

Lebanon Response Plan (LRP) 2024 – Partner Appeal Process

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Introduction to the Lebanon Response Plan (LRP)

Multiple, compounding crises have caused severe hardship to people residing in Lebanon, aggravating existing imbalances, inequalities, vulnerabilities, and risks, particularly for the most vulnerable. The hardship is expected to be prolonged, especially within the context of political impasse to put in place a comprehensive macroeconomic and financial stabilization plan or a sustainable development plan. Meanwhile, Lebanon continues to host the largest number of refugees per capita in the world, adding further pressures on already deteriorated basic services. Refugees hold limited prospect for durable solutions to their displacement in the immediate term. Further to this, since October 2023, there has been an escalation in hostilities at the Lebanese-Israeli border, leading to the displacement of affected populations and increased needs in the South of Lebanon.

In recent years, several new and existing response frameworks have been operationalized to contribute to addressing some of the drivers and effects of the multiple crises facing Lebanon, including the Emergency Response Plan (ERP) and the Lebanon Crisis Response Plan (LCRP).

For 2024, a unified response framework – the Lebanon Response Plan (LRP) – will seek to build on progress made under the LCRP and ERP to address humanitarian and stabilization challenges in Lebanon.

The planning process for the Lebanon Response Plan was initiated in late 2023, with all sectors in the process of finalizing sector strategies for 2024. Sectors are led by Government Ministries, and co-led by UN Agencies and NGOs. The overall response plan will be discussed and endorsed by a Steering Committee, comprising response leadership across the Government of Lebanon, UN, NGOs and donor representatives.

In the meantime, all organizations wishing to participate in the ‘partner appeal’ to contribute to the Lebanon Response Plan are requested to submit their expression of interest, against sector outputs – **deadline of Tuesday 20 February 2024 COB**. Further details are set out below.

A briefing meeting was held for all prospective appealing partners to introduce the Lebanon Response Plan and explain the appeal process on Monday 12 February 2024. Kindly find the presentation [here](#).

For support with the appeal process and the alignment of your plans with the LRP 2024, kindly find [here](#) a **DRAFT version of the sector strategies** pending endorsement by the Lebanon Response Plan (LRP) Steering Committee.

ActivityInfo User Guide

1. Preparation

- a. Login to ActivityInfo (<https://v4.activityinfo.org/>) and make sure you have access to the “**LRP-Appeal**” database.

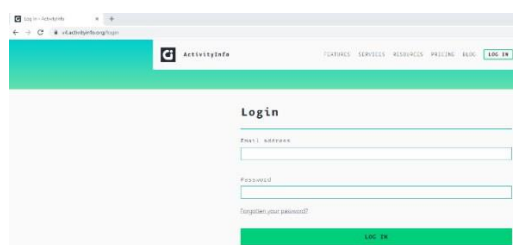


- b. If you don't have access to ActivityInfo or the LRP-Appeal DB, please send an email to Maroun Sader at sader@unhcr.org.

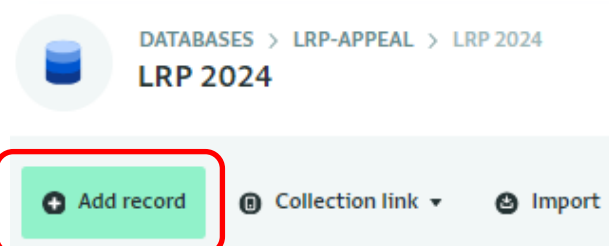
2. Data Entry

Use the Excel template “LRP_2024_Appeal_Template.xlsx” to organize the data. After approval from your organization, proceed to transfer the data into ActivityInfo by following these steps:

- a. Login to ActivityInfo (<https://v4.activityinfo.org/>).



- b. Select ‘**LRP-Appeal**’ database.
- c. Select ‘**LRP 2024**’.
- d. Select ‘**Add Record**’ on the top of the page.



- e. Begin filling out the form starting from the upper field (date) and then proceed downward through the listed sectors. To enter the date, click on the left icon and select the current date from the calendar that appears.
- f. Select your organization name in the Partner dropdown list (as seen in the below screen).
Note: If you were already an LCRP or ERP partner, continue to step g.

