Dear Colleagues,

The population in Iraq has suffered for years as a consequence of the war in 2003 and the sanctions that were imposed after the Gulf war in 1991. The widespread insecurity due to the collapse of the regime of Saddam Hussein and the absence of adequate security forces forced large parts of the population to take refuge in other parts of Iraq and in neighboring countries, in Europe and North America. Up to 2.5 million internally displaced people (IDPs), according to UNHCR figures in January 2008, continued to be in need of food, water, housing, medical care and education for their children. The Iraqi Red Crescent Society estimates that 38 percent of IDPs are women and children. The number of people who left Iraq is estimated to be more than 2.5 million. Syria alone has an estimated 1.2 million Iraqi refugees. In 2007, as a consequence of the increase in troops, both Iraqi and US, fighting Al Qaida, the security situation had improved somewhat, before deteriorating again in 2008.

Against this background, it is still very important to provide humanitarian relief to both refugees and IDPs. ACT members involved in the appeal MEIQ71, International Orthodox Christian Charities (IOCC), Norwegian Church Aid (NCA) and Middle East Council of Churches (MECC) plan to provide assistance to the most vulnerable people inside Iraq and to refugees in Syria. In addition, IOCC is working on additional proposals for refugees in both Jordan and Lebanon.

IOCC has proposed to assist selected communities in Iraq through its church-related network with a total of 4,500 Iraqi families receiving food parcels and hygiene kits. The funding reached 49,331 US$ by end of the implementation period. The component will be completed by 31 March 2009 and the total envisaged target figures have been reduced accordingly.
NCA has started to assist boys and girls in Al Qassim district, Babylon Governorate, with non-formal education, literacy programs and recreational activities, 7 schools in the District of Hashmiya, in the southern part of Babylon Governorate, with access to clean water (networks), safe sanitation facilities and sufficient storage capacity and poor families in the Marsh Arab Areas, Basrah Governorate with 25 shelters.

MECC has proposed to assist 500 refugee families in Syria with hygiene items, 300 youth from both sexes with vocational training courses and 400 Iraqi women with a Health Awareness programme. Until mid – February, MECC has achieved its target of assisting 1,500 families with hygiene items and providing health awareness to 250 women. The appeal provided funds for 425 young women and men to attend vocational training courses in sectors of computer training, language training, hair styling and body care. The financial target of this component was fully funded. Therefore, MECC has re-assessed the needs of refugees in Damascus and Aleppo, as many refugees cannot return to Iraq despite the political improvements in the country and still live in very fragile conditions in Syria. To respond to this situation, MECC proposes to carry out additional activities in the areas of vocational training (200 women and men) and health awareness (an additional 100 women) and to provide hygiene kits to another 1,000 families.

IOCC / Jordan: IOCC has started to provide art and drama therapy through implementing partners for 300 children of age between 7 and 14 years and cultural performances for 1,000 family members that aim at mitigating the psychological effects of the situation. Also, IOCC will provide multiple vocational training in portable crafts for 300 youth and young adults, who are without work and training opportunities.

While funding has been very satisfactory for the work with the refugees in Syria and Jordan, the targets for the other components have not yet been reached.

**Project Completion Date:**
IOCC/Jordan: 30 June 2009
MECC: 31 July 2009
NCA: 31 July 2009

**Reporting Schedule**

<table>
<thead>
<tr>
<th>Reports due ACT CO</th>
<th>IOCC/ Iraq</th>
<th>IOCC/Jordan</th>
<th>MECC/Syria</th>
<th>NCA/Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim narrative &amp; financial</td>
<td>n/a</td>
<td>31 March 2009</td>
<td>15 February 2009</td>
<td>28th February 2009</td>
</tr>
<tr>
<td>Final narrative &amp; financial</td>
<td>28 February 2009</td>
<td>31 August 2009</td>
<td>30 September 2009</td>
<td>30th September 2009</td>
</tr>
<tr>
<td>Audit</td>
<td>31 March 2009</td>
<td>30 September 2009</td>
<td>31 October 2009</td>
<td>31st October 2009</td>
</tr>
</tbody>
</table>

**Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested (US$)**

<table>
<thead>
<tr>
<th></th>
<th>IOCC/ Iraq</th>
<th>IOCC/ Jordan</th>
<th>MECC/Syria</th>
<th>NCA/Iraq</th>
<th>Total Target US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Targets</td>
<td>259,463 Final amount received 49,331</td>
<td>134,300</td>
<td>335,905</td>
<td>320,510</td>
<td>840,046</td>
</tr>
<tr>
<td>Less: Pledges/Contr Recd</td>
<td>49,331</td>
<td>134,084</td>
<td>237,086</td>
<td>116,232</td>
<td>536,733</td>
</tr>
<tr>
<td>Balance Requested from ACT Alliance</td>
<td>0</td>
<td>216</td>
<td>98,819</td>
<td>204,278</td>
<td>303,313</td>
</tr>
</tbody>
</table>
Please kindly send your contributions to either of the following ACT bank accounts:

**US dollar**
Account Number - 240-432629.60A  
IBAN No: CH46 0024 0240 4326 2960A

**Euro**
Euro Bank Account Number - 240-432629.50Z  
IBAN No: CH84 0024 0240 4326 2950Z

**Account Name:** ACT - Action by Churches Together  
UBS AG  
8, rue du Rhône  
P.O. Box 2600  
1211 Geneva 4, SWITZERLAND  
Swift address: UBSW CHZH12A

Please also inform the Finance Officer Jessie Kgoroeadira (jkg@act-intl.org) and the Programme Officer Michael Zschiegner (mzs@act-intl.org), of all pledges/contributions and transfers, including funds sent direct to the implementers, now that the Pledge Form is no longer attached to the Appeal.

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**
Director John Nduna (phone +41 22 791 6033 or mobile phone + 41 79 203 6055) or 
ACT Program Officer Michael Zschiegner (phone +41 22 791 6420 or mobile phone +41 79 608 8133) ACT

Web Site address: [http://www.act-intl.org](http://www.act-intl.org)

Bob White  
Deputy Director, ACT Co-ordinating Office
BACKGROUND

High death toll
The population in Iraq has suffered for years as a consequence of decades of wars and the sanctions that were imposed after the Gulf War. A crucial factor in the current crisis in Iraq is the widespread insecurity due to the collapse of the regime of Saddam Hussein and the absence of adequate security forces that could stem unrest resulting from affliction and ordeals during the times of war and sanctions.

The death toll was large although the numbers of deaths in Iraq vary with the different sources. The World Health Organization estimated that 151,000 Iraqi civilians were killed in the three years following the 2003 invasion of Iraq, based on an Iraqi Health Ministry survey. According to the London-based Opinion Research Business (ORB), more than 1 million Iraqis have died as a result of the conflict in their country since 2003.

Persisting insecurity
After the war, the security situation for most people deteriorated. Problems of violence and armed robberies abound, partly due to the fact that the borders were wide open for months after the war, enabling the entry of thousands of extremist volunteers joining the war against the occupying forces.

During 2007 the situation improved slightly especially in Baghdad and Sunni areas. The Sunni “Awakening Councils” armed and paid by US forces have driven Al Qaida out of many strongholds in Western Iraq and Governorates in Central Iraq. The increase in troops, both Iraqi and US, in Baghdad did improve security in the capital. The number of attacks on Iraqi and US forces was down by 50-60%.

In early 2008 the security situation deteriorated again, both in Baghdad and in South Iraq. Inter-Shia fighting between the Sadr Militia and the Government intensified. This is a battle for power as well as political influence, leading up to regional and local elections in October this year. In Basrah the Iraqi army is now in control of the city after heavy fighting with Sadr Militia. But this is only on the surface, with the Sadr Militia keeping their weapons and influence. In Baghdad more bombs are exploding and fighting between Sadr Militia and the Iraqi/US forces has intensified, with focus on Sadr City. In the summer of 2008 the situation has again improved with the government in better control of the situation and Government security operations in many governorates. But the security situation continues to be unstable and the situation could easily turn to the worse, especially building up to regional and local elections in October.

The collapse of security led to up to 2.7 million internally displaced people (UNHCR figures April 2008) who continue to be in need of everything from food, water, housing, medical care and education for their children. Iraqi Red Crescent Society estimates that 38 percent of IDPs are women and children.

Lack of basic needs supply
Due to the war public infrastructure was heavily damaged and electricity, water, fuel and telecommunications and all public services were cut off. Millions of civil servants were laid off. Up till now, the public services are strained. The latest figures from the UN show that 81% of all Iraqis have problems with their daily supply of water and the sewage system is close to collapse. Access to shelter is a priority need for more than 72% of Iraqi IDPs. Education rates are falling according to UNICEF, prior to the Gulf War 92% of all school age children attended school. By the start of 2008, this number had dropped to 67.2%. Almost 1 in 4 children (or an estimated 800,000 children) no longer get an education. The majority of youth that have no education are girls (31%), while 17.5% are boys.

Although a rich country by nature Iraq is struggling to provide its population with their basic needs. This is due to 3 wars, the Iraqi-Iranian war and the two US led wars, together with the UN embargo. During these wars most of the infrastructure was destroyed, together with schools, hospitals, clinics and houses.
Iraqi Refugees in neighbouring countries

The number of people who left Iraq to neighbouring countries was estimated to be more than 2.5 million according to UNHCR figures in 2008. In Syria, the number of refugees was estimated to be 1.2 million people. The forced displacement impacted the daily life of the Syrian population as well. Prices for house rents have gone up by more than 75%, as well as prices for food and consumer goods. Both public and private schools do not have needed capacity to enrol all students. While the resources of Iraqi families are continuously diminishing, unemployment is particularly high among Iraqi youth. It is to be noted also that Iraqi Christian families belong to the most affected population, because of their minority status.

In the beginning of the crisis, the Syrian Government welcomed refugees and provided them with visas, working permits and social assistance. With the growing number of refugees, however, the Syrian Government faced limitations of resources and capacity to fully address the challenges resulting from the refugee crisis. The situation of the Iraq refugees, in general, has become more and more difficult.

To date, the exact number of refugees living in Syria is difficult to establish, and the numbers indicated by different parties vary a great deal. According to information from the Iraqi embassy in Damascus, there were only 400,000 Iraqis left in Syria. Although the Iraqi governments claim that many have gone back to Iraq, still many are reluctant to go back and the numbers of returnees may not be as high as Iraq estimates.

