



Swiss Embassy in Lebanon

## FINAL REPORT

Phase II (2016-2017)

### Women's Coalition for Tripoli: Governance, Operation and Action

October 2017

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# I. Background Information

## 1. Summary of Project Information

- *Completed Project Title: (Phase II) Women's Coalition for Tripoli: Governance, Operation and Action*
- *Implementing Organization: CLER – BRIC*
- *Total Number of Direct Beneficiaries: 230*
- *Total Number of Indirect Beneficiaries: 2,000*
- *Total Budget: USD 246,196*
- *Total Contribution from Swiss Embassy: USD 198,612*
- *Total Contribution from BRIC: USD 47,584*
- *Starting Date: June 2016*
- *Actual Completion Date: July 2017*
- *Name and Contact Details of the Contact Person: Dr. Hassan Ghaziri, Director, Tel: 03-222 504*

## 2. Project Objectives Based on the Signed Agreement

The initial concept for Phase II was a continuation of the first phase of the *Phase I - Sustainable Peacebuilding by Empowering Women in the City of Tripoli* project, funded at the time (2015-2016) by the Norwegian Embassy in Lebanon.

Phase II was focused on sustaining the established women's coalition in Tripoli (from Phase I), as well as testing the Coalition's capacity, establishing its charter and launching its operations in the city. Therefore, the main **development objective** of this project was the 1) institutionalization and 2) operationalization of the women's coalition in Tripoli.

The Coalition therefore was put in place to empower women and provide them with instruments, tools and mechanisms for enhancing educational capabilities and opening economic opportunities via coaching, networking, market and financial resources.

The **specific objectives** of Phase II were:

1. Setting up a governance framework for the organization of the Women's Coalition in Tripoli
2. Building trust with Tripoli communities, authorities and key actors, fostering communication and facilitating the operations of the women's coalition
3. Harnessing knowledge, skills and human capital
4. Promoting and implementing interventions and micro projects in conjunction with men

## II. Implementation Details

### 1. Contribution to the Program Objectives

| Activities  | Agreed Target | Achieved Target | Description of Achievement and/or Variance   |
|---|---------------|-----------------|--|
| <b>Outcome 1: Institutional Strengthening of the Coalition</b>    |               |                 |  |
| <b>Output 1.1: Development of the Charter and Code of Conduct</b> |               |                 |  |
| Charter   | N/A           | N/A             | <p>A draft Charter, written in Arabic, was developed following multiple legal consultations complying with the requirements set forth by the Ministry of Interior and Municipalities, to ensure the full legality of the Coalition and all its features.</p> <p>The Charter includes 11 Articles framed in an Organizational Structure that delineates the Coalition Committees: General Committee, Membership Committee and Administrative Committee, as well as the Working Groups and Local District Committees.</p> <p><b><i>(Please refer to Appendix 1 for Organizational Framework – graph, and Content of Charter)</i></b></p>   |
| Code of Conduct   | N/A           | N/A             | <p>The Code of Conduct was drafted to set guidelines and principles governing the behavior and responsibilities of the Coalition on the following levels:</p> <ol style="list-style-type: none"> <li>1. Towards the other members of the Coalition</li> <li>2. Towards the Coalition’s Community Space (Locale/Office) (see below)</li> <li>3. Towards the community</li> <li>4. Towards the Virtual Communication Platform (VCP – see below)</li> </ol> <p>The Code of Conduct, both in English and Arabic, was drafted based on material from BRIC’s Internal System for Staff Code of Conduct, as well as multiple references from the literature, adapted to the context of the Coalition.</p> |

|  |     |     |  |
|--|-----|-----|--|
|  |     |     | <p>The Code of Conduct includes:</p> <ol style="list-style-type: none"> <li>1. 10 Working Principles</li> <li>2. Coalition member work conduct for all members</li> <li>3. Coalition member and staff work conduct towards the Community Space/Locale</li> <li>4. Coalition member work conduct towards the community (in Tripoli)</li> <li>5. User code of conduct towards the VCP – “Netiquette”</li> </ol> <p><b>(Please refer to Appendix 2 for Content of Code of Conduct)</b></p>  |
| <b>Output 1.2: Establishment of ‘Community’ Network in Tripoli</b>                                   |     |     |  |
| Coordination with Lebanese Authorities, Municipalities, and Key Political and Civil Society Actors   | N/A | N/A | <p>The Municipality of Tripoli has been very instrumental in supporting and facilitating the execution of the Coalition’s activities, especially those related to the Urbanism and Environment Action Plan, namely the Public Garden and Football Field renovation (see below).</p> <p>Other community networking included representatives from the Lebanese Ministry of Education and Higher Education as well as School Directors, 6 in total, from all districts in Tripoli, engaged in the activities related to the Education Action Plan, either in selecting students to participate in the activities or providing physical spaces and infrastructure – including the Brevet Remedial Courses (see below).</p> <p>Prior to establishing the Community Space, BRIC received support from <i>Rouwad al Tanmiya</i> to the Coalition’s Education Action Plan through offering a physical location for rent as well as providing food and beverage for participants, and required equipment for a specified fee.</p> |
| <b>Outcome 2: Operationalization and Empowerment of the Coalition (Inter-community Dialogue)</b>     |     |     |  |
| <b>Output 2.1: Creation of the Virtual Communication Platform and the Physical ‘Community Space’</b> |     |     |  |
| Virtual Communication Platform (VCP)   | N/A | N/A | <p>The VCP has been planned out and designed for content as well as graphics (web design) and has been online publicly since April 2017.</p> <p>The website contains information about the Coalition, their mission, objectives, Working Groups, and activities. More information is also available concerning the Coalition’s Community Space/Locale, as well as the Entrepreneurship Ventures that are to be established in coordination with the Coalition – referring to the Call for Concept Notes that was launched also in April 2017 (see below). Furthermore, online resources including reports,</p>   |

|  |                     |                    |  |
|--|---------------------|--------------------|--|
|  |                     |                    | <p>publications, legal documents (ex. CEDAW documents), infographics and presentations and various media content are featured for use by the public - catering to women and young girls in specific - with accessible links to each resource.</p> <p><b>Link to VCP:</b> <a href="http://wc4t.lebcsr.org/">http://wc4t.lebcsr.org/</a></p>   |
| Social Media Accounts                          | Facebook<br>Twitter | 1 Facebook Page    | <p>To date, a Facebook account with a separate page for the Coalition has been set up already and is functioning with posts, pictures, and videos. The Coalition members are in charge of the page's Administration and its content (Page Admins).</p> <p>The Call for Concept Notes 2017 initiated by the Coalition (see below) was also shared on this Facebook page in multiple posts.</p> <p><b>Link to Facebook page:</b> <a href="http://www.facebook.com/الاتتلاف-النسائي-لأجل-طرابلس-212187739277166">www.facebook.com/الاتتلاف-النسائي-لأجل-طرابلس-212187739277166</a></p>  |
| Community Space – Coalition<br>“Locale/Office” | N/A                 | N/A                | <p>A space has been rented out in Tripoli to serve as an office/locale for running the Coalition's operations and activities. The Locale acts as a hub for the members of the Coalition and for the communities they are serving as well. The Locale has two rooms in a shared space, hosting activities that can be conducted in parallel (ex. Remedial Courses and Robotics Courses, see below).</p> <p>Moreover, the Locale is used to host meetings, planning and discussion sessions as well as a wide range of events, such as openings, conferences, seminars, workshops and trainings.</p> <p><b>Address:</b> Al Madares Street, Al Naamani Building, 1<sup>st</sup> Floor, Tripoli, Lebanon</p> |
| Video Documentaries                            | Not specified       | 1 main documentary | <p>The documentary was made by <i>Ekrat Conseils</i>, a production company in Tripoli. The content of the documentary is on the Coalition members and covers all the activities that the women have done over the last few months.</p> <p>The documentary was showcased at the Closing Ceremony in Tripoli.</p>  |

