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Coordinating Office

Appeal

Lebanon

LEBANON HUMANITARIAN CRISIS – MELB61

Appeal Target: US\$ 6,202,300

Balance Requested from ACT Alliance: US\$ 3,992,378

Geneva, 13 September, 2006

Dear Colleagues,

On 12 July, Israel launched an offensive against Lebanon following the capture of two of its soldiers by the Lebanese militant group Hezbollah. Israel attacked Hezbollah positions along the border with heavy artillery, tank fire and aerial assaults. For 34 days, the Israeli military operations targeted all regions of Lebanon focusing on the South of Lebanon and the Southern Suburbs of Beirut, a populous, popular and overpopulated area. These regions were already considered in the Lebanese context as very poor.

According to the official figures there were 1,287 persons killed, 4,054 injured and 1,200,000 uprooted (25% of the total Lebanese population). 15,000 houses and apartment buildings were completely destroyed and thousands of shops and other constructions severely damaged or destroyed. Basic services such as roads, bridges, energy plants and water were also severely affected. The entire agriculture sector was affected as transport of goods became impossible, export has stopped and most foreign labor escaped because of the shelling. To this should be added the ecological disaster due to the shelling and leakage of around 15,000 tons of fuel oil to the Mediterranean Sea leaving fishermen jobless and without any source of income.

On July 27, 2006 an ACT preliminary appeal comprising the **ACT/Middle East Council of Churches (MECC)** proposal was issued to respond to this emergency. The current appeal includes a revision of the MECC proposal, who will provide food and non food aid and develop health, psychosocial and immediate economic recovery activities. MECC will also develop water and sanitation activities in cooperation with the Norwegian Church Aid (NCA). **ACT/International Orthodox Christian Charities (IOCC)** will provide non food assistance and develop immediate economic recovery activities and reconstruction of schools and water systems.

This appeal replaces the ACT preliminary appeal.

ACT is a global alliance of churches and related agencies working to save lives and support communities in emergencies worldwide.

The ACT Coordinating Office is based with the World Council of Churches (WCC) and The Lutheran World Federation (LWF) in Switzerland.

Project Completion Date:

IOCC: October 2006 – March 2007

MECC/ICNDR: August 2006 – July 2007

MECC/ICNDR/NCA: August 2006 – January 2007

Reporting Schedule

Reports due ACT CO	IOCC	MECC/ ICNDR	MECC/ICNDR/ NCA
Interim narrative & financial	N/A	N/A	28 February 2007
Final narrative & financial	31 May 2007	31 March 2007	30 September 2007
Audit	30 June 2007	30 April 2007	31 October 2007

Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested

	IOCC	MECC/ ICNDR	MECC/ ICNDR/NCA	ACT coordination	Total Target US\$
Appeal Targets	1,041,612	3,267,878	1,797,000	95,810	6,202,300
Less: Pledges/Contr Recd	149,942	1,531,620	528,360	0	2,209,922
Balance Requested from ACT Alliance	891,670	1,736,258	1,268,640	95,810	3,992,378

Jessie Kgoroadira

Acting Director, ACT Co-ordinating Office

BACKGROUND

On 12 July, Israel launched an offensive against Lebanon following the capture of two of its soldiers by the Lebanese militant group Hezbollah. Israel attacked Hezbollah positions along the border with heavy artillery, tank fire and aerial assaults. For 34 days, the Israeli military operations targeted all regions of Lebanon, but mostly focusing on the South of Lebanon and the Southern Suburbs of Beirut, a populous, popular and overpopulated area. Villages and towns in South Lebanon were bombarded, in addition to parts of the Beqaa, especially Middle and Western Beqaa and Baalbeck, the North of the country, Hermel and Beirut southern suburb. These regions were already considered poor, a poverty rate ranging between 13 and 27%.

Military operations and shelling targeted the Beirut International Airport and port, along with other infrastructures such as roads and bridges making the access to and from the South to Beirut and other areas almost impossible. Other targets include civilians, factories, electric power plants, fuel stations and reservoirs, hospitals and vehicles.

According to the High Relief Committee there were 1,287 persons killed (although many victims are still under rubbles), 4,054 injured and 1,200,000 uprooted (25% of the total Lebanese population).

It is estimated that 15,000 (30,000 according to the EU) houses and apartment buildings were completely destroyed, thousands of shops and other constructions were severely damaged or destroyed.

According to many experts, economic damages and losses go beyond several billion US dollars. In agricultural fertile villages, especially those subject to Israeli attacks (in the South and Bekaa), farmers lost the harvest season, representing all their annual income because they could not irrigate and harvest. The entire agriculture sector is affected as transport of goods is impossible, export has stopped and most foreign labor escaped because of the shelling. Similarly, among those directly affected are the Lebanese daily paid workers.

In terms of infrastructure, basic services such as roads, bridges, energy plants and water services were severely affected. To this should be added the ecological disaster due to the shelling and leakage of around 15,000 tons of fuel oil to the Mediterranean Sea from Jieh reservoirs (estimated cost of cleaning 50 million dollars). This has directly affected fishermen, leaving hundreds of them jobless and without any source of income.

Infrastructure loss is estimated at 3.6 billion US dollars

Daily direct economic loss 15 million US dollars

Daily Export loss 8 million US dollars

Daily Indirect loss of the State 100 million US dollars

Daily cost for the displaced, over and above all losses above mentioned is 50 million US dollars

Over all cost estimated at 10 billion dollars to date

Large-scale spontaneous population movements within Lebanon - and from Syria into Lebanon – began within hours of the adoption of UN resolution 1701 on August 14, 2006. Thousands of refugees reportedly moved back into Lebanon from crossing points at Dabbeuesia, Yabous, Al Aarida and Juseah. Most of the displacement centers have been vacated by families who moved back to their villages and towns. It is expected that all the centers will be empty within days.

INTERNATIONAL ORTHODOX CHRISTIAN CHARITIES (IOCC)

I. REQUESTING ACT MEMBER INFORMATION

- **International Orthodox Christian Charities (IOCC)**

II. IMPLEMENTING IOCC & PARTNER INFORMATION

IOCC was founded in 1992 by the Standing Conference of Canonical Orthodox Bishops in America (SCOBA) as a response to emergency relief and development issues around the globe. IOCC is a non-profit, non-sectarian humanitarian relief organization working for the survival and well being of refugees, displaced persons and those at risk. Central to all its programs are capacity building and self-reliance initiatives. In order to provide maximum sustainability for development initiatives, IOCC creates community-based partnerships incorporating beneficiaries, community groups and leaders and local businesses. IOCC assumes the highest professional standards and is fully accountable to the public and its donors. Since the inception of IOCC in 1992, its teams have worked to:

- Provide emergency relief to the victims of natural disasters, civil unrest and war;
- Help displaced persons return to their communities to rebuild their homes, communities and lives;
- Train and educate grass roots organizations and local non-governmental organizations; and
- Support sustainable self-help initiatives that empower individuals and communities to provide for themselves.

IOCC implements small and large projects as well as simple and complex programs in various settings: emergencies, transitional and developmental. IOCC is experienced in market development schemes for monetization of commodities and the development of agricultural and rural rehabilitation and micro-credit activities. From its food distribution programs, its tracking systems benefited all its programs in instituting and tracking all program resources, both cash and in-kind. Given IOCC's solid reputation and credibility, especially in safeguarding project integrity and stressing donor fulfillment and accountability, various donors continued not only to fund its projects but to progressively increase assistance levels.

IOCC has programs in the following localities: Bosnia-Herzegovina, Serbia, Montenegro, Georgia, Lebanon, Iraq, Jordan, Russia, Romania, Jerusalem/West Bank, Ethiopia, Indonesia and Thailand.

In Lebanon, IOCC has been implementing a school feeding and education program for the past five years. IOCC is currently active in various parts in Lebanon, including the southern Cazas of Marjeyoun, Hasbaya, Tyre and Bint Jbeil, serving a total of 242 schools and more than 45,500 direct beneficiaries and almost 135,000 indirect beneficiaries. The program is funded by the United States Department of Agriculture (USDA). The program includes a feeding component through which meals are provided to about 45,500 students; an infrastructure rehabilitation component to upgrade the physical structures in schools; an educational component that aims at engaging students and families and mobilizing local leadership and communities in support of the educational system; a capacity building component to upgrade the performance of teachers and school administrators and a child health component to upgrade the system for screening, reporting, and follow-up for ailments affecting school children that must be addressed appropriately to ensure proper growth and development.

Having implemented numerous emergency relief projects, IOCC has an established commodity procurement and international / local logistics system that can be activated with little advance notice. To respond effectively to an emergency, IOCC engages all lines of management (e.g., Operations, Finance, Human Resources, etc.) to maximize effectiveness. IOCC has created an emergency response tool box necessary for start-up of an emergency program in any location and/or setting, including all necessary forms, protocols, financial administration, logistics and procurement procedures, personnel policies and program planning instruments. In order to rapidly initiate emergency activities in a complex refugee / IDP crisis, IOCC also has the ability to commit reserve funds quickly.

Literally overnight, IOCC staff in Beirut converted the IOCC development program into an emergency relief effort using trucks that normally distributed public school meals to reach distressed families. Staff was also able to use their network of food suppliers to procure food and hygiene items, a task that was very difficult in view of the security situation. IOCC staff has been able to purchase supplies locally and use their well-developed network of government contacts, Orthodox Church clerics, local government and public school contacts for coordination and communication.

Pursuant to the current crisis in Lebanon, IOCC has so far delivered more than \$200,000 worth of direct relief assistance (family food and family hygiene parcels, and two WHO Emergency Health Kits).

IOCC staff is coordinating efforts with the United Nations Office for the Coordination of Humanitarian Affairs, the U.S. Office of Foreign Disaster Assistance, the Ministry of Social Affairs, and with the Orthodox Church in the area that IOCC distribution of supplies is taking place.