“There is greater mobility and probably a large number has gone back, but people are keeping their options open and very sizeable numbers of refugee families remain in Syria,” said Laurens Jolles, the United Nations Higher Commissioner for Refugees representative in Syria. Many people have gone through very traumatic experiences. Not everybody can go back to their lives in terms of living in the same neighborhood or house.

Syrian government figures today show 1.1 million Iraqis in Syria. UNHCR has to registered as much as possible in order to enlarge its assistance in cooperation with other local powers to meet the needs of Iraqis. The number of registered Iraqis at UNHCR – Syria as of November 2008 is as the following

| Name of Population of Concern: Iraqi Refugees in Syria |
|-----------------|-------|-----------------|-----------------|
| **Age Group**   | **Male** (in absolute numbers) | **Female** (in absolute numbers) | **Total** (in absolute numbers) |
| 0-4             | 10,322 | 10,013          | 20,335          |
| 5-17            | 34,706 | 32,020          | 66,726          |
| 18-59           | 61,700 | 60,262          | 121,962         |
| 60 and >       | 6,508  | 6,537           | 13,045          |
| **Total:**      | 113,223| 108,832         | 222,068         |

Caution is, however, to be applied to these numbers. Although the number of refugees registered with UNHCR have grown steadily to over 224,000, many others remained in Syria but were reluctant to sign up.
I. REQUESTING ACT MEMBER INFORMATION

International Orthodox Christian Charities – IOCC

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

Description of IOCC

IOCC was founded in 1992 by the Standing Conference of Canonical Orthodox Bishops in America (SCOBA) as a response to emergency relief and development issues around the world. IOCC is a non-profit, non-sectarian humanitarian relief organization working for the survival and well being of refugees, displaced persons and those at risk. Central to all programs are capacity building and self-reliance initiatives. In order to provide maximum sustainability for development initiatives, IOCC creates community-based partnerships incorporating beneficiaries, community groups and leaders and local businesses. IOCC assumes the highest professional standards and is fully accountable to the public and its donors. Since the inception of IOCC in 1992, their teams have worked to:

- Provide emergency relief to the victims of natural disasters, civil unrest and war;
- Help displaced persons return to their communities to rebuild their homes, communities and lives;
- Train and educate grass roots organizations and local non-governmental organizations; and
- Support sustainable self-help initiatives that empower individuals and communities to provide for themselves.

IOCC implements small and large projects as well as simple and complex programs in various settings: emergencies, transitional and developing. IOCC began working in Iraq in 2003 and since then has implemented over one million dollars in assistance programs. Funding has included grants from the Greek Ministry of Foreign Affairs, Church World Service and three ACT (Action by Churches Together) appeals. IOCC activities in Iraq have included the distribution of food and non-food parcels to needy and displaced families, infrastructure rehabilitation in schools and kindergartens, provision of equipment and furniture to social institutions, school feeding, and the establishment of vocational training centers. To date, 68,890 food and 58,680 hygiene parcels have been distributed, 14 vocational training centers have been established, and 16 schools have been rehabilitated.

IOCC’s implementing partners

IOCC’s implementing partners include churches in Iraq that assist communities at risk of discrimination and reprisals during times of armed conflict. In addition to these churches, IOCC cooperates with a number of other community-based organizations (local NGOs) – primarily Islamic organizations and community faith leaders who assist vulnerable families and IDPs, and the Ministry of Labor and Social Affairs. To implement IOCC’s food and non-food distribution program, IOCC staff will cooperate with the following entities:

Greek Orthodox Church, Armenian Orthodox Church, Syrian Orthodox Church, Mar Odesho Church, local NGOs (Al Nada Association, The Cultural Association of Kurdish Failees, Al Amal Association ) and the Ministry of Labor and Social Affairs.

IOCC has chosen to work with these entities based on previous, positive cooperation. These entities carry out transparent and accountable operations and follow IOCC’s distribution rules and regulations.

III. DESCRIPTION OF THE EMERGENCY SITUATION

Impact on Human Lives

Through this project, IOCC will provide food and non-food items to enable a considerable number of at-risk Iraqi families in Baghdad governorate to satisfy a portion of their needs within the Sphere Minimum Standards. Since 2003, and due to the ongoing sectarian violence, there is an urgent need to develop the humanitarian assistance capabilities of local NGOs, local churches and local mosques so they can reach out to more people in
need. By implementing this project in coordination with local churches, mosques and NGOs, their capacities will be enhanced.

Description of the damages in the area of proposed response
Daily explosions and attacks in Iraq are creating massive destruction. Often people lose their savings and houses and are forced to move from their houses and to stay with neighbors and/or relatives. Ethnic cleansing in Iraq has been on the rise. Many minority families of certain ethnic backgrounds are being forced to leave or pay considerable amounts of money to be spared. In certain cases, people are killed if they don’t denounce their faith.

Security Situation
Various types of conflicts are present today in almost all communities in Iraq, due to multiple causes and sources. Obstacles in the political process are widening the rift in existing conflicts and fueling the emergence of new conflicts. Due to the complexity of the situation, solutions to some conflicts may exacerbate or fuel other conflicts.

The security situation in Iraq is still alarming as a result of frequent explosions, attacks on religious sites, killing of clergy and grassroots leaders (religious and lay people), kidnapping and disrespect of human rights. Locals in Iraq limit their movements to the most urgent life necessities. Many people restrict their movements to within certain boundaries that they consider safer.

Specific Location for the Proposed Response
Baghdad Governorate - Iraq
IOCC’s program will address the needs of highly vulnerable people in Baghdad governorate in the areas Karada (Hay Al Wihda, Hay Babylon, Camp Sarah), Al Dora (Hay Al Athoreen), Al Wazeryiah, Bab Al Sharji (Camp Al Galani), Al Shaoura area (Hay Al Ma’amil, Hay Al Nasir), Al Gheer area and Palestine Street, and Al Sina’a Street. These areas have been selected due to the continuous cycle of violence and daily attacks that people in these governorates have witnessed, and also because IOCC has been working with the Baghdad government to support these vulnerable families since 2003.

IV. TARGETED BENEFICIARIES
The target population will be the most vulnerable members of society living inside Baghdad governorate. IOCC will address the needs of the most vulnerable, regardless of gender or religious or political affiliation. Beneficiaries will meet one or more of the following criteria:

- Low income families or families without any income
- Large families (8 or more members of a single family)
- Single headed families
- Orphans
- Elderly
- Invalids
- Families staying in shelters
- Economically disadvantaged persons with no income
- People living in institutions (medical and/or social)
- IDPs / returnees within the government host communities

The selection of beneficiaries will be based on existing and updated lists from partner organizations. IOCC will use personal identification and each family’s PDS card to obtain and verify the information that is needed for the implementation of the program. The targeted areas and number of families are as follows:

<table>
<thead>
<tr>
<th>Targeted Areas</th>
<th>Number of beneficiaries (Families)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karada (Hay Al Wihda, Hay Babylon, Camp Sarah)</td>
<td>1,500</td>
</tr>
<tr>
<td>Shaoura (Hay Al Ma’amil, Hay Al Nasir)</td>
<td>2,000</td>
</tr>
<tr>
<td>Al Sina’a st., Palestine St. and Al Ghadeer area</td>
<td>775</td>
</tr>
<tr>
<td>Wazeyiyah</td>
<td>225</td>
</tr>
</tbody>
</table>
V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal
To alleviate some of the immediate nutritional and hygiene needs of highly vulnerable families in Baghdad governorate.

Objectives
To provide essential food and non-food items to 4,500 highly vulnerable families.

Activities
IOCC will provide food and hygiene parcels to 4,500 vulnerable Iraqi families in Baghdad governorate. The main aim is to provide beneficiaries with high protein food supplies to face the high malnutrition rate and to offer them adequate hygiene items for one month.

Two (2) types of packages will be made available for families:

Family Food Parcel: Existing cultural practices will be taken into account and familiar products will be used. The food parcel will be designed to meet Sphere standards. (2 packs of 350 g spaghetti, 850 g of tomato paste, 1kg of beans, 2 cans of 170g each tuna fish, 1 can of 850 g chicken, 1 liters of cooking oil, 1kg of salt, 450 g of tea, 2 packs of 120 g each cheese, 450 g of jam and 400g of milk powder). Each parcel is worth the equivalent of about 25 US$.

Family Hygiene Kit: Existing cultural practices will be taken into account and familiar products will be used. The hygiene kit will be designed to meet Sphere standards (400g of washing powder, 5 pieces of 100g bathing soap, 500 ml of disinfectant, 600 ml of shampoo, 4 tooth brushes, 2 tubes of 110 g tooth paste, 1L dish washing liquid, and 1 roll of toilet paper). Each parcel is worth the equivalent of about 9 US$.

Families of less than 4 members will receive one food parcel and one hygiene parcel. Families of more than 4 members will receive two food parcels and one hygiene parcel. The targeted 4,500 families will receive both food and hygiene parcels, of which 2,655 families will receive 2 Food Parcels & 1 Hygiene parcel and 1,845 families will receive 1 Food Parcel & 1 Hygiene parcel.

IOCC has collaborated with its local partners in the distribution of food and non-food parcels to needy and displaced families since 2003, and they are fully aware of all IOCC procedures in implementing this program.

IOCC staff will purchase the food and hygiene commodities from the Iraqi local market and an open tendering competition will take place to obtain wholesale rates for the food and non-food items; this process ensures transparency and allows for fair competition. A committee of IOCC members will receive the tenders in sealed envelopes and will select the best offer based on quality, quantity, availability, delivery terms and price.

IOCC staff will transport the commodities from the merchants’ warehouses to IOCC’s warehouse where IOCC staff will repackage, store and dispatch them to the distribution sites.

During repacking, and before distribution, IOCC will visit local partners to collect the updated beneficiary lists and fix the distribution points and times with each local partner. IOCC staff will also cross-check each beneficiary name with their PDS card.

IOCC staff will deliver the repackaged commodities from IOCC’s warehouse to the local partners’ premises. The local partner will distribute the commodities under the supervision of the IOCC program coordinator. IOCC staff will supervise and monitor the distribution process and conduct interviews with beneficiaries. Each recipient will provide their signatures to confirm receipt of the supplies.