| Output 2.2. Development of Series of Activities – Coalition’s Action Plan            |  |   |  |
|--|--|---|--|
| Collecting Actionable Data and Information about Local Population                    | 350 surveys, reaching around 2,500 individuals   | <b>350 completed</b> surveys, with <b>2,000 individuals reached</b> | <p><u>Survey Areas:</u> Tabbaneh and Sahat Al Daftar Dar</p> <p>Questionnaires have been designed and tailored to cover education, entrepreneurship, political and civic engagement, living and health conditions in Tripoli.</p> <p>Survey team consists of members of the Coalition, trained and capacitated with communication and negotiation skills to conduct the survey in the field.</p> <p><b><i>(Please refer to Appendix 3 for Questions in Arabic and Appendix 4 for Questions in English)</i></b></p>   |
| Coaching and Capacity Building for the Applicants of the Call for Concept Notes 2017 | Not Specified  | 10 men and women have been trained                                  | <p>A capacity building program has been designed to support the applicants from Tripoli for improving their technical skills with regard to corporate social responsibility, fundraising and entrepreneurship (project cycle management, accounting principles, project monitoring and evaluation, SME initiation and management).</p> <p>The capacity building program was designed to provide participants with technical skills that will help them improve their livelihoods and their community engagement.</p> |
| Remedial Educational Courses   | 40 students to be supported during their preparation for the Lebanese Brevet Official Exam | 103 students have been supported over 4 rounds.                     | <p>The Coalition, in coordination with BRIC, has organized a series of remedial training classes (total of 4 rounds) for students of the Lebanese Brevet Official Exam for its Second Session.</p> <p><b><u>Round 1</u></b></p> <ul style="list-style-type: none"> <li>- Date: July 2016</li> <li>- Total Number of Days: 13</li> <li>- Total Number of Students: 29</li> <li>- Success Rate: 15 out of 29 (52%)</li> </ul>  |

|  |             |   |   |
|--|-------------|---|---|
|  |             |   | <p><b><u>Round 2</u></b></p> <ul style="list-style-type: none"> <li>- Date: April 2017</li> <li>- Total Number of Days: 13</li> <li>- Total Number of Students: 30</li> <li>- There was no exam period during this time. It was only preparatory.</li> </ul> <p><b><u>Round 3</u></b></p> <ul style="list-style-type: none"> <li>- Date: June 2017</li> <li>- Total Number of Days: 14</li> <li>- Total Number of Students: 21 (10 students from Round 2 participated in the 3<sup>rd</sup> round)</li> <li>- Success Rate: 16 out of 21 (76%)</li> </ul> <p><b><u>Round 4</u></b></p> <ul style="list-style-type: none"> <li>- Date: July 2017</li> <li>- Total Number of Days: 20</li> <li>- Total Number of Students: 23</li> <li>- Success Rate: 8 out of 23 (35%)</li> </ul> <p>Photos are available of these sessions with the students on the Coalition's Facebook page.</p> |
| Vocational Training – Robotics Courses | 30 trainees | <p>115 students have been trained over 6 rounds</p> <p><b><u>Topic:</u></b> Robotics and LED displays</p> | <p>A series (total of 5 rounds) of professional training courses on Robotics and how to develop LED Displays have been held since September 2016.</p> <p><b>Round 1:</b> September 2016<br/> <b>Round 2:</b> April 2017<br/> <b>Round 3:</b> May 2017<br/> <b>Round 4:</b> 2017<br/> <b>Round 5:</b> July 2017<br/> <b>Round 6:</b> September 2017</p> <p>The initial course (Round 1) was designed and delivered by Professor Pierre-Yves Roachat, who travelled specifically to Lebanon from Switzerland from the École Polytechnique Fédérale de Lausanne (EPFL).</p>  |



|                                       |   |   |   |
|---------------------------------------|---|---|---|
|                                       |   |   | <p>During Round 1, Professor Rochat was aided by 5 instructors who facilitated the translation with the students and their follow-up. At the same time, the course was a “<u>Training of Trainers</u>” for the assistants who were able to give the same course in the next rounds (Round 2-6). The courses were free and the Coalition provided all the needed tools.</p> <p>These training sessions will continue even after funding ends.</p> <p>Photos are available of these sessions with the students on the Coalition’s Facebook page.</p>  |
| Call for Concept Notes 2017 – via VCP | 1 Call posted via the VCP and the Coalition’s Facebook page   | 1 Call was launched back in April 2017                | <p>As part of the Coalition’s Entrepreneurship Action Plan, a Call for Concept Notes was launched in April 2017, designed to provide funding for the initiation of new cooperatives and/or micro-to-small businesses in the city of Tripoli. The ventures will aim to stimulate job creation, income generation activities, beautification and environmental projects. The concept notes that were selected reflected this purpose. Both women and men were targeted in this Call.</p> <p>30 applications were submitted, after which were narrowed down to 12, then the final 5 concept notes were selected for funding based on specific evaluation criteria that were put in place.</p> <p><b><i>(Please refer to Appendix 5a for the Terms of Reference of the Call and Appendix 5b for the Application Form)</i></b></p> |
| Income-Generating Activities          | 4 income-generating activities, involving 20-40 women and men | 5 income-generating activities that benefit 30 people | <p>Resulting from the Call for Concept Notes final selection, 6 income-generating ventures have been set up for development.</p> <p><b><u>Venture Types:</u></b></p> <ol style="list-style-type: none"> <li>1. Recycling from the Source</li> <li>2. Car Mechanic Shop</li> <li>3. Embroidery Factory</li> <li>4. Poultry Farm</li> <li>5. IT Solutions and Maintenance Services</li> </ol>   |

|   |                      |   |  |
|---|----------------------|---|--|
| <p>Beautification and Environmental Projects – Public Garden and Football Field</p> | <p>Not specified</p> | <p>A public garden and a football field</p> | <p>In coordination with the Municipality of Tripoli and BRIC, the Coalition sought out to renovate a public garden in Tripoli, and a football field as well.</p> <p>The renovation works were supervised by BRIC Project Coordinator as well as the members of the Coalition. This included painting walls, planting flowers and trees, setting up a basic irrigation system, maintenance for the public toilets as well as for wooden benches. Further maintenance was done for the playground, including for the slides and swings, other than the works pertaining to the football field itself. Street lights were also fixed for the garden and football field.</p> |
|   |                      |   |  |
| <p>Closing Ceremony</p>   | <p>N/A</p>           | <p>N/A</p>                                  | <p>The event was held on Saturday August 19, 2017 at 7pm, at the Public Garden in Tabbaneh.</p> <p>The Ceremony was attended by all the participating students of both the Remedial Courses and Robotics Courses – total of 139 students. The students were handed out Certificates of Achievement in recognition of their hard work.</p> <p>Other attendees included representatives from the Swiss Embassy in Lebanon, from the Municipal Council in Tripoli, from the Ministry of Education and Higher Education as well as many family members and local community members.</p>  |

## 2. Sustainability

First of all, it is important to mention that the public garden and football field will be continuously maintained by BRIC in collaboration with the Municipality of Tripoli, even after project closure.

BRIC is currently in the process of developing a comprehensive strategy for sustaining the operations of the Coalition in the city, namely via the initiation of the 6 income-generating activities that are geared towards creating gainful employment for its beneficiaries, and ultimately fostering a sense of ownership among those beneficiaries that will lend itself to the sustainability of this project. In return for the funding received, the beneficiaries will be utilizing their skills to contribute to their community within their respective fields. For example, the embroidery factory will offer embroidery courses for those who are interested as well as provide products for free for vulnerable communities in the city. Same goes for the IT solutions and maintenance services initiative, for instance.

