

2011

**الصندوق
اللبناني للنهوض**
المبني عن مؤتمر ستوكهولم

**LEBANON
RECOVERY FUND
(LRF)**

**LEBANON RECOVERY FUND
2011 CALL FOR PROPOSALS**

GUIDELINES FOR APPLICANTS

**Deadline for
submission:
30 November 2011**

1. Introduction

The Lebanon Recovery Fund (LRF) would like to announce its call for project proposals for 2011. Prospective applicants are invited to submit proposals for projects falling under the expanded scope of the fund, which targets national priorities in economic development with emphasis on income generating activities and improvement of livelihoods.

2. Background

The LRF is a pooled funding facility established by the United Nations Development Group (UNDG) following the August 2006 Stockholm Conference to respond to the request of the Government of Lebanon to support the country's recovery after the Israeli aggression in July 2006.

In 2008, the LRF Steering Committee decided to expand the scope of the Fund beyond immediate recovery efforts, such that the Fund presently also responds to national priorities in development while maintaining a balanced geographical distribution of approved interventions.

The LRF is governed by a steering committee, which provides strategic guidance and oversight as well as makes decisions on fund allocation. The committee is chaired by the Minister of Economy and Trade and composed of a representative from the Ministry of Finance, the Head of the Development Unit at the Presidency of the Council of Ministers, the UN Resident Coordinator and representatives of Spain, European Commission, Kuwait and United Arab Emirates. A second tier involves the Project Approval Group, which technically reviews project proposals and submits its recommendations to the Steering Committee.

3. LRF Sectors and Priority Issues

Sectors eligible for funding are namely:

- Social services
- Environment
- Culture and national heritage
- Governance
- Disaster management
- Agriculture
- Industry

LRF encourages projects aiming at providing direct support towards achieving sustainable economic and industrial development, in addition to environmental projects supporting Small and Medium Size Enterprises (SMEs) in going green and projects for forest fire management.

4. Guidelines for the Call for Proposals

a. Eligibility Criteria

i. Eligibility of Applicants

LRF projects are executed with the support of United Nations organizations in cooperation with other governmental and/or non-governmental implementing partners. Any Participating UN

organization that has signed a Memorandum of Understanding¹ is eligible to submit project proposals along with its main national counterpart. Proposed submissions may result from a national authority (governmental or non-governmental) approaching an eligible participating UN organization or from an eligible UN organization approaching relevant national counterparts.

The proposed project should meet the criteria below:

- The project duration should not exceed two years
- The project should not incur any additional future obligations on the Government's budget.
- The results of projects should be sustainable beyond the life of the project.

ii. Eligibility of Partners (nongovernmental)

National Non-governmental Organizations (NGOs) may partner with UN Agencies to act as implementing partners in proposed projects. The following criteria apply to participating NGO counterparts of LRF projects:

- Partner NGOs should be registered and active in Lebanon for at least 5 years.
- Partner NGOs should have an established experience with UN organizations or other international organizations.
- Partner NGOs should have a past experience of managing projects with a budget over a USD 1 Million.
- Budget for projects having NGOs as implementing partners should not exceed the ceiling of USD 1 Million.

b. Financial Allocation

The overall allocated amount made available under this Call for Proposals is USD 2 Million. Any grant requested under this Call for Proposals must not be for less than USD 200,000.

The proposed project should not incur any additional future obligations on the Government's budget and the results should be proven sustainable beyond the life of the project.

No contribution is required but preference will be given to proposals with financial contribution.

c. Duration and Location

The duration of a project may not exceed 24 months. The project may target any region in Lebanon that is in need of such support in addition to regions affected by July 2006 War.

5. Application process

a. Application Form

Project proposals must be submitted in accordance with the instructions on the project proposal standard format included in the annexes to these Guidelines (Annex II).

Applications must be submitted in English.

b. Proposal Submission and Deadline

LRF project proposals are to be submitted to the United Nations Resident Coordinator's Office (UNRCO) on the following email: rco.lebanon@one.un.org.

¹ Annex I provides a list of Participating Organizations that have concluded a Memorandum of Understanding with the UNDP Multi-Donor Trust Fund Office, as the Administrative Agent of the Lebanon Recovery Fund.

Participating UN Organizations should utilize the project proposal standard format² in preparing a proposal and budget for submission to the LRF.

All project proposals should be sent before 30 November 2011.

