-style-type: none"> <li>Funds are available to purchase/print resources.</li> </ul>

DSPR LEBANON			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal:</b> To contribute to regional stability and alleviate the consequences of the Syrian humanitarian crisis in Jordan, Lebanon, Syria.			
<b>1</b> To provide highly Vulnerable displaced Syrian families with essential food and non-food items to improve their wellbeing.	<ul style="list-style-type: none"> <li>• 400 food vouchers distributed.</li> <li>• 400 hygiene vouchers distributed.</li> <li>• 45 shelter subsidy granted.</li> </ul>	<ul style="list-style-type: none"> <li>• List of families that were studied.</li> <li>• List of receivers with signatures.</li> <li>• List of Family names prepared prior to distribution.</li> <li>• Satisfaction Survey Feedback sessions and final report.</li> </ul>	<ul style="list-style-type: none"> <li>• The current crisis does not evolve into a regional war.</li> <li>• Access to refugees from Syria in the region is possible by the implementing ACT agencies.</li> </ul>
<b>2</b> To ensure that refugee students have the opportunity to continue their education.	<ul style="list-style-type: none"> <li>• (510) students benefited from regular daily classes.</li> <li>• (105) students benefited from informal classes.</li> <li>• (4) official exams conducted.</li> <li>• (1) Educational Centre established in Damascus.</li> </ul>	<ul style="list-style-type: none"> <li>• Selecting trainers.</li> <li>• Quality of training, materials and guidelines.</li> <li>• No. of students continued their education.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholastic materials are available to students.</li> <li>• Students are able to daily access the school they are attending.</li> </ul>
<b>Activities (DSPR Lebanon):</b> <ul style="list-style-type: none"> <li>• Distribute food vouchers to 400 families in Shatilla, Ein El Helweh and Dbayeh camps.</li> <li>• Distribute 400 hygiene vouchers to refugees in Shattila, Ein El Helweh and Dbayeh camps.</li> <li>• Provide shelter subsidy to 45 refugee families in Ein-El Hilweh and Shattila camps.</li> <li>• Provide formal Education classes to 510 students aged 14-18 for 9 months in the camps of the south and the Shatilla camp.</li> <li>• Provide non-formal education services to 105 students who attend daily English and Computer classes in the camps of the South.</li> </ul>			

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- Prepare all documents and applications needed for taking official exams in Syria for students ending their 9th and 12th grades.
- Securing all residency, travel documents and travel arrangements needed for escorting students to Syria and back.
- Scout and find a premise in Damascus suitable to begin a new centre for helping the youth learn essential life skills.

IOCC LEBANON			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal:</b> To reduce vulnerability and ease the burden of people in Syria affected by the conflict.			
<b>Outcome 1-Food assistance</b> Promote food availability through in kind food assistance and sustainable food value chain.	<ul style="list-style-type: none"> <li>• 90%of beneficiary families report reduced economic burden as a result of receiving food parcels.</li> <li>• 1,750 beneficiaries from 350 families that receive food assistance.</li> <li>• 12,600 meals prepared and distributed.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report.</li> <li>• Focus group discussion on impact of food assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Items for inclusion in the food parcels are available in local markets.</li> <li>• Security remains stable, permitting activities to continue.</li> </ul>
<b>Output 1</b> Vulnerable beneficiary families receive food assistance (3 meals per week).	<ul style="list-style-type: none"> <li>• 350 families receiving 3 meals a week.</li> </ul>	<ul style="list-style-type: none"> <li>• Signed distribution lists.</li> <li>• Monthly reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Beneficiaries willing to participate in the project.</li> </ul>
<b>Outcome 2-Health and Nutrition</b> Refugee and host community beneficiaries have improved access to services and better knowledge regarding health and hygiene issues.	<ul style="list-style-type: none"> <li>• 700 beneficiaries satisfied with the health care and awareness they received.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report.</li> <li>• Focus group discussion on impact of food assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• PHCs partner with IOCC to provide access for improved services.</li> </ul>
<b>Output 2</b> Beneficiaries access primary health services		<ul style="list-style-type: none"> <li>• List of beneficiaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Funds are available.</li> </ul>

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Health care workers and IOCC staff receive training on health in emergencies. Children with malnutrition receive supplements and treatment.	<ul style="list-style-type: none"> <li>- 500 families that access health care and/or receive treatment</li> <li>- 30 Trained health care workers and IOCC staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Training attendance.</li> <li>• Training agenda.</li> <li>• List of materials/equipment provided to PHC.</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Ministry of Public Health (MoPH).</li> </ul>
<b>Outcome 3-WASH</b> Refugee and host community have improved access to WASH services and increased awareness.	Operational WASH projects in host communities.	Reports with input from municipalities and beneficiaries.	Weather and security situation allows timely implementation.
<b>Output 3</b> <ul style="list-style-type: none"> <li>• Urban WASH projects implemented to improve access.</li> <li>• Hygiene promotion session conducted.</li> </ul>	<b>A major WASH project implemented covering at least 5 villages benefiting 20,000 persons</b>	<ul style="list-style-type: none"> <li>• Reports.</li> <li>• Photos.</li> <li>• <b>List of villages</b></li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Ministry of Water and Hydraulics.</li> <li>• Community member willing to participate in awareness sessions.</li> </ul>
<b>Outcome 4-Shelter</b> Vulnerable refugee and host community families have adequate and improved living spaces.	100% of supported families not evicted from their shelter during the project coverage.	<ul style="list-style-type: none"> <li>• Project report.</li> </ul>	Landlords cooperates with IOCC to retain families in their shelters.
<b>Output 4</b> Vulnerable refugee and host community paying rent to remain in their rented shelter.	250 beneficiary households receiving one-time rental support.	<ul style="list-style-type: none"> <li>• List of beneficiaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Security situation stable.</li> <li>• Rent cost does not increase suddenly.</li> </ul>
<b>Outcome 5-Education</b> Refugee children and children from host community have access to quality formal education and support education services.	Increased number of students supported to access education services.	<ul style="list-style-type: none"> <li>• Reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive collaboration with MEHE.</li> </ul>
<b>Output 5</b> <ul style="list-style-type: none"> <li>• Rehabilitation of education settings to allow more students to access education services.</li> <li>• Provision of education services to support school enrolment and retention.</li> </ul>	<p>Five education settings rehabilitated.</p> <p>750 students supported to access education.</p>	<ul style="list-style-type: none"> <li>• Reports.</li> <li>• List of beneficiaries.</li> <li>• Photos.</li> <li>• Bill of Quantities.</li> </ul>	<ul style="list-style-type: none"> <li>• The security situation allows students to attend school.</li> </ul>
<b>Outcome 6-Livelihood</b> Reduced economic burden by families participating in CfW opportunities.	Community projects implemented on the basis on CfW.	<ul style="list-style-type: none"> <li>• Project concepts.</li> </ul>	Approval of local authorities.
<b>Output 6</b> Community projects designed and implemented to provide CfW opportunities.	Ten community project designed and implemented to provide CfW opportunities.	<ul style="list-style-type: none"> <li>• Project report.</li> </ul>	Local community willing to participate.
<b>Activities</b> <b>Food Security:</b>	<b>List of Key inputs</b> <ul style="list-style-type: none"> <li>○ Qualified staff from IOCC implement and monitor planned activities.</li> </ul>		<i>Activities-to-Outputs assumptions</i>

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<ul style="list-style-type: none"> <li>• Identify beneficiaries to receive hot meals</li> <li>• Distribute hot meals to beneficiaries</li> <li>• Conduct beneficiary satisfaction surveys.</li> </ul> <p><u>Health and Nutrition</u></p> <ul style="list-style-type: none"> <li>• Develop agreements with public health facilities to provide primary and health care services.</li> <li>• Identify beneficiaries.</li> <li>• Support PHCs with tools/equipment to access beneficiaries with improved primary health services.</li> <li>• Follow-up and monitoring of beneficiaries who receive subsidized health care.</li> <li>• Identify health care workers and IOCC staff who will receive training in relevant health topics.</li> <li>• Organize training for health care workers and IOCC staff on relevant health topics.</li> </ul> <p><u>WASH</u></p> <ul style="list-style-type: none"> <li>▪ Place tender announcements for contractors to carry out WASH projects.</li> <li>▪ Implement WASH projects.</li> <li>▪ Conduct hygiene promotion activities.</li> </ul> <p><u>Shelter</u></p> <ul style="list-style-type: none"> <li>▪ Identify vulnerable Syrian &amp; Lebanese families who require rental assistance.</li> <li>▪ Negotiate with landlords to cover rental costs once.</li> <li>▪ Pay rents based on supporting documents.</li> </ul> <p>Conduct beneficiary satisfaction surveys.</p> <p><u>Education</u></p> <ul style="list-style-type: none"> <li>▪ Place tender announcements for contractors to carry out school rehabilitation.</li> <li>▪ Implement rehabilitation of educational setting.</li> <li>▪ Select students to benefit from support activities.</li> <li>▪ Select animators from local community and build capacity.</li> </ul>	<ul style="list-style-type: none"> <li>○ Qualified contractors carry out WASH and school rehabilitation.</li> <li>○ Qualified persons/staff carry out health and hygiene awareness sessions.</li> <li>○ Local partner prepare hot meals.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified persons on staff to carry out planned activities.</li> <li>• Contractors to carry out rehabilitation activities will be found quickly.</li> <li>• Ministry and other officials will remain supportive of planned activities.</li> <li>• Landlords do not increase rent for the period covered by IOCC.</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Conduct education support activities.</li> </ul> <p><u>Livelihood</u></p> <ul style="list-style-type: none"> <li>• Identify communities and beneficiaries to receive CfW opportunities.</li> <li>• Organize CfW opportunities.</li> <li>• Follow-up with CfW beneficiaries.</li> </ul>		
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IOCC SYRIA			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal</b> To reduce the vulnerability and ease the burden of people who are affected by the conflict in Syria.			
<b>Outcomes - Food Security</b> The wellbeing of vulnerable Syrian families is improved through the provision of food parcels.	80% of beneficiary families report reduced economic burden as a result of receiving food parcels	<ul style="list-style-type: none"> <li>• Beneficiary satisfaction survey results</li> </ul>	<ul style="list-style-type: none"> <li>• Items for inclusion in the food parcels continue to be available in local markets.</li> <li>• Security remains stable within the country, permitting activities to continue.</li> </ul>
<b>Outputs</b> 1.1 Vulnerable Syrian households receive at least one food parcel.	20,000 individuals receive a food parcel	<ul style="list-style-type: none"> <li>• signed distribution lists</li> <li>• monthly reports</li> </ul>	<ul style="list-style-type: none"> <li>• Beneficiaries continue to be willing to participate in the project.</li> </ul>
<b>Outcomes – Education</b> Beneficiary children who have not had regular access to school are able to continue or catch-up & advance with their education.	75% of children supported are able to successfully advance to the next grade	<ul style="list-style-type: none"> <li>• End of year/class exams</li> </ul>	<ul style="list-style-type: none"> <li>• The security situation continues to allow students to access school.</li> <li>• Students take their studies seriously &amp; pass their exams.</li> </ul>
<b>Outputs</b> a. Beneficiary children are supported with tuition fees to continue attending school. b. Beneficiary children are support with tuition fees to attend remedial classes in order to catch-up with their lessons. c. Beneficiary children are able to return to school through school rehabilitation projects.	<ul style="list-style-type: none"> <li>• At least 500 beneficiary students receive tuition support.</li> <li>• At least 500 beneficiary students receive tuition support for remedial classes.</li> <li>• Completed school repair. projects are able to enrol 5,000.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom attendance sheets.</li> <li>• Receipt for payment of school fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholastic materials are available to students.</li> <li>• Schools in project catchment areas remain open.</li> <li>• Labor and materials are available in the market.</li> </ul>

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<b>Outcomes – Shelter</b> Beneficiaries are able to remain in their current shelters & not be evicted.	95% of beneficiaries do not lose their shelters.	<ul style="list-style-type: none"> <li>Beneficiary satisfaction surveys.</li> </ul>	<ul style="list-style-type: none"> <li>Landlords will not evict beneficiaries during the subsidized rental period.</li> <li>Beneficiaries do not relocate during the time period for which rents have been paid.</li> </ul>
<b>Outputs</b> 3.1 Beneficiaries are provided with a 3-month rental assistance.	1250 individuals receive a 1- time 3-month rental support.	<ul style="list-style-type: none"> <li>Signed rental agreements.</li> <li>Monthly reports.</li> </ul>	<ul style="list-style-type: none"> <li>Beneficiaries do not relocate during the time period for which rents have been paid.</li> </ul>
<b>Outcomes – Cash Assistance</b> Vulnerable beneficiaries have increased purchasing power so they can meet their essential needs.	80% of beneficiary families report reduced economic burden as a result of participating in employment opportunities.	<ul style="list-style-type: none"> <li>Beneficiary satisfaction surveys.</li> </ul>	<ul style="list-style-type: none"> <li>The security situation continues to allow for programme implementation with beneficiaries.</li> <li>Beneficiaries continue to be willing to participate in the project.</li> <li>Beneficiaries do not move out of the project catchment area.</li> </ul>
<b>Outputs</b> Beneficiaries have more cash to address their essential needs.	At least 10 employment projects are take place.	<ul style="list-style-type: none"> <li>Attendance rosters</li> <li>Signed payment receipts</li> <li>Monthly reports.</li> </ul>	<ul style="list-style-type: none"> <li>Beneficiaries do not drop out of the project.</li> <li>Beneficiaries are willing to travel to work locations.</li> </ul>

IOCC JORDAN			
PROJECT STRUCTURE	INDICATORS	MEANS OF VERIFICATION (MoV)	ASSUMPTIONS
<b>Goal:</b> To reduce the vulnerability and ease the burden of people in Jordan affected by the Syrian conflict.			
<b>Outcome 1: Shelter – Rehabilitation</b> Refugees living outside refugee camps and host community beneficiaries have adequate and improved living spaces.	- 85% of beneficiary households are satisfied with their improved living space.	○ Agreements with the contractors. ○ Beneficiary satisfaction survey results.	• Relevant ministries and municipality authorities support shelter improvements. • Contractors are present in project catchment areas. • Security remains stable within the country, permitting activities.
<b>Outputs:</b> 1.1 Beneficiary living spaces in poor condition are improved.	- 140 beneficiary households (700 individuals) receive shelter improvements.	○ Building inspection reports ○ Monthly reports.	• Landlords of shelters permit improvements to their buildings. • Contractors are available in project's catchment areas. • Beneficiaries do not move or are evicted from shelters being rehabilitated.
<b>Outcome 2: Health – Prevention</b> Refugee and host community beneficiaries have improved knowledge of health, hygiene and nutrition issues.	- 85% of beneficiaries demonstrate improved understanding of issues affecting their health and nutrition.	○ Pre- and post-awareness sessions' surveys.	• Participants in awareness raising sessions understand the health and hygiene, and nutrition concepts presented.
<b>Outputs:</b> 2.1 Beneficiaries attend health, hygiene and nutrition sessions.	- At least 4000 beneficiaries participate in health, hygiene and nutrition awareness sessions.	○ Attendance sheets ○ Monthly reports.	• Security remains stable so beneficiaries can attend awareness raising sessions. • Beneficiaries willing to participate in the project.
<b>Outcome 3: Cash assistance</b> The economic burden of 300 Syrian refugees and vulnerable Jordanians is reduced through the provision of cash-for-rent assistance and emergency cash assistance.	- 80% of beneficiary families report reduced economic burden as a result of receiving the cash assistance.	○ Beneficiary satisfaction surveys.	• Rent prices remain stable. • Security remains stable so beneficiaries can receive assistance.