Further strategic planning will account for a transition phase - the Coalition is still currently operating under BRIC's umbrella, yet will work towards developing its own governance structure and ensuring its autonomy and self-sustainability in the future.

The scope of the actionable data and information collected on the local population has gone beyond what was designated in the Coalition's Action Plan. It will now be used to compile targeted information (ex. living and health conditions) about the 2,000+ individuals in Tripoli that the survey has covered. As such, these results will contribute to setting the foundations for the next series of focused action for community development in Tripoli targeting these 2,000+ individuals, with activities that will be run by the Coalition itself. This will ensure that the operations of the Coalition will continue well after the designated project period has ended. The Community Space/Locale will be maintained and will continue to serve as the Coalition's "headquarters" – further solidifying the Coalition's presence and visibility in the city.

### III. Conclusions

#### 1. Challenges and Actions Taken

| Challenges   | How did these challenges affect the activities?   | Actions taken to address challenges   | Recommendations to avoid future similar challenges  |
|--|---|---|---|
| <b>Project Delays (Public Garden and Football Field)</b> | BRIC requested an extension due to internal conflicts regarding the political administration of the Municipal Council in Tripoli.<br><br>This caused a delay of 3 months.               | BRIC clearly communicated the administrative difficulties that were being faced with the Municipality in Tripoli in proceeding with some of the project activities. | In the case of such developmental programs, establishing full transparency from the start is essential, not to mention founding strategic partnerships that would ensure sustainability of the results and will lead to better planning.                                  |
| <b>Financial Issues</b>                                  | BRIC's budget had been exceeded, due to factors required from the municipality, which were unexpected yet unavoidable to maintain a good relationship with the Municipality of Tripoli. | BRIC has covered these expenses as shown in the budget report.  | BRIC tried its best to abate such unexpected situations as much as possible. Exercising full transparency is crucial at any stage of a project and all parties must strive to achieve this at all times to avoid such situations, especially those of a financial nature. |
| <b>Pressure from Local Negative Influencers</b>          | Many local negative influencers in the community tried to sway the decisions made in implementing the project and imposed their protégé to implement parts of the projects.             | BRIC has strengthened its relationship with the Municipality of Tripoli further to avoid these problems.  | It is important to involve the Municipality of Tripoli early on when it comes such projects.  |

## **2. Lessons Learned**

BRIC has adopted a participatory approach in establishing the Women's Coalition for Tripoli and setting up its governance structure and operational modalities. This approach has increased ownership of the Coalition's mission and vision and motivated the members to better engage in the Coalition's projected activities in Tripoli.

Having a Community Space/Locale was a major milestone for the Coalition, its institutionalization and operationalization. It has been instrumental in solidifying the Coalition's presence in the city, as it has provided a concrete space for planning and executing the activities which has increased participation, motivation and drive among the members. Moreover, it has further contributed to legitimizing the work of the Coalition, which has helped reduce reluctance and objections towards the women and their participation in the Coalition, especially vis-à-vis their families and the community in Tripoli.

## **3. Relationship with Donor**

BRIC's relationship with the Swiss Embassy in Lebanon was very good. Factoring in the extension that was granted to BRIC, the Swiss Embassy Project Management team was supportive and contributed to setting up the Coalition's Action Plan. Their role was one of constant guidance and consultation.

BRIC adopted the approach of continuous information sharing with the Swiss Embassy with regard to the progress of the project's activities in the field, challenges encountered by the implementation team and corrective actions taken into consideration, including the need for the extension. This approach enhanced the relationship with the Swiss Embassy and provided a better understanding of the complexity of the context in which the project was being implemented. BRIC's team made several visits to the Embassy to go over the next steps and follow up on the action plan.

Furthermore, it is important to mention that this type of project cannot show real impact unless it is implemented over a reasonable amount of time, exceeding the 12-month designated project period contracted by the donors.

## IV. Appendices

### 1. Charter and Organization Framework for the Coalition: Brief

The Charter was drafted in Arabic and includes the following sections, with a brief description of its contents and its organizational structure:

- **Preamble** – The present Internal System is set in place to organize the founding stages of the Coalition and its operations in Tripoli, with the overall aim to empower women in Tripoli. The members of the Coalition, both founding and elected, must abide by its terms and conditions, which are to be amended within a year of the start of the Coalition’s operations.
- **Working Principles of the Coalition** – These principles include decentralized, horizontal decision-making, commitment, fostering team spirit and collaboration, respectful communication, and adhering to conflict resolution mechanisms, among other working principles that ensure the smooth and effective operations of the Coalition and their activities.
- **Article 1: Founding the Coalition and its Locale** – The Coalition will be registered legally under Lebanese law as a non-sectarian, non-political, and non-profit association. A physical space will be established to host the Coalition, referred to as the “Locale”.
- **Article 2: Goals of the Coalition** – The main goal of the Coalition is to empower women on multiple levels to engage in their communities and address their needs and problems and set in place interventions and activities to build peace and prosperity in the city of Tripoli. The Coalition will cooperate with local authorities to build a network of influencers, actors and relevant stakeholders to help carry out their action plan geared towards the themes of Education, Entrepreneurship, Civic and Political Engagement, and Urbanism and Environment
- **Article 3: Financial Resources of the Coalition** – The Steering Committee of the Coalition will set in place mechanisms for fundraising, donations and other forms to finance their operations.
- **Article 4: Membership Conditions** – This section covers the mechanisms for Membership to the Coalition (limited only to female members) with specific description for the following sub-sections:
  - Type of Membership
  - Conditions for Individual Active Membership (includes Code of Conduct, refer to section below)
  - Membership to the General Committee
- **Article 5: Membership Committee** – This section describes the organizational structure for the Membership Committee, made up of 5 members, elected by the General Committee of the Coalition.
- **Article 6: Coalition Committees** – This section describes the types of Committees existing within the Coalition. Those include:
  - The General Committee – which includes all members
  - The Membership Committee – elected by the General Committee
  - The Administrative Committee, also referred to as the Steering Committee, also elected by the General Committee
  - The Review Committee – elected by the General Committee
  - Working Groups and Local District Committees
    1. Education Working Group
    2. Entrepreneurship Working Group
    3. Urbanism and Environment Working Group
    4. Political and Civic Engagement Working Group
    5. Local District Committee (1)
    6. Local District Committee (2)

- **Article 7: Amendment to the Primary and Internal System** – The General Committee has the authority to make amendments and modifications to the Primary and Internal Systems based on specified conditions.
- **Article 8: Suspension and Cancellation of Membership, Disqualification of Elected Members** – This section covers the process required to carry out the following events:
  - Suspension of Membership
  - Withdrawal of Coalition Members
  - Cancellation of Membership in General Committee by Decision of General Committee
  - Disqualification/ Removal of Elected Members from Positions in Elected Committees
- **Article 9: Dissolving the Coalition** – This section specifies the process of dissolving the coalition based on decisions made by the General Committee
- **Article 10: Principles of Reporting and Voting** – Written and online correspondence (email) will be used as the official method of communicating reporting and voting procedures.

**Article 11: Mandate of the Founding Members** – The mandate of the Founding Members is effective as soon as the Primary and Internal Systems are set in place by the Ministry of Municipalities and Interior, to proceed with the Election of the Coalition Committees mentioned above.

Figure 1 shows the organizational structure of the Coalition.