IOCC's implementing partners

IOCC will be directly involved in the implementation and the management of the project. IOCC will coordinate and cooperate with the Greek Orthodox Church of Antioch and all the East, through the Marjeyoun Diocese. Coordination and cooperation will involve the Ministry of Education, the Ministry of water resources, local communities, municipalities and other local and international NGOs and UN agencies working in the same regions.

III. DESCRIPTION OF THE SITUATION IN THE AREA OF PROPOSED RESPONSE

Current situation

Thousands of displaced are converging on southern Lebanon, despite the fragile truce. Many of the displaced fled with few possessions and do not know what they are returning to. Orphans, elderly, people with disabilities, large families with limited economical means - in addition to the families of the victims of this war - remain the most vulnerable among the whole population and are in utmost need for assistance to re-establish their lives in their villages and towns of origin.

The extent of destruction in villages and towns across the Lebanese – Israeli boarder is beyond any imagination. Most of the houses and public buildings have suffered extensive damage as a result of the fierce fighting that engulfed the whole area. Some of the villages remain out of reach due to the remaining presence of Israeli troops.

Impact on human lives

People returning to villages in Marjeyoun, Bint Jbeil, Hasbayya and Tyre are facing a big challenge due to the presence of unexploded ordinance that litter the area and due to the absence of basic human needs like water, electricity and communication. About 350,000 people live in these areas.

People are going back to their villages despite the warnings of international NGOs, UN agencies and the government of Lebanon about the dangers that they may face. People are determined to get back to their places of origin and to resume their normal lives. Humanitarian agencies have responded to this emergency situation promptly and persistently. Convoys of humanitarian aid started pouring into the regions as soon as people started to return. However, the need is immense and the people of southern Lebanon will need assistance for some time to come.

Description of the damages

Reports indicate that more than half of the houses in southern Lebanon have been completely destroyed or have suffered extensive un-repairable damage. All over Lebanon, about 15,000 houses have been destroyed. Public buildings like schools or city halls have been targeted, taking heavy artillery and air strikes. Power grids, water installations and communication relays have experienced extensive damage. Communities do not have running water, power or telephone connections. It will take the Lebanese authorities some time to restore these services to pre-war level. Most of the farmland has been burned and various harvests have been lost. At least 200 agricultural nurseries have been destroyed or lost because they were abandoned and due to the unavailability of water.

Security situation

Since the cessation of hostilities, the situation has generally remained; people are optimistic about the deployment of the Lebanese army to the south and are hopeful that this will diffuse the tense situation.

Clearing mines and unexploded ammunition remains to be the biggest challenge. UN sources estimate that about 10% of the shell rounds and missiles fired (estimated rate of 3,000 to 6,000 per day) remain unexploded. It is feared that children will be the softest targets of such dangerous material, especially cluster bombs.

Roads are being restored and temporary bridges are being installed in various places to facilitate access to various villages and towns. Local communities and municipalities are deploying heavy equipment to clear the rubble from the streets.

Location for Proposed Response

IOCC will address the needs of vulnerable people returning to villages and towns in the Cazas of Bint Jbeil, Marjeyoun, Hasbayya including 7 villages in Tyre where IOCC is well established and has been implementing its school feeding and education program during the past five years. This area is across the Israeli – Lebanese boarder and remained for more than 20 years under occupation prior to the withdrawal of the Israeli forces in 2004.

IOCC field officers concluded their initial needs assessment in these selected areas that included discussions with grassroots leadership, Church hierarchy, school directors, municipalities and officials at the Ministry of Water Resources, the Ministry of Education and the High Relief Council. Accordingly, it became obvious that the extent of damage in these villages is immense and immediate response to assist the most vulnerable is urgent. IOCC accompanied the returnees to

Marjeyoun and used its own resources to distribute food and Hygiene parcels. IOCC keeps working on getting additional funding and supplies to support the returnees. IOCC coordinates with local and international NGOs and UN agencies.

There is a great need for hygiene parcels, infant formula and diapers, cooking and kitchen utensils, heaters, repairs of schools and water mains to help families prepare for the coming winter months.

IV. TARGETED BENEFICIARIES

Number and Type

- 1,000 families of victims (deceased & injured), people with disabilities, orphans, elderly and large extended families.
- 1,000 students of ages 5 to 11 in 5 schools
- 15,000 families through water and sanitation projects in 5 villages.
- 300 farmers and small businesses.

Location and Criteria for the selection

This project will assist an estimated 1,000 families who belong to the following vulnerable categories in the above-mentioned areas. These families will receive relief supplies.

- Families of victims (deceased or injured)
- Families of people with disabilities
- Families caring for orphans
- Elderly people living alone

The project will also attend to the immediate needs of communities at large by implementing the following:

- Repairs to 5 schools
- Repairing water mains, village communal water tanks and water pumps in 5 villages
- Providing 300 grants to affected farmers and small businessmen

Number of targeted beneficiaries according to proposed assistance

The following table is a description of the estimated number of returnee families that will be targeted in each Caza based on IOCC criteria.

Location	Number of family beneficiaries (relief supplies)	Number of individual Beneficiaries (relief supplies)	Number of People living in the regions
Bint Jbeil	400	2,400	115,000
Marjeyoun	280	1,680	125,000
Hasbayya	160	960	70,000
Tyre (7 villages)	160	960	40,000
Total	1,000	6,000	350,000

IOCC will consult with local communities, municipalities, church hierarchs and officials to select beneficiaries based on the criteria mentioned above and projects in various villages and towns that prove to be most urgent and beneficial to community members. In doing this, IOCC will ensure the feeling of ownership among various community members and will secure sustainability.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goals

To assist the most vulnerable families and individuals who returned to their villages and provide for a healthy and safe environment, with special emphasis on supporting the needs of mothers and children.

Objectives

1. To support the well-being of returnee families by providing monthly provisions of non-food material and supplies needed for basic and decent survivorship for a period of four months.
2. To provide for a healthy and safe environment through essential repairs to water installations in the areas that have suffered extensive damage.
3. To support returnees re-establish their livelihood by providing grants to small farmers and businesses to enable them recreate a source for income.

Activities

1. Relief Supplies

Responding to the needs of returnees, IOCC will supply families with basic hygiene kits, cooking and kitchen utensils, heaters, sleeping aids, and infant kits based on sphere standards. Annex 1 presents a description of the items included in these kits.

2. Repairs

This intervention will include:

- Repairs to 5 public schools
- Repairs to water installations in 5 villages

3. Small Grants

This intervention will provide 100 grants for small farmers or businessmen.

Project implementation methodology

1. Relief supplies

IOCC will procure all materials and supplies in the local market and will use two warehouses in Marjeyoun and Bint Jbeil in southern Lebanon to store the commodities destined for distribution. IOCC will follow its standard procurement procedure and all supplies will be easily tracked. All villages will be visited by IOCC staff in coordination with the local Caza Administrator and local municipalities. This will avoid duplication of assistance that may be offered by other local or international NGOs working in the same areas. Reports about supplies in stock and distribution activities will be compiled and provided to ACT as needed. Comprehensive lists of beneficiaries indicating names, family information and assistance provided will be compiled and kept on file.

2. Repairs

Public Schools:

IOCC has a long existing procedure of fixing public schools in cooperation with the Ministry of Education. IOCC prepares an assessment about the repairs that are needed in schools in coordination with school directors and presents that assessment to the Director General of

Education including an estimate of the cost of repairs that each school needs. After receiving the approval of the Ministry, IOCC places an ad in local newspapers inviting qualified construction companies to submit their bids based on a detailed bill of quantity that is prepared for each and every school including all specifications. IOCC signs agreements with the winners and monitors their progress based on a clear schedule.

Water Installations:

IOCC will coordinate with the Ministry of Energy and Water and with municipalities and local administrators to select the most needed project that each community needs. Assessments will be prepared by local authorities and the approval of the ministry will be sought. Accordingly, IOCC will announce for a tender and will invite qualified companies to present their offers based on a detailed study of what needs to be done. IOCC will sign agreements with the winners and will monitor the progress of work until completion. IOCC will seek the consent of the local authority as an acknowledgment of satisfaction about the work that was undertaken.

IOCC will be compiling data and submitting progress reports as required by ACT.

3. Small grants

IOCC will provide small grants to farmers and small businesses who belong to the same categories that IOCC will be targeting. Grants of up to \$1,500 will be provided to farmers to procure seeds, seedlings, fertilizers and small machinery. Grants of the same ceiling will be provided to small businesses to rehabilitate their locations, procure machinery, restocking and other needs that are essential to be back in business. IOCC will establish a system to screen applicants and will check their backgrounds thoroughly before accepting to release a grant. To ensure that the funds will not be used for other purposes, IOCC will arrange to pay for the supplies or items that the small farmers and/or small businessmen would need instead of providing cash.

Inputs for project implementation

Staff: IOCC will hire the following staff to implement the project:

- Program Manager (1): Based in Beirut. Oversees all programmatic operations, including administrative and financial aspects of program implementation. Responsible for reporting and supervision. FTE for project is 100% for 6 months.
- Project Officer (1): Based in Marjeyoun. Responsible for coordinating all project field activities as instructed by the Program Manger. FTE for project is 100% for 6 months.
- Construction Specialist (1): Based in Marjeyoun / South Lebanon. Responsible for needs assessment, plan design, executing agreements for the installations and follows up on the implementation of the project in the respective area. FTE for project is 100% for 6 months.
- Monitor (2): Based in Marjeyoun and Bint Jbeil. Responsible for coordinating with governmental and non-governmental entities as well as grassroots leadership and overseeing the implementation of the project in their respective regions. FTE for project is 100% for 6 months.
- Administrative Assistant (1): Based in Marjeyoun. Responsible for overall administrative management in support of project staff based in Marjeyoun. FTE for project = 100% for 6 months.

IOCC will share the time of its existing staff of the following positions:

- Finance/Personnel Manager (1): Based in Beirut. Responsible for bookkeeping and tracking project expenses. FTE for project is 50% for 6 months.