6. Proposal Review and Evaluation Process

a. Proposal Review & Approval Process

The LRF proposal follows a two-tier review and evaluation process involving the LRF Steering Committee (SC) and the Project Approval Group (PAG).

All LRF project proposals are reviewed and evaluated through the following steps:

1. The UNRCO conducts a peer review of submitted projects and sends final drafts of proposals to the PAG.
2. The PAG technically reviews the project proposals, knowing that its membership includes the Development Unit at the Prime Minister's Office (PMO) whose role is to ensure project alignment with approved national priorities and available resources. PAG makes recommendations to the SC for endorsement on no-objection basis.
3. Following approval and signing by the SC, the approved Submission Form and Project Documents are forwarded to the Administrative Agent for the transfer of funds the Participating UN Organization.
4. When required, Ad-hoc Thematic Working Group reviews submitted proposals and returns them to the UNRCO, who prioritizes and submits project proposals to the PAG.

The technical review of the submitted project proposals will be conducted at the PAG level.

In reviewing the LRF pipeline, the PAG will go into all the details of the projects and brief the SC as it is responsible of verifying before the SC members that projects respond to government priority and include a timeline of cash flows.

The PAG recommendations and the corresponding project documents will be submitted to the SC for review and final decision.

The PAG membership includes representatives of the UNRC Office, the Ministry of Finance, the Ministry of Economy and Trade and the PMO.

Representatives of concerned line Ministries may also be invited to attend the PAG deliberations. The Council for Development and Reconstruction (CDR) may also be involved on call basis.

Approval of new projects for any UN agency may be contingent on the Agency meeting the commitment/disbursement targets of its projects previously approved by the Lebanon Recovery Fund.

² Available in Annex II

b. Evaluation Criteria

The evaluation process will be based on the following evaluation grid:

Relevance of the action	30
Relevance to the call priorities	
Relevance to the country needs	
Added value and cross sectoral impact in relation to poverty, gender and environment	
Design of the action	30
Feasibility	
Sustainability	
Applicant capacity	20
Technical expertise of the applicant	
Technical expertise of the applicant partners	
Budget and cost effectiveness of the action	20
Ratio between the estimated costs and the expected results	
Percentage of requested funds and applicant (s) contribution	
TOTAL	100

c. Notification of the LRF Decision

Applicants will be informed of the SC decision concerning their application and, in case of rejections, the reasons for the negative decision.

5. Further Information for the Applicants

- The LRF Monitoring & Evaluation (M&E) unit will be closely following up with all future LRF projects and will require specific related information and field/site visits
- The personnel allocated costs may not exceed 20% of the total requested funds
- Any budget change within budget lines exceeding 15% of the budget line amount must be requested in writing and approved prior to application
- All approved LRF projects must adhere to the visibility guidelines (Annex III)
- All approved LRF projects will be required to submit quarterly progress reports, annual reports and completion reports in addition to the financial reports along with continuous coordination with the M&E unit
- Applicants may be required to provide additional supporting documents (e.g. survey findings, needs assessment...)

6. Contact Details

For further information:

Email: rco.lebanon@one.un.org

Phone: + 961 1 962 524

<http://mdtf.undp.org/factsheet/fund/LRF00>

7. List of annexes

- Annex I:** List of Eligible UN Participating Organizations
Annex II: Project Proposal Submission Form
Annex III: LRF Visibility Guidelines

Annex I: List of Eligible UN Participating Organizations

- Food and Agriculture Organization of the United Nations (FAO)
- International Labour Organization (ILO)
- United Nations Children’s Fund (UNICEF)
- United Nations Development Programme (UNDP)
- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)
- United Nations Environment Programme (UNEP)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Human Settlement Programme (UN-HABITAT)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Office for Project Services (UNOPS)
- United Nations Population Fund (UNFPA)



Submission Form To The Lebanon Recovery Fund Steering Committee

To be completed by the UN Resident Coordinator's Office (RCO)	
Meeting No:	Date of Meeting:
Item No:	Programme/project:

(To be completed by the Participating UN Organisation and endorsed by SC)