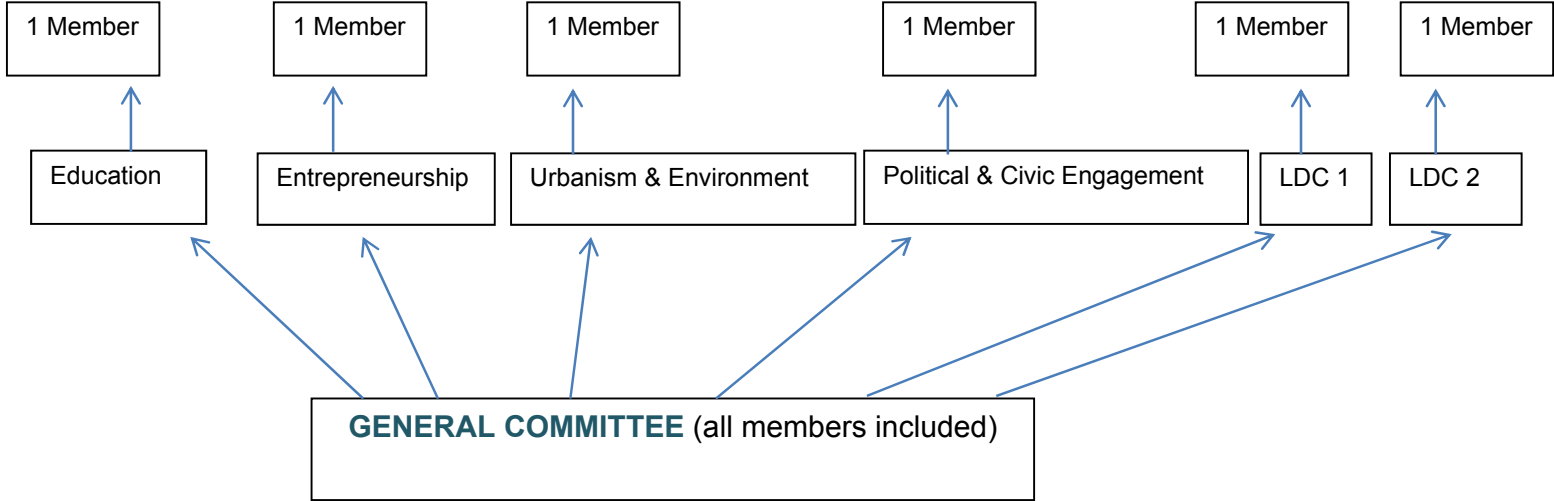
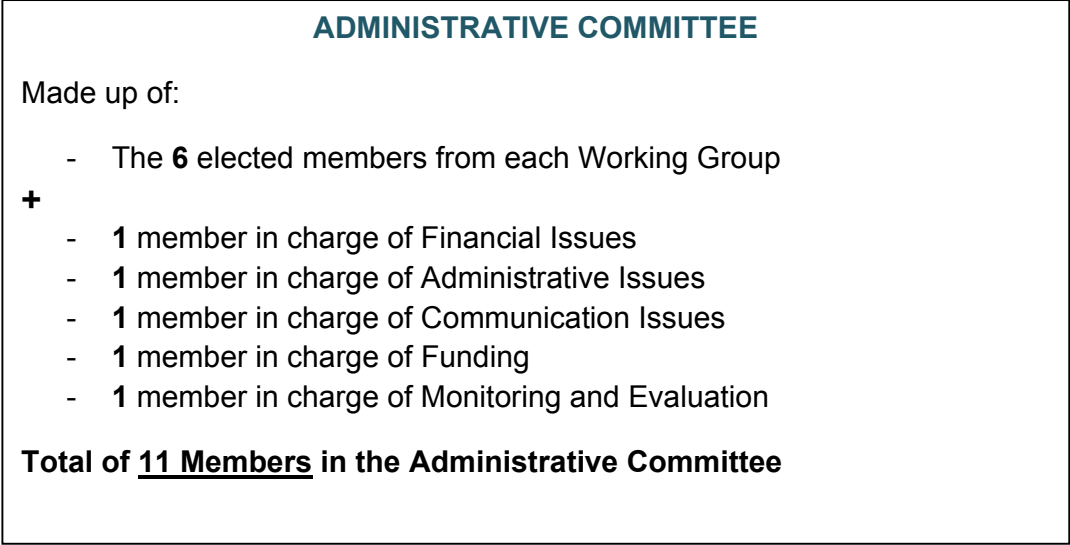


Figure 1: Women's Coalition for Tripoli Organizational Structure



## 2. Code of Conduct: Brief

The following sections are covered in the Code:

- **Working Principles of the Coalition** – Below are the 10 working principles of the Coalition that each member must adhere to:
  1. Community Engagement
  2. Inclusive Membership
  3. Commitment
  4. Communication
  5. Collaboration
  6. Leadership
  7. Ownership
  8. Non-authoritativeness
  9. Democracy
  10. Self-Awareness
- **Coalition Member Work Conduct For all Coalition Members** – The sub-sections include a preamble and general Requirements as well as code of behavior for:
  - Managing Interests
  - Meetings
  - Relations with Others
- **Coalition Member and Staff Work Conduct towards the Locale** – The Locale represents the physical working space (office) for the members of the Coalition to convene for meetings, gatherings and hosting events. Specific rules and regulations are set in place for the:
  - Maintenance of Property and Assets of the Locale
  - Visitors and Guests
- **Coalition Member Work Conduct Towards the Community** – Not only do the members of the Coalition adhere to a specified code of conduct towards each other, but also towards the community in Tripoli and its members, with general acceptable behavior to keep in mind, such as patience, respect and effective communication with all members of the engaged community, regardless of race or gender or political/sectarian affiliation or disability.
- **User Code of Conduct Towards the Virtual Communication Platform** – This section covers the general rules for “Netiquette” vis-à-vis the users of the online community (i.e. for using the Forum, posting discussions and the use of social media platforms to be created for the Coalition)

An Arabic version of the Code of Conduct has also been prepared.

## 3. Actionable Data Collection Questions: In Arabic

هدف الإستثمار: جمع معلومات قابلة للتنفيذ من المجتمع لتحديد احتياجات المجتمع المحلي لاتخاذ إجراءات مصممة ومحددة في ما يخص التعليم وريادة الأعمال والمشاركة في الشأن العام , والوضع المعيشي والصحي.

### A.معلومات عن منفذ الإستثمار

| رمز |                    |
|-----|--------------------|
| A1  | اسم منفذ الإستثمار |
| A2  | مكان الإستثمار     |
| A3  | تاريخ الإستثمار    |
| A4  | رقم الإستثمار      |

## B. معلومات عن المشارك

|     |                                    |  |
|-----|------------------------------------|--|
| B1  | اسم صاحبة الإستمارة                |  |
| B2  | اسم المنطقة                        |  |
| B3  | الشارع                             |  |
| B4  | اسم البناية                        |  |
| B5  | الطابق                             |  |
| B6  | رقم الهاتف                         |  |
| B7  | العمر                              |  |
| B8  | اسم الشريك                         |  |
| B9  | عمر الشريك                         |  |
| B10 | الوضع العائلي                      |  |
| B11 | هل لديك اولاد؟                     | <input type="radio"/> نعم<br><input type="radio"/> كلا               |
| B12 | إذا كانت الإجابة نعم، كم ولد لديك؟ | <input type="radio"/> عدد الإناث<br><input type="radio"/> عدد الذكور |
| B13 | الجنسية                            |  |
| B14 | الحالة الوظيفية                    |  |

## C. الوضع المعيشي

C1. هل منزلك إيجار أو ملك؟

- إيجار  
 ملك

C2. إذا إيجار، كم تدفع إيجار عن كل شهر؟

\_\_\_\_\_

C3. ما هو الدخل الشهري للأسرة؟

\_\_\_\_\_

C4. هل هناك أكثر من مصدر واحد للدخل في الأسرة؟

- نعم  
 كلا

C5. إذا كانت الإجابة نعم اذكر المصادر الداعمة للأسرة؟

\_\_\_\_\_

C6. ما هو المبلغ الشهري للأسرة الذي يأتي من مصادر أخرى؟

\_\_\_\_\_

C7. هل أنت أو أي من أفراد عائلتك تتلقى أي مساعدات مالية أو تبرعات/هبات؟

- نعم  
 كلا

C8. إذا كانت الإجابة نعم، يرجى الإشارة إلى مصدر المساعدات المالية أو تبرعات/هبات؟

\_\_\_\_\_

C9. ما هي مساحة المنزل؟

\_\_\_\_\_

C10. كم عدد الغرف بالمنزل؟

\_\_\_\_\_

C11. كم عدد الأفراد الذين يعيشون حالياً في المنزل؟

\_\_\_\_\_

C12. ما هي نفقاتك المنزلية الشهرية؟

### D. الوضع التعليمي

D1. هل تعتقد أن هناك ثغرات في النظام التعليمي في لبنان؟.