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IOCC JORDAN			
PROJECT STRUCTURE	INDICATORS	MEANS OF VERIFICATION (MoV)	ASSUMPTIONS
			<ul style="list-style-type: none"><li>• Beneficiaries do not move out of the project catchment areas.</li></ul>
<b>Outputs:</b> 3.1 Vulnerable Jordanian and Syrian households receive cash-for-rent assistance.	- 200 beneficiary families (1,000 individuals) have their monthly rent covered for the period of at least three months.	<ul style="list-style-type: none"><li>○ Signed landlord and beneficiary agreements lists</li><li>○ Rent receipt vouchers</li><li>○ Monthly reports.</li></ul>	<ul style="list-style-type: none"><li>• Beneficiaries are willing to participate in the project.</li></ul>
3.2 Vulnerable Jordanian and Syrian households receive emergency cash assistance.	- 100 beneficiary families receive one-time cash assistance to cover basic health needs.	<ul style="list-style-type: none"><li>○ Beneficiary lists.</li><li>○ Beneficiary receipts.</li><li>○ Monthly reports.</li></ul>	<ul style="list-style-type: none"><li>• Beneficiaries willing to participate in the project.</li></ul>
<b>Outcome 4: Education – Non-Formal Learning</b> Children and youths have access to non-formal education developing their skills and knowledge.	- 85% of beneficiaries are satisfied with their non-formal education.	<ul style="list-style-type: none"><li>○ Beneficiary satisfaction surveys.</li></ul>	<ul style="list-style-type: none"><li>• Ministry of Planning and International Cooperation (MOPIC) approves the project activities.</li></ul>
<b>Outputs:</b> 4.1 Children and youth attend educational courses and professional training.	- 600 children and youth complete the educational courses and professional training for the period of up to 100 training hours.	<ul style="list-style-type: none"><li>○ Beneficiary application.</li><li>○ Beneficiary enrollment/registration.</li><li>○ Attendance sheets.</li></ul>	<ul style="list-style-type: none"><li>• Security remains stable so beneficiaries can receive assistance.</li></ul>
<b>Activities:</b> 1.1.1 Identify beneficiaries who require shelter improvements. 1.1.2 Agreements made with landlords to carry out improvements on their buildings 1.1.3 Liaise with local authorities to obtain permission for shelter improvements. 1.1.4 Publicize tender announcements and through a transparent bid analysis process identify contractors to carry out shelter improvements. 1.1.5 Perform shelter improvements 1.1.6 Upon completion of shelter improvements conduct building inspections.	<b>List of Key inputs</b> <ul style="list-style-type: none"><li>○ Qualified IOCC staff to implement and monitor planned activities.</li><li>○ Qualified contractors to perform shelter and school rehabilitation.</li><li>○ Qualified persons/staff to conduct health and hygiene awareness sessions.</li><li>○ Qualified person to carry out building inspections.</li><li>○ JHAS to support implementation of awareness raising sessions</li><li>○ JHCO support to provide cash assistance in Ma'an and Karak Governorates.</li><li>○ Checks provided as cash assistance.</li></ul>	<ul style="list-style-type: none"><li>• Qualified persons will be on staff to carry out planned activities.</li><li>• Contractors to carry out rehabilitation activities are available.</li><li>• JHCO, Ministry and other officials are supportive of planned activities.</li><li>• Landlords do not try to increase rent for the period covered by IOCC.</li></ul>	

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IOCC JORDAN			
PROJECT STRUCTURE	INDICATORS	MEANS OF VERIFICATION (MoV)	ASSUMPTIONS
1.1.7 Carry out beneficiary satisfaction surveys.  2.1.1 Identify beneficiaries to participate in health and hygiene sessions. 2.1.2 Identify locations where health and hygiene sessions will take place. 2.1.3 Engage or recruit qualified persons to facilitate health and hygiene sessions. 2.1.4 Cooperate with JHAS and obtain awareness-raising materials for health, hygiene and nutrition awareness sessions. 2.1.5 Carry out health, hygiene and nutrition awareness raising sessions with beneficiaries.  3.1.1 Identify eligible beneficiaries to receive cash-for-rent and emergency cash assistance. 3.1.2 Enter beneficiary applications into the database and scoring system and select those with the highest scores. 3.1.3 Select the beneficiary families and sign agreements with beneficiaries and landlords. 3.1.4 Organize distribution of checks as payment of the assistance. 3.1.5 Carry out beneficiary satisfaction surveys.  4.1.1 Liaise with local partners and CBOs to identify beneficiaries. 4.1.2 Collect beneficiary applications for participating in the non-formal learning and select final beneficiaries 4.1.3 Enroll them in the educational courses and professional training. 4.1.4 Carry out beneficiary satisfaction surveys.			

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LWF			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal</b> <b>Refugees affected by the Syrian Crisis are empowered to better cope with the consequences of displacement.</b>			<i>No assumptions</i>
<b>Outcomes</b> <b>1. Vulnerable Syrian refugees and vulnerable Jordanians have access to improved living conditions and are able to live together in peace and harmony.</b>  <b>2. Syrian refugees and vulnerable Jordanians in host communities have improved capacity for psychosocial resilience.</b>	Targeted families state that their living conditions have improved.  Targeted families indicate improved resilience.	1. Post Distribution Monitoring reports Household Assessment records Household follow up visits Bank statements.  2. Facilitator reports Project records Attendance sheets Pre/post tests Beneficiary interviews.	<i>Outcomes-to-Goal assumptions</i> Targeted Refugee population stays in Jordan and the number of refugees does not dramatically increase or decrease.  No unrest in camp and host communities.  Government regulations do not slow or impede the achievement of project activities/objectives.
<b>Outputs</b> <b>Basic needs</b> <b>1. Vulnerable refugees are able to pay rent, purchase priority needs and increase understanding of fiscal responsibility.</b>  Protection (psychosocial)	1.1 Ability to plan and budget for household needs.	1.2 Post Distribution Monitoring reports Household Assessment records Household follow up visits Bank statements  2.2 Facilitator reports Project records	<i>Outputs-to-Outcomes assumptions</i> Targeted Refugee population stays in Jordan and the number of refugees does not dramatically increase or decrease.  No unrest in camp and host communities

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<p>2. Vulnerable refugees are given access to legal aid and better informed on process surrounding refugee law.</p> <p>3. Improved psycho-social well-being of the target group as measured by level of awareness of personal and community issues regarding pro-social behavior, cognitive/emotional functioning, performance of daily tasks (livelihood, cash for work), coping, self-esteem and self-efficacy.</p> <p>4. Increased capacity of families/households, community organizations and service providers to support community members to cope with stress.</p> <p>5. Identification and reduction of threats to the protection and psychosocial well-being of the target.</p> <p><b>Education</b></p> <p>6. <b>4 schools will establish emergency classes to work with Syrian Refugee and Jordanian Children affected by the conflict.</b></p>	<p>2.1 Increased understanding of Jordan legal systems and the impact on refugees and vulnerable Jordanians.</p> <p>3.1 Change in the proportion of target group able to express fears or concerns and seek care from others during stress.</p> <p>4.1 Change in the proportion of target population using positive coping strategies during times of stress.</p> <p>5.1 Change in the level of awareness of personal and community issues regarding pro-social behaviour, cognitive/emotional functioning, coping and self-esteem, self-efficacy and agency.</p> <p>6.1 <b>Number of emergency schools opened.</b></p>	<p>Attendance sheets Pre/post tests Beneficiary interviews.</p> <p>3.2 Facilitator reports Project records Attendance sheets Beneficiary interviews.</p> <p>4.2 Facilitator reports Project records Attendance sheets Beneficiary interviews.</p> <p>5.2 Facilitator reports Project records Attendance sheets Beneficiary interviews.</p> <p>6.2 Contractor reports, Facilitator reports Project records Attendance sheets Beneficiary interviews.</p> <p>7.2 Facilitator reports Project records.</p>	<p>Government regulations do not slow or impede the achievement of project activities/objectives.</p> <p>There is no significant change in the economy.</p>
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<p><b>7. 400 students will have the opportunity to receive extra tutoring and teaching to enable them to catch up to their intended grade.</b></p> <p><b>8. 4 Emergency schools will receive school stationary supplies for students</b></p> <p><b>Livelihood restoration</b> 9. Increased livelihoods opportunities for refugee and Jordanian youth in Mafraq, Irbid and Zarqa governorates, and in Zaatari camp.</p> <p><b>Shelter</b> 10. Families of refugees from Syria in Irbid and Mafraq governorates live in safe and hygienic shelters.</p> <p><b>WASH</b> 11. Syrian refugees and vulnerable Jordanians in targeted governorates have increased health and hygiene awareness and improved health status/conditions.</p>	<p><b>7.1 Number of students gaining access to emergency schooling</b></p> <p><b>8.1 Number of schools receiving supplies</b></p> <p>9.1 Number of people trained, number of people with access to a livelihood.</p> <p>10.1 Number of people with access to shelter.</p> <p>11.1 Number of people trained, number of people who show an increase in awareness.</p>	<p>Attendance sheets. Pre/post-tests. Distribution records Beneficiary interviews.</p> <p>8.2 Facilitator reports Project records Attendance sheets Pre/post tests Beneficiary interviews.</p> <p>9.2 Facilitator reports Project records Attendance sheets Pre/post tests Distribution records Beneficiary interviews.</p> <p>10.2 Facilitator reports Project records. Distribution records. Beneficiary interviews.</p> <p>11.2 Facilitator reports. Project records. Attendance sheets. Pre/post-tests. Beneficiary interviews.</p>	
<p><b>Activities</b> <b>Basic needs</b></p> <ul style="list-style-type: none"><li>- Cash distribution for 800 HH (4000 individuals).</li></ul>	<p><b>List of Key inputs</b></p> <ul style="list-style-type: none"><li>• LWF Staff</li><li>• Partner staff</li><li>• Local Governorate Offices</li></ul>		<p><i>Activities-to-Outputs assumptions</i> Targeted Refugee population stays in Jordan and the number of refugees does not dramatically increase or decrease.</p>

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<ul style="list-style-type: none"> <li>- Fiscal responsibility and budget training for 800 HH (4000 individuals).</li> </ul> <p><b>Protection (psychosocial)</b></p> <ul style="list-style-type: none"> <li>- Cash for work for 145 HH/725 individuals.</li> <li>- Legal aid for 800 HH (4000 individuals).</li> <li>- Women's empowerment sessions for 120 women.</li> <li>- Women's empowerment activity's for 120 women.</li> <li>- Protection TOT trainings for staff, CBOs and Act members.</li> <li>- 50 youth trained on nonviolence.</li> <li>- 100 caregivers trained on psychological welfare of youth and nonviolence.</li> <li>- 50 Youth participate in empowerment activities.</li> <li>- 240 children participate in psychosocial sessions.</li> <li>- 60 children, identified by the protection manager, will attend will continue onto advance classes.</li> <li>- Streamlining training.             <ul style="list-style-type: none"> <li>- <b>Education</b></li> </ul> </li> <li>- 400 students integrated into emergency remedial classes</li> <li>- Stationary kits distributed to 400 students</li> <li>- Train 16 teachers on the teaching methodologies, evaluation strategies, planning, classroom management and special program on the psychological aspect of Syrian refugees</li> <li>- Children will benefit from psychosocial support through structured learning, play and recreation activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Information flyers</li> <li>• Vehicles</li> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>- No unrest in camp and host communities.</li> <li>- Government regulations do not slow or impede the achievement of project activities/objectives.</li> </ul>
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<p>The specialized cases will be referred to a specialized agency.</p> <ul style="list-style-type: none"> <li>- <b>Early recovery &amp; livelihood restoration</b></li> <li>- Conduct 2 market assessments in Zaatari and host communities targeted for livelihood interventions.</li> <li>- Conduct 2 post livelihood assessment for interventions completed in Zaatari and host community.</li> <li>- Conduct vocational trainings for 700 beneficiaries in host communities and in Zaatari camp in addition to small business training.</li> </ul> <p><b>Shelter</b></p> <ul style="list-style-type: none"> <li>- Conduct 100 shelter rehabilitations benefiting 100 HH (500 Beneficiaries).</li> </ul> <p><b>WASH</b></p> <ul style="list-style-type: none"> <li>- Train 600 Beneficiaries on hygiene awareness and conduct distributions of hygiene kits to the 600 beneficiaries.</li> </ul>		
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MECC SYRIA			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal:</b> <b>To preserve the wellbeing, ease the vulnerability of affected people and alleviate their economic burden and building the capacity of stakeholders.</b>			<i>No assumptions</i>
<b>1- Outcome: NFIs</b> Alleviating the economic burden of vulnerable families by distributing warm clothing and shoes to their children and waterproof jackets for parents.	85% of beneficiaries' report reduced economic burden as a result of receiving the kits and shoes.	<ul style="list-style-type: none"> <li>List of selected beneficiaries.</li> <li>Beneficiary satisfaction survey results.</li> </ul>	Items are available in local market. <ul style="list-style-type: none"> <li>Roads are secured to ship the good to targeted areas.</li> <li>Security situation in targeted areas permit the execution of the activity.</li> </ul>
<b>Outputs:</b> 4000 Vulnerable Syrian children will access to essential clothing kit with one pair of shoe.	<ul style="list-style-type: none"> <li>4000 individuals receive warm clothing kit with shoes.</li> <li>2000 individuals will receive waterproof jackets.</li> </ul>	List of receivers with signatures.  Monthly report.	Needs are growing to get such kits in all Syrian places.
<b>2- Outcome: Capacity building</b>  Improving the skills of volunteers and workers in humanitarian field.	85% of participant will report improvement of their knowledge about humanitarian principles and SPHERE book, communication skills and M7E technique.	Trainees' satisfaction survey as well as trainers' evaluation survey.	Churches and of the LNGOs are in great need to train their volunteers and their new volunteers who are replacing the ones who are leaving.
<b>Outputs:</b> 150 Participants will have access to attend courses on Sphere concept. Effective leadership with communication skills. Monitoring and evaluation skills and technique.	<ul style="list-style-type: none"> <li>150 trainees will participate in different training course;</li> <li>50 trainees in SPHERE concept.</li> </ul>	<ul style="list-style-type: none"> <li>Trainee's satisfaction survey results.</li> <li>Attendance sheet of trainees.</li> <li>Evaluation of the trainers.</li> </ul>	<ul style="list-style-type: none"> <li>Security situation allows such activities to be convened in Damascus.</li> <li>Great need at the level of church volunteers and LNGOs to attend such training.</li> </ul>

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	<ul style="list-style-type: none"> <li>• 50 trainees in effective leadership &amp; communication skills.</li> <li>• 50 trainees on M&amp;E.</li> </ul>		
<b>3- Education:</b> 5000 Children will have access to safe to drinking water, toilets and hygiene behaviour in ten rehabilitated schools.	80% of children and teachers in targeted schools will report about their satisfaction and better behaviour.	Beneficiaries' satisfaction survey.	<ul style="list-style-type: none"> <li>• Targeted areas are secured and in great need for this activity.</li> <li>• Materials are available in the market.</li> <li>• Contractors are available in the targeted areas.</li> </ul>
Outputs; <ul style="list-style-type: none"> <li>• 10 schools WASH unites will be rehabilitated.</li> <li>• 5000 students will attend WASH promotion sessions and will have access to essential student hygiene kits.</li> </ul>	<ul style="list-style-type: none"> <li>• 10 schools will be rehabilitated.</li> <li>• 5000 students' hygiene kits will be distributed.</li> <li>• 5000 students will attend WASH promotion session in targeted schools.</li> </ul>	Beneficiary satisfactory results. Parent satisfactory result. <ul style="list-style-type: none"> <li>• School administration satisfactory results.</li> <li>• Official letters from schools after finishing the rehabilitation works and receipts about the hygiene kits distribution in each school.</li> </ul>	<ul style="list-style-type: none"> <li>• Materials of hygiene kits are available in the market.</li> <li>• Roads are secured for shipments.</li> <li>• WASH promoter people are available in the targeted areas.</li> </ul>
<b>4- Outcome:</b> 50 jobless young people and skilled labour will have access launch their own small investment project.	<ul style="list-style-type: none"> <li>• 80% at least will report that this activity has reduced their economic burden and become self-reliance economically.</li> </ul>	Beneficiary satisfactory survey result.	<ul style="list-style-type: none"> <li>• Targeted areas are safe and allow conducting such activities.</li> <li>• Targeted areas are in great need of all job and labour small investment.</li> <li>• Many young people and skilled labours are in need to find job.</li> </ul>
Outputs;  50 Jobless beneficiaries receive financial grants to launch their own projects.	<ul style="list-style-type: none"> <li>• 100 trainees will attend the 15 days training</li> <li>• 50 grants will be offered to the best proposals.</li> <li>• 100 job creation will be achieved.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance lists with signatures of trainees.</li> <li>• Evaluation of specialized committee.</li> <li>• Evaluation of the trainers.</li> </ul>	<ul style="list-style-type: none"> <li>• Trainers are available in targeted areas.</li> <li>• Training materials are available.</li> <li>• Locations of training are available.</li> <li>• Security situations allows to conduct such training.</li> <li>• Security situation allows to launch micro scale investment.</li> </ul>
<b>5- Outcome: health awareness;</b> 500 Vulnerable women will have access to better knowledge on basic nutrition condition and safety hygiene behaviour.	<ul style="list-style-type: none"> <li>• 85% at least will report their benefit and satisfaction on given lectures.</li> </ul>	Beneficiary satisfaction survey.	<ul style="list-style-type: none"> <li>• Trainers are available with facilities as well as with hygiene materials.</li> </ul>

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<p>Outputs:</p> <p>500 women will attend special courses including the distribution of dignity hygiene kits and free diabetic test.</p>	<p>500 women will attend the courses.</p>	<ul style="list-style-type: none"> <li>• Attendance of courses.</li> <li>• Signed lists upon receiving the dignity kits.</li> <li>• Evaluation forms and results of focus group discussion.</li> </ul>	<p>Trainers are available with facilities as well as with hygiene materials.</p>
<p>Activities :</p> <p>Activity 1:</p> <p>1-1 Selection of children according to age and gender in targeted areas.</p> <p>1-2 Preparing tender books for procurement.</p> <p>1-3 Procurement and selection of suppliers.</p> <p>1-4 Distribution of kits according to action plan.</p> <p>1-5 Evaluation report and success stories.</p> <p>Activity 2:</p> <p>2-1 Sending invitation to churches and LNGOS provided with selection condition and training programs.</p> <p>2-2 selection of trainers for each topic and signing contract according to ToR.</p> <p>2-3 selection of location and logistic services</p> <p>2-4 conducting the training.</p> <p>2-5 evaluation and final report and success stories.</p> <p>Activity 3:</p> <p>3-1 Selection of targeted schools received from the ministry of education.</p> <p>3-2 preparing BoQ and tender books.</p> <p>3-3 procurement processes to select contractors.</p> <p>3-4 signing contracts with contracts.</p> <p>3-5 supervising the works, delivery and final report.</p> <p>3-6 conducting WASH promotion sessions for students.</p> <p>3-7 distribution of student hygiene kits after finishing the procurement processes, evaluation on the impact of the activity. Final report and success stories.</p>	<p><b>List of key inputs:</b></p> <ol style="list-style-type: none"> <li>1- Qualified trained staff from MECC office to implement and monitor the activities.</li> <li>2- Qualified suppliers will be selected according to MEEC procurement P&amp;Ps.</li> <li>3- Qualified contractors will be selected to performed rehabilitation works in schools.</li> <li>4- Well qualified trainers will be selected to conduct capacity building training.</li> <li>5- Well qualified trainers in the area of business start-up will be selected to perform grant activity.</li> <li>6- Well doctors and public health workers will be selected to conduct the health awareness sessions.</li> <li>7- Well facilities, warehouses will be selected for various activities.</li> <li>8- Well known shipment companies will be selected to ship goods to targeted areas.</li> <li>9- Well security plan will be in place to safeguard the well-being of beneficiaries and staff.</li> </ol>		<ul style="list-style-type: none"> <li>• Qualified staff is available and ready to implement the planned activities.</li> <li>• Suppliers and contractors are available.</li> <li>• Material and commodities are available in the market.</li> <li>• Trainers are available</li> <li>• Facilities to conduct the activities are available.</li> </ul>