To: Lebanon Recovery Fund Steering Committee	Date of Submission: 30 November 2011
From: Ministry of Agriculture and UNDP	Contact: Dr. Raghed Assi
Through: Project Advisory Group (PAG) <input type="checkbox"/> Endorsement <input type="checkbox"/> Comments	Contact: Telephone number, email +961 1 962 495 Raghed.assi@undp.org
Proposed submission, if approved would result in: <input type="checkbox"/> Continuation of existing programme/project <input checked="" type="checkbox"/> New programme/project <input type="checkbox"/> Other (explain)	Proposed submission resulted from: <input checked="" type="checkbox"/> National Authorities initiative within national priorities <input type="checkbox"/> UN Agency initiative within national priorities <input type="checkbox"/> Other (explain)
Programme/project title: Reviving farmers' livelihood in South Lebanon	
Amount of funds requested for proposed programme/project: \$	
Estimated number of beneficiaries: direct _____ indirect 400,000 _____	
Percentage and amount of indirect costs requested: 7%	

Background

This project directly originates from a combined initiative of the Ministry of Agriculture and the Municipality of Nabatieh to improve livelihood opportunities for vegetable farmers. Considering that the main constraints to increased income for vulnerable farmers lie in the lack of adequate infrastructure and limited presence of responsive and accessible extension services to mediate to post-harvesting shortages, the proposed project endeavours to address and overcome the different gaps identified.

This project built upon the established and continued field presence of UNDP in South Lebanon since 2000, and strong links at the institutional level with the Ministry of Agriculture in addition to communities in the ground. Moreover, it directly responds to the Ministry's priority needs as expressed in the July 2011 Ministerial Statement and in its work plan, in addition to incorporating bottom-up local development needs from municipalities and partners.

1. Purpose of Proposed Programme/Project

The overall aim of the project is to sustain and strengthen the agricultural sector and rural development combating poverty and regional disparities.

The proposed project aims at contributing to the immediate overall objective of promoting rural development and alleviating poverty, through overcoming agricultural constraints and assisting the small and poor farmers in reducing the production costs, increasing quality of produce and overcoming post-harvesting barriers.

The project structure, of two outputs and respective key activities, is as follows:

1. A wholesale vegetable and fruit farmers' market in Nabatieh Governorate is established
 - Preparation of technical feasibility study for the market site
 - Initiation of procurement process
 - Establishment of market management structure
 - Monitoring and evaluation
2. Access to agricultural extension services is improved
 - Establishment of information centre in the market
 - Establishment of storage and refrigerating facility
 - Thematic and technical trainings for farmers and cooperatives

3. Evaluation of Proposals by the PAG

Implementability

	2011	2012
<i>Estimated commitments</i>	US\$	US\$
<i>Estimated disbursements</i>	US\$	US\$
<i>Contribution (optional)</i>	US\$	US\$

Does the project correspond to national priorities? Yes No

Ministerial Statement, Article 32:

To promote agriculture in its capacity as a key economic sector in order to provide job opportunities, decent livelihood to citizens in rural areas, food security and safety, and ecological balance. To develop agriculture and its infrastructure.

Project approved by Line Ministry _____ on _____ (date)

4. Review by the UN Resident Coordinator's Office (RCO)

Check on Programme/Project Proposal Format Contents

Cover sheet (first page) Yes No

Logical Framework Yes No

Programme/Project Justification Yes No

Programme/Project Management Arrangements Yes No

Risks and Assumptions Yes No

Budget Yes No

Support Cost Yes No

Overall review of programme submission

Recommendations

Elaborate

5. Decision of the LRF Steering Committee

- Approved for a total budget of \$
- Approved with modification/condition
- Deferred

Reason(s)/Comment(s)

Elaborate

Chair of the LRF Steering Committee

.....
Signature **Date**

6. Follow-up action taken by the Administrative Agent

- Project consistent with provisions of the Letter of Agreement with donors (if applicable)

.....
Signature **Date**

Lebanon Recovery Fund
Programme/Project Proposal Format and Guidelines

Contents:

1. Cover sheet and description of programme/project document (Appendix A)
2. Logical Framework (Appendix B)
3. Programme/Project Budget (Appendix C)



LEBANON RECOVERY FUND

PROJECT DOCUMENT COVER SHEET

Participating UN Organisation: UNDP	Sector: Agriculture
Programme/Project Manager Name: Dr. Raghed Assi Address: UNDP Telephone: +961 1 962 495 E-mail: raghed.assi@undp.org	LRF PAG Name: Address: Telephone: E-mail:
Programme/Project Title: Reviving farmers' livelihoods in South Lebanon Programme/Project Number: N/A	Programme/Project Location: Muhafazat of Nabatieh, South Lebanon
Programme/Project Description: <p>Integrated intervention to expand livelihood opportunities for vegetable farmers in South Lebanon through the establishment of a market place reducing transaction costs and access to extension services to improve post-production stages which are at the heart of sectoral vulnerability.</p> <p>This project will benefit 400,000 Lebanese residents, including over 8,000 fruit and vegetable producers, and serve as a pilot model to be replicated in other rural areas in Lebanon.</p>	Total Programme/Project Cost: USD LRF: 1,067,379 USD Government Input: in-kind (Ministry of Agriculture) Other: in-kind (Municipality of Nabatieh) Total: 1,067,379 USD Programme/Project Duration: 18 months

Development Goal:

To sustain and strengthen the agricultural sector and rural development combating poverty and regional disparities.