- نعم
- كلا

D2. إذا كانت الإجابة نعم إلى D1، ما هي الثغرات التي ينبغي معالجتها؟

- المناهج الصعبة
- عبء العمل الثقيل
- المعلمين غير الأكفاء
- نقص في دروس تقوية
- قلة الأنشطة اللاصفية

D3. ما هي تصوراتك حول التمكين التعليمي للفتيات / النساء؟

- أوافق بشدة
- أوافق
- ملحداة، لا رأي
- لا أوافق
- لا أوافق بشدة
- لا جواب

D4. كيف ستكون ردة فعلك إذا حضر أحد من أولادك دورات تدريبية حول التمكين التعليمي؟

- أوافق
- ملحداة، لا رأي
- لا أوافق
- لا جواب
- غير قابل للتطبيق

D5. إذا وافقت الرأي، ما هو نوع التمكين التعليمي الذي تعتقد حاجة له؟

- الحصول على نوعية متساوية من التعليم، وعدم التحيز بين الجنسين في التعليم
- الحصول على الدعم المالي
- الحصول على مناهج تراعي المساواة بين الجنسين
- الحصول على أماكن آمنة للتعليم شاملة وبدون تمييز
- الحصول على دروس تقوية
- الحصول على برامج تعليم اللغة الأجنبية
- توظيف المعلمات المؤهلات
- كل ما سبق
- لا اعرف
- آخر. يرجى التحديد

### E. ريادة الأعمال

E1. هل فكرت يوماً ببدء عمل اشركة قائمة في المنزل؟

- نعم
- كلا

E2. هل سبق لك أن شاركت في مجموعات للعمل المشترك قائمة في المنزل؟

- نعم
- كلا

اذكر/ي البعض منها:

E3. هل حضرت في أي وقت مضى أي دورة تدريبية حول كيفية إنشاء أعمال خاصة بك قائمة في المنزل؟

- نعم
- كلا

E4. هل حاولت في أي وقت مضى للحصول على قرض لإنشاء أعمال صغيرة؟

- نعم، ولكن فشلت
- نعم، و نجحت
- كلا

E5. ما هي تصوراتك حول تمكين الفتيات / النساء حول ريادة الأعمال؟

- أوافق بشدة
- أوافق

E6. هل شريكاه حياتك ياتقبل أن تعمل/ي أو تبدء/ي أعمال خاصة قائمة في منزلك؟

- انه / انها سوف تدعمني
- انه / انها سوف ترفض
- أنا لا اتفاوض بهذه المسألة معه/معها
- عائلتي/عائلتها لا يقبل

E7. اذا حصلت على قرض هل تبدء/ي بمشروع لك؟

E8. ماهي قيمة المبلغ المطلوبة لكي تبدء/ي مشروعك؟

E9. ما هي مهاراتك؟

E10. لماذا تعتقد أن العمل مهم بالنسبة لك/اي؟

- لاكون مستقلة ماليا
- لاكون قادرة على اتخاذ قرارات بنفسي
- لاكون مستقلة ماليا و لاكون قادرة على اتخاذ قرارات بنفسي
- لزيادة دخل الأسرة
- لاشعر أنني عضوا منتجا في المجتمع
- العمل ليس مهما
- لا أعرف
- لا جواب

E11. هل تكون مهتمة في حضور ورشة عمل أو تدريب حول ريادة الأعمال؟

- نعم
- كلا
- لا اعرف

E12. إذا أجيب نعم على السؤال E11، ما هو نوع التدريب حول ريادة الأعمال الذي ترغب/اي به؟

- كيفية الحصول على تمويل
- كيفية استخدام وسائل الاعلام الاجتماعية للتسويق
- كيفية بناء مهارات العمل

- كيفية بناء مهارات تقنية
- كيفية بناء مهارات الكمبيوتر
- كيفية بناء شبكات
- كل ما سبق
- آخر. يرجى التحديد

## F. المشاركة السياسية والمدنية

F1. كيف تصف أي مستوى مشاركتك أي في المجتمع؟

- مشارك جدا
- مشارك معتدل
- مشارك إلى حد ما
- غير متورط جدا
- لا أعرف

F2. هل برأيك هناك قضايا سياسية ومدنية كبيرة تؤثر على مجتمعك تحتاج إلى المعالجة؟

- نعم
- كلا
- لا اعرف
- هذا الموضوع لا يهمني

F3. إذا اجيب نعم لسؤال F2، برأيكما هي القضايا السياسية والمدنية التي ينبغي معالجتها في مجتمعك؟

- قضايا بيئية (مثلا: أزمة النفايات الصلبة، وعدم وجود الأماكن العامة، ...)
- قضايا سياسية (مثلا: الأحزاب السياسية)
- قضايا طائفية (مثلا: التطرف الديني)
- بطالة الشباب
- العنف القائم على أساس الجنس
- معدلات تسرب المدرسة
- المشاركة المرأة في الحياة السياسية
- كل ما سبق
- آخر. يرجى التحديد
- لا أعرف
- لا جواب

## G. الوضع الصحي

G1. كيف تصف وضعك الصحي العام؟.

- ممتاز
- جيد
- متعادل
- سيئ

G2. ما هي أكثر ثلاث مشاكل صحية تعانيين منها؟

- السكري
- السرطان
- زيادة الوزن / السمنة
- أمراض الرئة
- ارتفاع ضغط الدم
- السكتة الدماغية
- أمراض القلب

- آلام المفاصل أو آلام الظهر
- إساءة استخدام العقاقير
- مشاكل الصحة النفسية
- ليس لدي أي مشاكل صحّية
- مشاكل أخرى. يرجى التحديد

G3. أين تذهب أين للرعاية الصحّية الروتينية أو للحصول على خدمات طبية طارئة إذا كنت قادراً على أخذ نفسك ؟

- مكتب الطبيب
- وزارة الصحة
- غرفة الطوارئ
- الصيدلة
- عيادة للرعاية الطارئة
- عيادة أخرى
- لا أحصل على الرعاية الصحّية الروتينية
- لا أسعى للحصول على الرعاية الصحّية
- مكان آخر. يرجى التحديد

G4. هل هناك أي أسباب تمنعك من الحصول على الرعاية؟ (يرجى اختيار كل ما ينطبق)

- لا أعرف كيف أجد الأطباء
- لا أفهم الحاجة لرؤية الطبيب
- خوف / مقاومة لمواجهة مشكلة صحّية
- عدم توافر الأطباء
- حواجز لغوية
- لحواجز مالية (لا تأمين، غير قادرة على دفع الرسوم)
- حواجز النقل
- أسباب أخرى
- يرجى التحديد

G5. هل هناك أي من أفراد الأسرة يحتاجون إلى علاج طبي معيّن (مثل: إعاقة أو المرض)؟

- نعم
- لا
- لا جواب

G6. إذا أجيب نعم لسؤال G5، ما نوع الإعاقة / المرض؟

يرجى التحديد

G7. برأيك، ما هو المطلوب لتحسين صحّة أسرتك وجيرانك؟ (يرجى اختيار كل ما ينطبق)

