



# Building Alliance for Local Advancement, Development, and Investment (BALADI) Third Request for Municipal Applications 2017 -RFMA 3-

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**Number:** BALADI - 2017

**Title:** Building Alliance for Local Advancement, Development, and Investment (BALADI) Program, funded by USAID and implemented by Rene Moawad Foundation (RMF)

**Issuance Date:** July 6, 2017 -12.00 pm Lebanon Local Time

**Submission Deadline:** August 10, 2017 - 3:00 pm Lebanon Local Time

(The deadline for submission of Municipal Applications is as stated above unless it is extended officially by the BALADI program through official announcements. Any application received after the deadline will not be eligible for evaluation unless BALADI program determines and officially announces that all similarly late applications will be evaluated.

This document is made possible with the support of the American people through the U.S. Agency for International Development (USAID). The contents are the responsibility of Rene Moawad Foundation (RMF) and do not necessarily reflect the views of USAID or the U.S. Government.

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### **Obtaining RFMA 3 Information**

All RFMA 3 information is available on BALADI program website [www.baladi-lebanon.org](http://www.baladi-lebanon.org) and is also available in hardcopies from any of Rene Moawad Foundation (RMF) BALADI offices (Table 1).

**Table 1. RMF BALADI Project Offices in Lebanon.**

<b><u>Office Code</u></b>	<b><u>Location</u></b>	<b><u>Address</u></b>	<b><u>Telephone</u></b>
<b>BAL01</b>	Ashrafiéh	Ashrafiéh, Main Road, Facing Hotel Dieu, Al Mohameen 844 bldg, 6th Floor, P.O. Box: 468 Hazmieh, Lebanon	01- 613 368 70- 001 577
<b>BAL02</b>	Mejdlaya	Mejdlaya, Rene Moawad Foundation Center Building, P.O. Box: 11 Zgharta, Lebanon	06- 664 080 06- 666 093 70- 001 566
<b>BAL03</b>	Halba	Halba, Main Road, Adel Ibrahim Building, 1st floor	70- 001 522 71- 577 717 76- 011 224 76- 011 225
<b>BAL04</b>	Jbeil	Jbeil, Old Souk, Previous Municipal Building, 1st Floor	78- 888 254 76- 694 777 76- 009 455 76- 009 533
<b>BAL05</b>	Lebaa	Main Road- Lebaa Romanos Center- BLF Bank Bldg, 2 <sup>nd</sup> floor.	76- 669 958 78- 888 261
<b>BAL06</b>	Ferzol	Daher Building, Main Road, Ferzol, Bekaa, Lebanon	70- 022 443 70-022 449

### **Possible Updates to RFMA 3 2017 before Submission Deadline**

There is always a possibility that RMF updates the RFMA 3 documents during the submission period in order to correct any aspects or to add information that will clarify or simplify the process or answer questions (within deadline set below). Therefore, interested applicants are strongly encouraged to regularly check the BALADI website to ensure they have the latest information pertaining to this RFMA 3.

### **Questions about this RFMA 3**

Any questions regarding RFMA3 2017 and its content can be directed to the BALADI email: [baladi@rmf.org.lb](mailto:baladi@rmf.org.lb)

**Deadline for Submitting Questions: July 31, 2017- 3:00 pm Lebanon Local Time**

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## RFMA 3 Content

This RFMA 3 document contains the following sections:

### **Purpose of the assistance**

- Section 1 - BALADI Program and Third Call for Municipal Applications
- Section 2 - Ceiling of BALADI Support and Value of Required Cost Share
- Section 3 - Entities Who Can Apply
- Section 4 - Types of Projects that cannot be funded by BALADI Round 3
- Section 5 - Where and How to Submit an Application
- Section 6 - Applications Evaluation Criteria and Selection Method

### **Application templates**

- Annex A - Cover letter Template
- Annex B - Technical Application Template
- Annex C - Cost Application Template
- Annex D - List of projects that require an EIA study

### **Documents required to be submitted with the application**

- Annex I Certifications
  - *Information on Trafficking in Persons*
  - *Key Individual Certification Narcotics Offenses and Drug Trafficking*
  - *Anti-Terrorism Certification*
- Annex II Names of key persons under main applicant and partners
- Annex III Partnership agreements/MOUs
- Annex IV List and copies of available land or industries or other permits
- Annex V Document(s) supporting participatory approach
- Annex VI Municipal budget and spending plan for the current and upcoming year
- Annex VII List of projects implemented for the past three years and references

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## SECTION 1: BALADI Program and Third Call for Municipal Applications

Due to financial and human resources constraints, municipalities throughout Lebanon face serious challenges in providing public services and improving the lives of Lebanese citizens. This challenge has gradually worsened with additional significant social and economic burdens being placed on Lebanese communities and municipalities as a result of the influx of Syrian refugees to Lebanon.