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<p>Activity 4:</p> <p>4-1 selection of beneficiaries.</p> <p>4-2 orientation meeting and then conducting the training.</p> <p>4-3 evaluation of proposed project and selection of 50 good projects.</p> <p>4-4 procurement and mentoring of execution the projects for six month.</p> <p>4-5 evaluation and final report and success stories.</p> <p>Activity 5:</p> <p>5-1 selection of beneficiaries.</p> <p>5-2 selection of lecturers and signing contracts with them as of ToR.</p> <p>5-3 execution of training ,</p> <p>5-4 distribution women dignity kits and free diabetic test at the end of the course.</p> <p>5-5 final evaluation, final report and success stories.</p>		
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MECC Lebanon			
Project structure	Indicators	Means of Verification (MoV)	Assumptions
<b>Goal:</b> To preserve the well-being, ease the vulnerability of affected people and alleviate their economic burden and building the capacity of stakeholders.			
<b>Outcomes 1: Education</b> Enabling selected students facing problems with Lebanese curriculum to pass the final exam and to get required WASH knowledge.	<ul style="list-style-type: none"> <li>- 70 % at least will pass the final exam according to Lebanese education system.</li> <li>- 85% of students attending WASH promotion sessions will develop their hygiene behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>- Pre and post Beneficiaries survey.</li> <li>- Attendance of students.</li> </ul>	<ul style="list-style-type: none"> <li>- Schools are available to conduct the programs.</li> <li>- Teachers are available to participate in the program.</li> <li>- Students are available and parents are willing to get their children education support.</li> </ul>
<b>Outputs:</b> 400 students studying in public schools will have access to remedial classes to cope successfully with Lebanese curriculum education system.  400 students will have access to increase their knowledge on hygiene behaviour in schools and at home.  # of children will be followed up in case they are facing trauma cases	<ul style="list-style-type: none"> <li>- 400 students will be enrolled in remedial classes in selected targeted areas.</li> <li>- 400 students will attend WASH promotion sessions.</li> <li>- 400 students will receive student hygiene kits.</li> <li>- # of students will receive adequate follow up with specialized doctors.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodical and final exam results.</li> <li>- Parent satisfactory result.</li> <li>- Pre and post survey about WASH promotion sessions.</li> <li>- School administration satisfactory results.</li> <li>- Report of cases with improvement reports from specialized doctors.</li> <li>- Success stories.</li> </ul>	<ul style="list-style-type: none"> <li>- School kits are available in the market.</li> <li>- Materials and suppliers for WASH sessions are available in the local market.</li> <li>- Psychological support people are available.</li> </ul>

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<b>Outcomes 2: Capacity building</b>  <b>Building the resilience and self-capacity of selected vulnerable Syrian refugees women</b>	<ul style="list-style-type: none"> <li>- At least 85% of trainees will report about their benefit and satisfactory at the end of the program.</li> </ul>	<ul style="list-style-type: none"> <li>- Satisfactory result survey</li> </ul>	<ul style="list-style-type: none"> <li>- Locations are available to conduct the courses.</li> <li>- Trainers and materials are available.</li> </ul>
<b>Outputs:</b> 400 vulnerable women will have access to vocational training courses.  50 selected trainees will have access to business start-up course.  15 selected women will have small grants to launch their small micro scale project.	<ul style="list-style-type: none"> <li>- 400 vulnerable women will be enrolled in different type of vocational courses.</li> <li>- 50 women will be enrolled in business start course before proposing their small projects.</li> <li>- 15 grants will be offered to individual women or group of women.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance sheet.</li> <li>- Final evaluation forms.</li> <li>- Attendance sheet.</li> <li>- Final evaluation of results to select the winners of grant.</li> <li>- Results of evaluation committee.</li> <li>- Success stories.</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers are available.</li> <li>- Materials are available.</li> </ul>
<b>Outcomes 3 : health awareness</b> <b>Increasing knowledge at the level of Syrian refugees' knowledge on basic nutrition condition and safety hygiene behaviour</b>	<ul style="list-style-type: none"> <li>- 85% at least will report their benefit and satisfaction on given lectures</li> </ul>	<ul style="list-style-type: none"> <li>- Beneficiary satisfaction survey.</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers are available with facilities as well as with hygiene materials.</li> </ul>
<b>Outputs:</b> <b>600 women will have access on better knowledge of hygiene and nutrition</b>	<ul style="list-style-type: none"> <li>- 600 women will attend the courses</li> <li>- 800 women will get dignity kits at the end of the course.</li> <li>- 800 women will get free diabetic test.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance sheet of courses.</li> <li>- Signed lists upon receiving the dignity kits.</li> <li>- Pre and post evaluation forms and results of focus group discussion.</li> <li>- Success stories.</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers are available with facilities as well as with hygiene materials.</li> </ul>
<b>Outcomes 4: Advocacy</b> Increasing the knowledge on the issues related to refugees rights at all levels.	<ul style="list-style-type: none"> <li>- 70% of women will have better knowledge on issues related to refugees' rights and access to specialized counselling.</li> </ul>	<ul style="list-style-type: none"> <li>- Pre and post Beneficiary knowledge form on refugees rights.</li> </ul>	<ul style="list-style-type: none"> <li>- Lawyers and specialized people are available.</li> </ul>
<b>Outputs:</b> 800 women will have access to special sessions on refugees' rights.	<ul style="list-style-type: none"> <li>- 800 women will attend two sessions during their VT courses and Health awareness courses on refugees' rights.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance sheet.</li> <li>- Pre and post knowledge forms.</li> <li>- Number of referral cases to specialized NGOs</li> <li>- Success stories.</li> </ul>	<ul style="list-style-type: none"> <li>- Lawyers and specialized people are available.</li> </ul>

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<p>Outcomes 5 : psychological support to Children and women ( 200 children and 200 women)</p> <p>Improving the psychosocial wellbeing of targeted beneficiaries so refugees are able to better cope better and adapt to the changes resulting of the current situation caused by the protracted Syrian crisis.</p>	<ul style="list-style-type: none"> <li>- 70% at least of targeted children and women will report about their improved cases.</li> </ul>	<ul style="list-style-type: none"> <li>- Beneficiary satisfactory survey.</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers and specialized psychological support people are available.</li> </ul>
<p>Outputs:</p> <p>200 affected Syrian refugee children will have access to psychological support program.</p> <p>200 affected Syrian women will have access to psychological support program.</p>	<ul style="list-style-type: none"> <li>- 200 Syrian children will participate in special psychological support sessions.</li> <li>- 200 women will participate in special psychological support sessions.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance sheets/ Photos/ Outcomes of the sessions/ evaluation forms / evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers and specialized psychological support people are available.</li> </ul>
<p>Outcome 6: volunteers training</p> <p>Trained volunteers and staff will have better knowledge on dealing with refugees and assessing their needs.</p>	<ul style="list-style-type: none"> <li>- 85% at least will report about their benefit from the training courses.</li> </ul>	<ul style="list-style-type: none"> <li>- Beneficiary satisfactory survey.</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers and facilities are available.</li> </ul>
<p>Outputs:</p> <p>100 volunteers from the affected community and staff will have access to professional training on how to deal with refugees and assist their needs.</p>	<ul style="list-style-type: none"> <li>- 100 trainees will participate in special tailored course.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance sheets,</li> <li>- Pre and post evaluation forms</li> <li>- Evaluation of the trainers.</li> <li>- Beneficiary satisfactory survey</li> </ul>	<ul style="list-style-type: none"> <li>- Trainers and facilities are available.</li> </ul>
<p><b>Activities:</b></p> <p>Activity 1: <b>education</b></p> <ul style="list-style-type: none"> <li>- Selection of targeted schools with students according to selection criteria.</li> <li>- Selecting the teachers.</li> <li>- Signing MoUs with schools and teachers.</li> <li>- Designing the remedial course curriculum based on the needs of the students.</li> <li>- Pre-test exam to monitor the development of students.</li> <li>- Periodical exams conducted.</li> <li>- Home visits to see the impact of the program.</li> </ul>	<p><b>key inputs:</b></p> <ul style="list-style-type: none"> <li>- Qualified trained staff from MECC office to implement and monitor the activities.</li> <li>- Qualified suppliers will be selected according to MEEC procurement P&amp;Ps.</li> <li>- Well qualified trainers will be selected to conduct capacity building training.</li> <li>- Well qualified trainers in the area of business start-up will be selected to perform grant activity.</li> <li>- Well doctors and public health workers will be selected to conduct the health awareness sessions.</li> <li>- Well facilities will be selected for various activities.</li> </ul>		<ul style="list-style-type: none"> <li>o Qualified staff are available and ready to implement the planned activities.</li> <li>o Suppliers and contractors are available.</li> <li>o Material and commodities are available in the market.</li> <li>o Trainers are available.</li> </ul>

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<ul style="list-style-type: none"> <li>- Conducting WASH promotion sessions during the remedial classes.</li> <li>- Selecting the supplier of hygiene student kits following MECC procurement process.</li> <li>- Distribution of student hygiene kits.</li> <li>- Pre and post survey to monitor the benefit of the program.</li> </ul> <p>Activity 2: <b>Capacity building &amp; resilience</b></p> <ul style="list-style-type: none"> <li>- Selection of 400 women.</li> <li>- Orientation meeting and then conducting different training according to the needs and desire of targeted women.</li> <li>- Selecting locations, facilities and trainers.</li> <li>- Signing contracts with trainers after developing ToR with them.</li> <li>- Organizing graduation party and distribution of attendance certificate</li> <li>- Selecting 50 potential women out of 400 trainees who desire to initiate their own small project.</li> <li>- Conducting the training of business start-up.</li> <li>- Writing proposals of small projects.</li> <li>- Selecting 25 good projects by appointed evaluation committee.</li> <li>- Offering grants and follow up the implementation of the projects.</li> <li>- Final report and success stories</li> </ul> <p>Activity 3: <b>Health Awareness courses</b></p> <ul style="list-style-type: none"> <li>- Selecting 800 women from different areas</li> <li>- Selection of lecturers and signing contracts with them as of ToR.</li> <li>- Execution of training,</li> </ul>		<ul style="list-style-type: none"> <li>o Facilities to conduct the activities are available.</li> </ul>
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<ul style="list-style-type: none"> <li>- Distribution of women dignity kits and free diabetic test at the end of the course.</li> <li>- final evaluation, final report and success stories</li> </ul> <p>Activity 4: <b>Advocacy on refugees' rights</b></p> <ul style="list-style-type: none"> <li>- Selecting lawyers and specialized people to conduct this activity.</li> <li>- Conducting two sessions during the VT courses and Health Awareness courses.</li> <li>- Observing cases and problems for future intervention.</li> <li>- Referral of critical cases to other specialized NGOs.</li> <li>- Final report and success story.</li> </ul>		
<p><b>Activity 5: psychological support for children and women.</b></p> <ul style="list-style-type: none"> <li>- Selection targeted areas where there are the most need for such intervention.</li> <li>- Selection the most affected children and women. Women and their children can be selected at the same time.</li> <li>- Selection of specialized psychological support people to conduct the activity.</li> <li>- Identifying the special cases to be referred to other specialized organization.</li> <li>- Documenting all case, attendance sheets and evaluation of the sessions.</li> <li>- Success stories, lessons learned photos and interview.</li> </ul>		
<p><b>Activity 6: Training of volunteers.</b></p> <ul style="list-style-type: none"> <li>- Selection of trainees.</li> <li>- Selection of facilities and location of training</li> <li>- Selection of trainers that will be based on detailed ToR.</li> </ul>		

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- Attendance of trainees, evaluation of the training.		
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### ***3.3. Implementation methodology***

#### ***3.3.1. Implementation arrangements***

While implementation efforts vary by ACT member, country and project, all ACT Alliance members work diligently to coordinate and implement activities in a manner that ensures maximum impact. Activities are harmonious with the goals and interests of the ACT Alliance and the members work closely with other organizations including UN agencies, government agencies, local and international NGOs, and CBOs and faith-based organizations (FBOs). Forum members will continue to implement projects for as long as the need exists, and the security situation enables such. In the current situation, it is crucial that the ACT members are prepared to possible rapid changes in the environment. Thus, there is a need for preparedness planning concerning staff and projects and, if necessary, revisions of plans will need to take place.

Members ensure sustainable impact when possible, by building the capacity of local organizations and other stakeholders. Projects also aim to strengthen the capacities of beneficiaries to organize themselves to better manage their needs and coping mechanisms related to the humanitarian crisis in their communities.

Project beneficiaries are identified through various means, including but not limited to: communication with local community leaders/influencers, home visits, assessments, and information-sharing with other agencies.

Beneficiary selection includes primary and secondary beneficiaries. Primary target populations may include IDPs, refugees, and members of host communities, while secondary target populations may include those involved in the implementation of relief activities. Implementing agencies also work with tested vulnerability criteria to identify those with the greatest need.

#### ***3.3.2. Partnerships with target populations***

Each member has consulted with the refugees themselves, local committees, other emergency response actors, host governments, and UN Sector Working Groups to ascertain that the identified gaps in service and program areas truly reflect the needs of the beneficiaries. Agencies circulate data generated by each project with the mentioned organizations to streamline information-sharing in order to harmonize strategies and programmatic responses with coordinated standardized procedures. Memorandums of Understanding have been signed between ACT members and local Jordanian organizations, including the Jordan Hashemite Charity Organization and different governmental agencies.

Proposed activities are always designed in a culturally appropriate manner, based on combined decades of experience in the region to ensure maximum impact. Any projects, capacity building, training initiatives or community-based awareness-raising sessions are organized utilizing data from needs assessments, observation, situational analyses, information-sharing, implementation of similar activities in the region, and feedback provided from both the beneficiaries and the local authorities. Identification of partners depends on the composition of the local community.

#### ***3.3.3. Cross-cutting issues***

ACT Forum members take into account all standard cross-cutting issues relevant to a humanitarian intervention. These include but are not limited to human rights, beneficiary accountability, gender, youth, disability and climate change. Specifically, the ACT Forum identifies the priority cross-cutting issues of conflict sensitivity, gender, and protection. Forum members have attended workshops on topics such as the use of the Gender Marker in project proposal writing, and continue to integrate lessons learned into everyday practice, such as the integration of gender mainstreaming into project planning.

Ongoing efforts will be made by the forum members to better adhere to the Core Humanitarian Standard principles. For example, forum member activities meet commitments on “beneficiary participation” by

conducting focus groups and awareness raising activities in conjunction with project activities. Code of conduct policies are in place and disseminated for forum member staff.

Central to approaches on conflict sensitivity is the Do-No-Harm approach, and the humanitarian principles of protecting life and health and maintaining a neutral, impartial, and independent position. Forum members do not discriminate based on ethnic, religious or political backgrounds of the populations served. In order to reduce the potential for harm, members emphasize cooperation and consultation with local organizations and volunteers.

Implementing members continue to take gender into consideration in program design and implementation.

Protection concerns are taken into account by ensuring respect for the rights of vulnerable groups. This includes children, people with special needs, the elderly, and girls and women, in particular those most at risk of abuse and exploitation. All members are committed to strict adherence to the ACT Alliance Code of Conduct and the Sexual Exploitation and Abuse policy.

#### **3.3.4. Coordination**

ACT members are active in all of the UN-led sectorial working groups, ensuring continuous coordination and collaboration with the UN agencies and other INGOs. In addition, this appeal took into consideration the Regional Refugee and Resilience Plan (3RP) for 2016. This is the key planning instrument led by UNHCR and UNDP at regional level. The ACT members have been active in the planning and developing of the document.

ACT members will agree on common methods of promoting the Alliance to working groups while maintaining the individual identity of each member organization. That said continuous information sharing and sharing of best practices is a priority.

Each requesting member is responsible for coordinating with the relevant national line ministries associated with the area in which the member is working, including the Ministry of Education or the Ministry of Health. ACT members work with the Jordan Hashemite Charity Organization (JHCO) for coordination of distribution in host communities, and tax-free procurement of goods.

#### **3.3.5. Communications and visibility**

ACT forum members will continue to work on ways of promoting the ACT Alliance identity during procurement, storage, and distribution. ACT Alliance members acknowledge the source of funding for any and all projects funded by the ACT Alliance.

The ACT Alliance logo is incorporated, whenever possible, on items distributed to beneficiaries, on printed materials used during trainings and/or distributed during marketing promotions. ACT Alliance's support will be acknowledged verbally during community events and/or during media campaigns. However, a low visibility strategy will be respected when required by the sensitivity of the issue.

ACT forum members will also commit to the circulation of monthly updates which will include humanitarian situation from the field that will reflect the crisis and the response of the Alliance.

#### **3.3.6. Advocacy**

Due the sensitive nature of the crisis, advocacy efforts will attempt to ensure the safety of beneficiaries and staff at all times. Forum members are involved in advocacy on multiple levels, including locally in countries of operation, and from their organizational headquarters on a more global scale. ACT forum members receive/host ACT Alliance members visiting the countries where this response is involved, as well as international government and church representatives to raise awareness of the nature and scale of the humanitarian crisis in Syria and neighboring host countries.

ACT members are working in close coordination with a broad range of different actors for advocacy

purposes such as clusters, the government, local CBOs and international NGO forums in Jordan that specializes on advocacy. As a humanitarian organization, members promote and adhere to international humanitarian law.

### ***3.3.7. Sustainability and linkage to recovery – prioritization***

Fighting inside Syria continues and the escalating supply of weapons and munitions to various factions engaged in the conflict suggests that the situation will not stabilize anytime soon. For the time being, focus largely remains on providing life-saving assistance. However, programs such as those in psychosocial support, shelter upgrades, and education will have long-term benefits and aid in the normalization process, when the recovery phase becomes possible. Where possible, organizations are building the skills and capacities of Syrians, as well as stakeholders in refugee host communities.