- Logistics Manager (1): Based in Beirut. Responsible for procurement, warehousing, repacking and coordinating distribution plans. FTE for project is 50% for 6 months.
- Information / Reporting Officer (1): Based in Beirut. Responsible for compiling data and reports as needed by the Program Manager and staff and as required by donor. FTE for project is 50% for 6 months.

Equipment for the office in Marjeyoun

- Two computers.
- Two printers.
- One Fax and one Photocopier.
- Office Furniture.

Transportation

IOCC will not procure vehicles. Staff working on this project will use their personal vehicles and will be compensated for travel expenses on the basis of a fee per kilometer traveled.

Transportation of commodities will be arranged by hiring trucks. Payments will be made on the basis of distance and load basis.

Planning assumptions, constraints and prioritisation

Assumptions:

1. Funds are received on time to allow for much needed time to start the rehabilitation process prior to the approaching winter season.
2. Cooperation and coordination between Public Departments, UN agencies and various local and International NGOs are efficient and effective.
3. Lebanese Government Officials deliver on promises made to facilitate the selection and implementation of projects.

Constraints:

1. Pursuant to the adoption of UN resolution 1701, the security situation in the country has improved, but remains to be a significant factor given the debate that is being encountered with regard to the different interpretations of certain clauses of the resolution.
2. The continuation of the blockade imposed on Lebanon, may exacerbate the problem of availability of commodities that will adversely impact the distribution of supplies to beneficiaries, as well as the attendant costs.

Prioritisation:

IOCC will use the funds that will be made available proportionally among various project components unless it feels that the well-being of the targeted families is at an alarming risk. In this case priority will be given to providing relief supplies and basic necessities of life.

Implementation Timetable

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Relief supplies						
- Procurement	X	X	X			
- Repacking	X	X	X			
- Distribution	X	X	X			
Repairs						
Project Selection	X	X	X			
Contracts awarded	X	X	X	X	X	
Implementation	X	X	X	X	X	
Small Grants						
Selection of Beneficiaries	X	X	X	X	X	
Provision of Grants	X	X	X	X	X	
Monitoring	X	X	X	X	X	X
Reporting	X	X	X	X	X	X

Transition or Exit Strategy

IOCC will be working closely with the Ministry of Education and the Ministry of Energy and Water and will be engaging them in all the details of implementing the repair projects. Once the repairs work is completed, IOCC will officially turn over the projects' sites to the respective Ministries. Both ministries and in coordination with local municipalities expressed readiness to take over the day-to-day operation and maintenance of the schools and water installations that will be repaired through this project. With respect to the distribution of non-food supplies, IOCC expects that by the end of the fourth month of the life of the project, beneficiaries would be in a position that enables them to get help if they still need it through the programs of the Ministry of Social Affairs. IOCC will make all efforts needed to help its beneficiaries to link up with other assistance programs. Small farmers and businesses should be able to expand their operation once they are provided with the seed money through the IOCC/ACT project.

VI. ADMINISTRATION and FINANCE

Administration & Finance

IOCC program supervision is directed from IOCC headquarters in Baltimore, Maryland, where the Interim Director of Operations oversees the Middle East Regional Director in Beirut, Lebanon. The Regional Director supervises all IOCC operations in Lebanon, Syria, Jordan and Iraq.

Day-to-day management of the IOCC program will be undertaken from IOCC's Lebanon field office and supervised by IOCC's Program Manager. The Regional Director, Program Manager and the Chief Accountant are responsible for all aspects of program implementation, management, and supervision and monitoring. All financial, logistics and related controls, systems and procedures carried out in field operations are governed and reviewed by IOCC's international headquarters in Baltimore, Maryland.

Appeal funds are received at IOCC headquarters in Baltimore and will be transferred to the field office in Lebanon on a monthly basis in accordance with the system of monthly cash requests procedure that all IOCC field offices follow.

IOCC Lebanon will open a separate bank account to receive ACT funding. Monthly bank statements as well as monthly financial reports will be submitted to IOCC headquarters in accordance with IOCC financial procedures applied in all field offices.

VII. MONITORING , REPORTING & EVALUATIONS

For all the components of the project, IOCC will apply standardized monitoring processes and criteria that will facilitate ongoing information gathering and reporting. IOCC conducts monitoring for a three-fold purpose:

1. To ensure that the project is implemented according to plan;
2. To confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives; and
3. To determine future needs.

Monitoring and reporting will be the responsibility of the project staff, supervised by the Program Manager. Field monitoring reports will be based on field observations and interviews with beneficiaries.

VIII. CO-ORDINATION

Coordination within the project:

IOCC staff will involve grassroots leadership, municipalities, church leaders and local communities' representatives in the selection of projects and later in monitoring the implementation to give them a sense of ownership and to make sure that the project attains the highest level of satisfaction within the communities.

Coordination with other ACT members:

IOCC staff met with the Middle East Council of Churches (MECC) staff in Beirut and agreed on the broad guidelines that will be followed in preparing for this appeal. Accordingly, IOCC and MECC agreed on dividing the area of south Lebanon into two main regions in order to avoid overlap. Coordination will resume as soon as the funds become available and all through the life of the project to ensure compatibility and utmost cooperation to address the needs.

Coordination with other organizations in the area of intervention

IOCC will coordinate all its activities and will be working alongside the existing international NGOs and local NGO networks. IOCC strategy has been designed in order not to duplicate the efforts of other humanitarian agencies but rather as complementary activities to on-going efforts.

Periodical meetings will be held with Lebanese officials, local communities, other NGOs and ACT members to assess the situation and to ensure the effectiveness of appropriate interventions.

IX. BUDGET**EXPECTED EXPENDITURE**

<u>Description</u>	<u>Unit Type</u>	<u>No. Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
EXPENDITURE				
DIRECT ASSISTANCE				
Crisis Phase (if applicable)				
Non Food Relief Assistance				
Hygiene parcels (1000 per month for 3 months)	Parcel	3,000	42	126,000
Infant kit(formula milk, diapers) 500 per mth for 3 mths	Parcel	1,500	15	22,500
Bedding (bed linen) one set of 3 items	Set	1,000	14	14,000
Kitchen and eating utensils (one set)	Set	1,000	67	67,000
Stoves / Heaters (once)	Each	1,000	60	60,000

Direct Programme Related Costs

Salaries & benefits for staff (e.g nutritionist, engineers, logistician)

Logistics Manager (50%)	Month	6	980	5,880
Monitor	Month	6	860	5,160
Sub Total				300,540

Description**Post Crisis Phase (if applicable)**

Rehabilitation - food Security, livelihood,

Grants to small farmers and businesses	Each	300	1,500	450,000
Reconstruction				
Schools	Each	5	20,000	100,000
Water installations	Each	5	15,000	75,000

Direct Programme Related Costs

Salaries & benefits for staff (e.g nutritionist, engineers, logistician)

Construction Specialist	Month	6	1,650	9,900
Monitor	Month	6	860	5,160

Sub Total**640,060****TOTAL DIRECT ASSISTANCE****940,600****TRANSPORT, WAREHOUSING & HANDLING**

Hire/ Rental of Vehicles (hygiene parcels, Kitchen sets, stoves)Lump 10,000

Warehousing & Repacking

Rental of warehouse	Months	3	1,500	4,500
Repacking cost (3,000 hygiene parcel and 1000 kitchen sets)	Lump			8,000

Handling

Wages for labourers Lump 2,500

<u>Description</u>	<u>Unit Type</u>	<u>No. Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
TOTAL TRANSPORT, WAREHOUSING & HANDLING				<u>25,000</u>
CAPITAL ASSETS (over US\$500)				
Computers and accessories	Unit	2	1,500	3,000
Printers	Unit	2	350	700
Fax & Photocopier	Unit	2	1,500	3,000
Office Furniture	Unit	1	3,000	3,000
TOTAL CAPITAL ASSETS				<u>9,700</u>
INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT				
Staff salaries				
Program Manager	Month	6	1,800	10,800
Finance / Personnel Manager (50%)	Month	6	500	3,000
Project Officer	Month	6	1,500	9,000
Information / Reporting Officer (50%)	Month	6	450	2,700
Administrative Assistant	Month	6	600	3,600
Staff benefits				
Social security and other benefits required by labor law	Month	6	677	4,062
Staff Travel				
Travel expenses (Fuel, car depreciation, etc...)	Month	6	1,800	10,800
Office Operations				
Office rent	Month	6	750	4,500
Office Utilities	Month	6	400	2,400
Office stationery	Month	6	300	1,800
Communications				
Telephone and fax	Month	6	800	4,800
Insurance	Month	6	150	900
TOTAL PERSONNEL, ADMIN & SUPPORT				<u>58,362</u>
AUDIT & MONITORING				
Audit of ACT Funds	Estimate	1	6,000	6,000
Legal & Financial Advice	Estimate	6	325	1,950
TOTAL AUDIT & MONITORING				<u>7,950</u>
TOTAL EXPENDITURE				<u>1,041,612</u>

**MIDDLE EAST COUNCIL OF CHURCHES
INTER-CHURCH NETWORK FOR DEVELOPMENT AND RELIEF IN LEBANON
(MECC/ICNDR)**

I. REQUESTING ACT MEMBER INFORMATION

The Middle East Council of Churches (MECC) is the regional ecumenical organization that brings all the churches of the region together. The MECC's mandate is to work for church unity and to promote ecumenical spirit and cooperation in the areas of Inter-Church and Christian-Muslim dialogue, diakonia and development, emergency relief and rehabilitation, Christian education as well as ecumenical formation.

The MECC has had a long experience in the area of emergency response as a result of the volatile situation in the Middle East region. These responses were provided through the Emergency Relief Rehabilitation and Reconstruction program in Lebanon (ERR, 1975-1990), Ecumenical Relief Services and the Iraq Relief and Rehabilitation Programs in Iraq and neighboring countries (1990-2006) as well as in Syria and Iran, following dam collapse and earthquakes.

