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**REQUEST FOR APPLICATIONS (RFA)
UNDER THE USAID LEBANON DAWERR ACTIVITY**

RFA No:	23-RFA-6
RFA Name:	Promotion of Waste Sorting at the Source Through Social Behavior Change Activities
Issuance Date:	March 15, 2023
Deadline for Submission of Questions Time	March 22, 2023 - 5:00PM Beirut
Informative-Q&A Session Time	March 27, 2023 – 3:00 PM Beirut
Closing Date for Submission of Applications: Time	April 21, 2023 - 5:00 PM Beirut
Grant Ceiling	Up to 8,000USD per grouping of municipalities
Submissions to:	grants@dawerr.org

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Section I – Background

On June 30, 2020, USAID/Lebanon awarded ECODIT the Diverting Waste by Encouraging Reuse and Recycling (DAWERR) Activity, a five-year project that will establish sustainable and replicable integrated solid waste diversion and valorization solutions in rural areas of Lebanon, leading to improved social and economic well-being for Lebanon’s population. The Activity aligns with USAID/Lebanon’s desire to introduce financially sustainable solutions that increase the reuse, recycling, and monetization of solid waste to reduce the amount of solid waste that goes into landfills. The Activity has the following three objectives:

1. Build the capacity and commitment of municipalities to provide improved solid waste management (SWM) services either directly or indirectly;
2. Empower communities to sort at the source and participate actively in various stages of the recycling value chains (RVCs); and
3. Develop successful business models that create green economic opportunities and generate net incomes along the value chains.

The Activity’s period of performance is August 1, 2020, to July 31, 2025. DAWERR is implemented by ECODIT LLC and its local subcontractors including Berytech, Compost Baladi, and ECODIT Liban.

During the first two years of the Activity, DAWERR worked with four pilot municipalities (*Baskinta, Jezzine, Rachaya el-Wadi and Qaraoun*) to support them in the development of SWM solutions including:

- Developing optimized selective collection of waste (schedule and routing);
- Selecting the most suitable technology for the treatment of organic waste;
- Designing the composting station based on selected technology, getting the needed permits for construction (establishment permit from Ministry of Industry, construction permit from Order of Engineers), and implementing construction activities for the pilot composting stations (yet to be launched);
- Enhancing the existing value chains for recyclables; and
- Designing and implementing sorting at source awareness campaigns with local Community Based Organizations (CBOs).

Once construction is complete in Year 3 of the Activity, DAWERR will also assist the pilot municipalities to operate the composting stations and sell compost.

As of October 1, 2022, in addition to the initial pilots, DAWERR started supporting three groupings of municipalities, each bringing together 3-4 municipalities under one SWM solution – These groupings are:

1. Anfeh, Bechmezzine, Kfarhazir and Fih, in the Koura District
2. Ras el-Matn, Qortada and Deir el-Harf, in the Baadba District
3. Ansarieh, Sarafand Loubieh, and Saksakieh, in the Saida District

As of November 1, 2022, DAWERR started conducting in-depth assessments of the SWM situation in each of the abovementioned groupings. Then DAWERR will organize two-day co-creation workshops with representatives of all local Municipal Solid Waste Management Committees (MSWMCs)¹ in each

¹ DAWERR established Municipal Solid Waste Management Committees (MSWMC) in each municipality to co-create SWM solutions. Each Committee contributes to and participates in the planning, implementation, and follow-up of activities of the project and ensures its sustainability. MSWMC are comprised from representatives from the municipality and local CBOs, environmental activists and engineers, school representatives, mokhtars,

grouping, with the aim to develop a SWM Strategy and Action Plan, and a collaboration model for each grouping, and then launch activities on the ground in each municipality, including social behavior change (SBC) activities to promote/encourage sorting at source of organic waste among other types of waste. Similarly, to the pilots, DAWERR will design the composting station for each grouping based on selected technology, get the needed permits for construction (establishment permit from Ministry of Industry, construction permit from Order of Engineers), and implement construction activities for the composting stations.

Section 2 – Purpose, Objectives, and Expected Results

The purpose of this Request for Applications (RFA) is to solicit grant applications, from qualified Lebanese entities (see section 3), preferably based in the targeted areas of the groupings (see above) for funding available through the USAID DAWERR Activity. Applicants are given the option to apply for the full grant amount to cover the entire grouping, or for a portion of it to cover one or more municipalities within the grouping. In the latter case, and upon selection, DAWERR will facilitate close collaboration between the various grantees (no more than three per grouping).