- طعام صحّي
- فرص العمل أفضل
- خدمات الصحة النفسية
- أماكن ترفيهية
- النقل
- خدمات العافية
- أطباء متخصصين
- فحوصات طبية مجانية أو بأسعار معقولة
- مكان آمن للمشبي / للعب (الأماكن العامة)
- خدمات إعادة التأهيل (من التعاطي)
- لا أعرف
- جواب آخر. يرجى التحديد

G8. برأيك، أي نوع من المشاكل الصحيّة تحتاج الى الخدمات الصحيّة اللازمة للحفاظ على صحتك وصحة عائلتك وتحتاج للتعلم فيها؟

(يرجى اختيار 5 إجابات على الأكثر)

- ضغط الدم
- السرطان
- نسبة الكوليسترول في الدم
- فحوصات الأسنان
- السكري
- الوقاية من فاشيات الأمراض
- التعاطي
- اضطرابات الأكل
- التأهب لحالات الطوارئ
- تمرين / النشاط البدني
- الوقاية ضد وقوع وإذاء المسنين
- أمراض القلب
- فيروس نقص المناعة البشرية / الإيدز
- فحوصات روتينية للعافية
- فقدان الذاكرة
- التغذية
- الرعاية قبل الولادة
- الإقلاع عن التدخين
- الوقاية من الانتحار
- التطعيم / التحصين
- المساعدة في انقاص الوزن
- جواب آخر. يرجى التحديد

G9. من أين تحصل على معظم معلوماتك الصحية؟ (يرجى اختيار كل ما ينطبق).

- طبيب|مقدم الرعاية الصحية
- الفيسبوك أو تويتر
- وسائل الاعلام الاجتماعية أخرى. يرجى التحديد
- الأسرة أو الأصدقاء
- وزارة الصحة
- عمليات البحث على الإنترنت
- المكتبة
- صحيفة / المجلات
- راديو
- مجموعة دينية
- مدرسة أو الجامعة
- التلفزيون
- مكان العمل
- جواب آخر. يرجى التحديد

G10. أي من هذه الإجراءات الوقائية قد فعلت فيآخر 12 شهرا؟

- ماموجرام (إذا أنثى)
- مسحة عنق الرحم (إذا أنثى)
- فحص البروستاتللسرطان (إذا ذكر)
- قاح الانفلونزا
- امتحان الكولون
- فحص ضغط الدم
- فحص نسبة السكر في الدم
- الكشف عن سرطان الجلد
- فحص الكوليسترول
- فحص الرؤية

- فحص السمع
- فحص القلب والأوعية الدموية
- فحص كثافة العظام
- تنظيف الأسنان الأشعة السينية
- الفحوصات البدنية
- لا شيء مما سبق

سؤال إختياري: هل أنت بحاجة الى إستشارة طبيب متخصص؟

- نعم
- كلا

إذا نعم, يرجى إختيار كل ما ينطبق عليك:

- أمراض القلب
- الكهربية
- جراحة العظام
- الأعصاب
- جراحة الدماغ والأعصاب
- القولون والمستقيم
- أمراض النساء
- التوليد
- فقدان الوزن
- جراحة عامة
- الجهاز الهضمي
- المسالك البولية
- الأورام
- صحة الثدي
- جراحة الصدر
- جراحة الأوعية الدموية
- جراحة التجميل
- إدارة الألم
- التئام الجروح
- اضطرابات النوم
- أمراض أخرى. يرجى التحديد \_\_\_\_\_

#### 4. Actionable Data Collection Questions: In English

**Objective of Survey:** To collect actionable data from the community to identify community needs for targeted action in regards to education, entrepreneurship, political and civic engagement, living and health conditions in Tripoli

##### A. Interviewer Information

| CODE |                           |  |
|------|---------------------------|--|
| A1   | Name of the interviewer   |  |
| A2   | Location of the interview |  |
| A3   | Date of the interview     |  |
| A4   | Interview No.             |  |



## B. Respondent Information

|      |   |   |
|------|---|---|
| CODE |   |   |
| B1   | Name of the Participant                       |   |
| B2   | Name of Area                                  |   |
| B3   | Name of Street                                |   |
| B4   | Floor Number                                  |   |
| B5   | Telephone Number                              |   |
| B6   | Age   | <input type="radio"/> 15 – 25<br><input type="radio"/> 25 – 35<br><input type="radio"/> 35 – 45<br><input type="radio"/> 45 – 55<br><input type="radio"/> 55 – 65 |
| B7   | Name of your Partner                          |   |
| B8   | How old is your partner?                      | <input type="radio"/> 15 – 25<br><input type="radio"/> 25 – 35<br><input type="radio"/> 35 – 45<br><input type="radio"/> 45 – 55<br><input type="radio"/> 55 – 65 |
| B9   | Marital Status                                | <input type="radio"/> Single<br><input type="radio"/> Married<br><input type="radio"/> Divorced/Separated<br><input type="radio"/> Widow                          |
| B10  | Do you have children?                         | <input type="radio"/> Yes<br><input type="radio"/> No   |
| B11  | If Yes to B10, how many children do you have? | <input type="radio"/> Number of Daughters _____<br><input type="radio"/> Number of Sons _____   |
| B12  | Nationality                                   |   |
| B13  | Employment Status                             |   |

## C. Living Conditions

C1. Is your home rent or ownership?

- Rent
- Ownership

C2. If Rent, how much do you pay per month?

- Less than 500 USD
- 500-1000 USD
- 1000-1500 USD
- More than 1500 USD

C3. What is the monthly household income?

- Less than 500 USD
- 500-1000 USD
- 1000-1500 USD
- 1500-2000 USD
- More than 2000 USD

C4. Is there more than one source of income in the household?

- Yes
- No

C5. If Yes to C4, what is the monthly household amount received from other sources?

C6. Do you or any of your household members receive any financial aid, donations, or help?

- Yes
- No

C7. If Yes to C6, please indicate the source of financial aid, donations, or help?

C8. What is the surface area of the household (in m<sup>2</sup>)?

C9. How many rooms does the household have?

C10. How many individuals are currently living in the household?

C11. What are your monthly household expenses?

## **D. Education**

D1. Do you believe there are lacks in the educational system?

- Yes
- No

D2. If Yes to D1, what lacks should be addressed?

- Difficult curriculum
- Heavy work load
- Incompetent teachers
- Lack of remedial classes
- Lack of extra-curricular activities

D3. What are your perceptions about educational empowerment of girls/women?

- I strongly agree with it
- I agree with it
- I am neutral, no opinion
- I disagree with it
- I strongly disagree with it
- No answer

D4. How would you react if your children attended educational empowerment training sessions?

- I would accept it
- I don't have an opinion
- I would not accept it
- No answer
- Not applicable

D5. If Accepted Opinion, what type of educational empowerment would you think is needed?

- Access to equal quality of education, non-gender bias in education
- Access to financial support
- Access to gender-sensitive curricula
- Access to safe, inclusive and non-discriminative learning spaces
- Access to remedial classes
- Access to foreign language classes
- Hiring qualified female teachers
- All the above
- Other. Kindly specify \_\_\_\_\_

## **E. Entrepreneurship**

E1. Have you ever considered starting a home-based business?

- Yes
- No

E2. Have you ever been engaged in groups for joint work at home?

- Yes
- No
- Not applicable

E3. Have you ever attended any training course on how to create your home-based business?

- Yes
- No

E4. Have you ever tried to get a loan to launch a small business?

- No
- Tried once and failed
- Tried and succeeded

***If answered No to questions E2-E4, move to question E9.***

E5. What are your perceptions about entrepreneurial empowerment of girls/women?