To avoid duplication of efforts during the implementation of the program, the program manager will work with national and international NGOs and update them on all IOCC activities.
**Project Implementation Methodology**

To implement the program, IOCC will work closely with its local partners (churches and local NGOs, and the Ministry of Labor and Social Affairs), in order to identify and obtain the beneficiary lists and to specify distribution locations.

Local partners and IOCC agree that IOCC staff will deliver the commodities to the local partners’ premises and the local partners will use their premises as distribution points and will inform beneficiaries of the distribution times.

To select the beneficiaries, the local partners will provide IOCC with existing, updated lists of beneficiaries. The program will provide life-sustaining rations to 4,500 vulnerable families who are most adversely affected by Iraq's harsh economic situation and especially by the continuing decrease in purchasing power experienced by households with limited incomes. Internally displaced people, invalids, large families, single-headed households and the elderly are among those most severely affected by the current crisis in Iraq.

**Inputs for Project Implementation**

The following IOCC staff will implement the project:

- **Project Manager (1):** Based in Amman. Responsible for supervising the implementation of the project and for compiling data and reports according to IOCC policies and procedures and as required by donor.
- **Project Coordinator (1):** Based in Baghdad. Responsible for coordinating all project field activities as instructed by the Project Manager. Also responsible for procurement, warehousing, repacking and coordinating distribution plans.
- **Monitor (1):** Based in Baghdad. Responsible for coordinating with governmental and non-governmental entities as well as grassroots leadership and overseeing the implementation of the project in their respective regions.
- **Warehouse Keeper (1).** Responsible for stocks of commodities received, supervising the repacking process and reporting on dispatching to distribution sites.

IOCC will share the time of its existing staff of the following position:

- **Regional Director (part-time) (1):** Based in Beirut. Oversees all program operations, including administrative and financial aspects of program implementation. Responsible for reporting and supervision.
- **Finance/Personnel Manager (1):** Based in Beirut. Responsible for bookkeeping and tracking project expenses.

IOCC will not procure vehicles. Staff working on this project will use their personal vehicles and will be compensated for travel expenses on the basis of a fee per kilometer traveled, or will hire taxis. Transportation of commodities will be arranged by hiring trucks. Payment will be made on the basis of distance and load.

**Planning Assumptions, Constraints and Prioritization**

**Assumptions:**

1. Funds are received on time to start providing assistance to beneficiary families as planned.
2. Cooperation and coordination between governmental agencies, UN agencies and various local and international NGOs are efficient and effective.

**Constraints:**

1. The security situation and increase in the level of violence remain significant factors in allowing both staff and beneficiary families to move freely to fulfill project goal
2. Intermittent electric supply and internet connection and telephone lines limit communication
3. Increased prices of goods and transportation costs

Should the security situation deteriorate, IOCC has developed effective operating procedures based on previous experience working in Iraq and in some of the most difficult regions of the world during intense conflicts including Kosovo, Chechnya, West Bank, Gaza & Lebanon.
Implementation Timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>August 08</th>
<th>Sept. 08-Oct. 08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collecting beneficiaries’ lists</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Repacking</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Monitoring</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reporting</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Transition or Exit Strategy
IOCC staff will involve grassroots leadership, municipalities, church leaders and local communities’ representatives in the selection of beneficiaries and later in monitoring the implementation to foster a sense of ownership, build capacity, and ensure that the project attains the highest level of satisfaction within the communities.

VI. ADMINISTRATION AND FINANCE

IOCC program supervision is directed from IOCC headquarters in Baltimore, Maryland. The Middle East Regional Director in Beirut, Lebanon supervises all IOCC operations in Lebanon, Syria, Jordan and Iraq. The program will be implemented by IOCC staff in Baghdad and supervised by the IOCC Project Manager. All financial, logistics and related controls, systems and procedures carried out in field operations are governed and reviewed by IOCC’s international headquarters in Baltimore, Maryland.

Funds will be received at IOCC headquarters in Baltimore and transferred to the field office in Baghdad on a monthly basis in accordance with the monthly cash request procedure that all IOCC field offices follow.

VII. MONITORING, REPORTING & EVALUATIONS

IOCC will apply standardized monitoring processes and criteria that will facilitate ongoing information gathering and reporting. IOCC conducts monitoring for a three-fold purpose:

1. To ensure that the project is implemented according to plan;
2. To confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives; and
3. To determine future needs.

Monitoring and reporting will be the responsibility of the project staff, supervised by the Project Coordinator. Field monitoring reports will be based on field observations and interviews with beneficiaries. These reports will be used as the basis for evaluating the impact of the project.

A random sample of the families/households will be visited to confirm their receipt of the food and non-food parcels and to determine their living standards, level of vulnerability and validity of the lists obtained. IOCC will also gather statistics to the extent possible about beneficiary age and sex.

At the end of every distribution round, beneficiary names will be checked to validate the consistency and compliance of the implementing partners with IOCC instructions.

VIII. COORDINATION

Co-ordination with other ACT Members
IOCC communicates and coordinates with the Middle East Council of Churches (MECC) in Iraq to ensure that each organization is informed of the other’s activities and to avoid duplication of services.
Co-ordination within the Project
In implementing the project, IOCC will work in coordination with the Greek Orthodox Church, Armenian Orthodox Church, Syrian Orthodox Church, Mar Odesho Church, local NGOs (Al Nada Association, The Cultural Association of Kurdish Failees, Al Amal Association) and the Ministry of Labor and Social Affairs. IOCC will ensure that partners comply with ACT policies and guidelines.

Co-ordination with other Organizations in the Area of Intervention
Through regular communication with UN Agencies and other local and international NGOs, IOCC stays abreast of current developments and ensures that its services are meeting a need not being addressed by others.

IX. BUDGET - IOCC

<table>
<thead>
<tr>
<th>Description</th>
<th>Type of Unit</th>
<th>No of Units</th>
<th>Unit Cost US$</th>
<th>Budget US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME - Through ACT Geneva</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciples of Christ</td>
<td>Parcel</td>
<td>7,155</td>
<td>24</td>
<td>169,717</td>
</tr>
<tr>
<td>Presbyterian World Service, Canada</td>
<td>Parcel</td>
<td>4,500</td>
<td>9</td>
<td>39,105</td>
</tr>
<tr>
<td>Tokyo Union Church</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INCOME - Cash and In Kind Donations Received Directly</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOCC (overhead expenses)</td>
<td></td>
<td></td>
<td></td>
<td>9,463</td>
</tr>
<tr>
<td><strong>INCOME PLEDGED (both through ACT Geneva and directly)</strong></td>
<td></td>
<td></td>
<td></td>
<td>49,331</td>
</tr>
</tbody>
</table>

**TOTAL INCOME**                                |              |             |               | 49,331     |

**EXPENDITURE**

**DIRECT ASSISTANCE**                           |              |             |               |            |
| Food Parcels                                  | Parcel       | 7,155       | 24            | 169,717    |
| Hygiene Parcels                               | Parcel       | 4,500       | 9             | 39,105     |
| **Sub total**                                 |              |             |               | 208,822    |

**TRANSPORT, STORAGE & RELATED HANDLING COSTS** |              |             |               |            |
| Warehousing, Transport & Handling costs       | Lump         | 1           | 5,928         | 5,928      |
| **Sub total**                                 |              |             |               | 5,928      |

**CAPITAL EQUIPMENT (over US$ 500)**            |              |             |               |            |
| Computer, Printer, Software, Other            | Lump         | 2           | 1,000         | 2,000      |
| **Sub total**                                 |              |             |               | 2,000      |

**PERSONNEL, ADMIN., OPERATIONS & OTHER SUPPORT COSTS** |              |             |               |            |
| IOCC/ACT Staff Salaries & Benefits            | Month        | 3           | 6,000         | 18,000     |
| Middle East Regional Director (Beirut, Part-time15%) | Month        | 3           | 1,500         |            |
| Finance Manager (Beirut, Part-time 20%)       | Month        | 3           | 400           |            |
| Program Manager (Amman)                       | Month        | 3           | 1,200         |            |
| Program Coordinator (Baghdad)                 | Month        | 3           | 800           |            |
| Monitors (Baghdad) 3 Monitors                 | Month        | 3           | 1,500         |            |
| Warehouse keeper (Baghdad)                    | Month        | 3           | 600           |            |

**Travel costs**                                |              |             |               |            |
| Staff Airfares, Transport & Per diems         | Month        | 3           | 1,000         | 3,000      |

**Office Operations costs**                     |              |             |               |            |
<p>| Office Expendable Supplies, Utilities, Rent   | Month        | 3           | 700           | 2,100      |</p>
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<th>Cost Category</th>
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<th>Frequency</th>
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<th>Line 2</th>
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<td><strong>Communications costs</strong></td>
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<td><strong>Bank Charges</strong></td>
<td>Bank Charges and Currency conversion loss</td>
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<td><strong>Sub total</strong></td>
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<td><strong>OVERHEAD EXPENSES (IOCC Contribution)</strong></td>
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<td><strong>BALANCE</strong></td>
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</table>
I. REQUESTING ACT MEMBER INFORMATION

International Orthodox Christian Charities – IOCC

II. INFORMATION ON IMPLEMENTING MEMBER AND PARTNERS

IOCC: see component above.

IOCC implementing partners

IOCC Jordan will partner with the following institutions: the National Centre for Culture & Performing Arts, the Vocational Training Corporation, and Caritas Jordan. To implement the project with these partners, IOCC will coordinate with the Ministry of Social Development (MoSD) which will take the responsibility of coordinating with the Ministry of Planning and International Cooperation (MoPIC); the MoPIC and the technical committee within it obtain the Prime Ministry’s endorsement on NGO proposals. IOCC will also cooperate with the Ministry of Interior (MOI) to obtain its approval on Iraqi beneficiaries’ participation in the vocational training courses and the art and drama therapy activities.

1. The National Centre for Culture & Performing Arts (PAC): The PAC is an autonomous public institution that was established in 1987 by Her Majesty Queen Noor Al Hussein and falls under the umbrella of the King Hussein Foundation. The PAC aims to serve as a national resource and a regional model for incorporating the performing arts in all levels of education and social development thus making culture and art accessible to all. The centre provides a working environment conducive to creativity, leadership and innovation and supports cross-cultural understanding and cooperation through theatre and dance co-productions and collaborations. The innovative drama, theatre, and dance programs that PAC offers for a variety of school settings help students develop their talents in the performing arts and explore issues related to a better quality of life. These programs also offer students the opportunity to express their needs and aspirations freely and creatively.

