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## HOPES-LEB Call for Proposals Q&A

**Q: Who is eligible to apply to the HOPES-LEB Call for Proposals?**

A: Proposals should come from organisations and institutions officially registered in Lebanon and can be local ministries and governmental organisations, youth or labour organisations, NGO's (local, regional and/or global) and education and research institutions (local, regional and/or global).

**Q: Do I need to be a legally registered institution/organisation to apply?**

A: Yes, all applicants must be registered in Lebanon, or can apply as co-applicants with an organisation registered in Lebanon.

**Q: If an international organisation would like to apply and has a local office in Lebanon, can it apply and should the COCA form be filled out with information about headquarters or the local office?**

A: Yes, international organisations can apply if they are registered in Lebanon and/or operate through a registered local office. The COCA form should be filled out with the information of the local office.

**Q: Can an eligible organisation submit more than one application?**

A: Yes, more than one application can be submitted. However, only one application per administrative sub-unit will be considered.

**Q: Can institutions/organisations apply with partners or as a consortium?**

A: Yes, institutions/organisation can apply with partners or as a consortium as long as the lead applicant is a legally registered entity in Lebanon.

**Q: If several organisations are applying together, how should they divide up the roles and responsibilities?**

A: The roles and responsibilities of all implementing partners should be described in the proposal. However, the lead applicant is accountable for project management and contractual obligations and is accountable for the management of the entire awarded grant.

**Q: Is there a pre-determined cost per beneficiary?**

A: No, the cost per beneficiary is to be determined and justified by the applicant.

**Q: Are the intended beneficiaries university students only?**

A: No, the intended beneficiaries are any individuals that can benefit from interventions along the educational pathway from access to higher and further education, to completion of higher and further education, and to access to the labour market.

**Q: Is there an overall specific number of targeted beneficiaries?**

A: No, the number of targeted beneficiaries is to be determined and defined by the applicant.

**Q: Is there a specific split percentage between the targeted Syrian refugees and vulnerable Lebanese youth?**

A: No, there is no set percentage/quota for the number of Syrian refugees and vulnerable Lebanese youth beneficiaries. It is up to the organisation/institution to specify the target population and the percentage of refugees from Syria and vulnerable Lebanese youth beneficiaries.

**Q: Are there any specific areas in Lebanon to cover?**

A: No, applicants are free to either focus on specific areas in Lebanon or cover all of Lebanon.

**Q: Does the project have to target all three priority areas identified for the Call for Proposals?**

A: No, institutions/organisations can either choose to adopt a comprehensive approach that addresses all three priority areas, or target only one priority area, or even a component of the priority

**Q: Is there any preference between online learning and face-to-face learning?**

A: No, there is no preference between the two modes of learning as long as projects are feasible in light of the current sanitary situation and are implemented in accordance to the MoPH guidelines.

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**Q: What is the maximum duration of a project?**

A: The maximum duration of the funding of a project will be 14 months.

**Q: Are there set Key Performance Indicators (KPIs) for beneficiaries?**

A: No, the KPIs are to be determined by the applicant.

**Q: Is having a PADOR ID still applicable/required?**

A: No, a PADOR ID is not required to apply for the Call for Proposals.

**Q: Is overhead included?**

A: No, overhead is not included in the funding of projects.

**Q: As overhead costs cannot be included, is it possible to detail every management cost in a specific budget line?**

A: Eligible direct cost can be claimed under each budget heading as specified in the Rules and Regulations for projects funded by HOPES-LEB.

**Q: Is there a cost-share percentage requirement from the applicant institution?**

A: Cost-sharing is not a requirement under this Call for Proposals.

**Q: Can the budget of a selected project be increased after the final budget is approved?**

A: No, the budget of selected projects cannot be increased after the final budget is approved.

**Q: Can an organisation/institution with an awarded project in the first round of the Call for Proposals apply for the second round with different partners?**

A: An organisation/institution with an awarded project in the first round of the Call for Proposals can apply for the second round with different partners under the condition that the proposals are submitted by a different administrative unit.

**Q: Can an intervention include secondary students?**

A: Yes. Applicants can choose to focus on secondary students as part of addressing the priority area of access to Higher and Further Education.

**Q: Can one or more priority area be addressed instead of all three?**

A: Yes. Applicants are free to choose the focus of their proposal(s) which can include a focus on either one or more than one priority area.

**Q: Is there a template for Annex 3 (Detailed Description of the Project)?**

A: Applicants are requested to use all the Annexes developed by HOPES-LEB for the applications. The way in which the project is presented in its description in Annex 3 is at the discretion of applicants.

**Q: Is there a mechanism to facilitate relationships between applicants and potential local or regional implementation partners?**

A: There is no specific mechanism for facilitating relationships between applicants and potential local or regional implementation partners. Applicants are encouraged to establish relationships as part of promoting synergies and complementarity across various interventions.

**Q: Are applicants only allowed to select activities under the thematic focus, or can they come up with additional activities according to a certain need?**

A: Applicants are free to select activities under the thematic focus and complement them with additional activities based on identified needs as long as all activities address one or more of the HOPES-LEB Call for Proposal's priority areas.

**Q: Is there a specific budget for each priority area or does it depend on the activities?**

A: No. There is no specific budget for each priority area. The awarding of projects depends on how the proposed activities are reflected in the budget along with how high the proposal scores on the selection criteria.

**Q: Any specific percentage for refugees from Syria in outreach?**

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A: No. It is up to the applicant to specify the percentage of outreach in the project as long as both refugees from Syria and vulnerable Lebanese youth are targeted.

