The National Volunteer Service Program

Small Grants Program

Call for Proposals (CfP) 2

I. Background & Objective

The Government of Lebanon has included the promotion of volunteerism in Lebanon as an objective in the National Social Development Strategy. As such, the Government launched, in 2013, the National Volunteer Service Program (NVSP). NVSP aims at increasing youth civic engagement which, in the medium term, is hoped to contribute to enhanced cross-confessional understanding and social cohesion as well as improved youth employability. The target beneficiaries are Lebanese youth aged 15 - 24 from the different regions of Lebanon. A basic principle of the program is volunteering outside of one’s community which could be considered best practice by development psychologist for a change in attitude. The Ministry of Social Affairs (MOSA) will be the main implementing agency, with technical and financial assistance from the World Bank.

The 3-year project has three main components: (i) Institution building and capacity development for volunteer civic engagement, which involves inter alia providing training of trainers (ToT) on soft skills training opportunities to participating NGOs, universities and schools as well as selected MOSA officials to enable them to then deliver the soft-skills training to participating volunteers; (ii) Small Grants Program (SGP), Weekend Volunteering Programs (WVP) and youth summer camps to increase volunteering opportunities for youth; and (iii) monitoring and evaluation (M&E) of civic engagement.

As part of the SGP under component (ii) of the NVSP, eligible Interested Agencies (IAs) will be able to apply for financing to implement projects that both provide volunteering opportunities to eligible youth and benefit the target community. The proposed projects should: (i) contribute to social cohesion, through the recruitment of volunteers from outside the community where the projects will be implemented, and (ii) build employability skills of the youth through the provision of soft-skills training.

Please read the following CfP to assess whether your organization and proposed project complies with the general requirements of the SGP. All completed application packages (see section VII of this document) must be submitted via email and regular mail to the NVSP Project Management Team (PMT) by the deadline, as explained in sections VI and IX of this document. No late and/or incomplete application packages will be accepted. For further information regarding the SGP, please refer to the SGP Operations Manual available on the Online Portal at the following address: www.nvsp.socialaffairs.gov.lb
II. Eligibility Criteria for Implementing Agencies

To be eligible to apply to the SGP, the IAs must:

1. Be registered in the NVSP online portal (See section II. 3)
2. Be legally registered and licensed for 5 years or more at the Ministry of Education and Higher Education.
3. Be a public educational institution or a private educational institution either owned by a non-governmental organization (registered at the Ministry of Interior) or by a religious organization among the confessions officially recognized in Lebanon.
4. Show adequate administrative and financial structure (availability of Procurement and Financial Officers with the ability to engage in fiduciary activities related to the project.
5. Have an institutional Bank account in US dollars specifically dedicated to the project (i.e.: selected IAs will have to open a new account specifically for the project).
6. Designate a project coordinator to be the focal point/contact person for NVSP PMU
7. Designate an M&E focal point to collect and report relevant project data to the NVSP PMU.

III. Eligibility Criteria for Projects

Eligible IAs (see Section III) must ensure that their proposed projects comply with the basic SGP project eligibility criteria. Proposed projects must:

1. Promote youth civic engagement by providing them an opportunity to volunteer.
2. Clearly identify specific goal (s) to be achieved through the completion of a set of activities as part of the proposed volunteering opportunities.
3. Include a budget request from NVSP for up to US$30,000. The requested budget needs to be consistent with the project’s overall goals and related activities, and will be evaluated against the project’s expected results (cost-benefit analysis).
4. Be implemented in 4 months or less, between July 1st and October 31st.
5. Reflect the needs of the local community.
6. Promote volunteerism by ensuring that at least 50 volunteers are recruited from inside the IA for the implementation of the proposed project. Additional participants can be recruited as volunteers from outside the organization.
7. Enhance cross-confessional understanding by ensuring that at least 20% of the total recruited volunteers come from a community other than the one where the proposed project will be implemented.
8. Provide recruited volunteers 20 hours of training and 80 hours of volunteering work.