With funding from the United States Agency for International Development (USAID), the ‘Building Alliance for Local Advancement, Development, and Investment’ (BALADI) program started in September 2012 and will end in September 2018.

BALADI aims at assisting municipalities implement needed local development activities especially those that are most responsive to Lebanese host community needs. This process encourages municipalities to work inclusively with citizens and accomplish needed local development activities and public service delivery.

In 2013 and 2015, the BALADI project announced two calls for municipal-led local development activities and selected more than 50 municipal-led local development and public service activities that engage more than 140 municipalities throughout Lebanon.

This year in 2017, the BALADI project through Implementer Rene Moawad Foundation and by way of this document is announcing a Third Call for Municipal Applications (Round 3) for local development activities with focus on activities that meet the needs of Lebanese host communities.

Under this third round, BALADI assistance will be considered for the projects that have **all** of the following main characteristics:

- 1. Meet Lebanese host community needs;**
- 2. Only require equipment (and some related technical assistance) ;**
- 3. Have a quick execution period less than 4 months on the ground (i.e. equipment installation and commissioning process should not exceed a 4-months’ period);**
- 4. Will have immediate and sustainable result for a significant number of beneficiaries; and,**
- 5. Are formulated through a community participatory approach, based on a needs assessment, and implemented through collaboration between the municipality and local NGOs, private sector entities, or other entities.**

Evaluation and selection of projects that will be assisted will be done on through a competitive process and based on the detailed selection criteria found in Section 6 of this document.

This document contains all the needed information for municipalities and Lebanese host communities to well prepare their applications and submit them to BALADI program under this third round of solicitation.

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## **SECTION 2: Ceiling of BALADI Support and Value of Required Cost Share**

BALADI support to selected projects can reach **the value of up to \$100,000 for equipment.**

BALADI support is “**in kind**” and **not** “in cash”. The BALADI project **will not provide cash grants** to municipalities, unions of municipalities, government entities, or individuals. The Rene Moawad Foundation is responsible to procure equipment for supported activities and provide any needed technical assistance for the operation of the equipment.

Equipment provided to supported projects should be directly put to good use by the municipality and the community and installed at a venue provided by the municipality (for example, premises or land plot) - Annex IV of the application requires that the applicant provides the copies of necessary legal document or permits.

If the venue is:

1. Owned by the municipality/union; then in this case, the venue deed should clearly show ownership to the municipality.
2. Owned by the Government of Lebanon, then the municipality should present clearance document from relevant Ministry that allows the municipality to use the venue.
3. Owned by the municipality/union’s partner, then the applicant should provide that there is an agreement between the municipality/union and partner who designate the usage of the venue (premises or land plot) for the project through a partnership agreement.
4. Rented, then the applicant should provide a rental agreement by the municipality/union from another entity for at least 10 years.

### **Required Local Cost Share:**

A local/community cost share of at least 20% of the total project value (comprising both requested funds from BALADI and community contribution) per project is required. Local community cost share may be in-kind or in-cash.

**The application should enclose a municipal or union of municipalities’ decision clearly stating the value and type of in-cash or in-kind local contribution that will be obligated for the proposed project in case it was selected by BALADI.**

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### SECTION 3: Entities who can apply

- a) Entities who can submit applications (the “**Main Applicant**”) are:
  - i. A Municipality
  - ii. A Municipal Union
  - iii. Municipality or a Municipal Union submitting on behalf of a number of other municipalities or on behalf of village(s) with no municipality(ies)
- b) The Main Applicant has not submitted multiple applications in the same round of solicitations.
- c) The Main Applicant has adopted a participatory approach in identifying the needs of the community and in prioritizing the project being presented.