Between 1996 and 1998, and again from 2001-2004, PAC implemented The Culture of Peace Program, known nationally as “Journey to Kanafeesh,” in cooperation with the Spanish government/CODESPA and the European Union. The program was an interactive, multi-media educational program teaching non-violent, creative conflict resolution skills to children and youth through theater, puppetry, songs, printed materials and radio and television programs. One of the activities of the organization engaged children who were affected by the terrorist attack on Beslan school in North Ossetia in southern Russia. The children spent a couple of days at the institution and went through various activities that helped them overcome some of the psychological effects of their ordeal in Beslan where they were seized for several days and many of their schoolmates and teachers were either killed or injured.

Another activity that the institution undertakes is the organization of a puppet show and youth participatory theatre plays that are performed extensively in various schools and cultural centers in the Kingdom which so far has reached approximately 200,000 students and teachers.

2. The Vocational Training Corporation: The Vocational Training Corporation will be IOCC’s implementing partner for vocational training. It is a governmental, non-profit and non-sectarian institution that works on the domestic level and abroad. The Corporation was established 30 years ago and offers multiple vocational classes including industry, mechanics, carpentry, handcrafting (ceramic, bamboo, painting, etc), capacity building, management, IT, sewing, hair-styling, embroidery, etc. The Corporation has 22 branches in different Jordanian governorates, and yearly graduates 5,000 trainees. As a non-profit entity, the Corporation charges minimal fees for vocational training. All of the workshops are held on-site with specialized trainers for each course, with multiple-purpose halls, equipment, tools, raw materials and furniture available to the trainees. Upon course completion, trainees receive officially recognized certificates.

3. MoPIC, MoSD, and MoI: The Ministry of Planning and International Cooperation, the Ministry of Social Development, and the Ministry of Interior are the official agencies responsible for overseeing the implementation of IOCC programs that target Iraqi
“guests” (refugees) in Jordan. The Ministries will not be implementers of the activities, however their cooperation and support is necessary for the implementation of the project. This is a general policy that the Jordanian government has imposed on NGOs who wish to support Iraqi refugees. A formal procedure has to be followed by IOCC and other NGOs in order to solicit approval for any activity that benefits Iraqi refugee families and individuals. IOCC has already informed the ministries about its intentions and once funding is secured an official approval will be obtained from the Prime Ministry to pave the way for the implementation of the project.

III. DESCRIPTION OF THE SITUATION IN THE AREA OF PROPOSED RESPONSE

Jordan is not a party to the 1951 United Nations Convention Relating to the Status of Refugees (Refugee Convention) or the 1967 Protocol Relating to the Status of Refugees. It has never developed a domestic refugee law or a procedure for adjudicating asylum claims, and UNHCR hardly fills the gap. In 2003, the UN refugee agency initiated a temporary protection regime in Jordan and the surrounding region. UNHCR does not actually process registrants’ asylum claims, but rather provides them with “asylum seeker” cards, to ensure access to territory and temporary protection from deportation, but does not establish a refugee status per se or any rights to permanent residency in Jordan. Out of the estimated 450-500,000 Iraqi refugees in Jordan, only 55,000 are registered at the UNHCR as of May 2008, and are officially recognized as refugees by either the Government of Jordan or the UNHCR. Yet Jordan treats Iraqis fleeing violence inside Iraq as temporary visitors, not refugees. This situation creates a pervasive climate of anxiety among them. While in some cases Iraqis can obtain work visas from the Jordanian authorities, the majority do not have them. Without work authorization and with depleted savings, many Iraqis become dependent on relatives outside the region to send them money. Others seek low-paying, under-the-table work. They are often over-qualified for these menial jobs, but earn less than Jordanians doing the same work.

The Norwegian Research Institute Fafo, at the request of the Jordanian government, conducted a survey of the Iraqi community in Jordan in April and May 2007, in which 75% of surveyed Iraqis cited “transfer of income” either from within Jordan, Iraq, or another country as a means of income. Almost 63% of respondents said that their economic situation was “worse” or “much worse” compared to their situation in 2002.

Almost 50% of household heads reported being out of the workforce, or unemployed. According to the report, about 70% of the Iraqi population in Jordan is of working age (defined as fifteen or older), with 22% employed. Only about 14% of those Iraqis participating in the labor market are women.

Also according to the Fafo report, approximately 73% of Iraqis are living in rented apartments, with a mean rent of 179 JD per month (about $254).

Since November of 2005, when three Iraqi nationals killed 60 people by setting off bombs in hotels in Amman, Jordanian officials have stepped up immigration enforcement: turning away large numbers of Iraqis seeking entry at the border, making it harder for Iraqis inside Jordan to renew their visas and remain in legal status, and arresting Iraqis for working or residing illegally once they lose their legal right to remain in the country. As a result, Iraqis who manage to enter Jordan quickly lose their legal status and begin accruing fines of 1.5 Jordanian Dinars (equal to $2) for each day that they remain in Jordan after their visas expire. For refugees with nowhere to go and limited sources of income, this quickly adds up to enormous sums that they are unable to pay. If the Jordanian police apprehend Iraqis who cannot pay the accumulated fines for overstaying their visas, the police deport them and deny them re-entry to Jordan for five years.

The political situation in Iraq is such that most refugees do not consider return to their homeland safe. The Fafo report states that fifty-eight percent of respondents do not plan to return to Iraq. Fifty percent cite “security” as their main reason for staying in Jordan.

In June 2008, the UN refugee agency warned that aid programs in Jordan are in jeopardy because of limited donor funding and the crisis could affect tens of thousands of Iraqis living there. In July 2008 the Iraqi government gave UNHCR $8 million to assist Iraqis residing in the Kingdom for health, education, and housing services.
Iraqi children living in Jordan were permitted to enroll in the educational sector in June 2007, regardless of having residency permits. The latest UNHCR statistics state that 100,000 Iraqis in Jordan are of school age. According to the Fafo report, 78% of children between the ages of six and seventeen are enrolled in school.

Many of the Iraqis living in Jordan do not have the skills needed to generate income to support their families. Many of the professions offered through the proposed vocational training would allow them to work within their communities or even at home or in their neighborhoods without risking apprehension by the Jordanian government for violating labor laws. This will help these families leverage any assistance that they may be able to receive while they wait either to return to Iraq or for third country resettlement.

Iraqi families, especially children and mothers, have endured and continue to endure various psychological stresses due to their experiences in Iraq and difficult living conditions in Jordan. Scarcity of resources and the need to meet daily necessities lead to very limited social and extra-curricular activities which, were they an option, could help these disadvantaged families better cope with the extraordinary circumstances in which they find themselves.

Security Situation

The security situation in Jordan is stable and should not impact the implementation of the program.

Specific Location for the Proposed Response

The program will target vulnerable Iraqi refugees and a smaller number of local residents in no less than two locations within Amman governorate and its suburbs including Zarka town.

Actions to Date

IOCC staff held meetings with Caritas/Jordan, UNHCR, UNICEF and various international and local NGOs, in addition to churches that are involved in providing humanitarian and social assistance to Iraqi refugees. These entities have revealed a shortage of resources and services that respond to different needs of highly vulnerable Iraqi families. IOCC Jordan, in the course of implementing its other activities, has made frequent visits to various locations where Iraqi refugees live and has been asked for assistance with the types of activities proposed herein. IOCC staff in Jordan consulted with UNHCR staff and other NGOs implementing similar programs and concluded that there is a need for vocational training programs and psychosocial support activities.

IV. TARGETED BENEFICIARIES

This program will primarily target highly vulnerable Iraqi refugees currently residing in Jordan. The anticipated allocation of services is to no less than 70% Iraqi refugees and no more than 30% to local residents. A minimum of 1,600 beneficiaries will receive one or more forms of direct assistance under this program.

Priority will be given to:

- families with no income or with limited income
- Single-headed households, with an emphasis on female-headed households
- Persons with disabilities
- Orphans
- Widows

Beneficiary Numbers:

- Three hundred children attend workshops in art and drama therapy
- Three hundred children attend two interactive plays (same children who attend the workshops)
- One thousand two hundred family members attend social activities / plays.
- Three hundred adults will receive vocational training.

In all activities, IOCC will seek to reach at least 50% females. Sponsoring courses that specifically target women (such as sewing) responds to findings reported in the Fafo study: 1) only 14% of those Iraqis in the workforce are women and 2) approximately one in five households is female headed and are more often found among poorer
households and where the education level is lower. The course selection also responds to the need expressed by local social service organizations for training geared to women.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal
The goal of this project is to promote the psychosocial and economic well-being of a minimum of 1,600 vulnerable Iraqi refugees in Jordan.

Objectives
1) To help mitigate trauma among Iraqi refugee children through the implementation of social and educational activities.
2) To provide Iraqi refugees with opportunities to acquire portable professional skills to help them rebuild their lives and improve their standards of living.

Activities
IOCC will enter into agreements with implementing partners in Jordan. The activities will be implemented out of the IOCC office in Amman, in partnership with the aforementioned organizations that provide services to vulnerable Jordanians and to Iraqi refugee families and communities. The organizations were chosen because IOCC is familiar with their capabilities; they are very well established with high caliber personnel who can carry out ACT-IOCC designed activities and programs; and they are recognized by the Jordanian government.

A steering committee will be established consisting of all partners involved in the program. This committee will assess the progress of operations and ensure that activities remain on track and that beneficiaries are getting the assistance that they require. In order to avoid grievances among local communities, services will be provided to both Iraqi refugees as well as to nationals who are in need of assistance. However, IOCC and its partners will ensure that at least 70% of all beneficiaries will be Iraqi refugees.

IOCC Partners’ Activities

1. Art and Drama Therapy for Children

IOCC, in cooperation with its partner The National Centre for Culture and Performing Arts (PAC) of the King Hussein Foundation, will hold three (3) workshops for Iraqi refugee children ages 7 – 14 on Art and Drama activities to help them cope with social and mental stress. This activity was proposed in response to the recognized psycho-social needs of Iraqis in Jordan. An article in the Jordan Times on 7 April 2008 reports that separate studies conducted by the International Organization for Migration and the International Medical Corps (IMC) indicate that more than half of Iraqi refugees in Jordan suffer mental distress and are in need of psycho-social support. Many children “showed behavioral and learning difficulties attributed to stress in the family, differences in new school curricula, and prolonged absences from school during the displacement process” (“50% of Displaced Iraqis Need Psycho-Social Support – Reports,” Jordan Times, April 7, 2008).