A screenshot of the ActivityInfo form. The form is titled 'Partner*' and has a 'REQUIRED' label. It contains a dropdown menu for 'Name' with 'UNHCR' selected. Below this, there is a section for 'LCRP Partners' with a dropdown menu showing 'Yes'.

Partners who have not previously appealed under the LCRP or ERP are kindly asked to upload the following documents required for the capacity assessment.

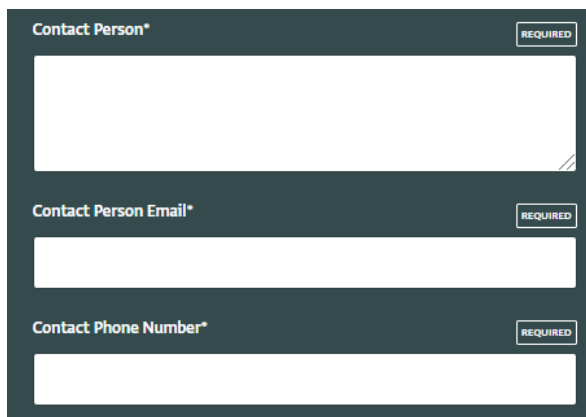
Note: Please ensure that you meet the outlined criteria by reviewing the list of required documents, including MoIM registration, before proceeding.

When uploading the documents, please make sure to rename them as shown below:

1. MoIM registration paper. (بيان علم و خبر صادر من وزارة الداخلية)
Document name: **doc 1, doc 1.1**
2. Mission statement, organization charter.
Document name: **doc 2, doc 2.1**
3. Organization chart that shows managerial structure in place.
Document name: **doc 3, doc 3.1**
4. Document Outlining Feedback and Complaints Mechanisms Within the Organization.
Document name: **doc 4, doc 4.1**
5. Document Proving Your Organization's Documented Experience in Implementing Humanitarian and Stabilization/Development Activities in Lebanon in the Context of the Syrian Crisis. (e.g., Activity Reports)
Document name: **doc 5, doc 5.1**
6. Document Proving That Your Organization Already Implements Activities in the Targeted Governorate. (e.g., Activity Reports)
Document name: **doc 6, doc 6.1**
7. Submit project concept note.
Document name: **doc 7, doc 7.1**
8. Document Proving Experience in Fundraising. (e.g., Annual Report, Funding Received Broken Down by Donor)
Document name: **doc 8, doc 8.1**
9. Sample Project Report Demonstrating Organization's Capacity to Conduct Monitoring and Evaluation (M&E).
Document name: **doc 9, doc 9.1**

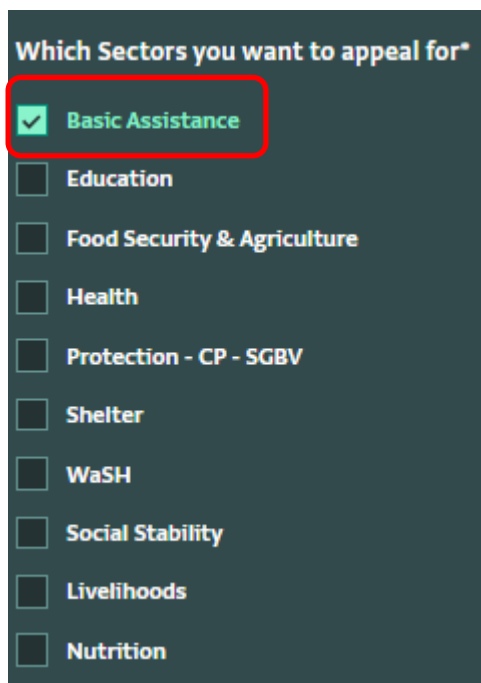
The screenshot shows a web form with two main sections. The top section is titled 'Partner*' and has a 'REQUIRED' label. It contains two dropdown menus: 'Name' with 'Partner name' selected, and 'LCRP Partners' with 'No' selected. The bottom section is titled '1- Please upload MoIM registration paper*' and also has a 'REQUIRED' label. It instructs the user to 'Please upload ministry of interior (MoIM) registration paper.' and 'Name the documents as below:'. Below this, it says 'Doc 1- , Doc 1.1-' and shows a file upload area with the text 'Drag a file into this box or browse for the file.' and two buttons: 'Browse' and 'Take photo'. The second section is titled '2- Mission statement, organization charter' and has a 'REQUIRED' label. It instructs the user to 'Please upload document related to Mission statement, organization charter.' and 'Name the documents as below:'. Below this, it says 'Doc 2- , Doc 2.1-' and shows another file upload area with the text 'Drag a file into this box or browse for the file.' and two buttons: 'Browse' and 'Take photo'.