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1Example of projects could be: assistance in organizing national events (Beirut Marathon, yearly Summer Festivals, etc.), planting trees, tutoring children with learning disabilities in public schools, helping local library or sports facilities, cleaning sea shores and gardens, collecting items for charity such as clothes, food, or furniture and distributing to poor, orphans, disabled, elderly; helping elderly in nursing homes; raising awareness in schools and universities on topics such as road safety, healthy habits and health issues (AIDS, and other diseases); among others
2Community is defined by the village/town the youths has lived for the past 10 years. If the youth has been living in Beirut for the past 10 years, then the neighborhood should be provided.
9. Do not trigger World Bank environmental and social safeguards³.

IV. **Eligibility criteria for youth volunteers**

To be eligible to participate in the SGP, volunteers must be:

1. Registered in the NVSP online portal ([See section II-3 above](#))
2. Aged between 15 and 24 years – individuals outside this age group who are interested in volunteering can participate in selected projects. However, volunteers outside the age group will not be counted toward the minimum 50 volunteers number required per project or towards the minimum that at least 20% of them must come from a community other than the one where the project will be implemented.
3. Lebanese.
4. Balanced in terms of gender breakdown.

V. **Selection Process**

IAs will have 30 Calendar days to submit their completed proposal from the date of the Launching of the Call for Proposals on May the 18th till June the 18th 2016. **Those submitted after this deadline will not be considered.** Applicants will be invited to fill in the standard application template form with the following information:

a) General information on the IA
b) Relevant experience (at least on community-based project)
c) Project description, components and activities and Timeline
d) Budget (detailed with reference to the training courses provided)
e) Environmental and social risks and proposed mitigation measures
f) Sustainability
g) Primary Partner, if applicable
h) Annex 1: List of Volunteers
i) Annex 2: Procurement Documents (i.e.: 3 quotations for budget items that cost more than US$500)

Prior to the thorough review by the NVSP Technical Team (please refer to the manual for more details on the selection process), proposals will be pre-screened to ensure compliance with the basic eligibility criteria as specified in Sections II, III, and IV of this document (See Screening Form included in the attached application form template). IA/Project implementation site will be visited by the technical team representatives to complete the assessment and the evaluation of the proposed project. Proposals found to be incomplete or ineligible will be rejected. IAs will facilitate the collection of additional information of selected participants by the NVSP as needed for program monitoring/evaluation purposes.

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³ See World Bank safeguard policies
The applications that pass this initial screening will then be thoroughly reviewed and ranked by the Technical Team based on the following criteria (more detailed can be found in the Annex 1 attached to this CfP):

1. Institutional Appraisal - 20 points
2. Technical Appraisal - 50 points
3. Project Impact - 10 points
4. Financial Appraisal - 20 points

The PMT will notify all IAs by email of the decisions regarding their applications once the selection process is completed. The selected projects will also be published on the online portal and on Social Media.

Approved projects will be implemented starting July 1st throughout a period of maximum 3 months.

VI. Required documents

The following documents should be provided as part of the application package:

a) IA Registration documents
b) List of employees with names and titles who will be working on the proposed project, including a Financial Management Specialist.
c) Proof of holding a bank account in US$ (for accepted proposals)
d) Procurement documents of proposed activities
e) List of volunteers who will participate in the proposed project, including for each of them their identification, community and contact details for screening and monitoring and evaluation purposes

VII. Contracting, Financial Allocation and Reporting Requirements

Following the notification, selected IAs will be awarded a contract (see Annex 4 for the contract template in the SGP Manual). It is important to note that the expenditures incurred during the preparation of the proposals shall be entirely born by the IA – even for proposals that will not receive funding. The IAs will have two (2) calendar days to review the contract and request clarifications from the PMT.

The selected IA will have two (2) calendar days to sign the contract and send one (1) soft copy as well as two (2) original hard copies to the PMT following the guidelines mentioned in section VIII of this document. The PMT will then submit signed contracts of all accepted projects to the Minister of Social Affairs for counter-signature. This is expected to take approximately five (5) calendar days. The selected IAs will keep one of the two counter-signed copies of the contract and the NVSP will keep the other.

The IA must abide by all clauses included in the contract, particularly those related to financing and reporting requirements. Non-compliance following a grace period will result in the termination of the contract (see section XII of the SGP Manual).
VIII. Submission details & contact information

The applications should be submitted to the NSVP team at the following email address info@nvsp-socialaffairs.com and by hand to the Office Address: 5th floor – Ministry of Social Affairs Old Building – Badaro Street – Beirut – Lebanon

All questions related to this call for proposal should be sent to info@nvsp-socialaffairs.com