Due to the continuing nature of the crisis, it has become particularly important to address the needs and stabilization priorities in host communities. Finally, capacity building of NGOs and CBOs will also have long-term strengthening benefits for civil society.

If a component of the appeal will not be fully funded, where possible a reduced number of units will be provided, with an appropriate reducing in staff costs. Otherwise, priority will be given to tangible assistance and the provision of life-saving aid and items. Priorities will also be in line with the latest available information from coordinating agencies, such as UNHCR.

### ***3.3.8. Accountability – complaints handling***

#### **DSPR**

DSPR will continue its work in focusing on complaints handling through its set procedures in the previous appeal. DSPR is focusing CHS training, and building capacities of its field workers, volunteers, board, and staff.

DSPR will intensively work on assessing the training needs of its central and field staff in order to plan for their training and upgrade their performance in their work with Syrian refugees in specific and with local communities in general.

The capacity building training will include the Syrian – Jordanian committees as well as other DSPR committees.

#### **LWF**

The core values of the LWF are deeply rooted in dignity, justice, compassion, commitment, diversity, inclusiveness, participation, transparency and accountability. Resources and responsibilities for decision-making are to be used in ways that are mutually transparent and answerable to all stakeholders. To ensure that this commitment is live out, the LWF Complaints Mechanism Policy and Procedure allows that all stakeholders may provide feedback and complaints on World Service work, have them heard and properly addressed.

LWF will therefore establish local (for all Country Programs) and global Complaints Mechanisms to encourage feedback about its work from all its stakeholders. Where the feedback is a complaint about LWF conduct, LWF shall respond in a timely and appropriate manner through established mechanisms.

LWF guiding principles are:

1. World Service is guided by the values of dignity and justice, inclusiveness and participation, accountability and transparency, compassion and commitment.
2. World Service has zero tolerance to any form of abuse of power, sexual exploitation, fraud and corruption, physical and psychological abuse and criminal offenses.
3. The LWF Staff Code of Conduct regarding Sexual Exploitation and Abuse, Abuse of Power, Fraud and Corruption (January 2013 version) serves to guide all LWF staff in their attitudes, behaviours and ethical decisions in their professional as well as private lives.



4. World Service takes complaints seriously and positively. It shall address all issues of sexual exploitation, abuse of power, corruption and breach of the World Service policies and standards.
5. World Service is committed to have an effective procedure for handling and responding to complaints. Procedures shall be simple, easily understood and widely publicized.
6. Appropriate cultural and local practices should be respected in the development of complaints mechanisms. Cultural practices violating human rights and against World Service“ values are exceptions.
7. No staff shall retaliate against the complainant in whole or in part because he or she has disclosed alleged wrongful conduct. Any staff that is found to have violated this principle shall be subject to disciplinary action.
8. Both complainants and accused have a right to challenge decisions and to be properly informed about the basis on which decisions have been made. At any point the confidentiality aspect shall be maintained.
9. When necessary, it is particularly important to ensure that support is available to complainants in ways deemed appropriate.
10. The procedure for complaints will be reviewed regularly to ensure and incorporate learning and improvement towards World Service“ accountability.

### **MECC**

MECC as a church based organization follows the humanitarian principles and also conducts its activities as of the Christian values with utmost neutrality, transparency, impartiality and accountability. MECC will follow this moto in its future intervention” **Service in dignity** “and also to “**do no harm**” to any beneficiary.

### **IOCC**

IOCC is committed to international humanitarian standards and accountability mechanisms. For this project, IOCC will adhere to HAP and Sphere standards as follows:

#### **Sphere standards:**

The Sphere project provides minimum standards for an operational framework for accountability for key humanitarian aid sectors. For this project, IOCC will focus on the following standards as guiding principles for its planning and implementation:

- **FOOD:** Sphere standards for food aid will be followed. However, food parcels will be supplementary for one month and based on the assumption that families are able to buy themselves 62% of their food needs. See sub-chapter 2.3 under outcome food for more information. Food parcels will be based on local dietary habits and bought, whenever available, locally. Field monitors will verify quality, expiry dates and labelling in Arabic before transport of goods to distribution points.
- The Humanitarian Charter is an integral part of the Sphere project. IOCC is committed to uphold the charter’s principles and principles of Humanitarian Accountability Partnership (HAP).
- **Information to beneficiaries:** Families registering for assistance are informed about who is IOCC, the use of personal data provided, that aid will be provided based on need only, the likelihood and type of assistance provided, and the process of receiving assistance including the requirement of signing for aid received. Aid may be distributed from IOCC’s warehouse or in cooperation with another organization.
- **Beneficiary participation:** Both HAP and Sphere put much attention on participation and collection of information through continuous assessments. The current security situation as well as human resources put limitations on the extent to which this can be done. IOCC therefore relies increasingly on information collected through dialogue with various stakeholders.
- **Complaints mechanisms:** Most beneficiaries are aware of the possibility of directing complaints to IOCC’s offices, staff, and/or community leaders. Beneficiaries participate in a satisfaction survey after receiving the aid, e.g. at the distribution point.



- *Professional staff:* All IOCC staff receives job descriptions either in English or Arabic. These are used for recruitments, delegation of tasks, and performance assessments. IOCC also obliges all staff to sign on the ACT-Alliance Code of Conduct for the prevention of sexual exploitation and abuse, fraud, corruption and abuse of power.

### **3.4. Human resources and administration of funds**

#### **DSPR**

DSPR will convene its activities through high qualified, well trained staff on the ground. DSPR head office will monitor the implementation of all activities administratively and financially. The appeal programs require the following human resources:

- Emergency Program Manager
- Project Coordinator
- Project officer Food & Non – Food Relief Assistance
- Project officer – health awareness and education
- Project officer – implementation of education, psychosocial sessions including monitoring and planning.
- Accountant
- Information Officer
- Monitoring Officer
- Voluntary teams (Syrian and Jordanians)
- Teachers for regular schools and informal education in Lebanon
- Project Manager in Lebanon

#### **IOCC**

IOCC's Board of Directors governs the policies and operations of IOCC and oversees stewardship of the organization's resources. An Executive Director and CEO are responsible to the Board and they are instrumental in identifying needs, develop strategic plans, manage operations and provide overall accountability for program implementation. At the regional level, IOCC activities are overseen by the Director of Programs who supervises the development of broad strategic planning for the Lebanon, Jordan and Syria country offices and ensures adherence to internal and donor policies, best practices, and relevant standards. At the country program level, Country Representatives oversee the management, monitor response programs and supervise teams of qualified technical professionals on staff in each country who design, implement, and monitor and evaluate planned activities.

#### **LWF**

LWF Jordan staff includes a team of technical and operational professionals distributed in the various geographical locations in Jordan. The large majority are native Arabic speakers from the region. The team leader has a broad experience within emergency relief and humanitarian aid work from working in Palestine, Afghanistan, Iraq, Sudan and other countries. LWF Jordan is employing staffs who have long term experience in humanitarian aid work, including work experience inside Syria. LWF Jordan is in addition supported by experts from Geneva and the regional LWF hub.

LWF Jordan has financial mechanisms and procedures which are in line with LWF policies and guidelines. The finance department in LWF Jordan receives support if needed from the LWF regional finance coordinator and from HQ. All funds and projects are subject to the annual institutional LWF audit.

#### **MECC SYRIA**

MECC will convene its activities through well trained staff on the ground. All of them have been working in this field since the beginning of the crises. MECC HQ in Beirut and ERS unite will monitor the implementation of the activity especially at the level of accounting control and legal issues. The program requires the following;



- Program director
- Program coordinator.
- Program support person.
- 2 Accountants ( one in Lebanon and one in Syria)
- 2 Financial officer in Damascus and in Lebanon
- Three data entries.
- Three monitors
- WASH promotion activity officer with assistant
- HR person & building officer
- Health awareness program officer.
- Consultant on nutrition and hygiene.
- Distribution officer.
- Secretary
- Business start- up & Grant Resilience program office
- WASH engineer with assistant engineer.
- Monitoring and evaluation officer.
- Reporting officer.
- 3 Drivers.
- 4 Warehouse keepers.
- 4 Security people in distribution places.
- Security adviser.
- 2 in registration officers.
- 1 IT officer.
- Program coordinator in Darra , Aleppo , Sweeda, and Christian valley ( Part time people)
- 1 communication officer.
- Janitor.
- Support staff in MECC HQ office in Beirut – Lebanon ( percentage of their efforts )
  - Secretary General
  - Office Director & Programs Coordinator
  - Finance Manager
  - Accountant
  - Cashier

***N.B: Some of the above position will be shared with other existing MECC programs, therefore the efforts will be varied according to the duration of each post and his/her level of authority.***

### **3.5. Planned implementation period**

The planned implementation period is for 12 months, from 1st January to 31st December 2016.

#### **MECC LEBANON**

- Shared time with the director of the unit of DSJ.
- Shared time with the director of ICNDR unit.
- Program assistant & reporting officer.
- Education program, vocational training and business start up coordinator.
- Accountant.
- WASH promotion and health awareness program coordinator.
- Psychological program coordinator.
- Five monitors and activity assistants to be placed in different areas.
- Driver & office assistant
- Part time IT & Media officer.
- Part time communication officer.



- Janitor in new MECC field office.

### **3.6. Monitoring, reporting and evaluation**

All members adhere to strict monitoring and evaluation methods. Forum members are committed to ensuring that all activities are being implemented in a timely fashion as per the action plan and that beneficiaries receive quality assistance in a dignified and respectful manner. The reports will be done according to the log frame and reference will be made to the output/activity section.

Staff hired for the program will be responsible for monitoring activities and reporting discrepancies, challenges, and successes. When appropriate, members will conduct random follow up with beneficiaries through home visits, or phone calls or interviews, to conduct qualitative beneficiary satisfaction surveys to solicit feedback.

When appropriate, program monitoring will involve several or all of the following methods:

- Repeated site visits: Program staff will carry out site visits to observe program implementation, meet with beneficiaries to collect feedback on initiatives and liaise with partners, allowing the replication of good practices or corrective measures if necessary.
- Frequent reporting: Regularly scheduled reporting by program staff is to be submitted to the program managers. Feedback will be provided to partners and beneficiaries. Country-level reports will be used by the program manager to report to various headquarters and to the ACT Alliance.
- Capacity building trainings: The effectiveness of workshops will be examined through pre- and post-training tests, as well as workshop evaluations. Detailed reports will be produced describing the proceedings as well as resulting initiatives and lessons learned.
- Beneficiary satisfaction surveys: In order to gauge the quality of project activities within the target communities, feedback from the beneficiaries will be solicited through beneficiary satisfaction surveys. Information gathered will inform program implementation and strategy

Projects are designed to encompass crucial and much-needed relevant relief assistance and to have in place monitoring systems where all components are specific, measurable, attainable, realistic and time-bound. Coordinated monitoring sessions will be designed to minimise potential disruption to project activities and allow for maximum coordination of forum members, to the benefit of visiting the projects. Evaluation of all projects will be undertaken to evaluate the impact, effectiveness and sustainability of project interventions.

Specifically, evaluation practices aim to:

- Evaluate the achievements and results attained in terms of changes in the wellbeing of the beneficiaries
- Assess the efficiency and effectiveness of the project based on the indicators established in the project formulation
- Assess the sustainability of the actions implemented
- Identify the main lessons learned during project implementation, for consideration of future projects
- Formulate recommendations based on the weaknesses identified in the design and execution of the project.

Please see the Logical Framework for details on indicators, targets, means of verification and assumptions/risks.

### **3.7 ACT Secretariat: External Evaluation**

An external evaluation is mandatory for each ACT appeal which is covered by over 5 million USD. The ACT Secretariat will commission an external evaluation on the basis of field visits to Jordan, Lebanon and Syria in September/October 2015. The recommendations of this external evaluation are aimed on



strengthening the ACT Jordan/Syria/Lebanon forum and improving programming and becoming more effective as ACT members. After the external evaluation, ACT/JSL forum requesting members will provide management letters to the ACT Secretariat in which they commit themselves to follow up on the recommendations for future planning and implementation of humanitarian response.

#### **Project description:**

The two main objectives of the evaluation are to i) assess to which extent planned results were achieved and ii) to identify lessons learned and good practices to improve programming in the future. The evaluation uses the OECD/DAC evaluation criteria (Relevance, Appropriateness, Efficiency, Effectiveness, Impact, and Sustainability) to establish the overall performance and results of the ACT response to the humanitarian crisis in Syria.

Terms of Reference (ToR) will set the basis for a successful evaluation with a strong focus on learning. The ToR will be developed jointly by the ACT Jordan/Syria/Lebanon forum, by funding members to the appeal and by the ACT secretariat. A detailed budget will be developed once the scope of the evaluation is clearly defined in the ToR. However, the budget summary below should provide already now some indications of the estimated costs and should help to secure funding for the joint learning exercise.

#### **Budget:**

Consultant fees (2 consultants)	26,000
International and Local travel	6,000
Accommodation/meals	2,000
Miscellaneous (visa, tel., printing)	2,000
Debriefing workshop	4,000
<b>Total estimated costs USD</b>	<b>40,000</b>

### **III. THE TOTAL ACT RESPONSE TO THE EMERGENCY**

#### **Church of Sweden:**

There are other ACT Alliance members' part of Jordan/Syria/Lebanon (JSL) Forum that are responding to this humanitarian crisis in many other ways. The Church of Sweden is supporting the ACT Alliance members' Syria response since 2012, by channelling financial support through the ACT appeals and providing technical assistance to its partner LWF. The Church of Sweden is working with local partners in its humanitarian programme, mainly through the ACT appeal mechanism, and thus not implementing itself. The added value in response to the Syria crisis is mainly in the area of community based psychosocial support (CBPS), with the key focus being support to the psychosocial components of LWF's intervention in Za'atari refugee camp and host communities in Jordan. Since October 2014, the Church of Sweden has a Liaison Officer stationed in Amman, Jordan serving as a link between the humanitarian and regional teams in Church of Sweden and implementing ACT partners in the Syria response, to enable further support to the joint ACT response.

#### **Finn Church Aid:**

ACT Alliance member, Finn Church Aid (FCA) conducts development cooperation and provides humanitarian aid in the Palestinian territories. In Jordan FCA only provides humanitarian aid, with a particular focus on Syrian refugees in the country. In that sense, FCA operates in the sectors of protection

and education, more specifically informal & non-formal education, technical & life skills training as well as psychosocial services. FCA currently operates in Azraq, Zaatari, King Abdullah Park refugee camps and host communities in Amman and Zarqa governorates through Jordanian youth centres in cooperation with the Higher Council for Youth (HCY). Additionally, FCA is in the process of establishing its own training centre in East Amman to serve the most vulnerable Jordanians and Syrian refugees. FCA provides educational classes, physical and recreational activities and skills trainings for over 800 beneficiaries each month, consisting of male and female youth aged 15-24. FCA has made a strategic choice to focus on this age group as it is often neglected in humanitarian responses to disaster situations, with a budget of 900,000 EUR.

Through the three main components, FCA provides a wide range of activities that include literacy and numeracy, English and ICT classes, football, table tennis, billiard, badminton and circus training, and various recreational activities like cinema, chess, music, dolls making, etc. Moreover, FCA regularly organizes events, such as circus performances, graduation ceremonies, open day activities and sport tournaments for the beneficiaries.

#### **MECC Jordan/Orthodox Initiative:**

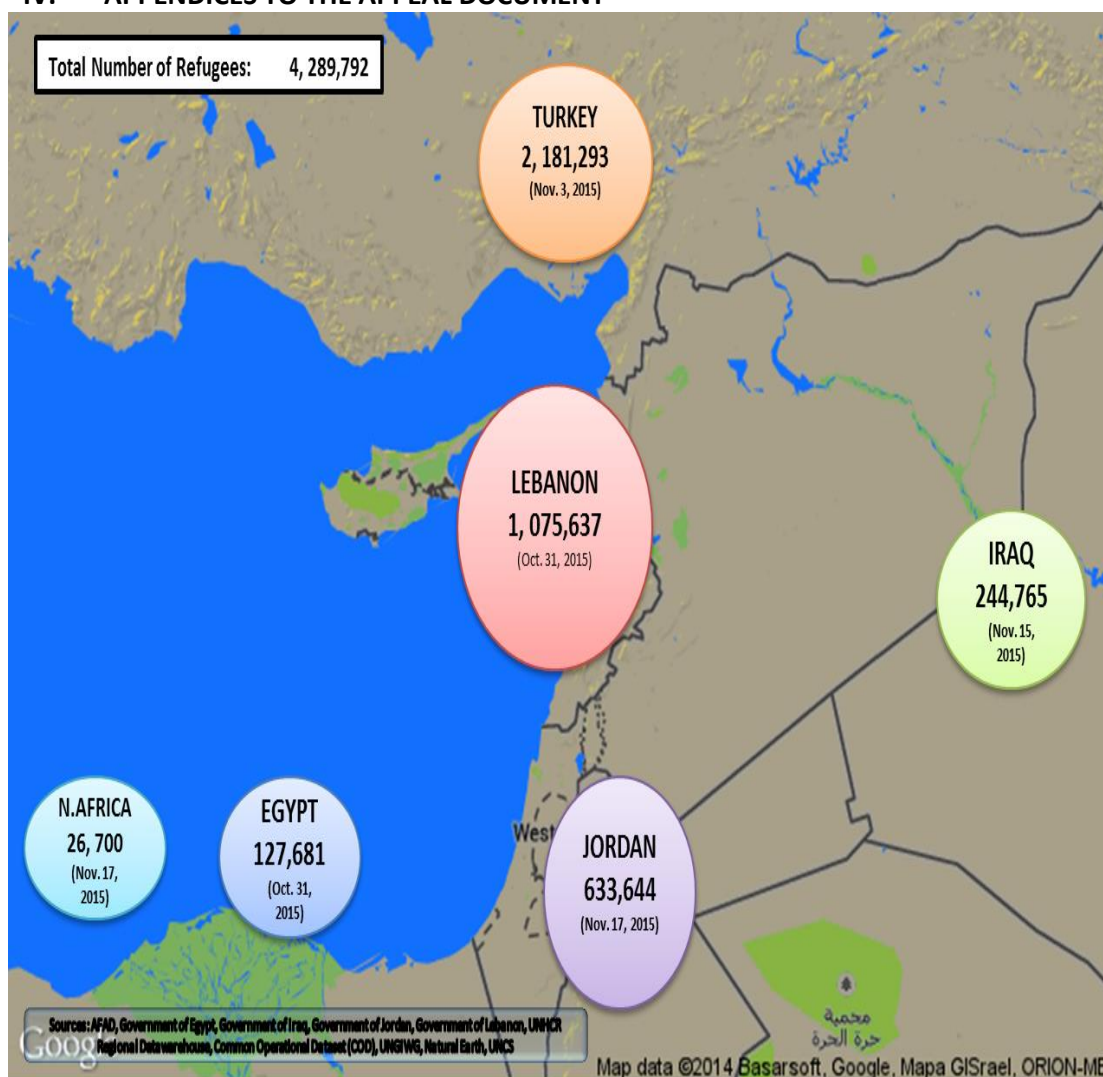
MECC/Orthodox Initiative is serving Iraqi and Syrian refugees. It has distributed relief items to thousands of Syrian families & children all over Jordan for the past 2 years. MECC/Orthodox Initiative has carried out relief operations that include response to emergencies in the region in the form of food and non-food items as well as development projects that support the most vulnerable people in Jordan.

