



Association for the Protection of Jabal Moussa (APJM)

Guidelines for Sub-grant applicants

CROSSDEV

Cultural Routes for Sustainable Social and Economic Development in
Mediterranean

Financed by **ENI CBC MED Programme**

Reference n.: A_A.1.3_0090

Subgrants Call for Guesthouses and Bakeries (Furn) in the surrounding
villages of Jabal Moussa Biosphere Reserve

Call for subgrant proposal n1: CROSSDEV Project Lebanon- Jabal
Moussa

Deadline for submission of application: 10/11/21

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmed.eu/home>).



1. BACKGROUND

CROSSDEV is a 3-years project co-funded by the European Union through the ENI CBC MED Programme. The project's objective is contributing to the economic and social development in Mediterranean, strengthening and enhancing sustainable tourism practices, emphasizing common heritages and resources. Specifically, it expects to increase touristic competitiveness & attractiveness of less known destinations, rural/depressed areas, adopting/enhancing the Cultural Routes concept/experiences in selected areas of 4 countries:

- Italy: Sicily, communities in the areas along the Via Selinuntina, neighborhoods of Sambuca di Sicilia (Province of Agrigento) and Castelvetro-Selinunte (Province of Trapani)
- Jordan: communities around less known historical and cultural sites in Aqaba area (Southern Jordan) and archaeological site of Umm Qais (Northern Jordan)
- Lebanon: villages in the area of Jabal Moussa Biosphere Reserve, Mount Lebanon
- Palestine: the extended area of The Palestinian Heritage Trail from Beit Mirsim to Battir - southern of the West Bank.

Jabal Moussa Biosphere Reserve is located in Kesrouan District, Lebanon, 45 Km north from Beirut. It covers an area of 6500 hectares. Its main villages are: Qehmez, Nahr ed Dahab, Yahchouch, Ein El Delbe, Al Aabri and Chouwan.

Jabal Moussa and surrounding villages became part of the UNESCO Network of Biosphere Reserves under the Man and Biosphere (MAB) program in 2009, making it the 3rd Biosphere Reserve in Lebanon and the 24th in the Arab World.

The Association for the Protection of Jabal Moussa (APJM), a Lebanese non-governmental, not-for-profit Organization, was founded in 2007 with the aim to protect the rich biodiversity and cultural heritage of Jabal Moussa and surrounding villages from increasing external threats, and empower local communities to achieve collectively their own sustainable socio-economic development.



Within CROSSDEV Project, APJM aims at improving cultural sites within Jabal Moussa and its surroundings and linking them through cultural routes, while striving to attract larger numbers of visitors to those sites, and improving ecotourism products and services, in order to enhance the overall tourism experience.

2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The **objective** of this call for sub-grant proposals is to improve accommodation services through establishing and improving local guesthouses and bakeries (furn), in the following villages surrounding Jabal Moussa Biosphere Reserve, where there is a need for food and accommodation services: Qehmez (Qbeleh and Broqta neighborhoods) - Nahr Ed Dahab (Mchati neighborhood) - Yahchouch (Snawbar neighborhood) - Al Aabri.

3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is 20,500 Dollars. The Association for the Protection of Jabal Moussa as contracting body reserves the right not to award all available funds.

Size of sub-grants:

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

For bakeries (Furn):

- Minimum amount 500 Dollars
- Maximum amount 1,000 Dollars

For guesthouses:

- Minimum amount 1,000 Dollars
- Maximum amount 3,000 Dollars



The applicant must share/ contribute the costs of 5% of the total amount.

The sub-grant shall take the form of reimbursement of costs, where the overall budget is submitted and pre-approved, and an advance payment is done.

4. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria that must be met in order to apply for the grant, relating to:

- 1) The eligibility of applicants
- 2) The eligibility of actions
- 3) The eligibility of costs

Each of the sets of criteria is detailed below.