Three hundred (300) children will attend the two-day workshop in art and drama. The children will be grouped according to age (7-10 year olds and 11-14 year olds).

During the workshop, children will be exposed to interactive activities including drama and drawing that will help them express themselves creatively and cope with different emotions.

The drama workshop will use theater techniques such as role playing, improvisation, storytelling and creative movement in order to provide a creative platform for the young people for creative expression, communication skills, team building and dealing with human emotions. Children will create with the workshop leaders short sketches through the improvisation sessions based on life skills and human interaction.

Children will also be introduced to basic skills and techniques in painting as well as using different materials for visual expression such as plants, cloth, wood, metal …etc. Children will work in groups to create murals as well as individual pieces of art.
Children will be encouraged to express themselves, life themes and emotions using the different material. The workshops will help the students relieve stress and reduce the risk of depression and aggression. As well, the workshops will help the students in host-country integration.

At the end of the workshops, students will display their products and will have the opportunity to watch age-appropriate theatre productions performed by PAC. IOCC will cover all workshop-related expenses including the course fee, transportation and meals.

In addition to the workshop, PAC will also organize six (6) play performances to which the children who participated in the workshop will be invited to attend with their family members. In total, 1,500 persons will attend a play performance that focuses on civic education and human rights.

2. Vocational Training

IOCC staff consulted with UNHCR and other local and international NGOs operational in Jordan and concluded that vocational training is one of the most important and needed interventions for Iraqi refugees living in Jordan. In addition to providing them with professional skills that would enable them to generate some income to support their families in this extraordinary time of hardship, the training will allow them to get out of their isolation and re-engage in the communities. The most demanded and needed vocations that are of interest to Iraqi refugees include the following: IT (computer courses and ICDL), hairstyling, cooking, sewing, and simple technical maintenance (TV, mobiles, electrical machines, etc).

IOCC’s partner, the Vocational Training Corporation, is recognized in the Kingdom, has fully equipped institutions, well-trained staff, and branches in multiple locations that are easily accessible to trainees. The Corporation is experienced in working with local communities as well as with refugees.

IOCC will cover the cost of the training (which is being offered at a subsidized cost) in addition to transportation costs to relieve the trainees from the burden of spending their own money to attend the courses.

IOCC will sign an agreement with the Corporation which will detail the schedule of implementing the courses, remuneration, and reporting and monitoring procedures.

On average, vocational training courses will run for a period of three months; most of the courses require about 300 hours of training in order to receive a certificate. Classes will be held in the afternoons; each session will run for an hour and fifteen minutes. The cost of a course will be about $250 per student. The program will train 300 students. Courses offered will include, but are not limited to the following:

1. Computer
2. Sewing
3. Hairstyling
4. Handicrafts (bamboo)

Each class will hold between 20 and 25 participants. It is expected that primarily women will enroll in the sewing courses, while both women and men are expected to participate in the IT, hairstyling and handicrafts courses.

Project Implementation Methodology

In implementing the program, IOCC will work closely with local partners including PAC, the Vocational Training Corporation and Caritas/Jordan. In addition, consultation and coordination will be undertaken with the Ministry of Social Development, the Ministry of Planning and International Cooperation and the Ministry of Interior to solicit the support and approval of the Jordanian Government.

For selection of beneficiaries, IOCC will cooperate and coordinate with Caritas / Jordan to identify Iraqi refugees to apply for vocational training courses. This will be done through announcements that will be posted in several locations including Caritas centers, and course registration will take place at the Caritas offices in Amman and Zarka. IOCC will also cooperate with various churches and entities that work with Iraqi refugees to identify children who are in need of psychosocial support activities. IOCC staff has already initiated contacts with these organizations and agreed to work together to identify beneficiaries.
Iraq – Assistance to IDPs and Refugees

Since mid 2007 IOCC has been offering vocational training to Iraqi refugees in Syria; this project seeks to replicate the success of the program in Syria. The training will enable refugees to earn a modest income while living in Jordan, and will give them a skill that can be used if they return to Iraq in the future or are resettled to a third country. IOCC also has experience providing psychosocial support to children and families. After the July 2006 war in Lebanon, IOCC worked with the University of Balamand to offer psychosocial support activities to children and communities that had experienced trauma and difficulties as a result of the war.

IOCC staff will visit the locations where activities are taking place to monitor the progress that is being made and to report to ACT.

The steering committee will meet on a regular basis (at least once every two months) to assess the progress made and to introduce any modification needed to improve the implementation of the program.

Inputs for Project Implementation

The following IOCC staff will implement the project:

- Project Manager (50%) (1): Based in Amman. Responsible for supervising the project implementation and for compiling data and reports according to IOCC policies and procedures as required by the donor.
- Monitor (100%) (1): Based in Amman, and will be responsible for monitoring the project and reporting to the Project Manager.

IOCC will share the time of its existing staff of the following position:

- Accountant (50%) (1): Based in Beirut. Responsible for bookkeeping and tracking project expenses.

The overhead costs are borne by IOCC contributions.

IOCC will not procure vehicles. Staff working on this project will use their personal vehicles and will be compensated for travel expenses on the basis of a fee per kilometer traveled, or will hire vehicle for transportation.

Planning Assumptions, Constraints and Prioritization

Assumptions:

- Funds are received on time to start providing assistance to beneficiary families as planned.
- Cooperation and coordination between Governmental bodies, UN agencies and various local and international NGOs are efficient and effective.

Constraints:

- As mentioned earlier in the proposal, NGOs working with Iraqis in Jordan must receive the approval of the Prime Ministry. This typically takes from two weeks to one month.
- New official procedures concerning the Civil Societies Law that was endorsed in July 2008 could hinder project implementation. This is not anticipated, but the work of NGOs has been interrupted in the past as the Government has clarified changes to the law.

Implementation period: December 1, 2008 - June 30, 2009
Implementation schedule:

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<th>Feb 09</th>
<th>Mar 09</th>
<th>Apr 09</th>
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Commitment to Code of Conduct
As an active member of ACT, IOCC is committed to the ACT Code of Conduct.

Transition or Exit Strategy
In implementing the project IOCC will work with existing, well established entities. It will not establish its own service providers. Therefore IOCC does not expect any difficulties related to transitioning when the project ends. On the contrary, this program will introduce these entities to new beneficiaries and vice versa, and will enable these entities to expand their networking.

VI. ADMINISTRATION AND FINANCE

IOCC program supervision will be directed from IOCC Headquarters in Baltimore, Maryland. The Regional Director in Beirut, Lebanon will supervise all IOCC operations in Jordan. The program will be implemented and supervised by the IOCC Program Manager in Amman. All financial, logistics and related controls, systems and procedures carried out in field operations will be governed and reviewed by IOCC Headquarters in Baltimore.

Please note that IOCC contribution to the cost of the project will be $30,862 covered from own resources.

VII. MONITORING, REPORTING & EVALUATIONS

IOCC will apply standardized monitoring processes and criteria that will facilitate ongoing information gathering and reporting. IOCC will conduct monitoring for a three-fold purpose:

1. To ensure that the project is implemented according to the approved plan;
2. To confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives; and
3. To determine future needs.

Monitoring and reporting will be the responsibility of the project staff and supervised by the Program Manager. Field monitoring reports will be based on field observations and interviews with beneficiaries. These reports will be used as the basis for evaluating the impact of the project.

The IOCC Program Manager and Monitor will conduct field visits to the sites on a regular basis (at least once a week) for follow-up and monitoring.

VIII. CO-ORDINATION

Coordination within the project
IOCC will fully engage the steering committee in the implementation and the monitoring of the project. Meetings will be held to assess progress made and to plan for future activities. IOCC will also keep other NGOs that are operational in Jordan (including MECC and other ACT members) informed of the project activities.
IX. **BUDGET**

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<th>Budget USD</th>
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I. REQUESTING ACT MEMBER

Norwegian Church Aid (NCA)

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

The Norwegian Church Aid (NCA), a member of the Action by Churches Together (ACT) alliance, is an ecumenical, independent nongovernmental aid organisation that works to secure the individual’s basic human rights, regardless of gender, political conviction, religious affiliation and ethnicity.

Having worked in Iraq since 1997, NCA has gained considerable experience and established valuable contacts both with Iraqi authorities and local civil organisations. The NCA presence in Baghdad and Basra together with local staff enabled NCA to be one of the first organisations to resume assistance activities in Iraq after the war. NCA’s preparedness, emergency work and experience obtained before and after the US-led war on Iraq, have contributed to NCA strong position to make a difference through their projects and in co-operation with UN-organisations like UNICEF, UNHCR, UNESCO and IOM and partners within the ACT network.

NCA is implementing its projects in two ways, by partners (limited), or by themselves using local Iraqi staff or contractors. The rehabilitation of sanitation and water facilities in schools will improve sanitation and health conditions for both staff and students. The rehabilitation will be done by local contractors according to NCA bidding procedures, supervised by local engineers and engineers from the Ministry of Water, Municipality and Social Works and The Ministry of Education. The shelters will be subject to local bidding by contractors according to NCA bidding procedures, coordinated with local and regional authorities. The youth centre in Babylon is operated by the Ministry of Youth and Sport (MoYS) and will be supported by NCA through equipment and capacity building. During the implementation process of all projects NCA follows up the quality of the work by inspections from their local engineers or program assistants. NCA is also following-up the projects through reports, pictures/videos from the sites and financial control, as well as inspects the sites 6-12 months after handover to secure sustainability.

Since the war started in 2003, NCA has been involved in projects mitigating the effects of the war on the population: NCA has implemented the following projects:

- Rehabilitation of New Hilla water treatment plant and boosting stations water quality and quantity (drinking water) for more than 500,000 inhabitants;
- Provision of clean water to millions of Iraqis through construction of water networks to villages and installation of RO units in hospitals.
- Establishment of five youth centers in central and south Iraq providing children with a safe haven to engage in a variety of activities like sports, arts, computers and other formal and non-formal educational activities.
- Construction of shelters and rehabilitation of schools and kindergartens.
- A civil society program is carrying out electoral training and other capacity building initiatives related to democratisation and strengthening of civil society organisations, with focus on empowerment of women and violence against women.
- NCA is currently implementing projects in central and southern Iraq within the areas of water and sanitation intervention, shelters and rehabilitation of schools and hospitals, youth centers with focus on after school activities and job related skills and strengthening of civil society with focus on women.