- I strongly agree with it
- I agree with it
- I am neutral, no opinion
- I disagree with it
- I strongly disagree with it
- No answer

E6. Would your partner accept that you work or initiate your own home-based business?

- He/she will support me
- He/she will refuse
- I do not negotiate this issue with him/her

- My/their family will not accept
- No answer
- Not applicable

E7. What skills do you have?

E8. Why do you think work is important for you?

- To be financially independent
- To be able to make my own decisions
- To be financially independent and be able to make my own decision
- To increase family income
- To feel I am a productive member in the society
- It is not important
- I don't know
- No answer

E9. Would you be interested in attending a workshop or training on entrepreneurship?

- Yes
- No
- I don't know

E10. If Yes to E9, what type of entrepreneurial training would you like to have?

- How to start a business
- How to access funding
- How to use social media for marketing
- How to build business skills
- How to build technical skills
- How to build computer literacy skills
- How to build networks
- All of the above
- Other. Kindly specify \_\_\_\_\_

## **F. Political and Civic Engagement**

F1. How would you describe your level of community involvement?

- Very involved
- Moderately involved
- Somewhat involved
- Not very involved
- I don't know

F2. Are there large political and civic issues affecting your community that need to be addressed?

- Yes
- No
- I don't know
- This issue does not affect me

F3. If Yes to F2, what political and civic issues do you think should be addressed in your community?

- Environmental issues (example: solid waste crisis, lack of public space, etc.)
- Political issues (example: political parties)
- Sectarian issues (example: religious extremism)
- Youth unemployment
- Gender-based violence
- School drop-out rates
- Women's engagement in politics
- All of the above
- Other. Kindly specify \_\_\_\_\_
- I don't know
- No answer

## G. Health Conditions<sup>1</sup>

G1. How would you describe your overall health?

- Excellent
- Very Good
- Fair
- Poor

G2. Please select the top three health challenges you face.

- Diabetes
- Cancer
- Overweight/obesity
- Lung disease
- High blood pressure
- Stroke
- Heart disease
- Joint pain or back pain
- Substance Abuse
- Mental health issues
- I do not have any health challenges
- Other. Kindly specify \_\_\_\_\_

G3. Where do you go for routine health care or for emergency medical services if you were able to take yourself?

- Physician's Office
- Health Department
- Emergency Room
- Pharmacy
- Urgent Care Clinic
- Other Clinic
- I do not receive routine health care

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<sup>1</sup> Community Health Needs Assessment Survey St. Catherine of Siena Medical Center. Retrieved on December 6, 2016 from <https://www.surveymonkey.com/r/SNXP6FR>

- I would not seek health care
- Other. Kindly specify \_\_\_\_\_

G4. Are there any issues that prevent you from accessing care? (Kindly choose all that apply)

- I don't know how to locate doctors
- I don't understand the need to see a doctor
- Fear/Resistance to face a health problem
- Lack of availability of doctors
- Language barriers
- Financial barriers (no insurance, unable to pay fees)
- Transportation barriers
- Other. Kindly specify \_\_\_\_\_

G5. Are there any family members who require medical treatment (example: handicap, disease or illness)?

- Yes
- No
- No answer

G6. If Yes to G5, what type of handicap/illness/disease?

Kindly specify \_\_\_\_\_

G7. What is needed to improve the health of your family and neighbors? (Kindly choose all that apply)

- Healthier food
- Job opportunities
- Mental health services
- Recreation facilities
- Transportation
- Wellness services
- Specialty physicians
- Free or affordable health screenings
- Safe place to walk/play (public spaces)
- Substance abuse rehabilitation services
- I don't know
- Other. Kindly specify \_\_\_\_\_

G8. For what type of health problem are health screenings and/or services needed for you to know about and to keep you and your family healthy? (Kindly choose up to 5 answers)

- Blood pressure
- Cancer
- Cholesterol
- Dental screenings
- Diabetes
- Disease outbreak prevention
- Substance abuse
- Eating disorders

- Emergency preparedness
- Exercise/physical activity
- Falls prevention for the elderly
- Heart disease
- HIV/AIDS
- Routine wellness checkups
- Memory loss
- Nutrition
- Prenatal care
- Quitting smoking
- Suicide prevention
- Vaccination/immunization
- Help with weight-loss
- Other. Kindly specify\_\_\_\_\_

G9. Where do you get most of your health information? (Kindly choose all that apply)

- Doctor/health care provider
- Facebook or Twitter
- Other social media platform. Kindly specify\_\_\_\_\_
- Family or friends
- Health department
- Internet searches
- Library
- Newspaper/magazines
- Radio
- Religious group
- School or university
- TV
- Workplace
- Other. Kindly specify\_\_\_\_\_

G10. Which of these preventive procedures have you had in the past 12 months?

- Mammogram (if female)
- Pap smear (if female)
- Prostate cancer screening (if male)
- Flu shot
- Colon/rectal exam
- Blood pressure check
- Blood sugar check
- Skin cancer screening
- Cholesterol screening
- Vision screening
- Hearing screening
- Cardiovascular screening
- Bone density test
- Dental cleaning/X-rays
- Physical exam
- None of the above

Optional Question: Are you in need of a health specialist?

- Yes
- No

If Yes, kindly choose all that apply.

- Cardiology
- Electrophysiology
- Orthopedics
- Neurology
- Neurosurgery
- Colorectal
- Gynecology
- Obstetrics
- Weight loss
- General surgery
- Gastroenterology
- Urology
- Oncology
- Breast health
- Thoracic surgery
- Vascular surgery
- Plastic surgery
- Pain management
- Wound healing
- Sleep disorders

Other. Kindly specify \_\_\_\_\_

## **5. Call for Concept Notes 2017 Applicant Package: For Income-Generation Initiatives**

The following material was posted on the Coalition’s website and was directed towards the public for the initiation of income-generating activities in Tripoli.

### ***a. Terms of Reference (ToR)***

#### **1. Introduction**

##### **1.1. Background**

The Beirut Research and Innovation Center (BRIC) is a department of the “Centre Libanais d’Etudes et de Recherches” (CLER) that was established in 2012 as a Lebanese non-profit social company under the number 565/7-11-2012. CLER is affiliated to the “Association Swiss pour le Dialogue Euro-Arabo-Mediterranean” established in 2006 in Switzerland.

BRIC is a research platform for launching and conducting integrated research programs with high economic and social impact in line with national and regional priorities. BRIC is an interface between academia, the business community and the public authorities, a pole of excellence



attracting talented scientists and an intellectual hub where scholars, analysts, and researchers' debate to better understand the nature of the challenges faced by our society.

In 2016, BRIC launched Phase II of the “*Sustainable Peacebuilding by Empowering Women in Tripoli*” project (2015-2016), entitled “*Women’s Coalition for Tripoli*”. The Women’s Coalition for Tripoli is funded by the Swiss Embassy in Lebanon, and is the first of its kind in Tripoli, seeking to empower women, one of the most vulnerable groups, by giving them the right means, tools and instruments to empower them on an educational, economic, civic and political level. The Coalition adopts a community-based approach as a means for reconnecting neighborhood relationships, building social cohesion in divided areas, and providing safe spaces for interaction, conflict and violence prevention.

One important part of the Coalition’s action plan is the successful implementation of rapid, effective and efficient interventions at the economic, social, and educational levels. Therefore, in order to support the emergence of new high-impact initiatives within this scope, the Coalition is establishing a Call for Concept Notes.

## **1.2. Initiative Description**

The Call for Concept Notes is designed to provide funding for the initiation of new cooperatives and micro-to-small businesses in the city of Tripoli. The ventures will aim to stimulate job creation, income generation activities, beautification and environmental projects. The concept notes that will be selected should therefore reflect this purpose.

Both women and men will be selected to launch ventures and will be connected to local and national funding sources. The selected applicants will receive technical and financing support systems from BRIC.