The goal of the Relief Program is to enable refugees to cope with the effects of the unstable situation in Syria by improving the status of their daily life, nutrition, and hygiene.

The team has started its relief program to assist the Syrians both within the Za'atari Camp as well as in other parts of Jordan. The primary concern has been reaching children, who represent more than 55% of the Syrian refugees. Since then, MECC has moved most of its work to communities beyond the camps who are hosting refugees.

Throughout these 2 years, 40-foot container of mixed dried-food, beddings and summer shoes for the children at Za'atari camp have been distributed, around ten thousand pairs of winter boots and summer shoes to children ages 2-18 along with infants, 1000 blankets, hygiene, and school kits were donated. Distributions were also implemented in Karak, Maru, Irbid, and Zarqa districts.

#### IV. APPENDICES TO THE APPEAL DOCUMENT



Appendix 1: Map

**Appendix 2: Budget for each requesting member****ACT APPEAL BUDGET FORMAT**

Requesting ACT member: IOCC Syria  
 Appeal Number: SYR161  
 Appeal Title: ACT Alliance Syria Humanitarian Response  
 Implementing Period: 01 November 2016 - 28 February 2017

**INCOME**

Appeal  
 Budget  
 SYP  
 Appeal  
 Budget  
 USD

**INCOME - Received by Requesting Member via ACT Secretariat, Geneva****466,628.24****INCOME - In-kind donations received**

IOCC, gifts in kind provided by IOCC/School kits &amp; Hygiene kits

**TOTAL INCOME****0.00****466,628.24****EXPENDITURE**

	Type of	No. of	Unit Cost	Appeal	Appeal
	Unit	Units	SYP	Budget SYP	Budget USD
<b>DIRECT COST</b>					
<b>Food Security</b>					
Flour 1000 grams	bag	5,000	190.00	950,000.00	2,765.73
Rice 5000 grams	bag	25,000	320.00	8,000,000.00	23,290.34
Pasta 1000 grams	bag	5,000	225.00	1,125,000.00	3,275.20
Hummus 1000 grams	bag	5,000	235.00	1,175,000.00	3,420.77
Vegetable Oil 3 ltr	bottle	15,000	415.00	6,225,000.00	18,122.80
Sugar 1000 grams	bag	5,000	195.00	975,000.00	2,838.51
Salt 350 grams	bag	5,000	85.00	425,000.00	1,237.30
Beans (white) 1000 grams	bag	15,000	535.00	8,025,000.00	23,363.13
Vermicelli 250 grams	bag	5,000	125.00	625,000.00	1,819.56
Tuna 160 grams	can	25,000	235.00	5,875,000.00	17,103.85

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Sardines: 125 grams	can	20,000	170.00	3,400,000.00	9,898.40
Tea: 450 grams	bag	5,000	715.00	3,575,000.00	10,407.87
Halawa: 400 grams	pack	5,000	345.00	1,725,000.00	5,021.98
Cheese: (Smeds) 120 grams	pack	30,000	170.00	5,100,000.00	14,847.59
Spread Cheese: 360 grams	pack	5,000	830.00	4,150,000.00	12,081.87
Burghul: 1000 grams	bag	10,000	170.00	1,700,000.00	4,949.20
Canned Meat: 200 grams	can	5,000	170.00	850,000.00	2,474.60
Lentil: 1000 grams	bag	10,000	250.00	2,500,000.00	7,278.23
<b>Shelter &amp; Settlement</b>					
Rent Subsidies (3 months)	family	250	206,094.00	51,523,500	150,000
<b>Education</b>					
Tuition & Fees Support	student	500	154,570.50	77,285,250	225,000
Remedial Courses	student	500	137,396.00	68,698,000	200,000
<i>School Facility Repairs</i>					
As Sweida, Al Swida - Yaser Abou Hamdan	school	1	3,747,132	3,747,132	10,909
As Sweida, Salkhad - Hekmet Sa'ady	school	1	3,115,798	3,115,798	9,071
As Sweida, Rural - Massaken Khulkhleh	school	1	6,241,557	6,241,557	18,171
As Sweida, Rural – Khulkhuleh	school	1	3,744,384	3,744,384	10,901
As Sweida, Kanawat - Abed Jarmany	school	1	4,992,627	4,992,627	14,535
As Sweida, Heat - Mulham Bardaweal	school	1	7,490,864	7,490,864	21,808
As Sweida, Al Kafer - Fares Abou Omar	school	1	3,740,640	3,740,640	10,890
As Sweida, Al Swida City	school	1	3,747,146	3,747,146	10,909
As Sweida, Al Swida City	school	1	6,241,557	6,241,557	18,171
Tartous, Monir Deeb	school	1	9,104,202	9,104,202	26,505
Tartous, Mashta Al Hilu - Nidal Nahas	school	1	4,743,940	4,743,940	13,811
Lattakia, Lattakia City	school	1	3,118,889	3,118,889	9,080
Lattakia, Banias - Al bida	school	1	9,840,989	9,840,989	28,650
Homs, Qatina City	school	1	4,139,741	4,139,741	12,052
Homs, Al Quseir City	school	1	3,848,118	3,848,118	11,203
Homs, Old City	school	1	6,054,011	6,054,011	17,625
Homs, Old City	school	1	6,060,881	6,060,881	17,645

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Daraa, Izraa City	school	1	11,865,175	11,865,175	34,543
Daraa, Hurieh - Al Shara'a	school	1	13,739,600	13,739,600	40,000
Rif Damascus, Sydnaya	school	1	11,616,207	11,616,207	33,818

**Early Recovery & Livelihood**

Cash-for-Work/Employment	project	10	2,747,920.00	27,479,200	80,000
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**Other Sector Related Direct Costs****Salaries & benefits for staff**

Country Director (1) (10%)	month	12	123,656	1,483,877	4,320
Program Manager (1) (20%)	month	12	75,568	906,814	2,640
Project Coordinator - Food (1) (20%)	month	12	68,698	824,376	2,400
Project Coordinator - Education (1) (20%)	month	12	68,698	824,376	2,400
Project Coordinator - Shelter (1) (80%)	month	12	274,792	3,297,504	9,600
Project Coordinator - Livelihood (1) (80%)	month	12	274,792	3,297,504	9,600
Finance Officer (1) (10%)	month	12	103,047	1,236,564	3,600
Accountant (1) (10%)	month	12	17,175	206,094	600
Administrative Assistant (1) (20%)	month	12	20,609	247,313	720
Information Officer (4) (20%)	month	48	17,175	824,376	2,400
Monitors (4) (20%)	month	48	17,175	824,376	2,400
Office Assistant/Driver (2) (20%)	month	24	17,175	412,188	1,200
Janitor (2)	month	24	68,698	1,648,752	4,800
Benefits direct program staff / local labour law	lump	20%	16,034,113	3,206,823	9,336
Capacity Building	lump	1	1,717,450	1,717,450	5,000
Staff Care	lump	1	858,725	858,725	2,500
Danger pay to staff	lump	1	858,725	858,725	2,500

**TOTAL DIRECT ASSISTANCE**

<b>431,255,247</b>	<b>1,255,510</b>
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**TRANSPORT, WAREHOUSING & HANDLING****Transport (of relief materials)**

Shipping and ITSH	fee	1	3,434,900	3,434,900	10,000
GIK, Ocean Freight and ITSH	fee	1	4,121,880	4,121,880	12,000

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**Warehousing**

Rental of warehouse	month	12	103,047	1,236,564	3,600
Distribution cost	month	12	85,873	1,030,470	3,000

**Handling**

Loading/Offloading	month	12	85,873	1,030,470	3,000
Packaging/Labelling	parcel	5,000	378	1,889,195	5,500

**TOTAL TRANSPORT, WAREHOUSING & HANDLING**

<b>12,743,479</b>	<b>37,100</b>
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**CAPITAL ASSETS ( over US\$500)**

Computers and accessories	unit	2	515,235	1,030,470	3,000
Printers	unit	3	68,698	206,094	600
Office Furniture	lump	1	686,980	686,980	2,000
Communications equipment e.g. camera, video camera, sound recording, satellite phone...	unit	7	68,698	480,886	1,400

**TOTAL CAPITAL ASSETS**

<b>2,404,430</b>	<b>7,000</b>
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**TOTAL DIRECT COST**

<b>446,403,156</b>	<b>1,299,610</b>
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**INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT**

ACT Coordination	month	12	70,000	840,000	2,445
<u>Staff salaries</u>					
Country Representative 1 (10%)	month	12	206,094	2,473,128	7,200
Relief Coordinator (2) (10%)	month	24	171,745	4,121,880	12,000
Finance Manager (1) (10%)	month	12	154,571	1,854,846	5,400
Benefits indirect program staff / local labour law	lump	30%	8,449,854	2,534,956	7,380
<u>Staff Travel</u>					
Local Per Diems/Lodging	month	12	137,396	1,648,752	4,800
Local Travel	month	12	274,792	3,297,504	9,600
Regional & International Per Diems/Lodging	day	24	118,161	2,835,853	8,256
Regional & International Travel	trip	7	154,571	1,081,994	3,150
<u>Office Operations</u>					

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Office rent	month	12	515,235	6,182,820	18,000
Office Utilities/maintenance	month	12	188,920	2,267,034	6,600
Office stationery/computer supplies	month	12	171,745	2,060,940	6,000
Visibility	month	12	34,349	412,188	1,200
<u>Communications</u>					
Telephone and fax	month	12	171,745	2,060,940	6,000
<u>Other</u>					
Bank charges	lump	1	115,420	115,420	336
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>				<b>33,788,255</b>	<b>98,368</b>
<b>AUDIT, MONITORING &amp; EVALUATION</b>					
RMA Audit	lump	1	2,060,940	2,060,940	6,000
Local Audit	lump	1	1,373,960	1,373,960	4,000
Legal Assistance & Fees	lump	1	686,980	686,980	2,000
Monitoring & Evaluation (1) (10%)	month	12	120,222	1,442,658	4,200
<b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>				<b>5,564,538</b>	<b>16,200</b>
<b>TOTAL EXPENDITURE exclusive International Coordination Fee</b>				<b>485,755,949</b>	<b>1,414,178</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>				14,572,678.47	<b>42,425.34</b>
<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>				<b>500,328,627.38</b>	<b>1,456,603</b>
<b>BALANCE REQUESTED (minus available income)</b>					<b>989,974.76</b>

EXCHANGE RATE: local currency to 1 USD

Budget rate 343.49

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## ACT APPEAL BUDGET FORMAT

**IOCC Lebanon**

SYR161

## ACT Alliance Syria Humanitarian Response

01 Nov 2016 - 31 Dec 2017

				Appeal Budget <i>LBP</i>	Appeal Budget USD					Appeal Budget <i>LBP</i>	Appeal Budget USD
<u>INCOME</u>											
INCOME - Received by Requesting Member via ACT Secretariat, Geneva						283,851.22					
INCOME - In-kind donations received											
TOTAL INCOME				0	0	0				283,851.22	
EXPENDITURE											
	Type of	No. of	Unit Cost	Appeal Budget	Appeal Budget	Type of	No. of	Unit Cost	Revised Appeal Budget	Revised Appeal Budget	
	Unit	Units	<i>LBP</i>	<i>LBP</i>	USD	Unit	Units	<i>LBP</i>	<i>LBP</i>	USD	
DIRECT COST (LIST EXPENDITURE BY SECTOR)											
Food Security											
Food assistance/distribution of cooked meals	pots (350 family)	12,600	15,000	189,000,000	126,000	pots (350 family)	6,300	15,000	94,500,000	63,000	

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**Health**

Primary & secondary health care through subsidized medical care session 100 1,500,000 150,000,000 100,000

**Water, sanitation & hygiene**

Wash activity activity/per community 5 15,000,000 75,000,000 50,000

**Shelter & settlement**

Rental assistance family 250 675,000 168,750,000 112,500

**Education**

Education Support/Rehab activity/per school 5 30,000,000 150,000,000 100,000

**Early Recovery & Livelihood**

Cash-for-Work project 10 12,000,000 120,000,000 80,000

**Other Sector Related Direct Costs****Salaries & benefits for staff**

Project Coordinator (2) (50%) month 12 1,500,000 18,000,000 12,000

Information Officer (1) (50%) month 12 900,000 10,800,000 7,200

Field Officers (6) (50%) month 72 1,125,000 81,000,000 54,000

Office Assistant/Driver (1) (50%) month 12 525,000 6,300,000 4,200

session 150 1,500,000 225,000,000 150,000

activity/per community 5 45,000,000 225,000,000 150,000

family 150 675,000 101,250,000 67,500

activity/per school 2 60,000,000 120,000,000 80,000

project 2 12,000,000 24,000,000 16,000

month 12 3,750,000 45,000,000 30,000

month 12 900,000 10,800,000 7,200

month 72 1,125,000 81,000,000 54,000

month 12 1,050,000 12,600,000 8,400

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Benefits direct program staff / local labor law	lump	30%	116,100,000	34,830,000	23,220	lump	30%	149,400,000	44,820,000	29,880
Capacity Building	lump	1	4,500,000	4,500,000	3,000	lump	2	4,500,000	9,000,000	6,000
Staff Care	lump	1	3,750,000	3,750,000	2,500	lump	1	3,750,000	3,750,000	2,500
<b>TOTAL DIRECT ASSISTANCE</b>				<b>1,011,930,000</b>	<b>674,620</b>				<b>996,720,000</b>	<b>664,480</b>
<b>TRANSPORT, WAREHOUSING &amp; HANDLING</b>										
<b><u>Transport (of relief materials)</u></b>										
Shipping and ITSH	fee	1	11,000,000	11,000,000	7,333	fee	1	0	0	0
GIK, Ocean Freight and ITSH	fee	1	22,500,000	22,500,000	15,000	fee	1	0	0	0
<b><u>Warehousing</u></b>										
Rental of warehouse	month	12	600,000	7,200,000	4,800	month	12	600,000	7,200,000	4,800
Distribution cost	month	12	375,000	4,500,000	3,000	month	12	375,000	4,500,000	3,000
<b><u>Handling</u></b>										
Loading/Offloading	month	-	0	0	0	month	-	0	0	0
Packaging/Labelling	parcel	-	0	0	0	parcel	-	0	0	0
<b>TOTAL TRANSPORT, WAREHOUSING &amp; HANDLING</b>				<b>45,200,000</b>	<b>30,133</b>				<b>11,700,000</b>	<b>7,800</b>
<b>CAPITAL ASSETS ( over US\$500)</b>										
Computers and accessories	unit	1	3,750,000	3,750,000	2,500	unit	1	3,750,000	3,750,000	2,500
Printers	unit	1	600,000	600,000	400	unit	1	600,000	600,000	400
Communications equipment e.g. camera, video camera, sound recording, satellite phone...	unit	3	800,000	2,400,000	1,600	unit	2	800,000	1,600,000	1,067
<b>TOTAL CAPITAL ASSETS</b>				<b>6,750,000</b>	<b>4,500</b>				<b>5,950,000</b>	<b>3,967</b>

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TOTAL DIRECT COST				1,063,880,000	709,253			1,014,370,000	676,247
<b>INDIRECT COSTS: PERSONNEL, ADMINISTRATION &amp; SUPPORT</b>									
ACT Coordination	month	12	375,000						
<u>Staff salaries</u>			0	4,500,000	3,000	month	12	375,000	4,500,000 3,000
Country Representative 1 (15%)	month	12	900,000			month	12	1,350,000	
Relief & Development Manager 1 (10%)	month	12	0	10,800,000	7,200	month	12	00	16,200,000 10,800
	month	12	750,000			month	12	750,000	9,000,000 6,000
Operation Manager (1) (20%)	month	12	675,000			month	12	1,350,000	
	month	12	0	8,100,000	5,400	month	12	00	16,200,000 10,800
Communication Officer (1) (20%)	month	12	300,000			month	12	600,000	7,200,000 4,800
	month	12	0	3,600,000	2,400				
Staff Care Manager (1) (10%)	month	12	375,000			month	12	375,000	4,500,000 3,000
	month	12	0	4,500,000	3,000				
Administrative Assistant (1) (10%)	month	12	225,000			month	12	225,000	2,700,000 1,800
	month	12	0	2,700,000	1,800				
Finance Manager (1) (20%)	month	12	675,000			month	12	1,350,000	
	month	12	0	8,100,000	5,400	month	12	00	16,200,000 10,800
Security officer (1) (20%)	month	12	405,000			month	12	810,000	9,720,000 6,480
	month	12	0	4,860,000	3,240				
Accountant (1) (10%)	month	12	255,000			month	12	255,000	3,060,000 2,040
Benefits indirect program staff /	month	12	0	3,060,000	2,040	month	12	84,780,	
local labor law	lump	30%	54,720,000	16,416,000	10,944	lump	30%	000	25,434,000 16,956
<u>Staff Travel</u>									
Local Per Diems/Lodging	month	12	150,000			month	12	150,000	1,800,000 1,200
	month	12	0	1,800,000	1,200	month	12	1,125,000	
Local Travel	month	12	1,125,000			month	12	00	13,500,000 9,000
Regional & International Per									
Diems/Lodging	day	-	0	0	0	day	8	750,000	6,000,000 4,000