Key Immediate Objectives:

- Increased livelihood opportunities and income for farmers in the Muhafazat of Nabatieh
- To develop a multipurpose agricultural centre as a pilot for other regions with high poverty incidence

Outputs and Key Activities:

1. A wholesale fruit and vegetable farmers' market in Nabatieh Governorate is established

- Preparation of technical feasibility study for the market site
- Initiation of procurement process
- Establishment of market management structure
- Monitoring and evaluation

2. Access to agricultural extension services is improved

- Establishment of information centre in the market
- Establishment of storage and refrigerating facility
- Thematic and technical trainings for farmers and cooperatives

On behalf of:

Signature

Date

Name/Title



30/11/2014

UN Participating Organisation

Chair, LRF SC

1. Programme/Project Justification

Agricultural sector in Lebanon contributes an estimated 12% of the total GDP. The sector accounts for around 17 % of total national export. Agricultural lands are located mainly in the narrow coastal plains, of Akkar and South Lebanon, the in-land Bekaa valley, and in the terraces along the mountain sides. Around 35% of total land in Lebanon is cultivable, but only 60% of this potential is used. According to the "Poverty, Growth and Income Distribution" report published by UNDP in 2009, households engaged in the agricultural sector exhibit the highest rates of extreme poverty in the country.

While the agricultural sector has the potential to contribute to rural development and to lift families out of poverty traps and vulnerability, there remain numerous structural constraints to growth. Of note, one can acknowledge limited economies of scale due to the characteristic small landholding nature of the Lebanese farms whereby 75% of landholders report farms of less than 1ha. Additional constraints include limited access to credits mainly due to the absence of sufficient collaterals and feasibility information requested by the banks, as well as low budget allocation for the Ministry of Agriculture (0.5% of the total budget) reducing the scope of public investment in the sector. The sector further suffers from an inefficient management of land and water use, an emphasis on few major crops with little diversification through use of other cash crops, the absence of adequate facilities for storage, grading and packing of agricultural products, but also the absence of adequate extension services. Poor performance of cooperatives and limited marketing of agricultural products account for additional factors amongst other challenges.

The situation pertaining to the agricultural sector in South Lebanon is no different and suffers from similar challenges mentioned above. Exogenously, the July 2006 War, in addition to previous periods of conflict and occupation, not only had tremendous dramatic human consequences, but also destroyed a significant amount of economic and social infrastructure, impacting the lives of residents to date. Agriculture is still a severely affected sector, with the persistence of UXOs and emigration which has limited sectoral expansion.

Along with Tyre, Nabatieh represents an important geographical cluster for regional economic development. Nonetheless, in spite of being a major commercial hub amidst fertile agricultural lands and surrounding villages, Nabatieh lacks the facilities to enhance the market linkages of local farmers thereby limiting positive economic returns. The unavailability of a public market place for vegetable production at the Muhafazat level not only has an incidence on post-harvest losses but more importantly drives local farmers to sell their production in Saida or Beirut which is later re-channeled to Nabatieh at increased prices through the involvement of mediators. This creates non-negligible price manipulation in disfavour of the local farmers which see their profit margin significantly reduced by transportation costs and having to deal with middlemen. Also, there is a lack of dedicated spaces for wholesale organic markets which is nonetheless a booming sub-sector with high-income potential.

The Ministry of Agriculture has considered post-production/harvesting as one of its strategic areas to strengthen performance of the sector. The project further seeks to assist the Ministry of Agriculture in achieving its priorities, notably outlined in article 32 of the July 2011 Ministerial Statement which strongly commits itself to continue developing the agricultural sector and its

infrastructure as a key economic sector to generate jobs in rural jobs and to ensure food safety and security.

At the producer level, direct marketing established through the creation of a wholesale vegetable and fruit market enable the farmer to raise its income levels through:

- The absence of intermediaries
- Direct payment from consumer to producer
- Access to extension services and gaining of new skills
- Interaction with the consumer adapting product offer to demand

For the consumers, vegetable and fruit products will be made available at cheaper price and better quality since the fresh production will be directly sold to the market rather than going through numerous channels.

