



Rapid Response Fund

ACT Secretariat Approval

Project Code 14/2023

Project Name Emergency Response to Internally Displaced from South Lebanon

The ACT Secretariat has approved the use of **USD150,000** from its Global Rapid Response Fund (GRRF23) and would be grateful to receive contributions to wholly or partially replenish this payment.

For further information please contact:

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A handwritten signature in black ink, appearing to read 'Cyra'.

Cyra Michelle Bullecer

Global Humanitarian Operations Manager

ACT Alliance Secretariat

Project Proposal

Emergency Prepared and Response Plan

EPRP last updated	Oct-23
Do you have a Contingency Plan for this response?	Yes
EPRP link on the online platform (or attach hard copy with proposal)	Copy attached

Please submit this form to the Regional Humanitarian Programme Officer in your region with a copy to the Regional Representative

Date submitted to ACT Secretariat

28/11/2023

Section 1 Project Data

Project Information

Project Name	Emergency Response to Internally Displaced from South Lebanon
Project Code	14/2023
Country Forum	Lebanon
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	Middle East Council of Churches (MECC)
Name of person leading the project	Nina Hallak
Job Title	Diakonia Lebanon Program Director
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Location(s) of project (city / province)	Tyre and Bint Jbeil districts, South Lebanon, Lebanon
Project start date (dd/mm/yyyy)	01/Dec/23
Project end date (dd/mm/yyyy)	28/Feb/24

Which sectors your response activities most relate to

(please indicate number of planned beneficiaries per organisation in each sector where you plan to give assistance)

Sectors	Member	
	Middle East Council of Churches	
	Male	Female
Cash/ Vouchers	1084	1084
Camp Management		
Education		
Food/Nutrition		
Health		
Household items		
Livelihood		
Psychosocial		
Shelter		
WASH	1371	1821

Section 2 Project Description

2.1 Context

1. CHS Commitment 1. Summarize the crisis event and how it is likely to develop over the duration of the project (maximum 5 bullet points)

Humanitarian response is appropriate and relevant:

1. Since October 8, the number of people forcibly displaced in South Lebanon due to conflicts and violence on its borders continues to rise. These internally displaced persons found themselves in precarious situations, in desperate need of assistance and protection; especially those who do not have the means to rent elsewhere. Over 50,000 IDP's are now scattered in collective shelters, municipalities and some in rental houses or with families. To address their needs effectively, it is crucial to provide a timely and appropriate response.
2. Early Identification and Registration: Through the DRR – Disaster Risk Reduction Unit and the Union of Tyre municipalities in South Lebanon as well as the weekly report of the IOM DMT, identification and registration of IDP's was immediately in Place and shared with the Local NGO Forum members. Reports are updated daily including needs, responses and gaps.
3. In the event of escalation, movement of IDP's will increase; the needs will increase especially into winter and in collective shelters.
4. IDPs in collective shelters often lack the basic necessities of life, including food, water, healthcare, and essential supplies. Timely delivery of humanitarian assistance is crucial to meet their immediate needs. IDP's with families have been left with no income and would also require humanitarian aid such as cash and/or basic assistance.
5. collaboration and coordination among various stakeholders. Governments, humanitarian organizations, civil society, and affected communities should work together to develop comprehensive strategies, pool resources, and share information. This collaborative approach ensures a more effective and efficient response, avoiding duplication of efforts and maximizing the impact of interventions.

2. CHS Commitment 1,2,3,4. Explain the impact of the crisis specific to the people you want to help (maximum 5 bullet points)

Needs are re-assessed daily. Data shared with all concerned stakeholders and actors to include support received and gaps avoiding duplication and unnecessary support.

Given the urgency of the situation, the response should be immediate especially in collective shelters

Empowerment and Participation: IDPs should be actively involved in decision-making processes that affect their lives. Their voices and perspectives should be heard, and they should have opportunities to participate in shaping programs that address their needs. Empowering IDPs fosters their resilience, restores their dignity, and contributes to sustainable solutions.