The MECC is fully aware of and committed to adhering to ACT principles and guidelines, to the Humanitarian Code of Conduct and is more than willing to work according to the Sphere Standards.

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

The 15 years of war in Lebanon have created a wide network of local private voluntary organizations working on the field and with whom the MECC/ERR worked in close collaboration during the different phases of the emergency relief and rehabilitation. ERR became the Inter-Church Network for Development and Relief in Lebanon (ICNDR), which will be the body in charge of the implementation of this appeal. ICNDR works with a network of grassroots organizations that include churches, church-related and other organizations.

III. DESCRIPTION of the SITUATION in the AREA of PROPOSED RESPONSE

During 34 days of bombings and displacement of civilians, MECC/ACT took the initiative in providing basic needs for the displaced in their refuge centers where food and non-food rations, mattresses, health and sanitary facilities were distributed.

Since the declaration of cessation of hostilities and the implementation of UN Resolution 1701, around 400,000 displaced returned to their towns and villages, living in difficult circumstances in partially or completely demolished homes, without water and electricity. Electricity power is completely cut and will need months to be repaired. Water is cut by 95% as a result of the destruction of infrastructures and lack of electricity for wells functioning in villages. Furniture, basic house utensils, beds etc. were also destroyed.

At the economic level, there are more than 40,000 workers in the industrial field (out of 130,000) threatened to lose their jobs due to the destruction of factories, interrupted production, and lack of transportation for manufactured goods for more than five weeks. Similarly, there are big losses in the agricultural sector where shelling and military battles were waged in the fields and orchards in

the South and Beqaa. The losses estimated for the summer seasonal produce (vegetables, Tobacco, perishable fruits, vineyards) touched 90% of total production and 40% in other irrigated agricultural produce (citrus, flowers and plants, potatoes and onions) because the irrigation system destruction and transportation made impossible. Similarly, some beehives and herds of sheep, goats and cows died.

The war zone areas suffer from pollution as many of the dead bodies of humans and animals under the rubbles are rotting as they wait to be collected and buried. Also shrapnel of bombs and uncollected garbage heaped in streets for weeks under the sun contribute significantly to spread of germs, epidemics that could affect the health of the people.

Impact on human lives in the area of proposed response

Over 80% of the displaced people were living in very bad humanitarian conditions as forced to flee unexpectedly, leaving everything behind, and taking refuge in unprepared centers, without basic necessities such as medication, clothing and other supplies. The displaced and returnees have great needs in relation to food supplies, mattresses, clothing, cleaning supplies, medicines, water and sanitary facilities, and other basic daily needs.

In spite of the fact that the response to this emergency falls under two basic categories, the Crisis and Post Crisis phases, it is necessary that relief work be continuous and uninterrupted because of the quick changing dynamics that occur and the unstable and unpredictable conditions, regarding numbers of newly identified displaced people, or threatened to be displaced again in case their basic needs are not met with the approaching winter season. The start of the school year bring additional needs.

Location for proposed response

The MECC/ICNDR will operate in the following regions in cooperation and coordination with all other organizations/churches working in the field: Beirut & Mount Lebanon, North Lebanon, Beqaa, and the South of Lebanon, provided that access is permitted. Localities that will be covered are:

1- Beirut: Regional Coordinator: Mr. Elie Ajouz

* Southern Suburbs, Nabaa, Jnah, Ras Beirut-Sanayeh, Achrafieh

2- Mount Lebanon: Regional Coordinator: Mr. Elie Ajouz

* Aley, Bhamdoun, Souk el Gharb, Bikfaya, Dhour Choueir, Mrouj, Baabda, Jbeil

3- North Lebanon: Regional Coordinator: Mrs. Foutine Nehmeh

* Mina, Tripoli

* Koura: Amioun, Dedde, Kfar Hazir, Kousba, Kfarakka, Anfeh

* Akkar: Halba, Cheikh Taba, Meniara, Rahbe

4-Beqaa: Regional Coordinator: Mr. Tanios Keyrouz

* Baalbeck: Deir Al Ahmar, Bechweit, Baalbek town, Boudey

* Zahle

* Sehmor and Yehmor

5- South Lebanon:

South Lebanon I: Regional Coordinator: Mr. Robert Nicholas

*Saida: Ghazie, Saida town, Zahrani, Jbeih, Arabsalim, Ain Bouswar

*Nabatieh: Ansar, Zawtar, Yehmor, Harouf, Jebchit, Adchit, Kfar Remmane, Kfar Tebnit

*Jezzine : Rihane, Aramta, Soujod, Aichiyeh, Kfarhouna

* Tyre (Sour) : Qana, Yater

South Lebanon II: Regional Coordinator: Mr. Ghaith Maalouf

* Marjeyoun: Khiam, Koleyaa, Bourj el Moulouk, Blat, Debbine, Deir Mimas, Kafarkila

* Hasbaya: Kafarshouba, Rachaya el Fekhar, Al Meri, Hebbariye, Fardis

* Bint Jbeil: Rmeish, Alma Al Chaab, Debel, Ayn Ebel, Aouzah, Aita al Cha'ab, Aitaroun

IV. TARGETED BENEFICIARIES

Crisis Phase

- Food rations to 15,250 families, an average of 91,500 persons and Supplementary food for 1,000 infants and children
Beirut and Mount Lebanon: 3,965 families
North Lebanon: 2,135 families
Beqaa: 3,355 families
South Lebanon I & II: 5,795 families
- Mattresses/blankets to 1,400 families and Cleaning supplies to 8,000 families
Beirut and Mount Lebanon: 2,444 families
North Lebanon: 1,316 families
Beqaa: 2,068 families
South Lebanon I & II: 3,572 families
- Material for psychosocial rehabilitation activities targeting 2,000 persons.
Beirut and Mount Lebanon: 520 persons
North Lebanon: 280 persons
Beqaa: 440 persons
South Lebanon I & II: 760 persons
- Support and re-establish water supply for 150,000 to 200,000 person

Post Crisis Phase

- Food rations to 7,000 families, an average of 42,000 persons and Supplementary food for 10,000 infants and children
Beirut and Mount Lebanon: 13,520 persons
North Lebanon: 7,280 persons
Beqaa: 11,440 persons
South Lebanon I & II: 19,760 persons
- Mattresses/blankets to 2,000 families, Cleaning supplies to 5,000 families every month, Diapers to 10,000 babies (same targeted children mentioned above). Heaters to 2,000 families
Beirut and Mount Lebanon: 16,640 persons
North Lebanon: 8,960 persons
Beqaa: 14,080 persons
South Lebanon I & II: 24,320 persons
- Material for psychosocial rehabilitation activities targeting 4,500 persons.
Beirut and Mount Lebanon: 1,170 persons
North Lebanon: 630 persons

- Beqaa:** 990 persons
- South Lebanon I & II:** 1,710 persons
- Assistance to Farmers and Artisans targeting 9,625 persons
 - Beirut and Mount Lebanon:** 2,503 persons
 - North Lebanon:** 1,347 persons
 - Beqaa:** 2,118 persons
 - South Lebanon I & II:** 3,657 persons
- Medical care and equipment to 10, 250 persons
 - Beirut and Mount Lebanon:** 2,665 persons
 - North Lebanon:** 1,435 persons
 - Beqaa:** 2,255 persons
 - South Lebanon I & II:** 3,895 persons

The majority of the returnee families are large with an average between 5 to 8 members (considered 6 in this appeal), mostly children, women and elderly dependents.

The number of beneficiaries per locality/region is defined according to needs and emergencies, with the following percentage by region: 14% in the North, 26% in Beirut & Mount Lebanon, 22% in the Beqaa, and 38% in the South of Lebanon.

Type of Beneficiaries

- Returnees in urgent need for necessary items for sustaining life like food, water, electricity, non-food items, psychosocial care and shelter. It is worth noticing that certain groups have started distributing funds to families that lost their houses to rent for a year.
- Displaced families living in dire need.
- Those who lost their seasonal, part time or full time jobs in need for assistance in food and non-food rations, and small grants to help them secure or restart their daily source of income. As winter is coming, all those unemployed will need to secure heating and shelter.

Criteria for Selection

The selection criteria will be the following: (not prioritized order, beneficiaries can meet either one or several of these criteria).

- Large and poor families with many children and dependents, with priority to families whose bread winner is dead or lost source of income
- Whose homes have been totally or partially damaged
- Who are referred by local organizations/churches/mosques and whose story is validated

Beneficiaries will be selected by churches, church-related organizations and other community based organizations. They will in turn review and discuss with the ICNDR team the lists of needy families for assistance in order to avoid duplication and be more effective. The ICNDR team will finalize the selection taking into consideration the established criteria. The procedure will also consider those not receiving enough aid or no aid at all.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

CRISIS PHASE

Goal

To contribute to sustain lives of the Lebanese population affected by the conflict.

Objectives

- Securing sustainability of lives by sharing food supplies and supplementary nutrition for 15,250 displaced and returning families, and those who lost sources of income.
- Contributing to basic shelter by providing mattresses and blankets 1,400 families in need.
- Ensuring healthy surroundings through the provision of: cleaning supplies to 8,000 families.
- Ensuring a qualitative and reassuring psychosocial care to 2,000 traumatized children.
- Providing support to establish sufficient water supply.

Activities

Food and Non Food Relief Items

Aid will be provided through the preparation of relief packages to be delivered by MECC/ACT and its local partners, church and non church related, to respond to the immediate needs during this war in order to save, preserve and sustain human lives. Packages will be distributed through co-ordination with NGOs and PVOs, local municipal councils, social welfare offices and church related institutions.