2. Programme/Project Approach

The proposed project aims at reducing farmer poverty and vulnerability in South Lebanon, focusing on Nabatieh as a pilot area. The immediate overall objective of the project is to promote rural development and alleviate poverty through overcoming agricultural constraints and assisting the small and poor farmers in reducing the production costs, increasing quality of produce and overcoming post-harvesting barriers.

The proposed integrated intervention will be two-fold, respectively to establish a wholesale vegetable and fruit farmers' market in Nabatieh city granting a safe and regulated place for the exchange of local products benefiting the direct sales by the farmers, and the provision of essential extension services to improve post-production stages. It will therefore tackle two of the main issues faced by vegetable producers in South Lebanon, the lack of adequate infrastructure and the limited offer of responsive and affordable services. Activities are detailed as below.

A farmers' market in Nabatieh Governorate is established (Output 1)

- Preparation of technical feasibility study for the market site

The Municipality of Nabatieh and the Ministry of Agriculture have conducted a preliminary needs assessment of the site. The wholesale vegetable and fruit market requires the following elements: a cement wholesale building, a cement administrative building, a corridor tent, a hangar, asphaltting for car and truck paths, a fence, a herbs garden and accessible footpaths.

A comprehensive study is required prior to proceeding with the contracting process. Engineers will develop the architectural, structural, electronic and mechanical executive maps before the preparation of the BOQ of quantities and price.

- Initiation of procurement process

Contractors will be invited to bid according to the specifications set out in the tender. This process fair and competitive, guaranteeing best value for money, according to UNDP rules and regulations.

- Establishment of market management structure

While the Municipality of Nabatieh will be responsible for the overall management and maintenance of the market upon project completion, a cost-recovery mechanism will be in place to safeguard the financial sustainability of the market. The system will be based on fee-for-service which will enable the Municipality to hedge itself against foreseen and unforeseen maintenance costs. This will also incentivise the farmers to access the market and related extension facilities as professional services.

- Monitoring and evaluation

Continuous monitoring and evaluation will occur during the project, with the UNDP project team directly based in Tyre near the project site, with easy access to Nabatieh. All field visits will be regular and thoroughly documented. A post-implementation evaluation survey will be conducted to ensure the project objectives vis-à-vis usage.

Access to agricultural extension services is improved (Output 2)

- Establishment of information centre in the market

In order to promote the Nabatieh market place as a one-stop information centre where farmers can go to sell their products in addition to finding a wide range of extension services which they can access, a small information area will be created. This space will require furnishing, and will contain information products such as thematic brochures, leaflets, contact books of agricultural professional services, for the farmers to freely consult.