4.1. Eligibility of applicants

In order to be eligible to apply for a grant, you must:

- be a resident (individual) of one of the main areas where you own, invest in or are in the process of establishing a bakery (furn) or guesthouse: Qehmez (Qbeleh and Broqta neighborhoods) - Nahr Ed Dahab (Mchati neighborhood) - Yahchouch (Snawbar neighborhood) - Al Aabri,
- be directly responsible for the preparation and management of the project,
- be ready to provide the required services to visitors including food and accommodation upon request and in agreement with the Association for the Protection of Jabal Moussa (APJM)
- be able to carry out or follow up on the implementation of works in the guesthouse or bakery, and to submit the required technical and accounting reports,
- have the ability (time, aptitude, energy) and the desire to receive Jabal Moussa's visitors for a period of at least 2 years after receiving the grant,



- be ready to cooperate with APJM in order to improve hosting services, by attending training sessions in the fields of hospitality, food safety and other topics.

In case the grant application is accepted, a sub grant contract will be signed between the applicant and APJM

4.2. Eligible actions: actions for which an application may be submitted

4.2.1. Definition

An action is composed of a set of activities whose aim is to develop and rehabilitate a guesthouse or bakery (furn) that provides visitors with food and/or accomodation services in the following targeted areas: Qehmez (Qebeleh and Broqta neighborhoods) or Nahr Ed Dahab (Mchati neighborhood) or Yahchouch (Snawbar neighborhood) or Al Aabri.

4.2.2. Duration

The initial planned duration of an action may not exceed 6 months from the date of signing the agreement.

4.2.3. Sectors or themes

The sectors of activities that could be funded under this call for proposal are those that directly contribute to achieving the goals in accordance with the objective of the call (Section 2): build and improve local guesthouses and bakeries (furn) for the objective of providing food and accommodation for tourists.

4.2.4 Location

Actions must take place in targeted areas: Qehmez (Qbeleh and Broqta neighborhoods) or Nahr Ed Dahab (Mchati neighborhood) or Yahchouch (Snawbar neighborhood) or Al Aabri.

4.2.5 Types of action



The types of actions which may be financed under this call are those that directly contribute to achieving the objectives of the call set under Section 2 above.

The following types of action are ineligible:

All actions that do not clearly and directly show that the initiative aims to improve hosting services and provide services to tourists in the targeted areas. Therefore, the applicant must justify the need for funding together with the planned activities in the attached application.

The grant cannot be used to fund previously completed activities.

The activities to be funded by the grant cannot start before the agreement is signed.

Types of activity

Types of activity which may be financed under this call, could include, for example but not exclusively: furniture and needed equipment purchase, decoration, repairs and maintenance, establishment of bathrooms or rooftops, painting, room and roof restoration and activities related to general improvement of the applicant's location.

4.2.6 Number of applications per applicant:

- The lead applicant may not submit more than one application under this call for subgrant proposals.
- The lead applicant may not be awarded more than one sub-grant under this call for subgrant proposals.

4.2.7 Visibility

- Subgrant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#) and the ENI CBC MED Programme [Project Implementation Manual](#):



https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en) for all activities funded by the grant. This can include, but not exclusively, placing the donor's logo on all the equipment that were funded by the project.

4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of costs where the overall budget is submitted with the application and pre-approved, and an advance payment is done, provided that the costs are in accordance with the eligibility criteria, and that they are clearly defined in advance.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

4.3.1 Eligible costs

The costs should be related to activities that directly contribute to achieving the primary objective of the call, which is improving the hosting service for tourists in the bakeries or guest houses.

The applicant must specify in application form and budget (annex I & II) the total requested grant amount, and what the total cost includes, along with the unit price, and attach quotations.

4.3.2 Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- costs declared by the applicants and financed by another donor;
- purchases of land or buildings;
- currency exchange losses;
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation
- loans to third parties;



- fines, penalties and expenses of litigation;
- contributions in kind;

5. ETHIC CLAUSES AND CODE OF CONDUCT

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or APJM team during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labor standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery



The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. APJM and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The Association for the Protection of Jabal Moussa and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

6. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

6.1. Applications

Subgrant applicants are invited to submit an application by filling the application form annexed to these guidelines (Annex I: Sub-grant application form). All the pages of the form need to be filled in order, without modification. Applicants must apply in Arabic or English languages.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the information required in the application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the evaluation committee from conducting an objective assessment.

The application form must be filled out either electronically, or by hand.