It is also crucial to support families who received IDP's lessening the economic burden especially in the economic crisis in Lebanon. The current crisis could become protracted.

It is equally crucial to support families that remained behind; did not leave for various reasons: elderly cannot leave, no financial means to leave, do not want to leave their livelihood. Aid in those areas should be purchased locally when possible strengthening their resiliency and survival.

MECC will be targeting 1,000 IDP's in 4 collective shelters in Tyre as well as 1,100 HH outside the collective shelter and residing with family and friends in the district of Bint Jbeil. Men and women with their children have left their homes, their business or livelihood was directly impacted, children are out of school, they have been severely psychologically impacted, especially with the overall economic downturn in the country. Municipalities are not equipped to support and are relying on LNGO's and INGO's for support. With winter approaching, the situation is only getting worse in collective shelters mainly.

3. CHS Commitment 9. Explain the availability of funding each of your organisation can access for this crisis. (maximum 3 bullet points)

1. Some ongoing activities have been shifted to immediate relief response in coordination with donors and local stakeholders and actors responding to needs
2. Emergency grants availability by donors were shared with MECC. Activities were mutually agreed on.

2.2 Activity Summary

1. CHS Commitment 1, 2, 4. Explain your proposed project and why you have selected this particular response to the crisis. *If multiple members are responding, please explain the role of each member in the coordinated response as indicated in your EPRP Contingency Plan.*

MECC is in close cooperation with the Disaster Reduction Risk (DRR) Unit in South Lebanon as well as Union of Municipalities in Tyre, who have first-hand knowledge of the area and the needs of the targeted population, and have access to resources donated through various organization (INGO, LNGO) . This will allow the response to effectively target the needs of the beneficiaries while improving the quality of the service.

DRR and Union send daily donation tracking sheet based on needs in and outside collective shelters to include gaps. In this manner, we will be able to track what resources are available at the moment, what is still needed, and the time required for these resources to become available.

It is best that IDP's are involved via small focus group discussions to determine their needs and feedback and what changes have to be ratified after a needs assessment is updated by municipalities and DRR (Union) . Findings will be shared with all parties involved via ongoing communication and through the LNGO Forum. In this way, the project will be better tailored to the needs of the beneficiaries while ensuring all entities are involved.

MECC will respond through multipurpose cash (MPCA), hygiene kits and water.

MPCA will be distributed to HH's hosting IDP's.

Hygiene Kits will be distributed to those in and outside collective shelters which is in high demand.

Water will be distributed in collective shelters.

Sanitary pads will be distributed to 450 women and girls in collective shelters and 450 to those with hosting families

Diapers for elderlies/PWD's and children will be distributed in shelters.

In collective shelters all are equally vulnerable and in need with no selection criteria.

MPCA for hosting HH's, through member churches, MECC will identify the largest families, with elderlies/PWD's.

2. CHS Commitment 2. Explain how you will start your activities promptly. *Project implementation should start within two weeks. The project should be a maximum of 6 months.*

Coordination meetings with the ACT Forum to organize planning, implementation, monitoring, and evaluation strategies as requested especially if there will be any other members who will intervene to share the response to IDPs.

Hold meetings with DRR, Municipality Union and other local structures such as Local NGO Forum as well as partner local NGOs, Churches for the coordination of assistance.

Identification of providers of cash transfer services and providers of other basic needs. MECC has its own list of vetted and approved suppliers in place: MECC will follow its procurement/tender policy as always done. Cash will be distributed to IDP's outside collective shelters

For shelters: Distribution of NFI's will take place in coordination with shelter coordinator. MECC coordinator, MEAL officer and Team appointed will be present.

Outside Shelters: Distribution of NFI's will take place in coordination with churches in the presence of South Field Coordinator and Team

Cash is done through cash service provider selected.

Follow-up and supervision meetings, post-distribution monitoring

Presentation of progress and final report.