- Establishment of storage and refrigerating facility

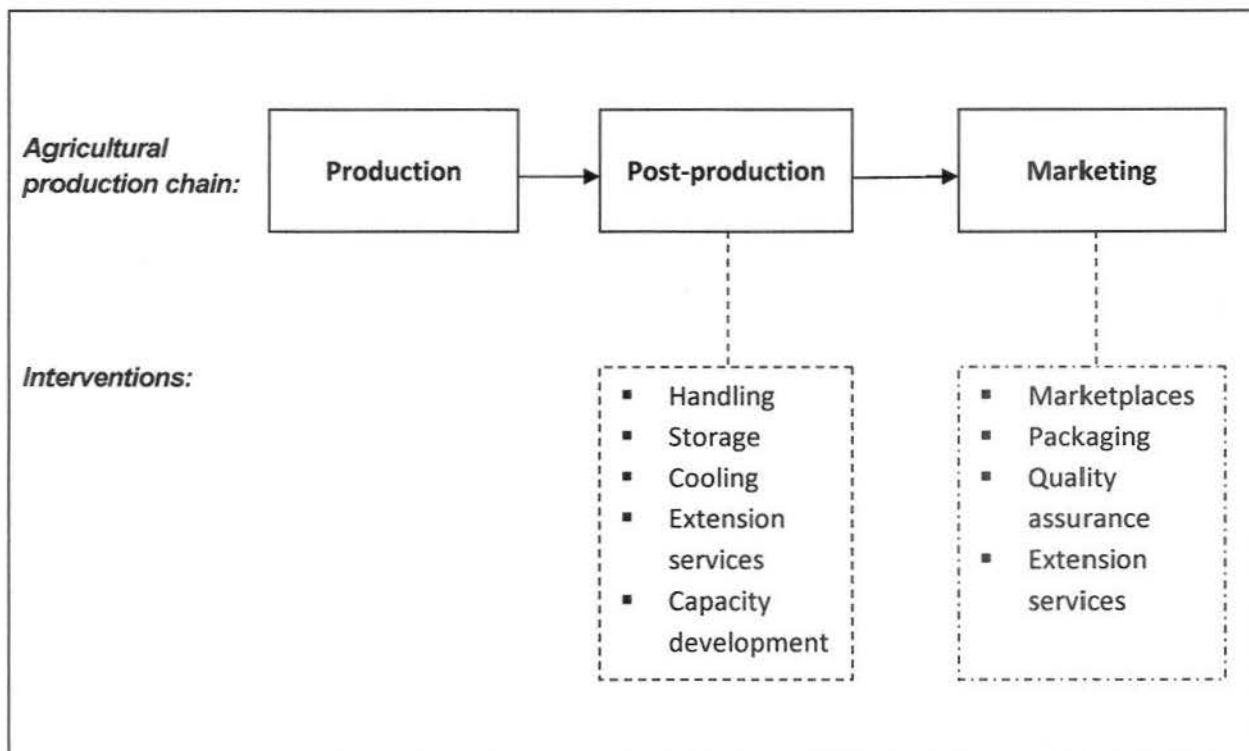
Equipment towards establishing a storage and cooling room in the market will also be purchased. Storage limits waste and is thus paramount, particularly for farmers coming from remote locations. Access to refrigeration is not widespread in rural areas of Lebanon but is nonetheless important to extend the life of fragile products such as vegetables and to increase their selling value.

- Thematic and technical trainings for farmers and cooperatives

Thematic and technical trainings for farmers and cooperatives of the region will be organized by the Ministry of Agriculture to enhance linkages. These will be arranged with a variety of partners based upon their area of expertise. Topics to be identified could include marketing, handling and transportation, food quality, water management, credit schemes, cash crops, organic market, linkages with agro-food processing industry and export avenues amongst others.

Economic benefits of establishing the vegetable and fruit market at the local level will enhance positive multiplier effects linked with accrued economic activity. It will also increase job creation in the region as demonstrated by other countries having adopted a direct marketing method.

The proposed project further corresponds to the following production conceptual framework:



3. Management Arrangements

The project will be implemented by the UNDP in partnership with the Ministry of Agriculture and the Municipality of Nabatieh through a Direct Implementation Modality (DIM). The management structure will include staff from ART Gold South, including the contracting of national consultants and short-term experts as required to achieve the outlined project results.

The project is under the guidance of the Project Board which is responsible for the overall guidance and supervision of the project implementation. Chaired by the UNDP Resident Representative, the Project Board will include representatives from the Ministry of Agriculture, the Municipality of Nabatieh and vegetable producers' representatives. The UNDP Social and Local Development Portfolio will act as Project Assurance while the ART Gold Area Manager for South Lebanon will represent the project team. The Project Board is expected to meet regularly to review project progress and other agenda items on a quarterly basis, with at least two meetings annually.

The UNDP will provide supervision and management in addition to financial and operational support services to the project. Costs incurred by UNDP for providing the above described support services will be partly recovered from the project budget, namely General Management Support (GMS) and Implementation Support Services (ISS).

4. Analysis of risks and assumptions

While the volatile regional and national situation represents a certain political and security risk to the project, this is not expected to have a disproportional impact. No other critical risks are foreseen to negatively affect the project since it has been developed in full partnership with the Ministry of Agriculture and the local partners such as the Municipality of Nabatieh and farmers.

UNDP thrives to continue its intervention in South Lebanon based upon its established support of participatory approaches whereby stakeholder engagement and involvement guarantee the ownership, trust and long-term sustainability of the project.