The quantity of the various items to be included in each package is specified as such:

1. Food rations: 1 box per family containing 2 kg rice, 2 kg sugar, 400g luncheon meat, 480g canned cheese, 2 kg beans, 2 kg cracked wheat, 2 Lit. cooking oil, 900g tin powdered milk for cooking, 1 kg salt, 1/2 kg tea, 5 packs of pasta, 1kg of jam and 3 cans of tuna.
2. Supplementary nutrition for infants: 2 packs of infant and baby supplementary powdered formulas and cookies.
3. Mattresses and blankets: Pack of one mattress and 2 blankets per family member.
4. Cleaning supplies: 1 box per family containing 6 bars of soap, one bag of detergents, one bottle of disinfectant, 4 sponges, garbage collection bags, mosquito coils and a bag of candles.

Psychosocial Intervention

Proposed activities respond to physical, psychological and social needs of affected children ranging between the ages of 3 and 15. In order to help the targeted children regain self-confidence, learn to work and communicate with a group, and mostly be able to assume his/her role of being a child, act, feel, imagine and create, activities will be divided into:

- Physical activities and sports supplies: Balls, balloons, ropes, etc.
- Art activities and material supplies: crayons, pens, paint, brushes, glue, scissors, paper sheets, play dough, stickers, etc.
- Theatre & rhythm activities: CDs, radios, puppets, materiel for disguise, electricity supplies, etc.

Groups will be formed according to ages: 3 to 6, 6 to10, 10 to 12 and 12 to 15.

The selection of the children will be done by churches, church-related and community based organization, as in the selection of other groups of target beneficiaries.

Water and Sanitation (CRISIS AND POST CRISIS)

Through coordination with ICNDR, NCA will contribute particularly to the water, sanitation and hygiene elements of the program, applying its emergency roster staff, supported by administrative staff, and locally hired technical staff.

The water and Sanitation program will be implemented in the crisis phase, and in the four first months of the post-crisis phase

Re-establishing water supply and sanitation facilities are an important contribution to make it possible for IDPs to return home, and for rebuilding towns, villages and communities.

Areas of operation

The South

The bulk of the program will be in South Lebanon.

NCA water program will aim at reaching 50 towns/villages in this region.

The program is aiming at supporting 150,000 to 200,000 persons by:

- Providing immediate basic water supply, including drinking water.
- Re-establishing permanent water supply.
- Providing basic hygiene articles to hardship families.

Beirut

The NCA Water Program will financially assists Beirut Water Authority in the repair of two main water supply lines into the heavily bombed suburbs of South Beirut, where 7,000 flats were destroyed.

Other Areas

On request, when there are great needs, a limited number of locations anywhere in the country might be supported.

The water and sanitation program will apply the following criteria for support:

- The support will have an immediate effect.
- The needs have occurred as a result of the last war.
- The intervention can be done through local municipalities, or in close contact and dialogue with the municipality.
- The assistance will benefit a high number of persons.
- The assistance gives both immediate relief, and at the same time contributes to a long-term improved water and hygiene situation.
- Distribute the support on an equal level. (Normally not exceeding 100 USD for a family or 20 USD per person, as average for a village/town).

1. Water supply:

- a. Provide household water reservoirs as replacement for destroyed ones.
- b. Provide electricity supply for pumping of water
- c. Provide clean drinking water when required
- d. Provide support for the repair of water supply systems, damaged by war.
- e. Provide support for temporary water supply by transporting water with trucks if required

2. Sanitation:

- a. Support safe waste disposal
- b. Provide temporary sanitation facilities related to reconstruction work.

3. Hygiene:

- a. Distribution of basic hygiene articles.
- b. Strengthen hygiene awareness when there are identified special needs.

POST CRISIS PHASE

Goal

To support affected population reintegration to their environment, earn an immediate income and return to normal life.

Objectives

- Securing sustainability of lives by providing food aid and supplementary nutrition to 10,000 children and 7,000 displaced, returnee families and people that lost their source of income.
- Contributing to recover of basic shelter providing mattresses, blankets and heaters to 2,000 families in need.
- Ensuring healthy surroundings through the provision of cleaning supplies to 5,000 families and sanitary supplies for 10,000 children.
- Ensuring psychosocial care of 4,500 traumatized children.
- Providing financial support to 500 persons from the most vulnerable population (women, orphans, and elderly).
- Securing school transportation cost to 500 displaced students to go to neighboring schools.
- Providing financial support to 275 artisans and craftsmen to restart their lost source of income.
- Providing financial support to farmers to restart their activities.
- Providing basic medical equipment to 20 dispensaries and medico-social centers that were damaged or directly affected.
- Contribute to immediate medical treatment cost to 250 impoverished patients.

Activities

Food and Non Food Relief Items: Responsible staff: Ms. Rana Rizk, Relief Coordinator

The planned activities will be the same as in the crisis phase, with the exception of kitchen supplies that will be distributed to destitute families in the first 2 months only.

Psychosocial Intervention: Responsible staff: Ms. Mounia Sawaya, Psycho-Social Coordinator

Church of Sweden Psycho-Social deployed a team whose are being finalized at the time of writing this proposal. Therefore, ICNDR will develop further the psychosocial component based on Church of Sweden recommendations.

The proposal will include the details requested regarding the training, grants, and psycho-social activities for children and others including trips and recreational outings. Some of the activities foresee in the post-crisis phase are:

- Trips and recreational outings. Both the elderly and children will be targeted to help them overcome the traumas of the difficult days they have witnessed.
- Financial assistance to the most vulnerable population: elderly, women and orphans that are identified as socially marginalized and require immediate financial assistance. An average of 300 USD will be provided per person to meet the basic immediate needs of 500 neglected people affected by war.
- As schools will be open on October 9, 2006, intervention is urgently needed in villages where displaced families return, and where the schools are destroyed. The expressed needs showed the necessity to secure transport for the school children to the neighboring villages. The Ministry of Education is foreseeing a 2 shifts schedule in order to accommodate the students that loss their schools.

Immediate Economic Intervention: A Coordinator will be hired at the end of the crisis phase.

In addition to the detailed assistance mentioned here below, farmers and artisans are part of the total targeted beneficiaries whose needs will addressed in a holistic way. Therefore, they may fulfill criteria to receive relief, psycho-social, water/sanitation and health care.

- Provide small grants ranging between 500 and 1,000 USD to 275 artisans, craftsmen and small factory owners to replace or repair their damaged or burned equipments. These will be referred by the social services of churches, church-related and community based organizations, after ensuring the feasibility of their project. Social workers will follow up on the progress of the work. These grants will have an immediate impact on the lives of many people, as it will allow them to work again, start to earn a living and eventually sustain their families.
- Rehabilitate and construct nearly 3 Km of irrigation canals that are ruined as a result of shelling and military operations. This will provide immediate re-cultivation of neglected orchards of 1,000 farmers. This will be implemented through the agricultural cooperatives or cooperative farmers' societies when existing in the villages. Any subcontractor involved will be under the direct supervision of the cooperative farmers' society and the ICNDR Regional Coordinator. Payments will be effected either through the cooperative or directly to the subcontractor.
- Rehabilitate 50 side and agricultural roads where bridges need to be rebuilt and holes need to be refilled, reaching 3,000 farmers.
- Provide assistance to 1,500 farmers in securing the fertilizers cost to half a hectare of land for each.
- Assist 1,500 farmers to re-cultivate and plough their land, less than one hectare per farmer.
- Distribute seeds and seedlings to almost 1,500 affected farmers.
- Assist 150 beehive keepers to buy new boxes, replacing the damaged ones.
- Provide small amounts of feed and veterinary drugs to 150 affected shepherders to enable them meet the high costs of feed in the coming winter season.
- Assist 10 agriculture cooperatives that lost part of their equipments by offering 50% of the cost of the new ones, benefiting 400 farmers.
- Assist 150 owners of damaged plastic tunnels (green houses) with part of the plastic costs and water pipes.

Health Rehabilitation: Coordinator in charge will be appointed at later stage.

Basic medical equipment to 20 health centers will be provided to replace the destroyed ones or increase the capacity of existing centers. This will be immediately implemented in affected villages

and towns, early in the post crisis phase. It is estimated that a mapping of these centers will be finalized by the end of September.

Centers benefiting from this assistance are those that:

- 1- Were damaged during the war and should be assisted and reequipped to reopen.
- 2- Were servicing people using all available resources and continue to do so and need support.
- 3- Are helping returnees from other neighboring villages as centers there were completely demolished.

Contribution with a grant of a maximum of 400 USD to medical treatment cost to 250 needy patients. These are impoverished people that have no medical insurance and are forced to seek medical treatment or surgeries unpaid by the Ministry of Health.

Project implementation methodology

Local Community Organizations including churches were and will continue to be involved in the process of identifying needs and targeted beneficiaries. Ongoing consultations and cooperation are maintained to upgrade data and related information.

The method of implementation is based on a participatory approach, where beneficiaries are also consulted on what is most needed, guiding them to identify and express their needs.

Through out the post crisis intervention, the methodology of work focuses on an integrated holistic approach, where the immediate needs related to economic stability, social reintegration sanitation and health are met.

In relation to the water and sanitation program, MECC and NCA have signed a MoU as follows:

- MECC/ICNDR will have the overall responsibility for implementation of the appeal, but NCA will be responsible for implementation of the water and sanitation program.
- The program will be managed, monitored, supervised and verified by the Water Coordinator and the technical team consisting of expatriates as well as local staff, based on a participatory approach.
- The program will be closely coordinated with ICNDR's regional coordinators making use of their local knowledge, network and support services.
- The program will be coordinate closely with other NGOs, under the lead of UNICEF.
- The program will as far as possible, make use of local purchases, contractors and staff.
- Accounting, financial reporting, logistics, security and other support services will be provided by MECC according to the agreed upon structure for the implementation.
- NCA will provide all services in accordance with local needs and in a gender sensitive and non-discriminatory way.
- The program will be developed in co-ordination with all relevant national, municipal and international actors, including the UN agencies.