**Q: Is it possible in the Call for Proposals to address beneficiaries through trainings and workshops or are we only requested to address institutional capacity building?**

A: Applicants are requested to both develop projects that focus on institutional capacity building while also focusing on direct implementation of activities benefiting beneficiaries.

**Q: How is institutional capacity development defined?**

A: Within the context of the HOPES-LEB Call for Proposals, institutional capacity development is defined as “the improvement of an organisation’s/institution’s capabilities to deliver its mission effectively and efficiently and create sustained change by strengthening managerial system, human capital, infrastructure, legal frameworks, and core support functions”.

**Q: Does the funding change if the focus was on one priority area over the other?**

A: Funding is based on the overall developed project and the alignment of the activities with the requested budget. There is no preference over priority areas and as such, funding is not associated with the focus of the proposed project.

**Q: To what degree is sustainability expected? Does sustainability refer to institutional and/or financial sustainability?**

A: The HOPES-LEB Call for Proposals is concerned with the sustainability of projects upon project completion. This implies that organisations are requested to propose projects that have a long-term impact.

**Q: When does the portal open for submission? When will we hear about the grant?**

A: The [application system](#) officially opened on September 14<sup>th</sup> and will close on December 1<sup>st</sup> at 11:59 (Beirut time). The announcement of awarded projects is expected to be around the beginning of March 2022.

**Q: How are direct beneficiaries defined?**

A: Within the context of the HOPES-LEB Call for Proposals, direct beneficiaries are defined as “individuals that are first-hand targets of the interventions and activities of a project”. These should include vulnerable Lebanese youth and refugees from Syria.

**Q: How are indirect beneficiaries defined?**

A: Within the context of the HOPES-LEB Call for Proposals, indirect beneficiaries are defined as “individuals which have no direct link with the activities but could potentially benefit from them via the direct beneficiaries and the sustainability of projects’ results, mainly achieved through capacity building measures”.

**Q: Can a local NGO apply as a lead applicant? Is it necessary to have a co-applicant?**

A: Local institutions/organisation can apply as lead application with no necessity to have a co-applicant. Applicants must be registered in Lebanon to apply to the HOPES-LEB Call for Proposals.

**Q: Can the deadline be extended after August 2023?**

A: The HOPES-LEB Call for Proposals is bound by the overall timeline of the HOPES-LEB project. As such, the proposed projects’ durations cannot exceed August 2023.

**Q: When purchasing equipment or material for the project, what is the procedure to follow? And when the project ends what will happen to the equipment and material?**

A: Once the project is completed, the Implementing Organisation shall submit a justified written request regarding the ownership of equipment for authorisation to the Contracting Authority, with an inventory listing the items concerned and a proposal concerning their use, in due time and the latest with the submission of the final report.

**Q: Are audio statements for the previous two years obligatory for the application?**

A: Yes. Applicants must submit audit reports along with the other requested documents for the Checklist for Organisational Capacity (COCA) that is to be submitted as part of the application.

**Q: Is it possible to build on the activities of a project that is already taking place?**

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A: Yes. Proposed projects can be a continuation of already implemented projects as part of achieving sustainability.

**Q: Is it enough for an institution/organisation to be registered at the Ministry of Interior, or is it a must to have an MOF number?**

A: Applicants must show proof of registration at Ministry of Interior, with no requirement to have an MOF number.

**Q: What language can I submit the application in?**

A: Applicants are requested to submit the application form and all supporting documents in English.

**Q: Do all official papers that are in Arabic have to be translated and submitted in English?**

A: Yes. The official translation of documents is requested along with the original documents.

**Q: Can I receive feedback if the application was unsuccessful?**

A: Yes, all applicants can e-mail [cfp@hopes-madad.org](mailto:cfp@hopes-madad.org) to request feedback.

**Q: Are electronic signatures accepted (if signatures are required for documentation)?**

A: Yes. electronic signatures are accepted.

**Q: When can applicants expect to receive the results of the Call for Proposals?**

A: Applicants will be notified of their application status by early 2022. Implementation of awarded projects is expected to begin during March 2022.

**Q: What are the reporting requirements of the awarded projects?**

A: Participants of projects over six months are requested to hand in quarterly reports. Second and third payments will be based on an interim and final report transferred after receiving these reports. For projects less than six months, an interim report is requested halfway through the projects and the final report should be submitted after the project has ended. The dates for the interim and final report will depend on the length of the project. The quarterly report will be replaced by the interim report depending on the length of the project and where applicable.

**Q: How should applicant organisations identify vulnerable youth? Is it based on SES, access to resources, or low serviced regional areas?**

A: Applicant organisations are requested to identify and prioritize vulnerable Lebanese and explain how vulnerability is measured and what tools and methods were used in the process.

**Q: Are there certain guidelines for the process of recruiting beneficiaries?**

A: Applicant organisations can use their own recruitment process and guidelines which need to be explained and justified in the proposal.

**Q: Is it mandatory to use the budget template of HOPES-LEB?**

A: Yes, applicants are requested to use the HOPES-LEB budget template.

**Q: What are the communication and visibility requirements?**

A: Selected projects are required to abide by specific communication and visibility guidelines developed for the implementing organisations/institutions. Within two weeks after the signing the agreement, implementing partners are required to provide a full communication and visibility plan for the selected projects. Follow-up will be conducted with selected projects with regards to every communication tool and activity. All communication and visibility guidelines will be sent to the selected projects.

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