Appendix B
Logical Framework

	Target	Measurable Indicators	Means of Verification	Important Assumptions
Immediate Objective	Assist small farmers to overcome post-production constraints			
Output 1	A wholesale vegetable and fruit farmers' market in Nabatieh Governorate is established			
	<ul style="list-style-type: none"> ▪ The farmers' market is established ▪ The market is operational 	<ul style="list-style-type: none"> ▪ Physical presence of the market ▪ Number of sellers benefiting from the creation of the market ▪ Number of female sellers 	<ul style="list-style-type: none"> ▪ Field visits ▪ Feedback forms from users ▪ Registration lists of sellers 	<ul style="list-style-type: none"> No delay for the works Weather conditions optimal Qualified contractors
Activities		Inputs/Means	Costs	
Preparation of technical feasibility study for the market site		<ul style="list-style-type: none"> ▪ Architectural executive maps ▪ Structural executive maps ▪ Mechanical executive maps ▪ Permit application 	In-kind contribution (Municipality of Nabatieh)	
Initiation of procurement process		<ul style="list-style-type: none"> ▪ Preparation of tender ▪ Selection of contractor 	USD 900,000	
Establishment of market		<ul style="list-style-type: none"> ▪ Cost-recovery strategy and 	USD 4,000	

management		<p>system in place</p> <ul style="list-style-type: none"> ▪ Capacity development for management of market – miscellaneous 		
Monitoring and evaluation		<ul style="list-style-type: none"> ▪ Financial monitoring ▪ Cost-recovery for project manager ▪ Recruitment of independent civil engineer ▪ Field visits ▪ Miscellaneous 	USD 93,550	
Output 2	Access to agricultural extension services is improved			
	<ul style="list-style-type: none"> ▪ Farmers can access extension services ▪ At least 4 thematic and technical trainings conducted 	<ul style="list-style-type: none"> ▪ Number of advisory services provided to farmers ▪ Number of farmers accessing extension services ▪ Number of farmers benefiting from thematic and technical trainings 	<ul style="list-style-type: none"> ▪ Field visits ▪ Feedback forms ▪ Participants lists 	<p>The farmers' market is already established</p> <p>Farmers are interested in extension services</p>
Activities		Inputs/Means	Costs	
Establishment of information centre		Production of awareness raising	In-kind contribution (Ministry of	

in the market		material Compilation of address book for agricultural services	Agriculture)	
Establishment of storage and refrigerating facility		<ul style="list-style-type: none"> ▪ Purchase of equipment and material 	In-kind contribution (Ministry of Agriculture)	
Thematic and technical trainings for farmers and cooperatives		<ul style="list-style-type: none"> ▪ Recruitment of consultant ▪ Miscellaneous 	In-kind contribution (Ministry of Agriculture)	

Appendix C

Programme/Project Budget

The budget would utilize the Standard Format agreed by UNDG Financial Policies Working Group.

CATEGORY	ITEM	UNIT COST (USD)	NUMBER of UNITS per year	TOTAL COSTS (USD) Per Two YEARS	Requeste amount (USD)
1. Personnel (Incl. staff and consultants)	Staff (Project Manager)	2,200	12	39,600	63,600
	Consultant – (Engineer)	3,000	8	24,000	
2. Contracts (Incl. companies, professional services)	Professional Services – Company (Administrative building, wholesale building, retail building, sales area cover, pavement and paths, garden, fence, security houses, streets)	900,000	1	900,000	900,000
	Professional Services – Company (Detailed feasibility study)	In-kind contribution	In-kind contribution	In-kind contribution	
3. Training		In-kind contribution	In-kind contribution	In-kind contribution	-
4. Transport	Car	20,000	1	20,000	24,950

	Petrol	275	12	4,950	
5. Supplies and commodities	e.g. furniture, transporters, boxes, etc	In-kind contribution	In-kind contribution	In-kind contribution	-
6. Equipment	Equipment for the market e.g. small trucks, bobcat, cektlic, truck with winch, rapid, transporters – machine, electric generators etc	In-kind contribution	In-kind contribution	In-kind contribution	-
7. Travel					
8. Miscellaneous		6,000	1	9,000	9,000
9. Agency Management Support	General Management Support 7%	46,552.33	1	69,828.50	69,828.50
Total					1,067,378.00

Lebanon Recovery Fund

Visibility Guidelines

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 - 1- LRF High resolution Logo
 - 2- Letter introducing the LRF visibility phrase

I- Introduction

These guidelines have been designed to ensure that actions enjoying the support of the Lebanon Recovery Fund incorporate visibility activities designed to raise the awareness of the reasons for the action and the LRF support for that action. As well, these visibility activities must publicize the results and the impact of this support. The main objective of these guidelines is to communicate the positive results of the LRF.

Implementing UN agencies and partners are responsible for giving adequate publicity to the action being implemented and to the support provided by the LRF. The following sections contain an overview of possible activities that provides such publicity along with basic guidance on the agencies' responsibilities during these activities. All visibility actions should focus on the support provided from the LRF and on the accomplishments and impact of the action.