Inputs for project implementation

Human Resources

ICNDR staff:

- The director's basic function is to direct and supervise the whole emergency operation and work in all regions of Lebanon, to provide leadership to all staff involved in the emergency operation

and to distribute tasks making sure that all adhere to the working policy of MECC/ACT. The director will sign all payment and distribution vouchers for execution, be responsible for the reporting on the emergency operation to ACT and other donor agencies, and for the coordination with UN and government agencies.

- The regional coordinators' basic functions are to assess, propose and secure implementation and follow up of projects in relief (including warehousing), psychosocial, water sanitation, agriculture/economic intervention and health sectors mandated in his/her designated region.
- The sectorial/technical coordinators' (hired on a monthly basis as freelancers) basic functions are to provide consultancy to the regional coordinators and the director in their field of specialization (psycho-social coordinator, water/sanitation coordinator, relief/food & non-food coordinator, agriculture/economic coordinator, health coordinator etc..) and follow up on technical progress of work. All the team Members are involved in the assessment, monitoring and evaluation phases of the work. (Chart attached).
- The social/field workers (also hired on a monthly basis) will have the responsibility of carrying out field tasks as assigned by the regional coordinators, involving the beneficiaries in the implementation, follow up and evaluation of the work. Detailed job descriptions are available upon request.
- Volunteers from the churches and community are mobilized for this effort. As the experience from previous relief work has accumulated, ICNDR and its local partners have the know-how to reach out to most needy families, to contact community-based organizations, public and private organizations of the civil society. The coordinating staff of ICNDR has had both the experience and the expertise in carrying out emergency work.

Norwegian Church Aid staff

Will implement the water and sanitation activities. The staff will be recruited by NCA from their emergency roster. The staffs having substantial experience from works on water and sanitation issues in complex emergencies in other countries, including Iraq.

Other ACT members staff

Other ACT members such as Church of Sweden and Danchurchaid might provide support with staff in their specific areas of expertise. Church of Sweden will provide expertise on psychosocial activities training MECC/ICNDR staff on planning and implementing the psychosocial component. Danchurchaid will provide support in mine awareness campaigns as well as accessing ECHO funds. In each case a MoU between MECC/INCDR and the ACT member will be signed to define responsibilities.

ACT staff

According to the CAT's recommendation, the ACT Coordinating office will deploy an ACT coordinator and an ACT finance officer to support the MECC/INCDR work in this emergency. The ToR for these two persons have been agreed with MECC/ICNDR and are part of a separated component in this appeal.

Transportation

Transportation expenses will be needed for:

- The distribution of relief items,
- Relief/Field workers and staff as they visit the various areas,
- Transportation/Taxis costs,

- Other travel purposes related to the ACT appeal, NCA will provide 4 land cruisers to facilitate all project work in the field of water and sanitation. The Land cruisers will be leased to the program.

Planning Assumptions, Constraints and Prioritization

In the case of full closure and siege, cash could still flow in as our experience in the past has shown. If there are severe restrictions of access and movement, then it will be necessary to network with various organizations in the different localities to be able to provide the help at the regional level.

If the requested funding is not fully received, then the priorities will have to be redefined. For the MECC/ICNDR all areas of intervention are equally important. In case the Appeal is not fully funded, the MECC/ICNDR would then prefer to reduce the number of beneficiaries to be able to maintain the integrated approach adopted-especially in the post-crisis phase of rehabilitation- and address the needs in a holistic way. On this subject, it will be important for ACT to alert ICNDR on the rate of funding available.

Implementation Timetable

MECC/ICNDR

Crisis phase: 2 months starting August 1st, 2006 – ending September 30, 2006

Post Crisis phase: 10 months starting October 1st, 2006 – ending July 31st, 2007

MECC/ICNDR/NCA

Six months from August 1, 2006 to January 31, 2007.

Transition or Exit Strategy

Once this 12 months intervention is over, and hopefully successful, it is expected to revise and reassess the needs in the coming year. It is expected that activities would focus on reconstruction, socio-economic rehabilitation and agriculture rehabilitation. The ICNDR exit strategy goes in line with our endeavors to ensure the relief-rehabilitation development continuum. The MECC/ICNDR will encourage the rehabilitation and development of small businesses and rural income generating activities, especially to those living in remote deprived areas hit by the conflict. We are also committed to continue networking with our local and international partners, similar organizations and public bodies in order to propose programs of development, empowerment and capacity building particularly for children, youth and women.

VI. ADMINISTRATION & FINANCE

The MECC is responding to the situation through their program the Inter-Church Network for Development and Relief in Lebanon (ICNDR).

The MECC newly formed Emergency Committee lead by the MECC General Secretary will supervise the process of implementation of this Emergency Appeal in coordination with the ICNDR Central and Regional Committees. The Emergency Committee comprises: MECC General Secretary, MECC Director of International Ecumenical Relations, ICNDR director, ICNDR Relief coordinator, WCC representative in Lebanon, MECC Finance Officer, ACT Coordinator and Communicator. This committee will support and supervise ICNDR relief activities.

The director of ICNDR will have overall responsibility to oversee the process of screening according to eligibility criteria. She/he will also authorize dispensing of cash and funds to keep financial and narrative records updated, together with lists of beneficiary families.

VII. MONITORING, REPORTING & EVALUATION

The MECC Emergency Committee will have the responsibility to monitor the ACT assistance.

MECC/ICNDR Director will be responsible for the narrative, progress and final reports.

The MECC finance department will be responsible for producing monthly statements and periodic reports detailing all transactions. For the first two months, the accounting of the appeal will be carried out by an accounting firm (KPMG). In the meantime, an accountant for the ACT appeal will be hired. The ACT International Finance Officer will participate in the selection and training process.

A separate bank account has been opened for the funds of the appeal.

A separate external audit will be made for the ACT assistance within the prescribed period of time required by ACT. The MECC Finance Officer together with the Accountant will ensure the timely production of this audit report.

VIII. COORDINATION

Coordination within the project

In order to ensure this coordination, an emergency committee was formed to supervise the work carried during the emergency. An organizational chart was developed to clarify the lines of authority and coordination within the project.

Coordination with other ACT members

MECC/ICNDR is ready to coordinate with other ACT members and work together to maximize the impact of the appeal. A Memorandum of Understanding (MoU) will be developed with any ACT partner requesting it. Coordination meetings started with IOCC in order to complement efforts and avoid duplication.

Coordination with other organizations in the area of intervention

MECC/ICNDR plans to implement the emergency appeal through full cooperation and coordination with local and international civil society organizations (Christian, Muslim and secular), government offices, UN agencies (WHO, UNICEF, UNHCR, UNDP, OCHA), municipalities and concerned ministries and bodies such as the High Relief Committee, Civil Defense groups and others as required. The MECC is also a member of the NGO Collective that counts around 17 organizations. It works with other grassroots organizations as well.

The coordination with local partners and other organizations aims at sharing information and assessment of the situation in any of the localities and to distribute tasks to avoid duplication. With the different actors in the wide emergency relief operation in the country, this coordination is essential so that the real needs are met and partners/actors complement and supplement each other.

IX. BUDGET

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Income MECC/ICNDR					
Funds Received via ACT					
UMCOR - USA					5,000
Primate's WRDF Canada					21,930
Evangelical Lutheran Church in America					30,000
Icelandic Church Aid/ Icelandic Govt					28,000
Church of Sweden					138,769
Church of Sweden/SIDA					138,769
Finchurchaid					38,469
Council for World Mission, UK					18,321
Lutheran World Relief					70,000
United Church of Canada					7,124
Disciples of Christ, USA					25,000
Wider Church Ministries					50,000
Presbyterian World Service and Development					17,727
Diakonisches Werk					52,628
Kerkinactie, Netherlands					38,454
Funds received Directly					
Norwegian Church Aid					545,414
Danchurchaid					125,000
Presbyterian Disaster Assistance					50,000
Pledges					
National Council of Churches in Australia					2,369
Diakonisches Werk					128,645
TOTAL INCOME MECC/ICNDR					1,531,620
INCOME NCA					
Finnchurchaid					128,360
Norwegian Church Aid					400,000
TOTAL INCOME NCA					528,360
TOTAL INCOME MECC/ICNDR+NCA					2,059,980.36
<u>EXPENSES</u>					
MECC/ICNDR					
CRISIS PHASE AUG. 1st - SEP. 30th					
DIRECT ASSISTANCE					
Assessment / Coordination (12-31/7/2006)					
Assessment Team	Lumpsum	1	7,500,000	7,500,000	5,000
Fuel for travel	Lumpsum	1	1,000,000	1,000,000	667
Telephone, Faxes & E-mails	Lumpsum	1	3,000,000	3,000,000	2,000
Subtotal Assessment / Coordination				11,500,000	7,667