Please note that only the application form and the budget will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. Completed applicant data forms have to be submitted.

6.2. Where and how to send applications

Applications must include the following documents:

- the application form (Annex I: Sub-grant application form).
- the budget (Annex II: Budget form).
- the offers/ quotations for materials purchase (if any)

The complete application must be sent to the following email: info@jabalmoussa.org. The subject of the email must be: CROSSDEV Sub-grants.

Incomplete applications will be rejected.

In case the application cannot be sent by email, it must be submitted in a sealed envelope with the reference of the Call for Subgrants before the deadline, to the office of the Association for the Protection of Jabal Moussa located in Jounieh at the address below:

Association for the Protection of Jabal Moussa, Jounieh, Le Portail building facing Fouad Chehab Stadium, 2nd Floor, suite 205.

6.3. Deadline for submission of applications

The deadline date for the submission of the applications is 10/11/2021 at 5 pm.

Any application submitted after the above mentioned deadline will not be accepted.

6.4. Further information about applications



Questions may be sent by e-mail no later than 10 days before the deadline for the submission of applications to the following e-mail address info@jabalmoussa.org, with the email subject: indicating clearly the reference of the Call for Subgrants - Inquiry about sub-grants.

The Association for the Protection of Jabal Moussa has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, APJM cannot give a prior opinion on any aspect of the application.

7. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed by representatives of the Association for the Protection of Jabal Moussa in addition to relevant experts. All applications will be assessed according to the following steps and criteria:

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in Section 4 above. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the application form. Otherwise, the application will be automatically rejected.

(2) STEP 2: EVALUATION OF THE APPLICATION

The applications that pass the Step 1, will be further evaluated based on their quality. They will be evaluated using the evaluation criteria in the evaluation grid below. Every application will be scored, and the applications with the highest scores will be selected for the third step, field examinations.



Scoring/evaluation criteria:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation criteria are detailed in the table below:

Criteria	Highest score
<p>1. Financial and operational capacity and expertise for implementation and sustainability</p> <ul style="list-style-type: none"> – Does the applicant have sufficient experience, technical and management expertise, and financial capacity to accommodate the services provided and to administer the grant? – Will the project be sustained after the end of the grant period and will it generate results or develop in the future? – Is the applicant able to cover future operational and administrative costs after the end of the grant period? 	5
<p>2. Relevance and design of activities:</p> <ul style="list-style-type: none"> – Do the activities meet the objectives of the grant application and the needs of the tourists? – Are the activities appropriate and practical? – Is the project suitable to provide good and quality tourism services to visitors? – Does the project serve or develop community tourism in the region? 	5
<p>3. Added value of the hosting service:</p> <ul style="list-style-type: none"> – Is there anything that distinguishes the place, the service, or the project and provides added value to the tourists? 	5



– Is there an added value for the local community?	
4. Execution method, budget, and cost effectiveness analysis: – Is the method of execution clear and effective? Is the time frame realistic? – Is the cost realistic? – Is the ratio between the estimated cost and the results profitable and adequate?	5
Total	20

(3) STEP 3: FIELD VISITS

A team from the evaluation committee will organize field visits to the applicants with the highest scoring, for on-field validation. Any major inconsistency between the application and the on-field verification may lead to the rejection of the application. Any rejected application will be replaced by the next best application. The on-field validation will follow the same criteria as the ones for evaluation. They should be conform to each other.

(4) STEP 4: NEGOTIATIONS

Following the selection of the grantees, and based on the evaluation and field visits, and after checking the quotations, the applications are accepted as a whole or partly, where the evaluation committee has the right to propose adjustments to activities or costs.

8. NOTIFICATION OF THE RESULTS OF THE EVALUATION

Applicants will be informed in writing of APJM’s decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.



9. TIMETABLE

	DATE	TIME
1. Deadline for requesting any clarifications from APJM	4 November 2021	5pm
2. Last date on which clarifications are issued by APJM	8 November 2021	5pm
3. Deadline for submission of applications	10 November 2021	5 pm
4. Information to applicants on the evaluation	17 December 2021	5 pm

List of annexes:

Annex I: Sub-grant application form

Annex II: Budget form

Annex III: subgrant contract