Experience from the previous ACT appeal MEIQ71

The ACT Appeal MEIQ71 will be completed according to plan the 31st July 2008. The first part of the project is finished and reported to ACT Geneva. The two youth centers in Baghdad received full support for 7 months with the donation, assisting 70 boys and girls in the age between 6 and 16 years with training on a daily basis. The youth center in Basrah has been renovated and supported more than 30 boys and girls in the age between 6 and 14 years during a period of 10 months. All three centers have provided the children with a safe haven and both formal and non-formal education. The students have been trained in English, computer literacy, sewing, electrical work and mathematics; the students participated also in recreational activities such as arts, music,
sports, and drama. The financial support of the three centers has now been handed over to the Norwegian Ministry of Foreign Affairs, through NCA.

The second phase of the appeal is now at the finishing stage. A RO-unit (reversed osmosis) is being installed at the Children’s Hospital in the Medical City in Baghdad. The hospital has 100 beds, 8 kidney dialysis units and 40 staff, serving children between the age of 3-14. As the lack of clean water is the main problem in most hospitals in Iraq, the new RO-unit ensures that the hospital receives clean water to the benefit of both children and the medical staff. The RO-unit was bought from a company in Turkey after an international tendering process and the last adjustments and testing are presently ongoing. Since the security situation in the Basrah Governorate has been very bad, NCA had to transfer the RO-unit from a hospital in Basrah to the hospital in Baghdad on short notice.

NCA has shown, from its first intervention in 1997 to be able to work and provide support to the Iraqi people despite the demanding security situation. NCA’s main assets are its long experience in Iraq, its well trained local staff and its ability to shift projects to safer areas when the security situation suddenly deteriorates in areas where projects have initially been planned.

**ACT member’s implementing partners**

NCA is implementing most of the projects through its local staff in Baghdad and Basra. NCA seeks to use local contractors and workers in order to provide the local community with income generation activities.

Other implementing /cooperating partners:
- Ministry of Water, Municipality and Social Works
- Ministry of Youth and Sports
- Ministry of Health
- Local and regional Iraqi authorities

### III. DESCRIPTION of the SITUATION in the AREA of PROPOSED RESPONSE

**Youth Centres / Psycho-Social Assistance:**

The Al Qassim Youth Center is located in Al Qasim district, Hay Al Sadiq, Babylon Governorate. The security situation in Al Qassim district is stable and secure; the district has received a large number of internally displaced families during the past three years, most of these families fled from Baghdad and other neighboring governorates.

Both Sunnis and Shiites live in the Al Qassim district. The inhabitants are mostly farmers and government employees. The unemployment rate is as high as 65% of the total working population. The infrastructure of the district is in bad shape, with limited electricity and water supply.

The community has partly lifted the restrictions on participation of women in the work force and women find work in government organizations and public schools. However, the occupation rate of youth is very low due to the lack of youth facilities in the area. The Al Qassim youth center is the only youth facility in the district that has only limited activities and resources.

Public schools in Al Qassim are open and are receiving children; however the capacity of schools is very low due to the large numbers of IDPs in the area. The number of out-of-school children has increased resulting in higher illiteracy rates among children in the district. However, schools are making great efforts to receive as many children as possible by adopting the two shifts program, and also by focusing on the basic curriculum, taking out sports, art and other recreational activities from its education program.

Children in Iraq are the group hardest hit by wars and the latest year’s killings and sectarian violence. Many have lost their parents or closest relatives and are traumatized and without proper support or the possibility to attend school. The Al Qassim district is home to a large number of internally displaced people, mainly from Baghdad. Children are in special need of support. The Iraqi government does not have the capacity to support the great number of internally displaced because of the high costs arising from the lack of security, rampant corruption and lack of clear priorities. It is estimated that between 60-70% of the Iraqi yearly budget is used to improve the security situation.
NCA, by supporting Al Qassim youth center, will contribute to creating a safe haven for children; developing their skills; supporting children who need psycho-social support through socialization with their peers and by expressing their thoughts through diversity of activities run by the centre. In addition, NCA by forming youth committees in the youth center, will offer boys and girls the opportunity to learn basic democratic principles, as well as being able to take part in running the centre through meetings and suggestions.

The center has been selected in cooperation with the Ministry of Youth and Sport (MoYS).

Water and Sanitation
The District of Hashmiya in the southern part of Babylon Governorate is an area with people from different religions, but it is difficult to draw the distinction among the people on religious backgrounds. Therefore, the area has so far been relatively calm.

Administratively, as other districts in Babylon Governorate, Hashmiya is well organized. Hashmiya includes many other sub-districts: Kasim, Midhatya, Tali’a and Hashmiya centre. There is a District Directorate in each area, responsible for the official management of the area on behalf of the central Government. Beside, there is a Local Council in each sub-district.

NCA knows the area well because of its many completed and on-going water projects in Kasim and Midhatya. These projects are implemented without delays or major problems. NCA has already done the basic evaluations in the area concerning security and need for water, together with the Water Directorate, local water authorities and the local council of those areas. It is also important to support efforts in mixed population areas to do no harm and improve cooperation.

During the recent outbreak in cholera in Iraq, many efforts have been made in order to contain the epidemic and prevent any spread. Many schools in Babylon and especially in Hashmiya district, lack the essential standards for safe access to water and hygienic sanitation. Even though the schools are connected to the main water supply, NCA identified severe contamination points and blocked sanitation facilities. Water tanks are rusty with a significant growth of algae that forms a fertile source of water borne diseases and indigestion problems. By improving water quantity and quality in the selected schools, water borne diseases will be eliminated will be eliminated and the hygienic conditions improved both for the children and staff.

As requested by the district directorate, 55 schools have been identified needing assistance, NCA has the capacity to work in 7 schools rated as priority and will look to support the remaining schools gradually through other funding sources. The intervention will equip the mentioned schools with a complete water network, storage capacity and a safe clean sanitation facilities through supplies, installation and rehabilitation activities. The works will also include supply and installation of ultra violet disinfection units to guarantee that the quality of consumed water is up to standards. Water coolers will also be supplied and installed to reach the satisfaction of the children’s consumption during hot summer days.

Shelter:
NCA will continue to focus its shelter operations in the Marsh Arab Areas, Basrah Governorate. The Marsh Arabs are one of the most vulnerable groups in Iraq today. Even today, the Marsh Arabs are regarded as second rate people by many Iraqis in the South and are marginalized when it comes to participation in the society. During Saddam Hussein’s rule they were driven from their villages and the marshes were dried out in order to force them from the area. Due to this the conditions of the villages are bad and they are in desperate need of help in most areas.

Housing is an urgent need in this area with so many of the villages destroyed during wars and operations by the Iraqi army. It is one of the poorest areas in Iraq and now people are moving back, but they are lacking even basic support from the government. The families are large with many children and in many families the husband has been killed and the widow is responsible for feeding the family. Without even a shelter these families are extremely vulnerable and without a possibility to provide their children even with basic needs.

NCA will, in close cooperation with the responsible local authorities, select the specific area/village for this intervention. Several villages have been identified, but from experience NCA knows that in this area the security
situation can easily change. In order not to give promises to villages that cannot be kept, NCA will decide the village closer to the time of implementations. Most villages in the area have 10-15,000 inhabitants.

IV. TARGETED BENEFICIARIES

Youth Centres / Psycho-Social Assistance:
The targeted group will be children, boys and girls, from diverse backgrounds with no discrimination based on their religious believes, ethnicity and physical conditions.

- 300 boys and girls of the age between 6 and 18 on a daily basis

MoYS will give the priority of selection to the most needy and vulnerable children. MoYS will pay for the staff and trainers, while with the funds from the ACT appeal NCA will pay for equipment, renovation, education materials and the project running cost. MoYS will benefit from NCA’s experience in good management, reporting and financial control. The center has staff and trainers but no money to renovate the building and buy the necessary equipment. The renovation will consist of new fences, rebuilding and plastering of walls, repair of doors and windows, painting of rooms, wires and cables, electrical access points etc. NCA will buy computers, sawing machines, sports equipment, music instruments and equipment for ceramic and art etc. By providing renovation, equipment, educational material and training of the staff, NCA’s intervention will ensure those children in the area get proper support and can develop their skills in a number of areas.

Water and Sanitation
The population of the sub-districts where schools will be supported will be as follows, and in accordance to the last census made by authorities in 2008:

- Midhatya: 123,000 capita
- Kasim: 122,000 capita
- Tali’a: 40,000 capita

NCA’s intervention will support 3 schools in each of the sub-districts of Midhatya and Kasim and 1 school in Tali’a, through a complete rehabilitation and upgrading of water and sanitation facilities in each school, including the items mentioned in details in the estimated budget attached.

The number of children attending the schools may vary between 300 and 600 children per school, depending on capacity of classrooms, density of population and shifts per day. Some schools are 50% boys 50% girls, some schools are gender mixed.

The intervention will start with 2 schools in parallel, local suppliers and subcontractors will be selected according to NCAs procurement and contracting terms and conditions, water test analysis will serve as an indicator of success and a baseline for future evaluation and monitoring. NCA will implement the project in close cooperation with the education directorate and the district directorate to ensure responsibility sharing, operation and maintenance and hand over after project completion.

NCA will assign an engineer on temporary basis to follow up the works daily, under the supervision of the project engineers working in the central Iraq region.

Shelter
Approximately 250 persons will benefit from the project, as an average family benefiting consists of 8-12 persons. About 40-50% of the target group will be widowed women with children living alone and who are usually among the poorest in the villages, all beneficiaries will be the poorest families in the village.

The beneficiaries will be selected in cooperation with the local village committees on the basis of criteria such as vulnerability, income, family situation and number of family members. NCA has developed a format for questioning and selection. This system has been adopted by the UNHCR. The system is based on points given on the following criteria; single headed family, female single headed family, number of family members, number of family members under 16 years, number of chronically sick/invalid, previous assistance received, income. The family receiving the shelter agrees/signs not to sell or transfer it to others within 36 months, securing that the beneficiaries themselves are using the shelters. NCA is following-up by visiting the villages every year to ensure that conditions are followed.
NCA selects local contractors after a bidding process involving at least three contractors. Local contractors are needed because of the geography and logistical demands with marshes and rivers and lack of roads. In the contract it is stated that the contractor shall use local workers from the village for basic works like digging, brick laying etc. This system secure some local income and ownership to the shelter.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal
Improve the living and health conditions for some of the most vulnerable groups of the Iraqi population, through providing support to children through a youth center, clean water and safe sanitation in schools and shelters.