3. CHS Commitment 6. How are you co-ordinating and with whom? *Coordination ensures complementarity of interventions within forum members and other humanitarian actors to maximise the use of our resources and will address all unmet needs*

MECC will be directly responsible for the planning, coordinating implementation, monitoring, and evaluation of this Rapid Response Fund, in close coordination with DRR, Municipalities, churches and Act Lebanon Forum members. MECC will actively coordinate humanitarian interventions in the field and participate in M&E activities and periodical and extraordinary meetings that the co-lead UN-agencies, LNGO forum, Municipalities Unions and other partners might convene. MECC receives daily updates from actors and through the LNGO Forum on the total number of displaced in Southern Lebanon. Local MECC coordinator provide MECC Lebanon program director with real-time updates on the situation of those remaining behind and did not leave. Project coordinator is in turn closely coordinating with churches and municipalities of concerned villages. MECC is also coordinating with various churches on the status of their congregations movement from South Lebanon.

MECC received daily updates on needs from the DRR, items covered/remaining and needs from DRR and Union of municipalities as well as weekly updates on responses and gaps from the Humanitarian Country team. MECC in its response aims at covering gaps as presented.

4. CHS Commitment 3, 9. How are you planning to procure your goods or services? (This includes cash transfer methodologies) Please tick boxes that apply. *Goods and services procured locally supports and revitalises economic*

Locally or within the affected areas	when and if possible	Nationally	x	Regionally or neighbouring countries		Internationally	
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Do you have a procurement policy? What factors did you consider when you made this decision?

MECC has a procurement policy. MECC will ensure that suppliers are able to deliver to designated collection areas.

2.3 Description of Target Population

1. CHS Commitment 1, 9. How do you calculate the beneficiary numbers for this project? *For example, food and hygiene kits given to 2500 families, and 1 family = x beneficiaries.*

MPCA: 542 HH (542x4=2168): men, women, children, PWD, elderlies
 Drinking water: 1000 persons in shelters: men, women, children, PWD's elderlies
 Hygiene Kits: 400 families in and outside shelters (400x4=1600): men, women, children, PWD's, elderlies
 Sanitary Pads: 450 women and girls in shelters - 450 women and girls in ghosting HH's
 Diapers: 142 elderlies/PWD's (92 total number in shelters) and children (50, 0-3Years, total in shelters)

Total targeted: 5360 individual.

Average family size: 4.

2. CHS Commitment 1, 2, 3, 4. Which vulnerable groups are you specifically targeting? What makes them vulnerable? *Please explain.*

MECC is targeting IDP's: In collective shelters, family and friends refuge. MECC is also targeting families that remained behind not able to leave.

IDP's are vulnerable by default, especially those in collective shelters and with winter approaching.

Those who remained behind are classified as vulnerable: They do not have the means to leave, have elderlies that cannot be moved, do not want to lose their livelihood - no matter how simple and small - which is currently out of business anyway - no income.

MECC is specifically targeting all elderlies/PWD's in shelters and in targeted hosting HH, women with Hygiene preserving dignity, all children in shelters and targeted hosting HH.

Men and women with their children have left their homes, their business or livelihood was directly impacted, children are out of school, they have been severely psychologically impacted, especially with the overall economic downturn in the country.

3. CHS Commitment 4. Explain how the target population has been/is involved in the design of the proposed intervention *(maximum 5 bullet points)*

Needs of the targeted population are being surveyed, monitored and shared daily by authorities concerned: DRR, Union of Municipalities, Co-lead UN organizations. MECC is responding to the gaps as presented daily and weekly. MECC has already responded to the crisis in shelters through HK, is in the process of responding through Food kits in and outside shelters among other NFI's.

MECC is and has been for a very long time present in the area. We are part of the LINGO Forum and participating in several emergency committees in the area and at HO level, coordinating with churches especially for IDP's outside shelters. Coordination with Municipalities and related Union for those in shelters: MECC already payed a visit to the shelters, met with the shletrs coordinator and received immediate feedback from people benefiting from a previous activity. A team is set up for the South, meeting people through our ongoing activities, receiving feedback, needs.... in person and on our hotlines.