Upon completion of the evaluation process (see section 4), ECODIT will select organizations and negotiate with them with the intend of making grant award(s) to **1) Develop one action plan per area (grouping or municipality) for (SBC) activities, based on defined target groups, to encourage various segments of the community to sort their waste at the source (organics, recyclables, rejects) and set their waste out for collection, as appropriate and prescribed by the municipality; and 2) Implement SBC activities based on the action plan**, thus ensuring that sorting-at-source targets are met over the life of the Activity and beyond.

2.1 Methodology

Applicants are encouraged to propose a comprehensive methodology of how they plan to reach the above-mentioned objectives. The methodology should 1) indicate how the applicant will develop an effective and adapted action plan, including what research will be utilized and what resources will be used; 2) define the various target audiences and messages to be communicated and; 3) explain how the various SBC activities link together and will be implemented over the grant period.

The methodology should also demonstrate a clear understanding of the socio-political dynamics of the targeted areas (*field research: demographics and psychographics, current waste status, etc.*).

The applicant is expected to define the number and frequency of activities, and explain each activity in detail, including type, target audience, messages, resources needed, expected impact, and timeline, in addition to the monitoring and evaluation of activities, and a proposed exist strategy to ensure sustainability of activities. DAWERR encourages applicants to proposes innovative and creative activities.

2.2. Partnerships

DAWER encourages partnerships between the grantee and community-based organizations (CBOs), especially at the grouping level, for the design and implementation of activities to encourage the targeted communities to sort at the source. CBOs are generally well anchored in their communities, can offer unique and important insight into the challenges and opportunities faced when dealing with said communities. Partnerships with CBOs can include but are not limited to working with their volunteers, using their centers and halls for conferences or gatherings, conducting joint SBC activities, etc. These partnerships, including the roles and responsibility of every entity, should be clearly described in the grant application form.

DAWERR also encourages grantees to identify and engage local SWM champions (including influencers) in their action plans. Champions are defined individuals willing to go the extra mile to help their community/town and encourage the residents to implement the best practices in solid waste management, including sorting at source.

Grantees are not authorized to issue subgrant(s) to another organization to implement any of the grant activities.

2.3 Team

Applicants will need to designate qualified Team Leader and team members throughout the grant period and submit their resumes as part of the grant application. Applicants also will describe the role and level of effort for each team member.

2.4 Timeline for Implementation and Deliverables

- Grantees are expected to kick-off activities during the month of June 2023 (starting 15 June 2023), and no later than ten days following grant agreement signature;
- Activities, including closeout and final reporting, should be implemented over the period of eight months, to also cover the periods of the pre-construction, construction, and post-construction of the composting stations; ;
- Grantees are expected to submit the following:
 - A monthly progress report (seven in total) on the meetings and activities conducted;
 - A final narrative report containing the following sections (this is not an exhaustive list):
 - CBO(s) and champions identification and the methodology to engage them;
 - Implementation – Activities and Results;
 - Recommendations; and
 - Annexes, including minutes of meetings (if applicable), activity reports, attendance sheets, photos, etc.

2.5. Expected Results

This grant will be disbursed as part of the Activity’s second objective (as per Section 1 above), and must contribute to the following DAWERR target results:

Section 3 – Eligibility

This RFA is open to a variety of Lebanese local entities, which may include commercial companies, and NGOs, noting that grants will need to be budgeted and implemented on a non-profit basis. Applications from individual citizens or non-eligible organizations (see list below) will not be reviewed.

Applications must meet the following eligibility criteria:

- Business outcomes and results consistent with and linked to DAWERR objectives.
- Provide evidence that the Applicant is recognized by the Government of the country in which it operates along with a completed formal registration form/certificate, if required
- Applicant does not have active exclusion in the System for Award Management (SAM) (www.sam.gov) and does not appear on the Specifically Designated Nationals (SDN) and Blocked Person List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the “OFAC List”, and are not listed in the United Nations Security designation list.