The proposed concepts for the ventures should be of high quality, innovative, show promise and a strategy for significant future expansion of the venture’s goals.

### **Objectives of the Ventures**

1. To produce high-quality products and initiatives that could have local, regional and international markets
2. To generate products with reduced costs, increasing competitiveness of the products
3. To maintain sustainability in the production and capacity in management
4. To contribute in the promotion of social cohesion and tension reduction in Tripoli
5. To promote economic growth in the area via income-generation and job creation/opportunities

### 1.3. Project Themes

Applicants should focus their concepts on the following themes:

- **Environment and Permaculture** – concepts that relate to environmental issues such as solid waste management (recycling), promotion of green spaces, as well as initiatives in permaculture such as promotion of gardening spaces (vegetable gardens, decorative flowers and essential oil production, etc.)
- **Food Processing** – concepts that relate to the production of high-quality traditional and artisanal food items such as dairy products, jams, etc.
- **Handicrafts and Trades** – concepts that relate to artisanal handicrafts such as embroidery and sewing, and trades such as carpentry, carpet-making, etc.

## 2. Award Information

### 2.1. Duration, Estimated Number of Awards and Funding Amount

The awards will be effective for concepts lasting 18 calendar months or less, starting in mid-2017.

Depending on the quality of the proposals, 4 new awards are expected to be financed.

**Funding Amount: 8,000 USD per cooperative** (maximum allocated amount per cooperative)

### 2.2. Application and Deadline

Applications must be submitted **online** through the Coalition's Virtual Communication Platform: <http://wc4t.lebcsr.org/call-for-proposals-2017/>

Deadline for Submission is **April 07, 2017.**

### 2.3. Format Requirements

Full concept notes must fulfill the following format requirements:

1. Completion of the **online Concept Note form**, available through the Coalition's Virtual Communication Platform.

A template of the Concept Note can be found here: <http://wc4t.lebcsr.org/call-for-proposals-2017/>

2. The concept note should be typed in **Arabic** and **not exceed 3 pages**.
3. Applicants must make sure that the text entered in the online form is formatted and comprehensive.

## 2.4. Review of Applications

The applications must follow the guidelines provided in these Terms of Reference and follow the instructions in the application template.

Applications will be reviewed by a Review Board. The Board will be responsible for evaluating the merit of each concept note.

The selection for funding is based on the criteria presented in Section 4: Evaluation and Selection Criteria.

## 2.5. Notification and Reporting

The selected applicants will be notified by email and/or by phone. Only successful applicants will be contacted.

As part of the operationalization of the selected cooperatives, periodic progress reports and final reports will be delivered for review by the Board.

## 3. Eligibility Information

### 3.1. Cooperative Limit and Requirements

#### Applicants must:

- Be over 20 years of age at the time of application
- Be residents of Tripoli
- Not have any criminal record or legal constraints
- Not be related to each other (no family relations)
- Be committed and professional
- Have good teamwork skills
- Be open and tolerant
- Be respectful of others and strive towards the good of the cooperative

#### The cooperative must:

- Be formed of **10 individuals at least**
- Adhere to the themes designated in this TOR

Priority is given to cooperatives that include **female and male partners**.

It is encouraged to include Syrian partners as well.

### 3.2. Limit on the Number of Proposals Submitted per Venture

Applicants must submit **one concept note only per venture**.

#### **4. Evaluation and Selection Criteria**

The selection and ranking of the applications will be based on the following criteria:

##### **A. Innovative nature of the concept**

- Relevance and originality of the proposed concept
- Feasibility of the concept and its proposed operations
- Methodology adopted for carrying out the cooperative outcomes

##### **B. Production merit of the cooperative team**

- Previous experience in production (applies to Food Processing and Handicrafts and Trades themes)
- Abilities and skills to adequately execute the proposed concept (partner configuration and qualifications)
- Ability to involve young women and men
- Availability of the team and time commitment
- The degree of diversity of the team (Lebanese, Syrian, other minorities)
- Degree of success and accomplishments in previous initiatives in relation to production
- Level of multi-disciplinary skill sets and competencies

##### **C. Contribution to income-generation and job creation**

- Contribution to income-generation and job creation/opportunities (expected effects and results)
- Clear and specific strategy and opportunity for future expansion of cooperative goals and support from government agencies, private sector, industry consortia, foundations or financial investors
- Enhancement of partnerships for networking (marketing products)

##### **D. Potential economic value of the suggested cooperative outcomes (products)**

- Potential profitability of the cooperative, namely in terms of its impact on the competitiveness of the national socio-economic system
- Sustainability of the proposed concept and its outcomes (products)

Although applications are rated in each of the five criteria, the overall rating is concerned with the overall merit of the application.

Applicants that pass the initial concept note screening will be invited to submit a more detailed application for full and final consideration.

Please note that only concept notes submitted during the indicated timeframe (Deadline: April 7, 2017) will be considered.

## **b. Application Form**

### **Applicant Information**

|   |  |
|---|--|
| <b>Applicant Name in English or French</b>          |  |
| <b>Applicant Name in Arabic</b>                     |  |
| <b>Address (street, building, floor)</b>            |  |
| <b>Primary Contact</b> (name & contact information) |  |
| <b>Telephone</b>                                    |  |
| <b>Mobile</b>                                       |  |
| <b>Email</b>  |  |

### **Executive Summary**

|   |                              |
|---|------------------------------|
| <b>Title of the Proposed Concept (Cooperative Name)</b> |                              |
| <b>Location(s)</b>                                      |                              |
| <b>Duration of the Proposed Concept</b>                 | <i>From (date) to (date)</i> |
| <b>Total Budget (\$US) of the Proposed Concept</b>      |                              |

### **Proposal Statement (maximum 2 pages)**

|  |  |
|--|--|
| <b>Overall Objectives</b>                    | <ul style="list-style-type: none"> <li>• <i>State clearly the overall objectives of the proposed concept for the cooperative</i></li> </ul>  |
| <b>Beneficiaries of the Proposed Concept</b> | <ul style="list-style-type: none"> <li>• <i>Please identify and clearly describe all beneficiaries of the proposed concept: the direct beneficiaries (directly involved in the proposed activities) and the indirect beneficiaries (not involved in the proposed activities but do benefit from the outcomes of the proposed concept)</i></li> </ul> |
| <b>Approach</b>                              | <ul style="list-style-type: none"> <li>• <i>Briefly describe the overall approach towards the product/idea and how you will start the operations of the cooperative</i></li> <li>• <i>Will the proposed action fill a notable gap?</i></li> <li>• <i>How will the benefits be shared with the direct and indirect beneficiaries?</i></li> </ul>      |
| <b>Constraints/Challenges</b>                | <ul style="list-style-type: none"> <li>• <i>What positive or negative, internal or external factors might influence your intervention?</i></li> </ul>  |
| <b>Monitoring and Evaluation</b>             | <ul style="list-style-type: none"> <li>• <i>How will you ensure the sustainability of the achieved outcomes?</i></li> <li>• <i>Briefly list key indicators or ways that you will measure the results (productions) of the cooperative</i></li> </ul>   |

## Plan of Action

| List of Activities |
|--------------------|
| 1.                 |
| 2.                 |
| 3.                 |
| 4.                 |
| 5.                 |
| 6.                 |

## Applicant Background and Experience (maximum 1 page)

|  |  |
|--|--|
| <b>Applicant's Background and Experience</b> | <ul style="list-style-type: none"><li>• <i>Please provide a brief list of some of your skills and competencies in production, especially if related to handicrafts, food processing or agriculture/permaculture</i></li><li>• <i>Please provide a brief explanation of your previous experience working in production, especially if related to handicrafts, food processing or agriculture/permaculture</i></li></ul> |
|--|--|