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Regional & International Travel <u>Office Operations</u>	trip	-	0	0	0	trip	3	1,500,000	4,500,000	3,000	
Office rent	month	12	1,800,000	21,600,000	14,400	month	12	1,800,000	21,600,000	14,400	
Office Utilities/maintenance	month	12	750,000	9,000,000	6,000	month	12	750,000	9,000,000	6,000	
Office stationery/computer supplies	month	12	600,000	7,200,000	4,800	month	12	600,000	7,200,000	4,800	
Visibility <u>Communications</u>	month	12	150,000	1,800,000	1,200	month	12	150,000	1,800,000	1,200	
Telephone and fax <u>Other</u>	month	12	675,000	8,100,000	5,400	month	12	669,315	8,031,780	5,355	
Bank charges	lump	1	336,915	336,915	225	lump	1	336,915	336,915	225	
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>				<b>138,972,915</b>	<b>92,649</b>	<b>188,482,695</b>				<b>125,655</b>	
<b>AUDIT, MONITORING &amp; EVALUATION</b>											
Local Audit	lump	1	6,000,000	6,000,000	4,000	lump	1	6,000,000	6,000,000	4,000	
Legal Assistance & Fees	lump	1	3,000,000	3,000,000	2,000	lump	1	3,000,000	3,000,000	2,000	
Monitoring & Evaluation (1) (10%)	month	12	311,850	3,742,200	2,495	month	12	311,850	3,742,200	2,495	
<b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>				<b>12,742,200</b>	<b>8,495</b>	<b>12,742,200</b>				<b>8,495</b>	
<b>TOTAL EXPENDITURE exclusive International Coordination Fee</b>						<b>1,215,594,895</b>					<b>810,397</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>						<b>36,467,846.85</b>					<b>24,311.90</b>

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<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>		<b>1,252,062,968. 45</b>	<b>834,709</b>		<b>1,252,062,741.85</b>	<b>834,708</b>
<b>BALANCE REQUESTED (minus available income)</b>						<b>550,856.78</b>
<b>EXCHANGE RATE: local currency to 1 USD</b>						
Budget rate	1,500.00				1,500.00	

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# **Jordan ACT APPEAL BUDGET**

**Requesting ACT member:** IOCC Jordan  
**Appeal Number:** SYR161  
**Appeal Title:** ACT Alliance Syria Humanitarian Response  
**Implementing Period:** 01 January 2016 - 31 Dec 2016

	<b>Appeal Budget JOD</b>	<b>Appeal Budget USD</b>
<b><u>INCOME</u></b>		
<b>INCOME - In-kind donations received</b>		296,110.25
<b>Gifts in kind provided by IOCC/School kits &amp; Hygiene kits</b>		
<b>TOTAL INCOME</b>		<b>296,110.25</b>

## **EXPENDITURE**

	<b>Type of</b>	<b>No. of</b>	<b>Unit Cost</b>	<b>Appeal Budget JOD</b>	<b>Appeal Budget USD</b>
	<b>Unit</b>	<b>Units</b>	<b>JOD</b>		
<b>DIRECT COST</b>					
<b>Shelter</b> (Rehabilitation of private homes)					
Plastering	Home	140	550	77,000.00	108,757.06
Tiling	Home	140	420	58,800.00	83,050.85
Water/Sanitation Works	Home	140	230	32,200.00	45,480.23

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**Health and Hygiene**

Health promotion sessions	Session	100	142	14,160.00	20,000.00
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**Nutrition**

Nutrition workshops and IYCF	Session	100	142	14,160.00	20,000.00
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IYCF foods	Parcels	1,000	7.08	7,080.00	10,000.00
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**Cash Assistance**

Cash-for-rent Assistance	month	600	130	78,000.00	110,169.49
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Emergency Cash Assistance	Payment	100	400	40,000.00	56,497.18
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**Education - Non-Formal Learning**

Cambridge ICDL	person/course	85	100	8,500.00	12,005.65
Graphic Design	person/course	85	150	12,750.00	18,008.47
Computer Maintenance	person/course	85	60	5,100.00	7,203.39
Mobile Maintenance	person/course	85	150	12,750.00	18,008.47
Computer Networks	person/course	85	150	12,750.00	18,008.47
English	person/course	85	50	4,250.00	6,002.82
Beauty	person/course	85	200	17,000.00	24,011.30
Web Design	person/course	85	150	12,750.00	18,008.47

**Other Sector Related Direct Costs**

**Salaries & benefits for direct staff (e.g. nutritionist, engineers, program officer / coordinator, driver of nutritionist etc.)**

Project Manager (1) (30%)	Month	12	3,500	12,600.00	17,796.61
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Project Officer (3) (50%)	Month	12	2,761	16,567.20	23,400.00
Health/Nutrition Specialist (2)	Month	10	2,124	21,240.00	30,000.00
Benefits direct program staff / local labor law	Lump	30%	15,000	4,500.00	6,355.93
Capacity Building	Lump	2	1,062	2,124.00	3,000.00
Communication/visibility cost	Psc	1	354	354.00	500.00
<b>TOTAL DIRECT ASSISTANCE</b>				<b>464,635.20</b>	<b>656,264.41</b>

**TRANSPORT, WAREHOUSING & HANDLING**  
**Transport (of relief materials)**

GIK, Ocean Freight and ITSH	Fee	2	4,956	9,912.00	14,000.00
<b><u>Trucking, Warehousing and Handling</u></b>					
Trucking and Handling	Fee	2	1,500	3,000.00	4,237.29
<b>TOTAL TRANSPORT, WAREHOUSING &amp; HANDLING</b>				<b>12,912.00</b>	<b>18,237.29</b>

**CAPITAL ASSETS ( over US\$500)**

Computers	Unit	2	496	991.20	1,400.00
Printer/small office equipment	Unit	2	319	637.20	900.00
<b>TOTAL CAPITAL ASSETS</b>				<b>1,628.40</b>	<b>2,300.00</b>

<b>TOTAL DIRECT COST</b>				<b>479,175.60</b>	<b>676,801.69</b>
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**INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT**

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Act Coordination	Month	12	177	2,124.00	3,000.00
<u>ACT JSL Forum Joint Activities</u>					
Needs Assessment	training	1	6,500	6,500.00	9,180.79
M&E training	training	1	6,500	6,500.00	9,180.79
Annual and Regional Meeting	Lump	1	3,200	3,200.00	4,519.77
<u>Staff Salaries</u>					
Country Director (1) (20%)	Month	12	4,600	11,040.00	15,593.22
Admin/Finance Manager (1) (30%)	Month	12	2,300	8,280.00	11,694.92
Administrative Assistant (1) (30%)	Month	12	700	2,520.00	3,559.32
Accountant (1) (30%)	Month	12	1,062	3,823.20	5,400.00
Benefits direct program staff / local labor law	Lump	30%	15,000	4,500.00	6,355.93
<u>Staff Travel</u>					
Local Per Diem/Lodging	Month	12	71	849.60	1,200.00
Local Travel	Month	12	354	4,248.00	6,000.00
Regional & International Per Diems/Lodging	day	10	70.80	708.00	1,000.00
Regional & International Travel	Trip	2	354	708.00	1,000.00
<u>Office Operations</u>					
Office rent (30%)	Month	12	708	2,548.80	3,600.00
Office repair maintenance (30%)	Month	12	35	127.44	180.00

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Office Utilities (30%)	Month	12	354	1,274.40	1,800.00
Office Supplies (30%)	Month	12	354	1,274.40	1,800.00
Visibility (30%)	Month	12	71	254.88	360.00
Computer Supplies (30%)	Month	12	53	191.16	270.00
Equipment repair (30%)	Month	12	35	127.44	180.00
Vehicle Fuel (30%)	Month	12	300	1,080.00	1,525.42
<u>Communications</u>					
Telephone and fax (30%)	Month	12	283	1,699.20	2,400.00
<u>Other</u>					
Bank charges	Month	12	71	856.61	1,209.90
<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>				<b>64,435.13</b>	<b>91,010.07</b>
<b>AUDIT, MONITORING &amp; EVALUATION</b>					
RMA ICCO/SJR Audit	Lump	1	4,248	4,248	6,000.00
Local Audit	Lump	1	1,039	1,038.82	1,467.26
Legal Assistance & Fees	Lump	1	708	708.00	1,000.00
Monitoring & Evaluation (1) (10%)	Month	12	25	297.36	420.00
<b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>				<b>6,292.18</b>	<b>8,887.26</b>
<b>TOTAL EXPENDITURE exclusive International Coordination Fee</b>				<b>549,902.91</b>	<b>776,699.02</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>				16,497.09	23,300.97

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<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>	<b>566,400.00</b>	<b>800,000.00</b>
Gifts in kind provided by IOCC/School kits & Hygiene kits	212,400.00	300,000.00
<b>BALANCE REQUESTED (minus available income)</b>		<b>503,889.75</b>
<b>EXCHANGE RATE: local currency to 1 USD</b>		
Budget rate	0.71	

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**ACT APPEAL BUDGET FORMAT**

**Requesting ACT member: DSPR Jordan**  
**Appeal Number: SYR161**  
**Appeal Title: Syria Humanitarian Response**  
**Implementing Period: 01 January - 31 December 2016**

**Appeal  
Budget  
local  
currency**

**Appeal  
Budget  
USD**

**INCOME**

**INCOME - Received by Requesting Member via ACT Secretariat, Geneva**

<b>TOTAL INCOME</b>	<b>0.00</b>	<b>938,643.81</b>
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**EXPENDITURE**

	Type of	No. of	Unit Cost	Appeal Budget	Appeal Budget
DSPR Jordan					
	Unit	Units	JD	JD	USD
<b>DIRECT COST</b>					
Food security	Parcel/Family	5,000	30	150,000	211,864
Hygiene	Parcel/Family	5,000	27	135,000	190,678
Non-food items (Infants Clothes)	Parcel/Family	2,500	29	72,500	102,401
Non-food items (Winterization)- Blankets	Parcel/Family	1,300	15	19,500	27,542
Non-food items (Winterization)- Stoves	Parcel/Family	250	35	8,750	12,359

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Non-food items (Winterization)- Clothes for women and children	Parcel/Family	1,300	35	45,500	64,266
Emergency Preparedness	Lump sum	8	1,495	11,960	16,893
<b>Education</b>					
Promotion of Girls Education - Girls	Training	24	300	7,200	10,169
Promotion of Girls Education - Parents	Training	24	500	12,000	16,949
Promotion of Girls Education - Teachers	Training	24	500	12,000	16,949
TOT Training Courses on Civic Education	Training	8	500	4,000	5,650
Training Courses on Civic Education	Training	32	500	16,000	22,599
Children Forums	Forum	32	500	16,000	22,599
Youth Forums	Forum	16	500	8,000	11,299
TOT Training Courses for forum's supervisors	Training	8	500	4,000	5,650
Provide Safety Environment for children and youth	Multipurpose Hall	1	21,240	21,240	30,000
<b>Health</b>					
Specialized Free Medical Days	Day	8	3,000	24,000	33,898
Health and Nutrition Sessions	Training	32	500	16,000	22,599
Medical Referrals	Referral	1,800	10	18,000	25,424

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**Psychosocial Support**

Training Courses on Psychosocial Support	Training	32	500	16,000	22,599
Training Course on Mother Support Group	Training	32	500	16,000	22,599
TOT Training Courses on Mother Support Group	Training	8	500	4,000	5,650
Training Courses on Sexual Gender Based Violence	Training	32	500	16,000	22,599

**Early recovery & livelihood restoration**

TOT Training Courses on life skills	Training	8	500	4,000	5,650
Training Courses on life skills	Training	32	500	16,000	22,599
Capacity Building for CBO's	Training	8	500	4,000	5,650

**Refugee Women Empowerment Strategy**

Start Your Business Training Courses	Training	8	5,000	40,000	56,497
Home Economic Training Courses	Training	32	500	16,000	22,599
TOT for forums facilitators	Training	8	500	4,000	5,650
Women's forums	Forum	32	500	16,000	22,599
Production Kitchen Program	Training	8	500	4,000	5,650

**CHS**

Needs Assessment of board and staff	Training	6	1,000	6,000	8,475
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Needs Assessment of volunteers	Training	24	500	12,000	16,949
Capacity building for board and staff	Training	7	1,000	7,000	9,887
Capacity building for volunteers	Training	24	500	12,000	16,949
Best practice techniques and service quality assurance training sessions	Training	2	3,000	6,000	8,475
<b>Total Direct Cost Jordan</b>				<b>800,650</b>	<b>1,130,862</b>

#### **Other Sector Related Direct Costs**

Evaluation and Feedback	Session	12	300	3,600	5,085
Travel Cost between Amman and governorates	Month	12	300	3,600	5,085
ACT/JSL Forum Joint Activities ( Regional and Annual Meetings)	Estimate	1	3,186	3,186	4,500
ACT/JSL Forum Joint Activities ( Video Conference System for both Jordan and Lebanon)	Estimate	2	4,500	9,000	12,712
ACT/JSL Forum Joint Activities (Capacity Building on Women Empowerment and Refugee Participation)	Estimate	2	2,000	4,000	5,650
Coordination Fees	Month	12	472	5,664	8,000
<b>Subtotal other direct cost</b>				<b>29,050</b>	<b>41,031</b>

#### **TOTAL DIRECT ASSISTANCE**

<b>829,700</b>	<b>1,171,893</b>
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#### **INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT**

##### **Staff salaries**

Chief Coordinator - Central Office 25%	Month	12	1,050	12,600	17,797
Finance Officer - Central Office 25%	Month	12	850	10,200	14,407

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Secretarial and other support- Central Office 30%	Month	12	500	6,000	8,475
Salaries for Project Manager 50%	Month	12	800	9,600	13,559
Salaries for Field Coordinator 50%	Month	12	550	6,600	9,322
Salaries for Finance Officer 50%	Month	12	500	6,000	8,475
Salaries for other admin or secretarial staff ..... 50%	Month	12	750	9,000	12,712
<u>Office Operations</u>					
Office rent	Month	12	500	6,000	8,475
Office stationery	Month	12	200	2,400	3,390
<u>Communications</u>					
Telephone and fax	Month	12	200	2,400	3,390
<u>Other</u>					
Equipment and Tools	Lump sum	1	2,000	2,000	2,825

**TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT****72,800 102,825****AUDIT, MONITORING & EVALUATION**

Audit	Estimate	1	3,000	3,000	4,237
Monitoring Internal; Audit	Estimate	1	1,500	1,500	2,119

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Resource Management Auditing	Estimate	1	2,832	2,832	4,000
<b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>				<b>7,332</b>	<b>10,356</b>
<b>TOTAL EXPENDITURE exclusive International Coordination Fee DSPR Jordan</b>				<b>909,832</b>	<b>1,285,073</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>					<b>38,552</b>
<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>				<b>1,323,626</b>	
<b>BALANCE REQUESTED (minus available income)</b>					<b>384,982.19</b>

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## ACT APPEAL BUDGET FORMAT

Requesting ACT member: DSPR Lebanon  
 Appeal Number: SYR161  
 Appeal Title: Syria Humanitarian Response  
 Implementing Period: 01 Nov - 31 Dec 2016

	Appeal Budget <i>local currency</i>	Appeal Budget <b>USD</b>
<b><u>INCOME</u></b>		
<b>INCOME - Received by Requesting Member via ACT Secretariat, Geneva</b>		
<b>TOTAL INCOME</b>		<b>357,375</b>

## EXPENDITURE

	Type of  Unit	No. of  Units	Unit Cost  <i>LL</i>	Appeal Budget <i>LL</i>	Appeal Budget <b>USD</b>
<b>DSPR Lebanon</b>					
<b>DIRECT COST (LIST EXPENDITURE BY SECTOR)</b>					
Food security	Voucher/Family	400	60,000	24,000,000	16,000
Hygiene	Voucher/Family	400	60,000	24,000,000	16,000
Shelter Subsidy- One Year <b>Education</b>	Family	45	400,000	18,000,000	12,000
Regular Daily Classes- 12 months	Student	440	500,000	220,000,000	146,667

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Informal Classes	Student	105	400,000	42,000,000	28,000
Official Exams related expenses	Lump sum	4	12,000,000	48,000,000	32,000
New proposed center in Damascus	Center	1	30,000,000	30,000,000	20,000
<b>Psychosocial Support</b>					
Training Courses on Psychosocial Support, fun games and sports	Training	40	400,000	16,000,000	10,667
<b>Total Direct Cost Jordan</b>				<b>422,000,000</b>	<b>281,333</b>
<b><u>Other Sector Related Direct Costs</u></b>					
Salaries and benefits for direct staff	Month	12	3,000,000	36,000,000	24,000
<b>Subtotal other direct cost</b>				<b>36,000,000</b>	<b>24,000</b>
<b>TOTAL DIRECT ASSISTANCE</b>				<b>458,000,000</b>	<b>305,333</b>

**INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT****Staff salaries**

Chief Coordinator - Central Office 25%	Month	12	937,500	11,250,000	7,500
Finance Officer - Central Office 25%	Month	12	300,000	3,600,000	2,400
Secretarial and other support- Central Office 25%	Month	12	262,500	3,150,000	2,100

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Office Operations

Office rent	Month	12	641,625	7,699,500	5,133
Office Utility	Month	12	562,500	6,750,000	4,500
Office stationery	Month	12	250,000	3,000,000	2,000
Communications	Month	12	500,000	6,000,000	4,000
Telephone and fax	Month	12	375,000	4,500,000	3,000

**TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT****45,949,500 30,633****AUDIT, MONITORING & EVALUATION**

Audit of ACT appeal	Estimate	1	7,500,000	7,500,000	5,000
Resource Management Auditing	Estimate	1	9,000,000	9,000,000	6,000

**TOTAL AUDIT, MONITORING & EVALUATION****16,500,000 11,000****TOTAL EXPENDITURE exclusive International Coordination Fee DSPR Lebanon****520,449,500 346,966****TOTAL EXPENDITURE exclusive International Coordination Fee DSPR Jordan and Lebanon****346,966****INTERNATIONAL COORDINATION FEE (ICF) - 3%****10,409**SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – [www.actalliance.org](http://www.actalliance.org)

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**TOTAL EXPENDITURE inclusive International Coordination Fee**

**357,375**

**BALANCE REQUESTED (minus available income)**

**EXCHANGE RATE: local currency to 1 USD**

Budget rate Lebanese Lira

1,500

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# ACT APPEAL BUDGET FORMAT

Requesting ACT member: LWF Jordan

Appeal number: SYR161

Appeal title: ACT Alliance Syria Humanitarian Response

Implementing period: 01 Nov 2016 - **31 March 2017**

## INCOME

Appeal  
Budget  
*local*  
currency (JD)      Appeal  
Budget  
USD

INCOME - Received by Requesting Member via ACT Secretariat, Geneva

<b>TOTAL INCOME</b>	<b>0.00</b>	<b>1,441,143</b>
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## EXPENDITURE

		No. of	Unit	Appeal	Appeal	Revised	Revised
		Units	Cost	Budget	Budget	Appeal	Appeal
			JOD	JOD	USD	JOD	USD
DIRECT COST							
<b>ACT JSL Joint activities</b>							
Protection training	trainings	1	6,500	6,500	9,180.79	6,500	9,180.79
Environmental streamlining training	trainings	1	6,500	6,500	9,180.79	6,500	9,180.79

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Cash intervention training	trainings	2	375	750	1,059.32	750	1,059.32
Annual and regional meeting	Lump sum	1	3,214	3,214	4,539.55	3,214	4,539.55
<b>Basic needs</b>							
Cash distribution (host)	HH	800	822	657,600	928,813.56	657,600	928,813.56
Budget training (host)	People	1,600.00	25	40,000	56,497.18	40,000	56,497.18
bank fees for beneficiary transfers	HH	800	18	14,400	20,338.98	14,400	20,338.98
Materials	HH	800	2	1,600	2,259.89	1,600	2,259.89
<b>Protection (psychosocial)</b>				0	0		
Cash for work (short term ) Zaatari	People	60	600	36,000	50,847.46	36,000	50,847.46
Cash for work (long term ) Zaatari	People	25	2,100	52,500	74,152.54	52,500	74,152.54
Cash for work (short term ) host community	People	60	600	36,000	50,847.46	36,000	50,847.46
Legal advisory (host community)	Groups	27	700	18,667	26,365.35	18,667	26,365.35
<i>Women groups (Zaatari)</i>					0		
women empowerment	People	120	40	4,800	6,779.66	4,800	6,779.66
Activity (events for them)	Events	10	250	2,500	3,531.07	2,500	3,531.07
daycare service	Groups	4	720	2,880	4,067.80	2,880	4,067.80
<i>Youth protection groups</i>							
Non-violence sessions (25 each)	People	50	50	2,500	3,531.07	2,500	3,531.07
Awareness sessions on psychological welfare (Parents) (lump sum)	People	100	10	1,000	1,412.43	1,000	1,412.43
Activity (events to be decided by youth)	Events	20	250	5,000	7,062.15	5,000	7,062.15
Protection TOT training	trainings	2	3,000	6,000	8,474.58	6,000	8,474.58
Streamlining training	trainings	3	625	1,875	2,648.31	1,875	2,648.31

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IEC materials, messaging etc.	Lump sum	1	6,000	6,000	8,474.58	6,000	8,474.58
Children groups	groups	16	1,260	20,160	28,474.58	20,160	28,474.58
Referral cases (no cost)							
advanced classes for sever							
cases (house visits too, case	trainings	52	60	3,120	4,406.78	3,120	4,406.78
management)							
general activities (sport,	trainings	20	250	5,000	7,062.15	5,000	7,062.15
music, art)							
Awareness sessions on							
psychological welfare	people	480	20	9,600	13,559.32	9,600	13,559.32
(Parents)							
Open day	Events	3	1,500	4,500	6,355.93	4,500	6,355.93
IYC materials, messaging etc.	lump sum	1	3,000	3,000	4,237.29	3,000	4,237.29
<b>Education</b>					0		
Awareness sessions	Schools	5	4,675	23,375	33,015.54	0	0
Medical screening (hearing	Schools	5	450	2,250	3,177.97	0	0
and visual)							
materials, messaging	Schools	5	4,000	20,000	28,248.59	0	0
MGS training- alternative	Schools	5	4,675	23,375	33,015.54	0	0
teaching methods							
School rehabilitation	Schools	5	10,000	50,000	70,621.47	0	0
Emergency school for	schools	4.00	18,000			72,000	101694.93
refugees							
Stationary and supplies	Schools	4.00	800			3,200	4519.77
general education fees	units	8.00	900			7,200	10169.49
school uniforms	Schools	4.00	9,150			36,600	51694.92
<b>Early recovery &amp; livelihood restoration</b>							
Market assessment and post							
livelihood assessment from	each	4	2,000	8,000	11,299.44	8,000	11,299.44
2015							
Small business training	people	700	25	17,500	24,717.51	17,500	24,717.51

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Livelihoods project goods	people	700	75	52,500	74,152.54	52,500	74,152.54
Vocational training (2month)	people	700	84	58,800	83,050.85	58,800	83,050.85
<b>Shelter</b>							
Rehabilitation of shelter units	HH	100	800	80,000	112,994.35	80,000	112,994.35
<b>WASH</b>							
Hygiene training	HH	600	30	18,000	25,423.73	18,000	25,423.73
Hygiene kits	HH	600	90	54,000	76,271.19	54,000	76,271.19
materials, messaging	lump sum	1	3,000	3,000	4,237.29	3,000	4,237.29

**Other Sector Related Direct Costs**

Appeal Manager (0.75)	month	12	2,115	25,380	35,847.46	13000	18361.58
Cash Project Manager (0.50)	month	12	900	10,800	15,254.24	10,800.00	15254.24
Cash Project officer (0.50)	month	12	600	7,200	10,169.49	10,552	14903.96
Protection Manager (0.30)	month	12	540	6,480	9,152.54	6,480	9152.54
Protection Senior Officer (1.00)	month	12	1,200	14,400	20,338.98	10,500	14830.51
Field Coordinator (0.75)	month	12	1,050	12,600	17,796.61	20000	28248.59
Field Manager (0.50)	month	12	960	11,520	16,271.19	3500	4943.50
Field assistant (1.00)	month	12	900	10,800	15,254.24	10,800	15254.24
Logistics assistant (0.50)	month	12	445	5,340	7,542.37	5,340	7542.37
Project Engineer (0.50)	month	12	1,035	12,420	17,542.37	6,000	8474.58
Site engineer (1.00)	month	6	1,000	6,000	8,474.58	6,000	8474.58
Peace Oasis running costs (1.00)	month	12	1,000	12,000	16,949.15	12,000	16949.15
casual assessors (5.00)	month	12	1,000	12,000	16,949.15	25000	35310.74
Education Project assistants (2)	Month	6	1900			11,400	16101.70
Needs Assessment	Lump sum	1	15,000	15,000	21,186.44	10,568	14926.56
Rapid Support Team	Lump sum	1	0	0	0		0.00

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Communication/visibility cost	Lump sum	1	10,000	10,000	14,124.29	10,000	14124.30
Beneficiary Selection	Lump sum	1	3,000	3,000	4,237.29	3,000	4237.29

**TOTAL DIRECT ASSISTANCE**

<b>1,537,406</b>	<b>2,171,477</b>	<b>1,537,406</b>	<b>2,171,477</b>
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**TRANSPORT, WAREHOUSING & HANDLING****Transport (of relief materials)**

Hire/ Rental of Vehicles	month	12	2,400	28,800	40,677.97	28,800	40,677.97
Fuel	Month	12	1,200	14,400	20,338.98	14,400	20,338.98

**Warehousing**

Rental of warehouse				0	0	0	0.00
Wages for Security/ Guards				0	0	0	0.00

**Handling**

Salaries for Logistician and Procurement Officer	Month	12	450	5,400	7,627.12	8,200	7,627.12
Salaries / wages for labourers	Month	12	400	4,800	6,779.66	2,000	6,779.66
Salaries / wages for Drivers	Month	12	150	1,800	2,542.37	1,800	2,542.37

**TOTAL TRANSPORT, WAREHOUSING & HANDLING**

<b>55,200</b>	<b>77,966</b>	<b>55,200</b>	<b>77,966</b>
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**CAPITAL ASSETS ( over US\$500)**

Computers and accessories	Laptop	4	800	3,200	4,519.77	3,200	4,519.77
Printers				0	0	0	0.00
Office Furniture	Lump sum	1	1,000	1,000	1,412.43	1,000	1,412.43
Vehicles				0	0	0	0.00
Communications equipment e.g. camera, video camera, sound recording, satellite phone...	Lump sum	1	1,000	1,000	1,412.43		
						1,000	1,412.43

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TOTAL CAPITAL ASSETS				5,200	7,345	5,200	7,345
TOTAL DIRECT COST				1,597,806	2,256,788	1,597,806	2,256,788

**INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT**Staff salaries

Team Leader (0.40)	Months	12	2,200	26,400	37,288.14	26,400	37,288.14
Program Manager (0.30)	Months	12	780	9,360	13,220.34	9,360	13,220.34
Regional Finance manager (0.50)	Months	6	2,000	12,000	16,949.15	12,000	16,949.15
Finance Manager (0.50)	Months	12	1,400	16,800	23,728.81	16,800	23,728.81
Finance officer (0.30)	Months	12	420	5,040	7,118.64	5,040	7,118.64
Finance assistant (0.60)	Months	12	528	6,336	8,949.15	6,336	8,949.15
Senior HR officer (0.50)	Months	12	730	8,760	12,372.88	8,760	12,372.88
HR and Admin assistant (0.60)	Months	12	510	6,120	8,644.07	6,120	8,644.07
Project support officer (0.50)	Months	12	425	5,100	7,203.39	5,100	7,203.39

Office Operations

Office rent	Months	12	640	7,680	10,847.46	7,680	10,847.46
Office Utilities	Months	12	240	2,880	4,067.80	2,880	4,067.80
Office stationery	Months	12	120	1,440	2,033.90	1,440	2,033.90

Communications

Telephone and fax	Months	12	160	1,920	2,711.86	1,920	2,711.86
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Other

Insurance	Months	12	500	6,000	8,474.58	2,000	2,824.86
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CR-House rent & other benefits	Months	12	188	2,250	3,177.97	2,250	3,177.97
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Workshop, training expenses	lump sum	1	2,400	2,400	3,389.83	4,400	6,214.69
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Vehicle Rental and fuel	Months	12	600	7,200	10,169.49	7,200	10,169.49
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Fuel and running costs	Months	12	200	2,400	3,389.83	2,400	3,389.83
Admin and legal fees	Months	12	1,500	18,000	25,423.73	18,000	25,423.73
JSL forum coordinator fees (salary and other expenses)	Months	12	500	6,000	8,474.58		
LWF share						6,000	8,474.58
Travel expenses	lump sum	1	5,000	5,000	7,062.15	7,000	9,887.01
Bank charges	Months	12	100	1,200	1,694.92	1,200	1,694.92

**TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT**
**160,286      226,393      160,286      226,393**
**AUDIT, MONITORING & EVALUATION**

Audit of ACT appeal	lump sum	1	7,000	7,000	9,887.01	7,000	9,887.01
Resource Mgmt. Audit	lump sum	1	10,000	10,000	14,124.29	10,000	14,124.29
Monitoring & Evaluation	lump sum	1	15,000	15,000	21,186.44	15,000	21,186.44

**TOTAL AUDIT, MONITORING & EVALUATION**
**32,000      45,198      32,000      45,198**
**TOTAL EXPENDITURE exclusive International Coordination Fee**
**1,790,092      2,528,378      1,790,092      2,528,378.00**
**INTERNATIONAL COORDINATION FEE (ICF) - 3%**
**53,702.75      75,851.34      53,703      75,851.34**
**TOTAL EXPENDITURE inclusive International Coordination Fee**
**1,843,794.42      2,604,229.40      1,843,794      2,604,229.40**
**BALANCE REQUESTED (minus available income)**
**1,843,794.42      2,604,229.40      1,163,086.40**

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**EXCHANGE RATE: local currency to 1 USD**

Budget rate 1.41

**ACT APPEAL BUDGET FORMAT**

**Requesting ACT member:** The Middle East Council of Churches  
**Appeal Number:** (MECC) Syria  
 SYR161  
**Appeal Title:** Syria Humanitarian  
 Response  
**Implementing Period:** 01 Nov 2016 to 31 Dec 2016

**INCOME**

**Appeal  
Budget  
SYP**      **Appeal  
Budget  
USD**

**INCOME - Received by Requesting  
Member via ACT Secretariat, Geneva** 380,950.92

**TOTAL INCOME** 0.00 380,950.92

**EXPENDITURE**

Type of	No. of	Unit Cost	% Effort	Appeal	Appeal
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	Unit	Units	SYP	Budget SYP	Budget USD
<b>DIRECT COST</b>					
<b><u>Kits</u></b>					
<b>Total of Clothing kits</b>				98,700,000	282,000
Waterproof Jacket for adults (1000 families, 2 adults)	item	2000	5,950.0	11,900,000	34,000.00
Waterproof Jacket for kids	item	4000	5,250.0	21,000,000	60,000.00
Socks	item	12000	350.0	4,200,000	12,000.00
Wool pullover	item	4000	2,450.0	9,800,000	28,000.00
Under wear	item	8000	1,750.0	14,000,000	40,000.00
Pants	item	8000	2,800.0	22,400,000	64,000.00
Pajama	item	4000	3,850.0	15,400,000	44,000.00
 <i>Shoes kits</i>	kit	4,000	5,250	21,000,000	60,000.00
 <i>Dignity kits for women</i>				2,625,000	7,500
Underwear (100% cotton)	item	1000	700.00	700,000	2,000.00
Dignity napkins (8 pieces in each box)	item	1500	175.00	262,500	750.00
Comb	item	500	350.00	175,000	500.00
Wipes (100 pieces in the box)	item	1000	525.00	525,000	1,500.00
Soap bars	item	3000	175.00	525,000	1,500.00

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Shampoo (200 ml)	item	1000	350.00	350,000	1,000.00
Bath sponge	item	500	175.00	87,500	250.00
<i>Hygiene student kits</i>				20,125,000	57,500
Garbage bags (20 liters pack/roll)	item	5,000	350.00	1,750,000	5,000.00
Individual soap (100 grams)	item	10,000	175.00	1,750,000	5,000.00
Shampoo (200 ml)	item	5,000	350.00	1,750,000	5,000.00
toilet paper (pack of 4 rolls)	item	5,000	350.00	1,750,000	5,000.00
Toothbrush	item	5,000	175.00	875,000	2,500.00
toothpaste (100 ml)	item	5,000	350.00	1,750,000	5,000.00
Comb	item	5,000	350.00	1,750,000	5,000.00
Nail clipper	item	5,000	175.00	875,000	2,500.00
small plastic/ stainless steel	item	5,000	875.00	4,375,000	12,500.00
water bottles	item	5,000	700.00	3,500,000	10,000.00
towels small (size 40*30) 100% cotton	item	5,000	700.00	3,500,000	10,000.00
Rehabilitation of schools	school	10	5,250,000	52,500,000	150,000.00
<i>Health awareness courses for women</i>				11,515,000	32,900
lecturer fees	per session	80	10,500	840,000	2,400.00

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coffee break + light meals	per person/coffee break	4,000	700.0	2,800,000	8,000.00
room rental	per session	80	17,500	1,400,000	4,000.00
printing course material & stationary	per participant	500	700	350,000	1,000.00
transportation for participants at end of course	per participant	500	5,250	2,625,000	7,500.00
gift ( diabetic self-test device)	per participant	500	7,000	3,500,000	10,000.00
<b>Business start-ups</b>					
<i>Training program on business start-up</i>				16,625,000	47,500
trainer fees	per course	8	1,225,000	9,800,000	28,000.00
coffee break + light meals	per participant	100	26,250.0	2,625,000	7,500.00
room rental	per day	120	17,500	2,100,000	6,000.00
printing course material & stationary	per participant	100	10,500	1,050,000	3,000.00
transportation for participants at end of course	per participant	100	10,500	1,050,000	3,000.00
<i>Microscale investment - for start-ups</i>				84,000,000	240,000.00