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Food Relief Assistance					
Food Ration	Box	15,250	30,000	457,500,000	305,000
Infant Supplements	2 Tins	1,000	10,000	10,000,000	6,667
Subtotal Food Relief Assistance				467,500,000	311,667
Non food Relief Assistance					
Blankets	Piece	7,000	10,000	70,000,000	46,667
Mattresses	Piece	1,000	20,000	20,000,000	13,333
Cleaning Supplies	Box	8,000	10,000	80,000,000	53,333
Subtotal Non food Relief Assistance				170,000,000	113,333
Psychosocial Intervention					
Sports Tools	Lumpsum	1	12,000,000	12,000,000	8,000
Art Tools	Lumpsum	1	22,500,000	22,500,000	15,000
Theater Tools	Lumpsum	1	15,000,000	15,000,000	10,000
Training of Trainers	Lumpsum	1	7,500,000	7,500,000	5,000
Subtotal Psychosocial Intervention				57,000,000	38,000
Crisis Direct Program Related Costs					
Regional Coordinators (5)	Month	2	11,800,000	23,600,000	15,733
Wages / Field Workers (6)	Month	2	5,400,000	10,800,000	7,200
Wages / Social Workers (6)	Month	2	7,200,000	14,400,000	9,600
Relief Coordinator	Month	1	1,350,000	1,350,000	900
Psycho Social Coordinator	Month	1	1,350,000	1,350,000	900
Psycho Social Workers (10)	Month	1	9,000,000	9,000,000	6,000
Program Director	Month	2	3,950,000	7,900,000	5,267
Secretaries (2)	Month	2	3,931,000	7,862,000	5,241
Driver	Month	2	1,500,000	3,000,000	2,000
KPMG Accountant	Month	1	3,000,000	3,000,000	2,000
MECC overhead	Lumpsum	1	12,000,000	12,000,000	8,000
Travel / Accommodation	Lumpsum	1	1,500,000	1,500,000	1,000
Car Rentals (6)	Month	1	13,500,000	13,500,000	9,000
Transport, Fuel & Related Costs	Month	2	9,000,000	18,000,000	12,000
Telephone, Faxes, E-mails	Month	2	4,500,000	9,000,000	6,000
Subtotal Crisis Direct Program Related Costs				136,262,000	90,841
SUBTOTAL DIRECT ASSISTANCE				842,262,000	561,508
WAREHOUSING & HANDLING					
Rental of Warehouse (5)	Month	2	9,000,000	18,000,000	12,000
Wages for Labourers / Porters	Day	60	300,000	18,000,000	12,000
Drivers / Trucking	Month	2	15,000,000	30,000,000	20,000
Warehouse Keepers (5)	Month	2	3,750,000	7,500,000	5,000
Food for Volunteers	Month	2	7,500,000	15,000,000	10,000
Packing (boxes,bags,etc..)	Lumpsum	2	13,500,000	27,000,000	18,000
SUBTOTAL WAREHOUSING & HANDLING				115,500,000	77,000
OFFICE OPERATIONS					

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Office Rent	Month	2	750,000	1,500,000	1,000
Office Utilities	Month	2	750,000	1,500,000	1,000
Office Stationery / Printing	Month	2	1,000,000	2,000,000	1,333
Hospitality / Food	Month	2	675,000	1,350,000	900
Translation/Reporting	Lumpsum	2	2,437,500	4,875,000	3,250
SUBTOTAL OFFICE OPERATIONS				4,875,000	3,250
TOTAL CRISIS PHASE				962,637,000	641,758

POST CRISIS PHASE OCT. 1st, 2006- JULY 31st, 2007

DIRECT ASSISTANCE

Food Relief Assistance

Food Ration	Box	7,000	36,000	252,000,000	168,000
Infant Supplements	2 Tins	10,000	10,000	100,000,000	66,667
Subtotal Food Relief Assistance				352,000,000	234,667

Non Food Relief Assistance

Blankets	Piece	5,000	10,000	50,000,000	33,333
Mattresses	Piece	2,000	20,000	40,000,000	26,667
Cleaning Supplies	Box	5,000	20,000	100,000,000	66,667
Diapers	2 packs	10,000	11,000	110,000,000	73,333
Heaters	Piece	2,000	90,000	180,000,000	120,000
Subtotal Non Food Relief Assistance				480,000,000	320,000

Psychosocial Intervention

Sports Tools	Month	10	2,330,000	23,300,000	15,533
Art Tools	Month	10	5,830,000	58,300,000	38,867
Theater Tools	Month	10	4,500,000	45,000,000	30,000
Training of Trainers	Month	10	835,000	8,350,000	5,567
Trips/Children	Month	10	835,000	8,350,000	5,567
Trips/Elderly	Month	10	835,000	8,350,000	5,567
Marginalized	Person	500	450,000	225,000,000	150,000
School Transport	Month	10	3,000,000	30,000,000	20,000
Subtotal Psychosocial Intervention				406,650,000	271,100

Health Intervention

Basic Medical Equipment	Center	20	4,500,000	90,000,000	60,000
Hardship Medical Cases	Person	250	600,000	150,000,000	100,000
Subtotal Health Intervention				240,000,000	160,000

Immediate Economic Intervention

Artisans/Craftsmen	Person	275	1,200,000	330,000,000	220,000
Repairs of Irrigation Canals	Meters	3,000	12,000	36,000,000	24,000
Repairs of Agr Roads	Roads	50	3,750,000	187,500,000	125,000
Fertilizers	0.5 hectares	1,500	120,000	180,000,000	120,000
Land Reclamation/Ploughing	1 hectar	1,500	120,000	180,000,000	120,000
Seeds/Seedlings	Farmer	1,500	120,000	180,000,000	120,000

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Beehive Boxes	20 boxes	150	600,000	90,000,000	60,000
Support to Shepherders	Farmers	150	300,000	45,000,000	30,000
Tools & Equipments to Farmers	coop.	10	15,000,000	150,000,000	100,000
Repair of Plastic Tunnels	Farmers	150	450,000	67,500,000	45,000
Subtotal Immediate Economic Intervention				1,446,000,000	964,000
Direct Program Related Costs					
Regional Coordinators (5 persons - 50%)	Month	10	5,900,000	59,000,000	39,333
Wages / Field Workers (6)	Month	10	5,400,000	54,000,000	36,000
Wages / Social Workers (6)	Month	10	7,200,000	72,000,000	48,000
Relief Coordinator	Month	10	1,350,000	13,500,000	9,000
Psycho Social Coordinator	Month	10	1,350,000	13,500,000	9,000
Psycho Social Workers (10)	Month	10	9,000,000	90,000,000	60,000
Economic/Agricultural Coordinator	Month	10	1,350,000	13,500,000	9,000
Program Director (50%)	Month	10	1,975,000	19,750,000	13,167
Travel / Accommodation	Lumpsum	1	9,000,000	9,000,000	6,000
Subtotal Direct Program Related Costs				344,250,000	229,500
SUBTOTAL DIRECT ASSISTANCE				3,268,900,000	2,179,267
TRANSPORT, WAREHOUSING & HANDLING					
Car Rentals (6)	Month	10	13,500,000	135,000,000	90,000
Transport, Fuel & Related Costs	Month	10	6,000,000	60,000,000	40,000
Drivers / Trucking	Month	5	10,500,000	52,500,000	35,000
Rental of Warehouse (5)	Month	5	9,000,000	45,000,000	30,000
Wages for Labourers / Porters	Day	60	300,000	18,000,000	12,000
Warehouse Keepers (5)	Month	5	3,750,000	18,750,000	12,500
Food for Volunteers	Month	5	6,000,000	30,000,000	20,000
Packing (boxes,bags,etc..)	Lumpsum	5	13,500,000	67,500,000	45,000
SUBTOTAL TRANSPORT, WAREHOUSING & HANDLING				426,750,000	284,500
CAPITAL ASSETS					
Computer / Printer and Accessories	Piece	1	3,000,000	3,000,000	2,000
Cameras	Piece	5	600,000	3,000,000	2,000
Warehouse Equipment	Piece	5	300,000	1,500,000	1,000
GIT Software	Lumpsum	1	2,250,000	2,250,000	1,500
SUBTOTAL CAPITAL ASSETS				9,750,000	6,500
INDIRECT COSTS: personnel, administration, operations & support					
Staff Salaries					
Secretaries (2 persons - 50%)	Month	10	1,965,500	19,655,000	13,103
Driver	Month	10	1,500,000	15,000,000	10,000
KPMG Accountant	Month	2	3,000,000	6,000,000	4,000
MECC overhead	Lumpsum	1	30,000,000	30,000,000	20,000
Translation/Reporting	Lumpsum	10	2,437,500	24,375,000	16,250
Subtotal Staff Salaries				95,030,000	63,353
Office Operations					
Office Rent	Month	10	750,000	7,500,000	5,000

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Office Utilities	Month	10	750,000	7,500,000	5,000
Office Stationery / Printing	Month	10	1,000,000	10,000,000	6,667
Hospitality / Food	Month	10	675,000	6,750,000	4,500
Subtotal Office Operations				31,750,000	21,167
Communications					
Telephone, Faxes, E-mails	Month	10	4,500,000	45,000,000	30,000
T-Shirts and Caps	Piece	250	38,000	9,500,000	6,333
Subtotal Communications				54,500,000	36,333
SUBTOTAL INDIRECT COSTS				181,280,000	120,853
AUDIT, MONITORING & EVALUATION					
Audit Report	Lumpsum	1	45,000,000	45,000,000	30,000
Monitoring & Evaluation MECC	Lumpsum	1	7,500,000	7,500,000	5,000
SUBTOTAL AUDIT, MONITORING & EVALUATION				52,500,000	35,000
TOTAL POST CRISIS				3,939,180,000	2,626,120
TOTAL MECC				4,901,817,000	3,267,878

NCA**DIRECT ASSISTANCE****Support to IDP Centers/Locations**

Maintenance of Water and Sewage Systems	Lumpsum	10	2,250,000	22,500,000	15,000
Establishing Temporary Water & Sanitary Install.	Lumpsum	3	7,500,000	22,500,000	15,000
Tools	Lumpsum	1	1,500,000	1,500,000	1,000
Subtotal Support to IDP Centers/Locations				46,500,000	31,000

Hygiene and Sanitation

Provision of Basic Hygiene Articles for Centers	Family	1,000	30,000	30,000,000	20,000
Provision of Basic Hygiene Articles to hardship Families and Returnees support for Safe Waste Removal	Family	7,000	30,000	210,000,000	140,000
	Village	10	4,500,000	45,000,000	30,000
Subtotal Hygiene and Sanitation				285,000,000	190,000

Support to Secure Immediate Sufficient Basic Water Supply, and Re-Establishing Water Supply System Damaged by War

Water - Trucking in 20 Locations	m3	8	33,750,000	270,000,000	180,000
Support Municipalities on Hire and fuel for Generators, Pumps etc..	Village	25	6,000,000	150,000,000	100,000
Provision of Household water Reservoirs	Family	5,000	105,000	525,000,000	350,000
Support for Provision of Water and Sanitation including Generators and Pumps for 20 Villages	Lumpsum	1	300,000,000	300,000,000	200,000
Repair & Maintenance of Water Supply and Sewage systems for 25 Villages	Lumpsum	1	225,000,000	225,000,000	150,000
Repair Main Waterlines in Beirut Southern	Lumpsum	1	75,000,000	75,000,000	50,000