All communication and visibility activities should be carried out in close cooperation with the LRF M&E unit.

The possible activities explored in this document are:

1. Project Events
2. Project audio visual productions
3. Project media and outreach
4. Implementing agencies' Websites
5. Project publications
6. Project vehicles, supplies and equipment

II- Visibility actions

Visibility actions are actions that provide and/or have the potential to provide publicity to the Lebanon Recovery Fund. The visibility plan should be tailored according to the nature of the activity and as such this document will explore 6 major categories and how to ensure visibility to the LRF through each category.

1. Events:

The stakeholders attending an LRF project event should be made aware that the LRF is financing this event. Such events can include workshops, seminars, fairs, conferences, trainings, press conferences, closing/ launching ceremonies and exhibitions.

- Invitations:

The invitation cards should incorporate a high resolution LRF logo and the visibility phrase (provided as Annexes 1 & 2).

- LRF flyers:

In all project events, LRF flyers are to be distributed to all the participants. Those flyers will be provided by the LRF M&E unit upon request from LRF project staff.

- Event Materials:

All events material should incorporate the LRF logo and the visibility phrase. Such materials include event agenda, attendance list, evaluation questionnaires, workshop/ training materials, promotional items and the like.

- Public events:

The steering committee members (including Sweden), the technical steering committee members, the government counterparts including ministry representatives and ministry staff involved in the project implementation, and focal points should be invited to all public project events as press conferences and launching/closing ceremonies. The invitations to such events should be sent at least one week prior to the event date.

The LRF chair (i.e. the minister of trade and economy) should be invited to speak at such publicity events. In cases of projects earmarked by Spain, a guest speaker from the embassy of Spain should also be invited.

In such events, there should be seating formalities that need to be followed. Guidelines for such formalities will be provided by the M&E unit upon request from LRF project staff.

2. Audio visual productions:

As with all material, the productions should acknowledge the LRF support, by featuring the LRF logo and the visibility phrase at the beginning and / or end. Audio visual productions include CDs, DVDs, Videos, documentaries and interviews.

3. Media and outreach:

All written press should incorporate the LRF logo and the visibility phrase. Whereas

If a press conference is planned, the press release should include the name of the LRF chair who will be present at the press conference, if appropriate.

Whereas for all interviews and/or meetings with audio and visual press the visibility phrase should be mentioned.

4. Websites:

Links should be made to the MDTF gateway on all implementing UN agencies and partners' websites. A proper link will be provided by the LRF M&E unit. The mentioned websites should also display a high resolution LRF logo on the project webpage or website homepage.

5. Publications:

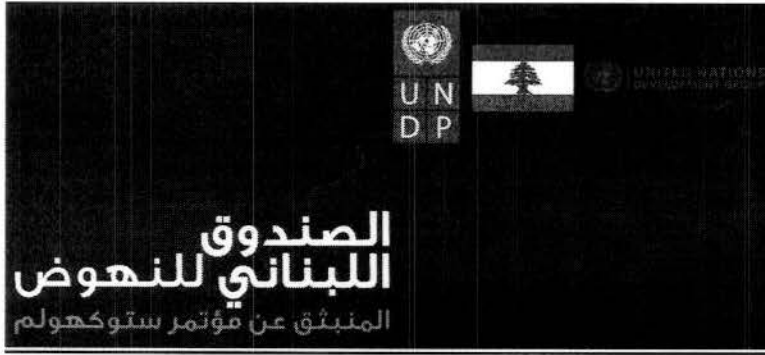
Publications should always be tailored to the audience in question and be provided in Arabic or English as needed. In general, all material produced in paper form should also be made available in electronic form, so that it can be sent by e-mail and posted on a web site. Such publications include reports, leaflets, brochures, newsletters, press releases, manuals, stickers and banners.

All LRF projects' publications must incorporate the LRF logo and the visibility phrase.

6. Vehicles, supplies and equipment:

Any vehicles, supplies or equipment delivered under an LRF-funded action should be clearly identified and should feature prominently the LRF logo and the visibility phrase.

7. LRF high resolution logo



8. LRF visibility phrase

Phrase in English

"Financed by the Lebanon Recovery Fund, a Lebanese Government led programme established on the occasion of the Stockholm Conference"

Phrase in Arabic

"بتمويل من الصندوق اللبناني للنهوض، برنامج حكومي لبناني منبثق عن مؤتمر ستوكهولم"