### Other Sector Related Direct Costs

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<i>Salaries</i>					37,955,788	108,445
ERS - program Director ( 43% )	month	12	1,750,000	43%	9,100,000	26,000.00
Program Coordinator ( 53% )	month	12	350,000	53%	2,240,000	6,400.00
Finance Officer ( 53% )	month	12	235,000	53%	1,504,000	4,297.14
Accountant ( 53% )	month	12	101,400	53%	648,960	1,854.17
Reporting officer (53%)	month	12	169,000	53%	1,081,600	3,090.29
Data Entry 1 ( 67% )	month	12	65,910	67%	527,280	1,506.51
Data Entry 2 (67% )	month	12	65,910	67%	527,280	1,506.51
Data Entry 3 (100%)	month	12	65,910	100%	790,920	2,259.77
Monitor 1 ( 100% )	month	12	36,165	100%	433,980	1,239.94
Monitor 2 ( 100% )	month	12	36,165	100%	433,980	1,239.94
Monitor 3 ( 100% )	month	12	36,165	100%	433,980	1,239.94
HP officer ( 50% )	month	12	210,000	50%	1,260,000	3,600.00
HP assistant (50% )	month	12	67,600	50%	405,600	1,158.86
HR officer& training & Dev. (67% )	month	12	109,100	67%	872,800	2,493.71
Health awareness program officer (100%)	month	12	200,000	100%	2,400,000	6,857.14

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Health & nutrition consultant (100%)	month	12	175,000	100%	2,100,000	6,000.00
Secretary ( 67% )	month	12	61,500	67%	492,000	1,405.71
Grant & resilience Program Officer (100%)	month	12	225,000	100%	2,700,000	7,714.29
Civil Eng. ( 67% )	month	12	180,000	67%	1,440,000	4,114.29
Assistant civil Eng.( 67%)	month	12	135,000	67%	1,080,000	3,085.71
M&E officer (100% )	month	12	200,000	100%	2,400,000	6,857.14
Media officer 1 ( 6 )	month	12	81,825	67%	654,600	1,870.29
Media officer 2 ( 67% )	month	12	81,825	67%	654,600	1,870.29
Registration officer 1 ( 67% )	month	12	68,275	67%	546,200	1,560.57
Registration officer 2 ( 67% )	month	12	68,275	67%	546,200	1,560.57
IT officer ( 53% )	month	12	81,825	53%	523,680	1,496.23
Program support ( 53% )	month	12	123,000	53%	787,200	2,249.14
Janitor ( 53% )	month	12	55,770	53%	356,928	1,019.79
Program Coordinator Daraa (25%)	month	12	84,500	25%	253,500	724.29
Program Coordinator Sweida (25%)	month	12	84,500	25%	253,500	724.29
Program Coordinator Aleppo (25% )	month	12	84,500	25%	253,500	724.29

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Program Coordinator Christian Valley (25%)	month	12	84,500	25%	253,500	724.29
<i>Benefits</i>					<b>9,677,500</b>	<b>27,650</b>
Medical & Life insurance (all direct team)	lump sum	1	4,550,000	50%	2,275,000	6,500.00
Rental for ERS director	month	12	1,050,000	45%	5,670,000	16,200.00
Schooling for ERS director	per child/year	2	1,925,000	45%	1,732,500	4,950.00
<i>Capacity building program for MECC &amp; LNGOs</i>					<b>11,182,500</b>	<b>31,950</b>
trainer fees	per course	6	437,500		2,625,000	7,500.00
coffee breaks	per participant/break	600	700		420,000	1,200.00
Lunch - main meal	per participant/break	600	2,800		1,680,000	4,800.00
room rental	per day	24	17,500		420,000	1,200.00
printing course material & stationary	per participant	150	3,500		525,000	1,500.00
transportation for participants at end of course	per participant	150	3,500	50%	262,500	750.00
Accommodations & lodging (incl. breakfast & dinner)	per night	600	17,500	50%	5,250,000	15,000.00
<b>TOTAL DIRECT ASSISTANCE</b>					<b>365,905,788</b>	<b>1,045,445</b>

## TRANSPORT, WAREHOUSING & HANDLING

### Transport (of relief materials)

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Fuel	month	12	70,000	100%	840,000	2,400.00
car maintenance, insurance & registration	lump sum	1	1,225,000	100%	1,225,000	3,500.00

**Warehousing**

Rental of warehouse (4 warehouses for 12 months, 15 % utilization)	warehouse	4	4,200,000	15%	2,520,000	7,200.00
Wages for Security/ Guards ( 4 persons for 5 months)	per person/month	20	52,500	100%	1,050,000	3,000.00
Warehouse attendant - Aleppo (42%)	month	12	57,460	42%	287,300	820.86
Warehouse attendant - Christian Valley (42%)	month	12	57,460	42%	287,300	820.86
Warehouse attendant - Damascus (42%)	month	12	57,460	42%	287,300	820.86
Warehouse attendant - Daraa (42%)	month	12	57,460	42%	287,300	820.86

**Handling**

Security Advisor	month	12	135,200	53%	865,280	2,472.23
Logistic officer	month	12	100,000	30%	360,000	1,028.57
Driver 1	month	12	108,160	75%	969,114	2,768.90
Driver 2	month	12	78,750	67%	630,000	1,800.00

**TOTAL TRANSPORT,  
WAREHOUSING & HANDLING**


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**9,608,594      27,453**


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**CAPITAL ASSETS ( over US\$500)**

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Computers and accessories	lump sum	1	700,000		700,000	2,000.00
Printers	unit	2	175,000		350,000	1,000.00
Office Furniture	lump sum	1	700,000		700,000	2,000.00
Camera Pro	unit	1	437,500		437,500	1,250.00
<b>TOTAL CAPITAL ASSETS</b>					<b>2,187,500</b>	<b>6,250</b>

**TOTAL DIRECT COST****377,701,882 1,079,148****INDIRECT COSTS: PERSONNEL,  
ADMINISTRATION & SUPPORT**Staff salaries

Secretary General	month	12	1,225,000	25%	3,675,000	10,500.00
Office Director & programs Coordinator	month	12	980,000	25%	2,940,000	8,400.00
Finance Manager	month	12	1,050,000	25%	3,150,000	9,000.00
Accountant	month	12	350,000	25%	1,050,000	3,000.00
Cashier	month	12	437,500	25%	1,312,500	3,750.00
Office keeper & messenger	month	12	280,000	25%	840,000	2,400.00
<u>Office Operations</u>						
Office rent	month	12	280,000	25%	840,000	2,400.00

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Office Utilities	month	12	192,500	25%	577,500	1,650.00
Office stationery	month	12	140,000	25%	420,000	1,200.00
Office repairs & maintenance	lump sum	1	1,050,000		1,050,000	3,000.00
Bank charges	lump sum	1	350,000		350,000	1,000.00
<u>Communications</u>						
Telephone, fax, internet, & mobile	month	12	210,000	25%	630,000	1,800.00
<u>JSL joint activities</u>						
Annual and regional meeting	lump sum	1	6,300,000	25%	1,575,000	4,500.00

**TOTAL INDIRECT COST:  
PERSONNEL, ADMIN. &  
SUPPORT**

**18,410,000      52,600**

**AUDIT, MONITORING & EVALUATION**

Audit of ACT appeal	Estimate	1	5,250,000		<b>5,250,000</b>	15,000.00
Monitoring & Evaluation (external)	Estimate	1	2,625,000		2,625,000	7,500.00

**TOTAL AUDIT, MONITORING &  
EVALUATION**

**7,875,000      22,500**

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<b>TOTAL EXPENDITURE exclusive International Coordination Fee</b>	<b>403,986,882</b>	<b>1,154,248</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>	12,119,606.45	34,627.45
<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>	<b>416,106,488.05</b>	<b>1,188,875.68</b>
<b>BALANCE REQUESTED (minus available income)</b>		<b>807,924.76</b>

**EXCHANGE RATE: local currency to 1 1  
USD**

Budget rate 1.00

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## ACT APPEAL BUDGET

**Requesting ACT member:** The Middle East Council of Churches  
**Appeal Number:** (MECC) Lebanon  
**Appeal Title:** SYR161  
**Implementing Period:** Syria Humanitarian Response  
 01 Nov 2016 to 28 Feb 2017)

**INCOME**

**Appeal  
Budget  
USD**
**Appeal  
Budget  
USD**

**INCOME - Received by Requesting  
Member via ACT Secretariat, Geneva**

254,841.47

**TOTAL INCOME**

**0.00** 254,841.47

**EXPENDITURE**

	Type of	No. of	Unit	%	Appeal	Appeal
	Unit	Units	Cost	Effort	Budget	Budget
			USD	USD	USD	USD
<b>DIRECT COST</b>						
<b><u>Activity 1 - Education Remedial class courses</u></b>					141,000	141,000
Teacher's fees (for 400 students)	per student/ month	2,000	30		60,000	60,000.00
Sandwiches/ meals	per student/ month	2,000	28		56,000	56,000.00
School kits (bags & stationary)	per student	400	25		10,000	10,000.00

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Venue rental & utilities (3 Schools)	per month/school	15	1,000	15,000	15,000.00
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**Activity 2 - Wash promotion for students**

Training fees	students	400	10	13,600	13,600
Hygiene student kits				4,000	4,000.00
				9,600	9,600

Garbage bags (20 liters pack/roll)	item	400	1.50	600	600.00
Individual soap (100 grams)	item	400	1.00	400	400.00
Shampoo (200 ml)	item	400	3.00	1,200	1,200.00
toilet paper (pack of 4 rolls)	item	400	2.00	800	800.00
toothbrush	item	400	3.00	1,200	1,200.00
toothpaste (100 ml)	item	400	2.00	800	800.00
Comb	item	400	1.00	400	400.00
Nail clipper	item	400	2.00	800	800.00
small plastic/ stainless steel water bottles	item	400	5.00	2,000	2,000.00
towels small (size 40*30) 100% cotton	item	400	3.50	1,400	1,400.00

**Activity 3 - Health awareness for women**

Training				48,900	48,900
lecturer fees	per day	48	100	37,800	37,800
				4,800	4,800.00

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Light meals/ lunch	per person/lunch/ day	2,400	3.0	7,200	7,200.00
coffee break	per person/coffee break	2,400	2.0	4,800	4,800.00
Venue rental/ facilities	per day rental	48	125	6,000	6,000.00
printing course material & stationary	per participant	600	5	3,000	3,000.00
transportation for participants at end of course	per participant	600	20	12,000	12,000.00
<i>dignity kits</i>				<i>11,100</i>	<i>11,100</i>
Underwear (100% cotton)	item	1,200	2.00	2,400	2,400.00
Dignity napkins (8 pieces in each box)	item	1,800	0.50	900	900.00
Comb	item	600	0.50	300	300.00
Wipes (100 pieces in the box)	item	1,200	1.00	1,200	1,200.00
Soap bars	item	2,400	1.00	2,400	2,400.00
Shampoo (200 ml)	item	1,200	3.00	3,600	3,600.00
Bath sponge	item	600	0.50	300	300.00
<b><u>Activity 4 - Capacity building - Vocational training</u></b>				<b><u>129,600</u></b>	<b><u>129,600</u></b>
trainer fees	per course	16	1,200	19,200	19,200.00
Lunch - main meal	per participant/break	4,800	5	24,000	24,000.00
coffee breaks	per participant/break	4,800	2	9,600	9,600.00
room rental	per day	192	150	28,800	28,800.00

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printing course material & stationary	per participant	400	100	40,000	40,000.00
transportation for participants at end of course	per participant	400	20	8,000	8,000.00
<b><u>Activity 5 - Business start-Ups</u></b>				<b>42,700</b>	<b>42,700</b>
<b><u>Training</u></b>				<b>12,700</b>	<b>12,700</b>
trainer fees	per course	2	1,800	3,600	3,600.00
Lunch - main meal	per participant/break	600	5	3,000	3,000.00
coffee breaks	per participant/break	600	2	1,200	1,200.00
room rental	per day	24	100	2,400	2,400.00
printing course material & stationary	per participant	50	30	1,500	1,500.00
transportation for participants at end of course	per participant	50	20	1,000	1,000.00
Grants	per grant	15	2,000	30,000	30,000.00
<b><u>Activity 6 - Advocacy</u></b>				<b>5,200</b>	<b>5,200.00</b>
Facilitator	per session	52	100		
<b><u>Activity 7 - Capacity building - For volunteers</u></b>				<b>11,500</b>	<b>11,500</b>
trainer fees	per course	3	750	2,250	2,250.00
Lunch - main meal	per participant/break	500	5	2,500	2,500.00
coffee breaks	per participant/break	500	2	1,000	1,000.00
room rental	per day	15	150	2,250	2,250.00
printing course material & stationary	per participant	100	15	1,500	1,500.00

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transportation for participants at end of course	per participant	100	20		2,000	2,000.00
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**Activity 8 - Psychological support  
for children**

					<b>28,000</b>	<b>28,000</b>
Art tools (material for activities)	per child	200	10		2,000	2,000.00
Theatre tools	lump sum	1	1,000		1,000	1,000.00
Recreational activities (Inc. trainer/ facilitator fees & venue)	per child	200	50		10,000	10,000.00
Trauma healing sessions (Inc. trainer/ facilitator fees & venue)	per child	200	50		10,000	10,000.00
Referral system/ follow-up	lump sum	1	5,000		5,000	5,000.00

**Activity 9 - Psychological support  
for women**

					<b>16,600</b>	<b>16,600</b>
Trainers	per session	20	150		3,000	3,000.00
venue rental	per day	20	100		2,000	2,000.00
coffee breaks & light sandwiches	per woman/session	800	7		5,600	5,600.00
supplies & material	per woman	200	10		2,000	2,000.00
Referral system/ follow-up	lump sum	1	4,000		4,000	4,000.00

**Other Sector Related Direct**

**Costs**

<i>Salaries &amp; Benefits</i>					<b>214,604</b>	<b>214,604</b>
<i>Salaries</i>					<b>159,720</b>	<b>159,720</b>
DSJ - Director (50%)	month	12	1,800	50%	10,800	10,800.00
ICNDR - Director (50%)	month	12	3,200	50%	19,200	19,200.00
Psychosocial Coordinator (50%)	month	12	1,400	50%	8,400	8,400.00
Program assistant & Reporting officer (100%)	month	12	1,200	100%	14,400	14,400.00
Education program & Vocational training & business start-up coordinator (100%)	month	12	1,200	100%	14,400	14,400.00

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Health awareness program officer (100%)	month	12	1,000	100%	12,000	12,000.00
Accountant (30%)	month	12	1,200	30%	4,320	4,320.00
Monitors & activity assistance Beirut 1 (100%)	month	12	1,000	100%	12,000	12,000.00
Monitors & activity assistance Beirut 2 (100%)	month	12	1,000	100%	12,000	12,000.00
Area Coordinator & monitor - Koura (50%)	month	12	1,200	50%	7,200	7,200.00
Area Coordinator & monitor - Bint Jbeil (50%)	month	12	1,200	50%	7,200	7,200.00
Area Coordinator & monitor - Zahle (50%)	month	12	1,200	50%	7,200	7,200.00
Driver 1 (100%)	month	12	1,000	100%	12,000	12,000.00
IT & Media officer (50%)	month	12	1,500	50%	9,000	9,000.00
Communication officer (50%)	month	12	600	50%	3,600	3,600.00
Janitor (new location) (100%)	month	12	500	100%	6,000	6,000.00

*Benefits*

54,884 54,884

National Social security	based on salaries	159,720	21.5%	100.0%	34,340	34,339.80
transportation	per employee/ month	192	107	71%	20,544	20,544.00

**TOTAL DIRECT ASSISTANCE****651,704 651,704****TRANSPORT, WAREHOUSING & HANDLING****Transport (of relief materials)**

Fuel	month	12	250	100%	3,000	3,000.00
car rental	lump sum	12	700	100%	8,400	8,400.00

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**TOTAL TRANSPORT,  
WAREHOUSING & HANDLING****11,400      11,400****CAPITAL ASSETS ( over US\$500)**

Computers	per unit	8	750	6,000	6,000.00
Printers	per unit	5	500	2,500	2,500.00
Camera Pro	per unit	1	1,000	1,000	1,000.00
LCD projector & movable screen	per unit	2	750	1,500	1,500.00
Office Furniture	lump sum	1	2,000	2,000	2,000.00

**TOTAL CAPITAL ASSETS****13,000      13,000****TOTAL DIRECT COST****676,104      676,104****INDIRECT COSTS: PERSONNEL,  
ADMINISTRATION & SUPPORT**Staff salaries

Secretary General	month	12	3,500	10%	4,200	4,200.00
Office Director & programs						
Coordinator	month	12	2,800	10%	3,360	3,360.00
Finance Manager	month	12	3,000	10%	3,600	3,600.00
Accountant	month	12	1,000	10%	1,200	1,200.00
Cashier	month	12	1,250	10%	1,500	1,500.00
Office keeper & messenger	month	12	800	10%	960	960.00

Office Operations

Office rent	month	12	1,000	100%	12,000	12,000.00
Office Utilities	month	12	500	100%	6,000	6,000.00
Office stationery	lump sum	1	1,500	100%	1,500	1,500.00

Communications

Telephone, fax, internet, & mobile	lump sum	1	3,500	100%	3,500	3,500.00
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<b>TOTAL INDIRECT COST: PERSONNEL, ADMIN. &amp; SUPPORT</b>					<b>37,820</b>	<b>37,820</b>
<b>AUDIT, MONITORING &amp; EVALUATION</b>						
Audit of ACT appeal	Estimate	1	10,000		10,000	10,000.00
Monitoring & Evaluation(external)	Estimate	1	5,000		5,000	5,000.00
<b>TOTAL AUDIT, MONITORING &amp; EVALUATION</b>					<b>15,000</b>	<b>15,000</b>
<b>TOTAL EXPENDITURE exclusive International Coordination Fee</b>					<b>728,924</b>	<b>728,924</b>
<b>INTERNATIONAL COORDINATION FEE (ICF) - 3%</b>					<b>21,867.71</b>	<b>21,867.71</b>
<b>TOTAL EXPENDITURE inclusive International Coordination Fee</b>					<b>750,791.51</b>	<b>750,791.51</b>
<b>BALANCE REQUESTED (minus available income)</b>					<b>495,950.04</b>	<b>495,950.04</b>

**EXCHANGE RATE: local currency to 1  
USD**

1.00

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