### SECTION 4: Types of Projects that Cannot Be Funded by BALADI

The following projects are **not eligible** for receiving BALADI assistance under this call:

1. Projects that require BALADI assistance in **excess of \$100,000** (excluding cost-share).
2. Projects that require **more than 4 months** of implementation.
3. Projects that include construction activities. *Note that in addition to equipment, BALADI might consider funding on a case by case basis light finishing works such as plastering, painting, and other very light works that are considered essential for the proper installation of the equipment.*
4. Projects that are redundant with other similar activities in the village.
5. Projects that support political movements or political party campaigns.
6. Operational costs and salaries.
7. Costs that have been incurred in the past.
8. Academic research, strategic plans, or assessments.
9. Military equipment.
10. Surveillance equipment.
11. Commodities and services for support of police or other law enforcement activities.
12. Abortion equipment and services.
13. Gambling equipment.
14. Weather modification equipment.
15. Agricultural equipment that involve or support pesticides or any other use of chemicals.
16. Fertilizer and Pesticides.
17. Motor vehicles.
18. Pharmaceuticals.
19. Used equipment.
20. Sports equipment, playground games, and toys.
21. Equipment for wastewater and solid waste management projects (Note: ineligibility of this type of equipment is due to lengthy environmental compliance procedures that require an Environmental Impact Assessment which is beyond the environmental scope of BALADI program).
22. Equipment to **new projects that require an Environmental Impact Assessment** (EIA) as per Ministry of Environment Regulations (refer to Annex D)
23. Luxury items and items that are not considered to be basic in nature or not essential for development purposes, for example: spa, swimming pool, sauna, Jacuzzi, marble tops, crystal items, etc.

24. Pure capacity building projects (Note: limited capacity building, training and relevant awareness sessions could be part of a project but not the main concept of the project).

The requested equipment under BALADI applications will also be additionally screened by Rene Moawad Foundation to ensure that each requested item is eligible per USAID’s Automated Directives System ADS 312.3.1 "USAID Commodity Eligibility Listing":

<https://www.usaid.gov/sites/default/files/documents/1868/31251m.pdf>.

## SECTION 5: Where and How to Submit an Application

### 5.1 Locations

Municipal applications can be submitted to **RMF BALADI project offices throughout Lebanon**:

For the districts of <b>Akkar, Minieh- Dinnieh, Tripoli, Zgharta, Bcharreh, and Koura</b>	Please submit your application at any of the following BALADI offices nearest to you: <ul style="list-style-type: none"> <li>✓ Ashrafieh (Office Code: BAL01)</li> <li>✓ Mejdlaya (Office Code: BAL02)</li> <li>✓ Halba (Office Code: BAL03)</li> </ul> Full addresses are found in Table 1
For the districts of <b>Batroun, Jbeil, Keserwan, Metn, Baabda Shouf and Aley</b>	Please submit your application at any of the following BALADI offices nearest to you: <ul style="list-style-type: none"> <li>✓ Ashrafieh (Office Code: BAL01)</li> <li>✓ Jbeil (Office Code: BAL04)</li> </ul> Full addresses are in Table 1
For the districts of <b>Jezzine, Saida, Nabatiyeh, Sour, Marjeyoun, Bint Jbeil and Hasbaya</b>	Please submit your application at any of the following BALADI offices nearest to you: <ul style="list-style-type: none"> <li>✓ Ashrafieh (Office Code: BAL01)</li> <li>✓ Lebaa (Office Code: BAL05)</li> </ul> Full addresses are found in Table 1
For the districts of <b>Hermel, Baalbeck, Zahle, West Bekaa, and Rashaya</b>	Please submit your application at any of the following BALADI offices nearest to you: <ul style="list-style-type: none"> <li>✓ Ashrafieh (Office Code: BAL01)</li> <li>✓ Ferzol (Office Code: BAL 06)</li> </ul> Full addresses are found in Table 1

### 5.2 Collect Your Receipt

When you submit an application, Rene Moawad Foundation will issue a date-stamped receipt which contains the application registration number and the Office Code Number where the application was submitted. Please keep your copy of this receipt.

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### **5.3 Application Copies, Language, and Content Requirements:**

#### **a. How Many Copies and in Which Language?**

The applicant must submit the municipal application **in a sealed envelope** as follows:

- **Four (4) printed copies:** one original and three photo copies; and
- **One electronic (digital) copy** (on a CD)
- **Language** can be **English or Arabic**

#### **b. Application Content Requirements:**

Each municipal application should enclose the below table. *The table can be also used as a checklist to make sure that the applicants have provided all requested documents upon submission.*