- g. Type in your contact information, e-mail, and phone number.



A dark-themed form with three input fields. The first field is labeled 'Contact Person*' with a 'REQUIRED' tag. The second field is labeled 'Contact Person Email*' with a 'REQUIRED' tag. The third field is labeled 'Contact Phone Number*' with a 'REQUIRED' tag.

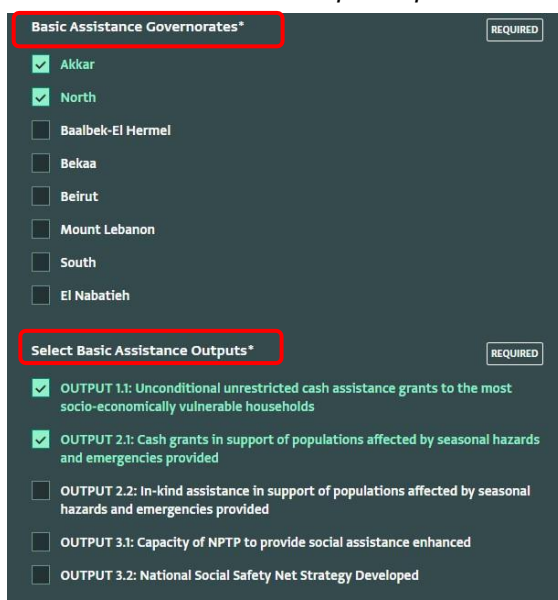
- h. Select which **sectors** you want to appeal for.



A dark-themed form titled 'Which Sectors you want to appeal for*'. It contains a list of sectors with checkboxes. 'Basic Assistance' is checked and highlighted with a red box. The other sectors are Education, Food Security & Agriculture, Health, Protection - CP - SGBV, Shelter, WaSH, Social Stability, Livelihoods, and Nutrition.

- i. Select the **Governorates** covered by your activities & the **Outputs** related to your sector activities.

Note: You can choose multiple outputs as needed.



A dark-themed form with two sections. The first section is titled 'Basic Assistance Governorates*' and has a 'REQUIRED' tag. It contains a list of governorates with checkboxes. 'Akkar' and 'North' are checked. The other governorates are Baalbek-EI Hermel, Bekaa, Beirut, Mount Lebanon, South, and El Nabatieh. The second section is titled 'Select Basic Assistance Outputs*' and has a 'REQUIRED' tag. It contains a list of outputs with checkboxes. 'OUTPUT 1.1: Unconditional unrestricted cash assistance grants to the most socio-economically vulnerable households' and 'OUTPUT 2.1: Cash grants in support of populations affected by seasonal hazards and emergencies provided' are checked. The other outputs are 'OUTPUT 2.2: In-kind assistance in support of populations affected by seasonal hazards and emergencies provided', 'OUTPUT 3.1: Capacity of NPTP to provide social assistance enhanced', and 'OUTPUT 3.2: National Social Safety Net Strategy Developed'.

- j. Add the **budget in USD** for each selected output.

BA: OUTPUT 1.1 appeal budget* REQUIRED
Enter the 2024 appeal budget for Basic Assistance output 1.1 in USD

2,000 USD

BA: OUTPUT 2.1 appeal budget* REQUIRED
Enter the 2024 appeal budget for Basic Assistance output 2.1 in USD

1,000 USD

Note: The **total budget** for the selected sector will be automatically calculated based on the total outputs budget.

Basic Assistance 2024 Appeal in USD

3,000

- k. Add **of the total sector budget that you are appealing for**, what amount is for the **South escalation response**?

BA: Of the total sector budget that you are appealing for, what amount is for the South escalation response?
Activities responding to needs driven by the escalation of hostilities in the South Lebanon are integrated into the overall Lebanon Response Plan and should be included in your costs per 'output'. Of the total budget per sector, please note what proportion of the funding that you are appealing for is likely to be utilized for the South escalation response.