Objectives
- Provide boys and girls in Al Qassim district with non-formal education, literacy and recreational activities
- Provide 7 schools in the District of Hashmiya with access to clean water (networks), safe sanitation facilities and sufficient storage capacity
- Provide 25 shelters for poor families in the Marsh Arab Areas, Basrah Governorate

Activities

Youth Centres / Psycho-Social Assistance:
The Center will provide the following activities:
- IT and English language for boys and girls.
- Sewing and embroidery training for girls.
- Literacy classes for illiterate boys and girls.
- Recreational activities for boys and girls: ceramic, art, music, drama and sports.
- Forming of Youth Committees which will offer youth the opportunity to learn voting and basic democratic activities, as well as being able to take part in running the centers through meetings and suggestions.
- Free nutritious meals.
- Monthly activities; which include parties; display of movies; and competitions for all children in different activities. These activities will be attended by the children’s parents and some community members.

Water and Sanitation:
- Supply and install a new water network for 7 schools.
- Supply and install storage tanks, water coolers and UV disinfection unit for 7 schools.
- Rehabilitation of the sanitation facilities providing safe sanitation for children.
- Apply one year supervision of project outcomes and maintenance.

Shelter:
- Build 25 shelters in a village in the Marsh Arab districts of Abu Al-Khasib/Shat Al Arab, Basrah Governorate
- Provide approximate 250 people with a housing unit

Project implementation methodology
NCA will be responsible for project implementation in close co-operation with local authorities and in accordance with principles of participation, accountability and transparency. Regional authorities and the local community organisations will participate in the selection of the project areas and beneficiaries.
For the water, sanitation and shelter projects, local contractors and workers will be used. All projects will cooperate with the relevant local authorities/councils to select the beneficiaries. NCA water sanitation project will also contain a hygiene component.
The Code of Conduct on Sexual Exploitation, Abuse of power and Corruption has been disseminated, and signed by all staff. Close monitoring and frequent management meetings with key staff are held in order to make sure the rules and regulations are followed.

NCA’s employees are trained in Do No Harm, Rights-based Approach, Gender and LFA – as part of NCA’s global capacity building program.

**Youth Centres**

In cooperation with MoYS, NCA has selected the location for the youth center in Al Qassim district, Babylon Governorate. NCA has an office in Baghdad, which will enable the implementation and the monitoring of the project. NCA has signed a Memorandum of Understanding (MoU) with MoYS securing that the Ministry will take full responsibility when NCA withdraws from the project. MoYS will provide staff and trainers, while NCA will provide renovation and equipment and supervise the daily activities. The center manager will report to the NCA Program Manager concerning all activities through monthly reports, in cooperation with the Program Manager Assistant working in Baghdad who will make the following up on the center’s activities on a daily basis.

Approximately 300 boys and girls will participate on a daily basis as well as 16 staff members.

For all centers NCA has employed an Assistant Program Manager in Iraq with the task of following up all centers on a daily basis and report to the Program Manager.

**Water and sanitation**

NCA has selected the schools in cooperation with the district directorate and the local councils of Hashmiya district. The security situation in the area is considered relatively calm. The area is located 20 km south Hilla city and therefore in a reachable distance to the NCA office in Baghdad, which will allow close monitoring of the project by NCA water engineers and a recruited local engineer from Hilla. NCA implements a water network installation in one of the villages in the vicinity and has a very good reputation at the governorate level.

Local contractors will be selected after a bidding process according to NCA regulations. Local contractors will also connect the schools networks to the municipality water network, install the internal network, the water tanks and rehabilitate the sanitation facilities.

**Shelter**

NCA has previously worked with Marsh Arab population in Basra Governorate, and will continue to focus its shelter operations in this area.

NCA will in close cooperation with the responsible local authorities select the specific area/village within the districts of Abu Khasseb/Shat Al Arab for this intervention. Several villages have been identified, with about 10-15,000 inhabitants. NCA knows from experience that in this area the security situation can easily change. In order not to give promises to villages that cannot be kept, NCA will decide on the village closer to the time of implementations.

When the village is selected, in cooperation with Basrah Governorate, a meeting will be held with the elected village committee and the project explained. A survey will be conducted by NCA engineers together with the village committee to select the most needed families. This survey is based on a format designed by NCA and adopted by UNHCR, to ensure that the most needy families receive the shelters. A local contractor is chosen based on a bidding process and the shelters are built by him with local assistance. According to the contract he must use local workers as much as possible. The works are followed up daily by NCA local engineers, to ensure quality of work and that locals are benefiting. The owner will sign a contract saying that the received shelter cannot be sold within 36 months and NCA staff will follow up by inspecting villages on a yearly basis. Approximate 250 people are receiving new shelters, together with income from participation in the construction.
Inputs for project implementation

Staff:

- NCAs local permanent staff in the three areas of work to co-ordinate the implementation
  - Youth Staff: Program Assistant and Logistic Manager
  - WatSan staff: 1 water project engineer and 1 local engineer
  - Shelter team: Civil engineer and technician.

- Temporary workers for the implementation of water, sanitation and shelter projects
  - WatSan: Local contractors for civil and mechanical works
  - Local contractor for the building of shelters

- Trainers and manager for the Youth Centre
  - 19 staff members, including 6 trainers, provided by YoYS

- International and local support staff
  - Program managers, Finance Manager, accountant, Security Manager, Logistic Manager, drivers and guards.

Equipment and materials:

- Youth Centres
  - Educational materials
  - Furniture and equipment
  - Nutritious meals

- Water and Sanitation
  - Water equipment: UV units, water tanks, toilet parts, piping and fittings

- Shelters
  - Constructions materials

Planning assumptions, constraints and prioritisation

The security situation is a major constraint, which could restrict travels to the project sites. A deteriorating security situation is hard to predict and could affect the capability to implement the projects in certain areas. NCA is carefully evaluating the security situation on a daily basis and has its own security officer in Iraq.

The system of remote management is also demanding, with the Program Managers situated in Amman, Jordan while the implementation takes place in Iraq. NCA has developed a comprehensive management system both financially and logistically to control and follow up the projects. The system has been presented to and accepted by the Norwegian Ministry of Foreign Affairs as NCA’s main donor.

NCA’s prioritising of the projects if the funding request is not fully met depends on the amount received. Both the youth projects and the shelter projects can be reduced, but the water project needs full funding in order to be implemented. In general NCA prioritises the projects in the following order: Youth Centres, water project followed by shelter.

Implementation Timetable
August 1, 2008 – July 31st, 2009

Transition or exit strategy

The schools WatSan projects will be handed over to the Education Department and the District Directorate of Babylon Governorate. In the handover document the Directorate agrees to ensure personnel and finances to maintain the systems. During the first year after handover, a NCA engineer will visit the schools regularly to follow up the success.

The shelters will be taken over by the families and they will sign a contract not to sell the building within 36 months. This ensures that the families will benefit from the shelter and they have the responsibility of maintenance. NCA engineers will visit the village on a regular basis to secure that conditions are met in cooperation with the elected village committee.

NCA is coordinating the activities in the youth centre with the Ministry of Youth and Sports, and when NCA stops its funding, the Ministry will take over the responsibility of running the activities and funding the centre.
from its own resources. NCA has signed a MoU with the Ministry securing a sustainable hand-over and the Ministry have the necessary recourses to take that responsibility.

VI.  ADMINISTRATION & FINANCE

NCA has a “Project Handling System”, which is based on a unique Project Identification number (PID) for each project. This PID number is used for all documentation related to the project, both narrative and financial. Project proposals, agreements, correspondence, reports and accounts are linked to the PID-number. NCA has a separate account for ACT contributions.

NCA Amman is responsible for the accounting, but the Basrah office will do the day-to-day accounting in accordance with NCA guidelines and requirements. All payments to contractors are made from the Amman office directly to contractors, while additional payments are made from the office in Basrah/Baghdad according to budget, plans and agreements and according to established procedures for procurement and payments. The program managers are responsible for approving and ensuring that payments are made according to budgets, plans and agreements and according to the established procedures for procurement and payments. The project staff is further responsible to control and sign all vouchers according to signatory lists, ensure correct coding and ensuring that adequate supporting documents are attached with vouchers. Approved and signed original vouchers are forwarded on a fortnightly/monthly basis from Basrah/Baghdad to the office in Amman which will enter the vouchers into the accounting system.

The office in Amman is further responsible to supervise, control, prepare and distribute financial reports and to safeguard all original vouchers and documents which are kept at the Amman office. The accounts are audited by an external auditor in Amman, appointed by NCA Board of Directors in Oslo.

VII.  MONITORING, REPORTING & EVALUATIONS

Local project staff based in Baghdad will monitor project implementation in co-operation with program managers based in Amman through on site visits and by provision of photos from the different steps of project implementation. There will be no specific monitoring costs.

The Resident Representative is responsible for narrative and financial reporting. The financial reports will be prepared by the Finance Manager, but all reports shall be controlled by project staff during implementation and when the project finalised. The accounts will be subject to external audit in Amman. NCA Oslo is however ultimately responsible for the reporting to ACT.

Reporting schedule:
The local staff in Iraq will provide monthly reports with documentation (pictures, video etc) to the Program Manager as well as monthly financial reports. The interim and final financial and narrative report will be sent to ACT CO in accordance with the reporting requirements according to the following time schedule:
- Interim financial and narrative report by 28th February 2009
- Final financial and narrative report by 30th September 2009
- Audited financial statement by 31st October 2009

VIII.  CO-ORDINATION

NCA’s cooperation and coordination with the relevant Ministries and local authorities ensure that NCA’s projects are within the authorities’ priorities and that the relevant standards are met. NCA always involves the elected local council and the beneficiaries in the planning and implementation phases securing local ownership to the projects. The Non-Governmental Coordination Committee for Iraq (NCCI), where NCA is a member, is mapping international and local NGO work in the different areas of Iraq and helps prevent duplication of work. NCA is also working closely with UN and takes part in the Sector Outcome Teams and in the Community Assistance Program, both to secure funding and coordination of efforts in Iraq. NCA has also engaged a local Iraqi NGO, with a good record with UN, to start an independent evaluation of NCA projects in Iraq.
The youth projects are approved and co-ordinated with the Ministry of Youth and Sports through the Program Manager and regular meetings with NCA Assistant Program Manager and Office Manager situated in Iraq.