- Are vetted by Lebanon Vetting Support Unit (for grants exceeding \$25,000).
- Has obtained a Unique Entity Identifier from sam.gov for grants exceeding \$30,000.

In addition, the Applicant must comply with the project eligibility and selection criteria, in accordance with the prime contract and ADS 303 requirements and approved by USAID COR during each competition cycle.

The following types of organizations are not eligible for funding:

- Public International Organizations
- Organizations with active exclusions in the System for Award Management (SAM) – refer to www.sam.gov
- Any municipal/city, provincial and national government
- Organizations that advocate, promote or espouse anti-democratic policies or illegal activities
- Political parties or institutions
- Organizations that intend to use the grant for religious objectives
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee
- Any entity whose name or individual executives appears on any exclusions lists maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) or UN’s master list of prohibited individuals or entities
- Organizations that refuse to sign the required certifications

Section 4 – Application Process, Grant Ceiling and Evaluation Criteria

4.1. Application and Selection Process

Interested applicants will go through a multi-step application process as follows:

1. Submission of a grant application form (Annex A) and a detailed budget with a budget narrative (applicants can use their own budget formats) to grants@dawerr.org. DAWERR’s Technical Evaluation Committee (TEC) will evaluate all applications that meet the eligibility requirements based on the set of criteria listed in Exhibit I;
2. Upon selection, participation in a half-day co-creation workshop, with the DAWERR team, to refine the methodology and activities;
3. Submission of a revised grant application form based on the co-creation workshop with DAWERR team, with revised budget and budget narrative; and
4. Grant award subject to USAID approval.

Interested applicants may submit their questions to grants@dawerr.org by Wednesday 22 March 2023 and a virtual information session via Microsoft Teams will take place on Monday 27 March 2023, at 3:00pm (Beirut time) to answer all the submitted questions and any additional questions related to the RFA. To register, kindly send an email to grants@dawerr.org with the name of the person attending and the name of the organization, and we will send you the session's invitation link to attend.

4.2. Grant Ceiling

The total grant amount for the grouping comprised of three municipalities will be USD 6,000 and the total amount for the groupings comprised of four municipalities will be USD 8,000. ECODIT will administer and manage all grants awarded, including disbursement of funds to grantees. Applicants are given the option to apply for the full grant amount to cover the entire grouping, or for a portion of it to cover one or more municipalities within the grouping. In the latter case, and upon selection, DAWERR will facilitate close collaboration between the various grantees (no more than three per grouping).

4.3. Evaluation Criteria

DAWERR will evaluate grant application forms based on the criteria listed in Exhibit I below.

Exhibit I – Evaluation Criteria

Evaluation Criteria	Description	Value (Points)
1. Methodology	The Applicant adapts a well-structured methodology* for the grant that indicates (1) how the applicant will develop an effective and adapted action plan, including what research will be utilized and what resources will be used; 2) defines the various target audiences and messages to be communicated and; 3) explains how the various activities link together and will be implemented. <i>*The methodology will be discussed and finalized in a co-creation meeting with the DAWERR team</i>	30
2. Partnership Approach	The Applicant has a clear plan for identifying and engaging community-based organizations and champions.	10
3. Team	The Applicant dedicates a qualified team with integrated, and innovative solid waste management experience to assess local conditions and needs, identify waste problems, and know which innovative activities and approaches to use to encourage targeted communities to sort at the source. The inclusion of team members with strong anchoring/experience in the targeted community (ies) is a plus.	15
4. Demonstrated Experience in Implementing Environmental Projects	The Applicant demonstrates a proven experience in implementing environmental projects preferably with focus on solid waste management	10
5. Experience Working in Targeted Area of Operations	The Applicant demonstrates that 1) they have prior experience in solid waste management in the targeted areas and; 2) they are currently or were recently implementing at least one social behavior change project, preferably in the target areas.	10
6. Budget Distribution and Value for Money	The Applicant demonstrates budget reasonableness, proper allocation of the granted amount in relation to the proposed activities. DAWERR encourages applicants to provide a detailed budget sheet and allocate the vast	25

Evaluation Criteria	Description	Value (Points)
	majority of funds to implementation of activities to trigger social behavior change among the targeted communities.	
Total		100

Using the grant application template (see Annex A), the applicants submit grant applications tailored to the specific needs and requirements of the municipalities in which they decide to work with. DAWERR will negotiate and then make recommendations for making grants under contract awards to selected entities and seek USAID COR’s concurrence for awarding such grants.