<b>Municipal Application Content requirements: <u>Applications that do not meet the content requirements below will run the risk of being not technically evaluated.</u></b>	
1. A Cover Letter- You can use the attached template, if you like.	<input type="checkbox"/>
2. A Technical Application <b>as per attached template</b> which includes the following sections: <b>(should be maximum <u>7 pages</u> with ‘Times New Roman’ font size equal or larger than font size 12):</b>  I. Main Applicant and Partners Information ( <b>2 pages</b> ) II. Project Executive Summary ( <b>1 page</b> ) III. Technical Approach ( <b>4 pages</b> ): Project Concept (including host community needs and rapid implementation, participatory approach, municipal financial constraints, beneficiaries, gender and environment, and non-redundancy), And, Management and Sustainability (including alliances or partnerships, operation, and sustainability)  The technical application should be <b>signed and stamped by the Main Applicant.</b>	<input type="checkbox"/>
3. A Cost Application <b>as per attached template</b> . The cost application should be <b>stamped and signed by the Main Applicant.</b>	<input type="checkbox"/>
4. The following Annexes:	
<b>Annex I:</b> Certifications <ul style="list-style-type: none"> <li>• Information on Trafficking in Persons</li> <li>• Key Individual Certification Narcotics Offenses and Drug Trafficking</li> <li>• Anti-Terrorism Certification</li> </ul> These certifications should be filled, <b>stamped and signed by <u>Main</u> and <u>Partners</u>’ applicants.</b>	<input type="checkbox"/>
<b>Annex II:</b> Names of key persons under Main applicant and Partners	<input type="checkbox"/>
<b>Annex III:</b> Partnership agreements/MOUs signed and stamped, by the partnering entities relevant to the proposed municipal-community project, if applicable.	<input type="checkbox"/>
<b>Annex IV:</b> List of available land or industries or other permits <b>Copies</b> of available land or industries or other permits	<input type="checkbox"/> <input type="checkbox"/>
<b>Annex V:</b> Supporting documents for participatory approach (for example, photos and/or minutes of meetings and attendance sheets of town hall meetings, gatherings, focus groups, etc. to prove that the project was selected after consulting with the community)	<input type="checkbox"/>
<b>Annex VI:</b> Municipal Finances 1. Available municipal budget and spending plan for the current and upcoming year. 2. A municipal/union council decision reserving the proposed in-kind or in-cash cost share for the project should it be selected by BALADI for support.	<input type="checkbox"/> <input type="checkbox"/>
<b>Annex VII:</b> List of projects implemented for the past three years and references	<input type="checkbox"/>

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## **5.4 Disclaimer**

The Rene Moawad Foundation and USAID do not endorse any entity (individuals, organizations, companies, or others) that might assist or market itself to assist municipalities or any interested applicants in writing or formulating their municipal applications. Also, the BALADI program does not cover any cost or claim for costs that may be incurred by applicants in the preparation of their applications.

## **SECTION 6: Applications Evaluation Criteria and Selection Method**

### **6.1 Technical Evaluation**

Applications that meet the Content Requirements above will be subject to Technical Evaluation per the technical criteria listed below. To facilitate the review of their applications, applicants can organize their technical section narratives in the same order as the below technical selection criteria. Technical Evaluation is based on scoring against technical evaluation criteria stipulated in this document, whereby a complete score is 100/100. Evaluation criteria were assigned quantitative scores based on the criterion's relative importance and significance to the success of the project.

Below are the technical evaluation criteria and their scores (a table summarizing the main criteria is presented below followed by a breakdown per sub-criterion and descriptions):

<b>Technical Evaluation Criteria</b>	<b>Points</b>
<b>1. Project Concept</b>	<b>60</b>
<b>2. Project Management and Sustainability</b>	<b>40</b>
<b>TOTAL</b>	<b>100</b>

### **1. Project Concept (60 points)**

<i>Sub- Criteria</i>	<i>Description</i>	<i>Points</i>
1.1 Host Community Needs and Rapid Implementation	<ul style="list-style-type: none"><li>• The application describes how the project is based on a needs assessment and highly responds to host community priority needs.</li><li>• The application shows a relatively high number and high proportion of Syrian refugees to Lebanese residents within the relevant geographic area.</li><li>• The application clearly shows how the proposed project will meet Lebanese host community needs.</li><li>• The project can be executed quickly (a maximum period of 4 months) to rapidly meet host community needs.</li></ul>	20
1.2 Participatory Approach	<ul style="list-style-type: none"><li>• The application clearly demonstrates that the project proposed by the applicant is based on a reasonable participatory approach.</li></ul>	10