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
Suburbs Lumpsum					
Temporary Sanitation Systems for Reconstruction workers - Beirut	Lumpsum	1	34,500,000	34,500,000	23,000
Subtotal support for Water Supply				1,579,500,000	1,053,000
<u>Warehousing and Handling</u>					
Rental of warehouse	Month	6	1,500,000	9,000,000	6,000
Wages for security / guard work	Month	5	900,000	4,500,000	3,000
Subtotal Warehousing and Handling				13,500,000	9,000
<u>Project National Staff</u>					
National staff salary, 10 staffs	Month	50	1,500,000	75,000,000	50,000
Wages for drivers MECC / NCA	Month	18	1,350,000	24,300,000	16,200
Daily labour including warehouse	Day	400	37,500	15,000,000	10,000
Wages for security/guard work	Month	5	900,000	4,500,000	3,000
Subtotal Project National Staff				118,800,000	79,200
<u>Project International Staff</u>					
Program Coordinator Salary	Month	6	10,000,000	60,000,000	40,000
3 Int'l WatSan Engineers Salary	Month	15	10,000,000	150,000,000	100,000
1 Hygiene Promotion Expert Salary	Month	2	7,500,000	15,000,000	10,000
1 Finance Officer	Month	6	7,500,000	45,000,000	30,000
Diem for International Staff	Month	20	3,000,000	60,000,000	40,000
Int. Travel Oslo-Beirut-Oslo	Piece	10	1,800,000	18,000,000	12,000
Accommodation & Other Personal Expenses	Lumpsum	1	45,000,000	45,000,000	30,000
Subtotal Project International Staff				393,000,000	262,000
<u>Transport and Freight</u>					
Freight Charges for WatSan Equipment	Lumpsum	1	30,000,000	30,000,000	20,000
Land Cruisers 4WD, second hand from NCA	Piece	4	15,000,000	60,000,000	40,000
Vehicle Running Costs & Maintenance	Piece	4	11,250,000	45,000,000	30,000
Hiring of total transport and taxes	Lumpsum	1	18,000,000	18,000,000	12,000
Subtotal Transport and Freight				153,000,000	102,000
<u>Other Administrative Expenses</u>					
5 Int'l Staff Accommodation	Month	22	1,704,545	37,499,990	25,000
Office Rent and Overhead	Month	3	7,500,000	22,500,000	15,000
Office Equipment Laptops	Lumpsum	1	18,900,000	18,900,000	12,600
Copy Machine etc.	Lumpsum	2	7,500,000	15,000,000	10,000
Stationery	Lumpsum	2	1,650,000	3,300,000	2,200
Communication Equip./Internet & Telephones	Month	6	1,500,000	9,000,000	6,000
Subtotal Administrative Expenses				106,199,990	70,800
TOTAL NCA				2,695,499,990	1,797,000
GRAND TOTAL				7,597,316,990	5,064,878

Exchange rate: 1 US\$ = L.L. 1,500

BALANCE REQUESTED

Category/Description	Type of Unit	No. of Units	Unit Cost L.L.	Budget L.L.	Budget USD
MECC/ICNDR					1,736,258
NCA					1,268,640
TOTAL BALANCE REQUESTED					3,004,898

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ACT COORDINATION

The ACT CO, in consultation with the Middle East Council of Churches (MECC), deployed a Coordination Assessment Team (CAT) to assist MECC to respond to the crisis in Lebanon. The team was sent for two week from July 31 to September 11, 2006. However, due to security reasons, they had to leave one week before schedule. The team consisted of three persons: A team leader (an external consultant), a communicator (seconded by CAID) and a finance officer (seconded by Church of Sweden).

The overarching goal of the Team was to provide and facilitate timely and accurate information and coordination in this emergency by assisting implementing members with field-based coordination, information flow and coordination of the ACT appeal process.

Before to leave, the team proposed various recommendations that were discussed and agreed with MECC staff. These recommendations were presented to the ACT Coordinating Office and to the funding agencies in a meeting held on September 11, 2006 in Geneva.

Part of these recommendations were:

- To provide additional managerial support to MECC/ICNDR for the implementation of the emergency activities and to provide additional capacity to support and assist the Emergency Director, the CAT recommends the secondment of an ACT Coordinator to MECC/ICNDR.
- ACT seconds an international Finance Officer to the MECC/ACT emergency operation

The ACT CO and the funding agencies agreed to these recommendations and decided to deploy an ACT coordinator and an International Finance Officer to support the ACT response in Lebanon.

ACT Coordinator

Role and responsibilities:

- Represent the interests of ACT International (globally) and ACT members present in Lebanon on the MECC-ACT Emergency Committee;
- Serve as a member of any ad hoc committee that may be established by the MECC-ACT Emergency Committee, as is appropriate and relevant;
- Coordinate the work of all ACT members in Lebanon for the implementation of the MELB61 appeal;
- Ensure overall implementation of ACT MELB61 appeal against agreed-upon activities and budget.

- Ensure that ACT policies and procedures are understood and followed by ACT members;
- Support and assist the MECC-ACT Emergency Director in the management and implementation of the MELB61 appeal;
- Facilitate coordination between ACT members through the establishment of an ACT Forum in Lebanon;
- Ensure the overall safety and well-being of personnel (national and international) engaged in the implementation of the MELB61 appeal in Lebanon;
- Attend relevant donor agency, UN and NGO meetings within Lebanon, represent ACT and its members, if required and ensure information is circulated to the appropriate ACT implementing members;
- Assist and support ACT members and partners to find ways and systems to get access to the UN – system in order for them to be recognised and their voices heard.
- Facilitate visibility and solidarity visits from ACT members;
- Work closely with the ACT Communicator assigned to ensure the flow of news and information to the ACT Alliance pertaining to the situation in the country and the implementation of the MELB61 appeal; and
- Ensure an appropriate follow-up on the CAT report.

Responsibility and Reporting

The MECC-ACT Coordinator will be directly responsible to the Director of ACT International in Geneva through the ACT Program Officer for the Middle East region.

The MECC-ACT Coordinator will work in consultation and coordination with the MECC General-Secretary.

The MECC-ACT Coordinator has no direct authority with regards to the ACT implementing members and partners in Lebanon.

Timeline

The assignment will be for a period of six (6) months. At the end of this period the ACT CO, together with MECC, will review to ascertain whether the need still exist or not. The ToR may be revised by the ACT CO / Director, but only after consultations with the MECC-ACT Coordinator, the MECC-ACT Emergency Committee and the ACT members involved in the implementation of the MELB61 appeal.

MECC support

MECC will facilitate necessary office space and other infrastructure for the work of the ACT-MECC Coordinator. MECC will ensure that an estimate of the cost that may be carried by them in relation to the secondment is included in the appeal budget.

ACT International Finance Officer

While the MECC has the main responsibility for the proper accounting and good finance management of the appeal funds, the ACT Alliance will second an International **Finance Officer** under the following ToR:

Role and responsibilities

- work closely with and under the supervision of the MECC Acting Finance Secretary.
- ensure a clear understanding of the ACT requirements for all through a liaison function with the ACT Geneva Finance Officer.
- assist the MECC Finance Secretary in ensuring that the systems and internal controls for accounting and reporting are in place and are in line with the recommendations made by Price Waterhouse Coopers in the 2004 systems audit to meet the requirements of ACT International.
- ensure that the terms of the ACT funding agency and back donor requirements are communicated to, clearly understood and followed by the relevant responsible persons.
- identify possible blockages within the MECC systems that may impede the successful implementation of the appeal activities and assist in finding solutions.
- assist the Finance Secretary in monitoring actual expenditure against the approved budget and available funding.
- assist the MECC in identifying and the selection process of a suitable additional finance person as well as defining her/his responsibilities.
- provide the necessary training/capacity-building and support to the MECC staff in accounting systems, procedures and reporting requirements.
- assist with the preparation of the appeal financial reports according to ACT Reporting Guidelines and ensure that these are in agreement to the narrative report.

Responsibility and Reporting

The MECC-ACT Finance Officer will work in consultation and coordination with the MECC Finance Director.

The MECC – ACT Finance Officer will liaise with the ACT Coordinating Office for any issue related to his/her assignment.

Timeline

The assignment will be for a period of three (3) months. At the end of this period the ACT CO, together with MECC, will review to ascertain whether the need still exists or not.

MECC Support

The MECC will facilitate the necessary office space and other infrastructure for the work of the Finance Officer.

Timeframe

Three (3) months

ADMINISTRATION

The team will be seconded by ACT member agencies. The Agency who second the staff will assume all the contractual responsibilities in relation to the staff deployed. In case a full secondment is not possible, the ACT CO will reimburse the expenses to the agency that will second the staff, charging them to the MELB61. Travel, lodging and transportation expenses will be covered through the MELB61.

BUDGET

EXPENDITURE	Type of Unit	No. of Units	Unit Cost	Original Budget USD
<u>ACT Coordinator</u>				
Fees	Month	6	6,385	38,310
Insurance	Lump sum			500
<u>Travel</u>				
Nairobi - Geneva - Lebanon - Geneva - Nairobi	Travel	1	3,000	3,000
Lebanon - Nairobi - Lebanon	Travel	1	2,500	2,500
Accommodation	Month	6	1,500	9,000
Equipment				3,000
Local transportation	Month	6	1,500	9,000
Subtotal				65,310
<u>Financer Officer</u>				
Fees	Month	3	5,500	16,500
Insurance	Lump sum			500
Kigali - Geneva - Lebanon - Geneva - Kigali	Travel	1	3,000	3,000
Accommodation	Month	3	1,500	4,500
Subtotal				24,500
<u>ACT CO visits</u>				
Visits	visits	3	2,000	6,000
Subtotal				6,000
TOTAL				95,810