2.4 Expected Results

1. What will this project's success look like based on your time frame? *Please write your activities milestones including dates.*

MPCA 542 HH: December 2023-February 2024
Bottled water 1,000 families: December 2023
Hygiene Kits 400: December 2023-January 2024
Sanitary Pads 2700 packs of 20 each: December 2023
Diapers (elderly /PWD and children) 142: December 2023-February 2024

2. Describe the risks to a successful project and how you are managing them.

1. Escalation to outreach the whole Southern Lebanon and other areas: Close cooperation with DRR and other actors and UN Co-leads as well as churches on the situation in other areas and status of IDP's to respond accordingly.

2. Escalation and war would jeopardize availability of basic needs, banks operation thus cash, electricity, fuel and diesel

Through the RRF, MECC will be covering gaps as received daily through the DRR and weekly through the Humanitarian Country Team (HCT). MECC has chosen its activities that were partly covered by other pledging donors and are in continuous daily rise.

MPCA for HH hosting displaced has become essential as the economic burdens are increasing in the hosting families

Hygiene kits in Shelters are highly in need protecting from diseases (fear of cholera spreading - lice among children), self hygiene and overall hygiene in the shelter.

2.5 Monitoring, Accountability & Learning

1. CHS Commitment 7. Describe how you will monitor the project. What monitoring tools and process will you use? How will you gather lessons from the project?

A monitoring and evaluation strategy will be established aiming at identifying lessons learned and projections for improvement, which will include the development of a M&E plan. Tools to gather information should respond to the following questions: What is the current situation of the refugees in collective shelters and hosting houses. What are the vulnerabilities they face daily? What improvement/change can be seen after the intervention? B We will have weekly meetings of the Team led by the Humanitarian Coordinator of the Project. As a part of the M&E strategy and plan, meetings with staff and several stakeholders will be set up to establish contributions and recommendations, as well as consequently follow-up meetings. Complaints and feedback mechanisms will be established at each service site and it has been foreseen to conduct a closing workshop to collect evidence and draft the Final Report.

2. CHS Commitment 8. Does your organisation have a Code of Conduct? Have all staff and volunteers signed the Code of Conduct? *We may ask you to submit copies of the signed Code of Conduct. You can use ACT Alliance's Code of Conduct if your organisation does not have one.*

MECC has its own Code of Conduct in addition to other humanitarian policies that all staff and service providers sign them prior the implementation of any activity. Additionally, MECC has children and adult safeguarding policy to ensure that all will be safe during emergency response. CARM system is in place where all beneficiaries can explain, suggest or send complaint to a special number. All feedbacks from them will be dealt immediately and according to CHS.

3. How will you ensure you and all stakeholders will be accountable to the affected population. How will you share information. How will you collect and use feedback and complaints? CHS 4 and 5

A complaint and feedback number will be shared with people staying at collective shelters.

A third party volunteer will be in charge of recording any complaints and conveying any feedback received from beneficiaries on a daily basis.

PDM calls will be conducted for 20% of beneficiaries

Weekly monitoring visits to collective shelters

Open communication with head of DRR

Open communication with churches

actalliance

Rapid Response Fund

Financial Budget and Report

Project Code
Project Name

15/2023
Emergency Response to Internally Displaced from South Lebanon

Budget Exchange rate (1 USD to local currency)

1.00

Please use exchange rate from this site:

<http://www.floatrates.com/historical-exchange-rates.html>

Description		Type of Unit	No. of Units	Unit Cost	Budget	
				local currency	local currency	USD
DIRECT COSTS						
1 PROJECT STAFF						
1.2.1.	Lebanon Diakonia Director (NH) - 30%	month	3	870	2,610	2,610
1.2.2.	RRF Lead (GK) - 50%	month	3	850	2,550	2,550
1.2.3.	Project coordinators - South (SH)/ part time project basis - 100%	month	3	1,300	3,900	3,900
1.2.4.	Assistant coordinator - South /part time project basis - 100%	month	3	550	1,650	1,650
1.2.5.	Field officer (1 of 2) - 100%	month	3	650	1,950	1,950
1.2.6.	Field officer (2 of 2) - 100%	month	3	650	1,950	1,950
TOTAL PROJECT STAFF					14,610	14,610
2 PROJECT ACTIVITIES						
2.1.	Cash/Vouchers				83,522	83,522
2.1.1.	Cash assistance IDP's -Outside shelters	Beneficiary	542	150	81,300	81,300
2.1.2.	Provision Financial Provider (2.2% of USD \$ Value)	Financial fees	81,300.00	2.2%	1,789	1,789
2.1.3.	Pre-Paid telephone card for cash distribution (assumed 1 card reaches 25 beneficiaries for 1x only)	Card	22	7.5	163	163
2.1.4.	Post distribution monitoring (20%)	Lumpsum	108	2.5	271	271
2.10	WASH				27,901	27,901
2.10.1	Hygiene kits	Kit	400	40	16,000	16,000
2.10.2	Elderly diapers	Per Diaper	8,280	0.45	3,726	3,726
2.10.3	Children diapers	Per Diaper	7,500	0.15	1,125	1,125
2.10.4	Sanitary pad	Per pack	900	4.5	4,050	4,050
2.10.5	Water bottles	Per family	1,000	3.0	3,000	3,000
TOTAL PROJECT ACTIVITIES					111,423	111,423
4 QUALITY AND ACCOUNTABILITY						
4.1	Assessments				-	-
4.2	Complaints and Response Mechanisms				-	-
4.3	Safeguarding				-	-
4.4	Communication and visibility	Lumpsum	1	5,000	5,000	5,000
4.5	Monitoring & evaluation				-	-
4.6	Audit	Lumpsum	1	6,000	6,000	6,000
TOTAL QUALITY AND ACCOUNTABILITY					11,000	11,000
5 LOGISTICS						
5.1.	Vehicle Rental				-	-
5.2.	Fuel				-	-
5.3.	Warehouse rental				-	-
5.4.	Wages for Security/ Guards				-	-
5.5.	Salaries for Logistician/Procurement Officer				-	-
5.6.	Salaries / wages for labourers				-	-
5.7.	Salaries / wages for drivers				-	-
5.8.	Transportation fees	Lumpsum	1	2,500	2,500	2,500
TOTAL LOGISTICS					2,500	2,500

Description		Type of Unit	No. of Units	Unit Cost	Budget	
				local currency	local currency	USD
TOTAL DIRECT COST					139,533	139,533
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT						
6.1	MECC HO - General Secretary @ 7.5%	month	3	367	1,102	1,102
6.2	MECC HO - Finance Manager @15%	month	3	363	1,089	1,089
6.3	MECC HO - Senior Accounting Officer @15%	month	3	256	768	768
6.4	MECC HO - Executive Assistant @7.5%	month	3	125	376	376
6.5	MECC HO - Cashier @10%	month	3	128	384	384
6.6	MECC HO - Finance assistant @15%	month	3	180	540	540
6.7	MECC HO - Office Assistant @5%	month	3	65	194	194
6.8	MECC HO - Office Keeper @5%	month	3	45	135	135
6.9	MECC HO - Communication Director @7.5%	month	3	182	545	545
6.10	MECC HO - Social Media Officer @7.5%	month	3	122	366	366
6.11	MECC HO - Media Officer and Communication @7.5%	month	3	122	366	366
6.12	MECC HO - HR Officer @15%	month	3	350	1,050	1,050
6.13	MECC HO - Procurement Officer @15%	month	3	240	720	720
Staff salaries - Cost shared					7,634	7,634
7.1	Office rent - 5%	month	3	50	150	150
7.2	Office Utilities - 5%	month	3	63	188	188
7.3	Office communication & IT support- 5%	month	3	100	300	300
7.4	Office stationery & supplies - 5%	month	3	75	225	225
7.5	Office & cash Insurance - 5%	month	3	100	300	300
7.6	Phone and internet charges	month	3	150	450	450
7.7	Bank fees - Bank transfer charges	%	0.81%	150,000	1,221	1,221
Office Operations					2,833	2,833
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					10,467	10,467
Percentage of Indirect Costs against Total Budget					7%	7%
Total Budget					150,000	150,000