<i>Sub- Criteria</i>	<i>Description</i>	<i>Points</i>
	<ul style="list-style-type: none"> <li>The application includes supporting documentation that a participatory approach was done.</li> </ul>	
1.3 Municipal financial constraints	<ul style="list-style-type: none"> <li>The application clearly demonstrates how the applicant has financial constraints that do not enable it to implement the proposed project on its own.</li> <li>The application also contains supporting documentation to illustrate and justify its case. <i>Supporting information should include but is not restricted to the municipal budget and spending plan for the current and upcoming year.</i></li> </ul>	10
1.4 Beneficiaries	<ul style="list-style-type: none"> <li>The application clearly identifies how many persons the project will <u>directly</u> and <u>immediately</u> benefit, and their gender and age (younger than 30 years or older).</li> <li>The application clearly describes the direct beneficiaries' challenged socio-economic status, and how the supported activity will positively impact their lives.</li> <li>As compared to the assistance amount, the proposed project will benefit a large and reasonable number of direct beneficiaries.</li> <li>The supported project will benefit or include Persons with Disabilities (PWD), if applicable. <i>Note that all projects should have access for PWDs.</i></li> <li>The project benefits people in a non-partisan manner.</li> </ul>	10
1.5 Gender and Environment	<ul style="list-style-type: none"> <li>The application clearly describes how women are included in the project from the needs assessment, to prioritization of needs, implementation, operation and management, and results.</li> <li>The application clearly describes how the proposed project will not have substantial and immitigable negative impacts on the surrounding environment.</li> </ul>	7
1.6 Building on existing activities or not redundant	<ul style="list-style-type: none"> <li>The proposed activity builds on previously funded or ongoing USAID or other donor or local initiatives/activities; or equally the project is new and not redundant with other activities in the village.</li> </ul>	3

## 2 Project Management and Sustainability (40 points)

<i>Sub-Criteria</i>	<i>Description</i>	<i>Points</i>
2.1 Alliances, Collaboration and Partnerships	<ul style="list-style-type: none"> <li>• The project includes long-term collaboration between the municipality and relevant civil society organizations, other entities, or Diaspora who will work together for the goal of the project.</li> <li>• The roles and responsibilities of collaborating partners (with one or more local NGO, CSO, other community organizations and community members and/or private sector entities in Lebanon or abroad) for the purpose of the project are clearly identified and explained, and are sound and meaningful to the implementation of the project. The applicant has provided partnership agreements/MOUs to support this.</li> <li>• A Municipal - Community Joint Committee has been formed or is already working for the purpose of this project.</li> </ul>	10
2.2 Management and Operation	<ul style="list-style-type: none"> <li>• The required human resources, venue, any locally contributed material, local technical expertise and cost shares for the proposed project are available.</li> <li>• The application clearly describes how the project will be operated. The operational plan is sound and the roles and responsibilities of entities who will manage the activity on the long term are clearly identified and appropriately assigned. There is also no personal or organizational conflict of interest within the proposed activity.</li> </ul>	15
2.3 Sustainability	<ul style="list-style-type: none"> <li>• The application clearly indicates how the services provided by the proposed project will be sustained beyond donor support and how the positive impact for beneficiaries does not stop after BALADI program support ends.</li> </ul>	15

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## **6.2 Budget Evaluation**

Each application should include a budget as per provided template.

- ✓ The requested support from BALADI **should not exceed \$100,000**.
- ✓ The cost share should amount to at least 20% of the total proposed project costs. Please explain the in-kind and in-cash proposed contributions.
- ✓ Please include a municipal/union council decision reserving the proposed in-kind or in-cash cost share for this project should it be selected for support.

Here are a few helpful tips for budget estimate preparation:

- Costs must be reasonable and reflect the most recent fair market prices.
- Items included in the budget must be necessary to carry out the requested project. No operating costs (such as utilities, rent, overhead, etc.) can be proposed to be part of the BALADI share. Such expenses are the responsibility of the beneficiary organizations.

## **6.3 Municipal Application Selection**

During the evaluation process, the BALADI program may contact and visit applicants on-site in order to verify and ground-truth presented technical and cost information aspects. Note that such contacts and visits **do not constitute** any promise to be selected for assistance by the BALADI program.

Based on technical findings, ground truthing, due diligence, technical selection criteria scores, and cost evaluation results, the BALADI program will shortlist applications for possible in-kind assistance/award. The recommendation and selection of an application for a possible award is subject to BALADI fund availability and final USAID approval and does not guarantee an award. The BALADI program reserves the right to integrate geographic considerations into the final selection of projects for possible awards to ensure assistance projects are widespread across Lebanon.

## **6.4 Informing Selected Applicants of Evaluation Results**

Upon completion of the above evaluation and selection process, only applications that are selected for BALADI support will be notified via confirmation letters from RMF BALADI team. In the same letter, selected applicants will be advised of the next steps to initiate project implementation.

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## ANNEXES