500 USD

- l. Select the **targeted** population supported by your activities.

Basic Assistance: Population Targeted*

☒ Displaced Syrians

☒ Lebanese

☐ PRS

☐ PRL

☐ Migrant

☐ Others

- m. Add the **number of individuals** targeted under the selected population group.

BA: # of targeted Displaced Syrians* REQUIRED
Enter the number of Displaced Syrians targeted under the Basic Assistance

3,000 Individuals

BA: # of targeted Lebanese* REQUIRED
Enter the number of Lebanese targeted under the Basic Assistance

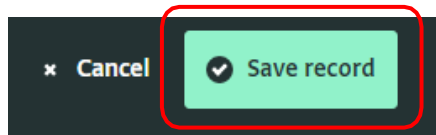
2,000 Individuals

- n. Add a **brief description of your activities** in the governorates as option at the end.

Add brief description of your Basic Assistance Activities* REQUIRED

Please provide comprehensive description of your activities. Include population or institutions targeted.

- o. Click on **'Save record'** button located down the right side to save/submit your inputs.



- p. To check your data entry (as seen below in the right panel), select the record.
To export your data, select the record(s) then click the **'Export'** button on the left side.

Export ▾								Record		Collapse >	
Appeal in USD	Basic Assistance...	Select Basic Ass...	BA: OUTPUT 1....	BA: OUTPUT 2....	BA: OUTPUT 2....	BA: OUTPUT 3....	BA: OUTPUT 3....	UNHCR			
								CONTACT PERSON			
21,000	Akkar, North	OUTPUT 1.1: The...	1,000	20,000				Test			
								CONTACT PERSON EMAIL			
								tst@unhcr			
								CONTACT PHONE NUMBER			
								70-123123			

Frequently Asked Questions

Q: I am a previous Lebanon Crisis Response Plan (LCRP) / Emergency Response Partner (ERP) appealing partner, but the system is showing that I am not, what should I do?

A: LCRP / ERP appealing partners are those who have undergone a capacity assessment in the past. If you have undergone the capacity assessment, please contact us (sader@unhcr.org and lebbia@unhcr.org on behalf of the inter-sector) and we will amend your profile. **Note that all Lebanon Response Plan (LRP) partners should be registered with the Ministry of Interior and Municipalities (MoIM).**

Q: I have a signed agreement with a donor for 2024, should I include the amount in the appeal budget? I already have funding to carry out a project in 2024 – should I still appeal for funding?

A: Yes, if the project contributes to one or more LRP outcomes.

Q: I have a signed agreement with a UN agency, should I include this amount in the appeal?

A: No. Only appeals for bilateral funding (ie. funding directly from donors, such as donor countries) should be entered in the system.

Q: I don't have a project proposal in mind. Should I appeal anyhow?

A: No. We prefer that your appeal is for projects / programmes that are planned as the partner appeal is designed to provide an overview of interventions that will be conducted under the LRP, assuming that partners are able to raise the funds they require.

Q: How certain I will get the funding if I appeal under the LRP?

A: Being an LRP appealing partner will give more visibility to your organization and can help in building trust between you and the donor community, as your efforts will be recognized as part of the overall coordinated humanitarian/stabilization response framework. However, the fundraising for your projects is under your responsibility. The Inter-Agency will not advocate for funding for individual agencies but rather for prioritized interventions.

Q: If my organization does not appeal, could I still participate in working group meetings?

A: Yes. Many organizations are funded by UN or other organizations. Those “implementing partners” are part of the LRP and are encouraged to participate in working group meetings. Non-LRP partners are also invited to join the working groups and align their activities to LRP sectors.

Q: I am signing a multi-year project with a donor that goes beyond 2024 - what appeal budget should I enter?

A: You will need to estimate the budget that will be allocated to 2024 and enter only that amount in ActivityInfo.

Q: How can I get access to ActivityInfo LRP Appeal Database?

A: Please contact Maroun Sader at sader@unhcr.org, copying lebbia@unhcr.org, and make sure you provide your full name, the full name of your organization as well as the organization acronym (if any).

Q: For each existing project, the appeal budget should include our own available budget for 2024 and the additional amount required? OR only the additional (resources to be mobilized) amount needed in 2024?

A: The budget should include both the amount available for 2024 and the additional amount required (to be mobilized).