Section 5 – Grant Award and Administration

Pursuant to 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable direct expenses, which are related to the grant activity and are in accordance with applicable cost standards (2 CFR 200 for non-profit organizations and educational institutions, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the grant.

Any resultant award will be subject to the terms and conditions of the Prime Contract for the USAID DAWERR Activity, Standard Provisions for Non-U.S. Non-Governmental Recipients.

Prior to project startup and during implementation, the Activity will provide grantees with information and technical support on how to administer grant funds, reporting and communications. Regular project monitoring and evaluation visits by USAID DAWERR staff to the grantees will commence shortly after the award.

Grant Award and Administration

Award Type

A variety of grant-making mechanisms may be utilized (simplified grants, and fixed amount awards), with a preference for fixed amount awards. The type of grant mechanism and payment will be based on the nature of the proposed activities and the grantee’s financial management capacity, as determined by ECODIT.

Grantee Expenses

The grantee shall not procure any of the following goods or services without the prior written approval of the USAID Contracting Officer, which shall be requested through the USAID DAWERR Activity : agricultural commodities; motor vehicles; pharmaceuticals and contraceptive items; pesticides; fertilizer; used equipment or U.S. government-owned excess property; military equipment; surveillance equipment; police and law enforcement equipment; abortion equipment; luxury goods; gambling equipment; and weather modification equipment.

Monitoring and Evaluation

The Project will use a variety of mechanisms to monitor grantees’ performance, including evaluating end-of-activity results, conducting site visits of activities underway, and reviewing periodic progress reports submitted by the grantees. Grantees will be required to report data to feed into the Project’s Monitoring and Evaluation Plan. The grant agreement will detail the type and frequency of reports required.

Environmental Compliance

The Project will evaluate the potential environmental impacts of all proposed grant activities prior to award. All grants will be screened to determine whether the activities fall within the definition of a

categorical exclusion as set forth in 22 CFR 216.2 © (2), or may present a (a) moderate or (b) high risk to the environment.

For any activity that may affect the environment, the Project will work with the grantee to ensure that required environmental compliance documentation is completed and submitted to USAID. Furthermore, additional monitoring and reporting may be necessary to ensure compliance with environmental mitigation plans.

ANNEX A – GRANT APPLICATION TEMPLATE

BASIC INFORMATION				
Name of Organization				
Legal Status of the Organization				
Background, Vision, and Mission				
Average Annual Budget				
Key Members				
Address				
Contact Information				
PAST PERFORMANCE (in similar key thematic areas of intervention)				
Project Name	Brief Description <i>Activities, Services provided, location, etc.</i>	Project Duration <i>Start/end dates</i>	Contract/Grant Value <i>In USD</i>	Client/Funder <i>Name, Title, Phone, Email Address</i>
PAST PERFORMANCE (in targeted locations)				
Project Name	Brief Description <i>Activities, Services provided, location, etc.</i>	Project Duration <i>Start/end dates</i>	Contract/Grant Value <i>In USD</i>	Client/Funder <i>Name, Title, Phone, Email Address</i>

GRANT INFORMATION	
Grant Goal and Objectives	
Proposed Location (s) and Local Experience:	<i>Specify which grouping you will target (in the case of entire grouping) or which specific municipality (ies) and the rationale behind your choice.</i>
Methodology	<i>Provide an overview of the methodology, including proposed partnerships, as per section 2.1</i>
Activities	<i>Describe activities in detail as per section 2.1, as well as Gantt Chart of proposed activities</i>
Estimated Number of Direct Beneficiaries	<i>“Direct Beneficiaries” refers to individuals directly benefiting from assistance</i>
Team	<i>As per section 2.3</i>
Monitoring and Evaluation	<i>Please describe your proposed processes for monitoring and evaluating grant activities (level of participation, engagement, etc.)</i>
Management & Institutional Capacity	<i>Brief description of managerial, operational, and financial capacity to implement and monitor the proposed activities.</i>
Total Budget Requested (in USD)	<i>As per detailed budget</i>
Applicant’s Name & Signature Date:	

ATTACHMENTS – Provide with your application a copy of a valid registration certificate.