Water intervention projects are approved by the Ministry of Water, Municipality and Social Works, Ministry of Health and co-ordinated with local Water authorities and technical personnel in the area. The coordination is done through the Program Manager and meetings with relevant authorities by NCA Office Manger and Project Engineers situated in Iraq.

The shelter project is coordinated with Basrah Governorate and the elected village committee through the Program Manager and meetings with relevant authorities by NCA Office Manger and Project Engineers situated in Iraq.

All projects are implemented in cooperation with the local community.

IX. BUDGET NCA

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EXPENDITURE

DIRECT ASSISTANCE

YOUTH CENTER / PSYCHOSOCIAL ASSISTANCE:

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<td>10,200</td>
</tr>
<tr>
<td></td>
<td>Generator expenses</td>
<td>Months</td>
<td>12</td>
<td>400</td>
<td>4,800</td>
</tr>
<tr>
<td></td>
<td>Office running cost (papers, coffee, tea etc)</td>
<td>Months</td>
<td>12</td>
<td>50</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>Transportation – Bus for children</td>
<td>Months</td>
<td>12</td>
<td>350</td>
<td>4,200</td>
</tr>
<tr>
<td></td>
<td>Repair and maintenance</td>
<td>No</td>
<td>3</td>
<td>500</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>Office expenses - stationary, meetings</td>
<td>Months</td>
<td>12</td>
<td>340</td>
<td>4,080</td>
</tr>
<tr>
<td></td>
<td>Communication (internet, telephone etc)</td>
<td>Months</td>
<td>12</td>
<td>375</td>
<td>4,500</td>
</tr>
<tr>
<td></td>
<td>Monthly activities (see paragraph VI)</td>
<td>Months</td>
<td>1</td>
<td>120</td>
<td>1,440</td>
</tr>
<tr>
<td></td>
<td>Travel expenses (NCA assistant program manager, engineers and other staff)</td>
<td>No</td>
<td>15</td>
<td>300</td>
<td>4,500</td>
</tr>
<tr>
<td></td>
<td>Other expenses (meetings, documents etc)</td>
<td>No</td>
<td>2</td>
<td>500</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td><strong>114,110</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WATER AND SANITATION

<p>| Internal water network with connections (per school) | No | 7 | 4,300 | 30,100 |
| Rehabilitation of sanitation facilities (per school) | No | 7 | 7,000 | 49,000 |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>No.</th>
<th>Hours</th>
<th>Estimate 1</th>
<th>Estimate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and installation of materials (per school)</td>
<td></td>
<td></td>
<td>2,200</td>
<td>15,400</td>
</tr>
<tr>
<td>Local site engineer</td>
<td></td>
<td></td>
<td>600</td>
<td>2,400</td>
</tr>
<tr>
<td>Logistic expenses (transportation, communication, monitoring etc)</td>
<td></td>
<td></td>
<td>1000</td>
<td>6,000</td>
</tr>
<tr>
<td>Evaluation, water tests (per school)</td>
<td></td>
<td></td>
<td>500</td>
<td>3,500</td>
</tr>
<tr>
<td>Other expenses (meetings, documents etc)</td>
<td></td>
<td></td>
<td>500</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td><strong>108,400</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SHELTER**

<table>
<thead>
<tr>
<th>Description</th>
<th>No.</th>
<th>Hours</th>
<th>Estimate 1</th>
<th>Estimate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter construction (contractor)</td>
<td></td>
<td>25</td>
<td>3,400</td>
<td>85,000</td>
</tr>
<tr>
<td>Travel /transport personnel (2)</td>
<td></td>
<td>10</td>
<td>400</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td><strong>89,000</strong></td>
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**TOTAL DIRECT ASSISTANCE**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL DIRECT ASSISTANCE</strong></td>
<td></td>
<td></td>
<td><strong>311,510</strong></td>
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</table>

**INDIRECT COSTS: PERSONNEL, ADMINISTRATION, OPERATIONS & SUPPORT**

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<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Other indirect costs</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total personnel, admin &amp; support</strong></td>
<td></td>
<td></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>

**AUDIT & MONITORING**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Audit of ACT Funds</td>
<td></td>
<td>Estimate</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>Monitoring &amp; Evaluation</td>
<td></td>
<td>Estimate</td>
<td>5,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total audit &amp; monitoring</strong></td>
<td></td>
<td></td>
<td><strong>9,000</strong></td>
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</table>

**TOTAL EXPENDITURE**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td></td>
<td></td>
<td><strong>320,510</strong></td>
<td></td>
</tr>
</tbody>
</table>

**BALANCE REQUESTED**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE REQUESTED</strong></td>
<td></td>
<td></td>
<td><strong>204,278</strong></td>
<td></td>
</tr>
</tbody>
</table>
I. REQUESTING ACT MEMBER INFORMATION

The Middle East Council of Churches / MECC Damascus Liaison Office

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

The Middle East Council of Churches (MECC) is a fellowship of churches relating itself to the mainstream of the modern ecumenical movement. It brings together almost all the region’s Christians in a body that focuses on strengthening the relations between churches, between Christians and non-Christians in the region, and between members of the body of Christ within and without the region.

MECC, a member of ACT in Lebanon, Jordan, Syria and Iraq, embarked on its relief operation before the war in Iraq targeting the poor, the oppressed, the deprived and the displaced in these countries. The relief actions and interventions of MECC were directed towards the affected communities, regardless of their religious, ethnic and political affiliation.

The MECC has been an implementing member for several years, and involved in the emergency response for the Iraqi Refugees who fled the 2003 Iraqi war. MECC is aware of the ACT principles and the Code of Conduct and committed to its adherence.

MECC is the main implementing organization of this project. However, other local partners are included, namely: In Syria: Syrian Orthodox Church, Chaldean, Greek Orthodox, Assyrian Church, Syrian Catholic, Al Muhsnieh association related to the Shi'ite community in Damascus and Sunni entities as well.

Most of the local Churches in these countries are first full members of MECC, and they have experienced with MECC the work of relief during and after the war on Iraq. They have provided offices, halls for storage, and volunteers. They have also provided MECC with lists of beneficiaries according to the criteria requested. In fact, the relief work is done through MECC partners: RRF Lebanon – May 2007, ACT Appeal in Syria, Jordan and Iraq (MEIQ 2007).

III. DESCRIPTION of the SITUATION in the AREA of PROPOSED RESPONSE

Since the start of the Iraq war in 2003, thousands of Iraqis have fled to Syria. The estimation of today’s number of Iraqis in Syria is 1.1 million. They are situated in Damascus, suburbs of Damascus (Jaraman, Dweila’a, Saydnaya), Homs (Mid-part of Syria), Aleppo (North), and Al-Jazirah region (North-East). The majority of Iraqis are working under inappropriate conditions, but all have legal status to stay. They are all registered as legal displaced people, and have the right and access to education.

The real needs are beyond any imagination, not only in terms of need of food or medical care, but also the social needs are increasing. For example, there are many cases of trauma as well as of rape of single women. In addition, there are cases of children contaminated with radiation from weapons before they come into Syria. There is also a need for young people and adults for vocational training which will help them in acquiring some skills, and will ultimately help them in finding small jobs in the Syrian market.

The estimation of 1.1 Million Iraqis living in Syria now has created housing problems for Syrians and Iraqis. The rent of housing has soared so that all residents feel the increase of price. Food prices have also gone up due to the extra need of goods. The increase of population has caused a general strain on resources, such as water and electricity adding to the prevailing shortages. While Iraqis have all means of establishing business and legal status of work, this has also affected the employment of local Syrians. The enrolment of Iraqi students in public schools in Syria has caused an extra burden to create places for schooling. To respond to the additional medical requirements for Iraqis is a difficult task for the Syrian health system.

MECC/ ACT assistance October 2008 – February 2009

The implementation of the activities has produced very positive results. MECC assessed its programme by conducting a brief survey. It has asked the beneficiaries of the appeal about the usefulness of the activities, with the help of questionnaires, personal interviews and home visits to the beneficiaries. The feedback gathered from the assessment is, in general, very encouraging.
The distribution of 1,500 hygiene kits in Damascus, Aleppo and the North contributed to alleviate the economic burden on people. All people found that it was very helpful, and more than 80% requested another distribution in the coming month. The vocational training for young people has given to about 425 trainees basic skills in the area of small-scale enterprise projects such as hair styling, beauty care, computer training, English language courses, and mobile telephone maintenance. These courses not only provided practical skills but also helped the trainees to socialize with others and combat their isolation and loneliness. The evaluation results reflect very good achievements by students on the one hand, and, on the other, the need to continue with the program to reach out to more refugees living in difficult condition in other places. Many beneficiaries have requested to get assistance more than once and to be enrolled in more than one course in the profession of their choice in order to be more professional in different careers.

As to the health awareness programme for Iraqi women, it was very successful in terms of the qualitative materials and subjects and also helped Iraqi women to get together to discuss their conditions as women and refugees. The program enabled so far 250 beneficiaries to become more aware about many basic health care issues, about appropriate behavior in the host country, and about psychological effects of living as refugees. The program enabled women to get in touch with other women, building new friendships, sharing their experiences with others. This will help them to some extent to break the cycle of loneliness and regain their self-confidence. This positive impact can be gleaned from the fact that many women came to register their names in courses and bring other women living in the same area to attend the program. By implementing this program, MECC discovered new locations of Iraqi people and was able to deliver additional support to them. Many women are interested in participating in future courses, should MECC and its partners have the funds to provide them.

Security situation
Iraqi refugees in Syria do not face any security risks. They benefit from relatively good public safety.

Location for the proposed response
South: Damascus capital: Bab Touma, Kashkool, Dwiela
South: Damascus Suburbs: Jaramana, Set Zeinab, Barzeh, Saydnaya
North: Aleppo City and provinces and Jaziret (Haaskeh and Kamishli)

These locations have been chosen because of the presence of Iraqi refugees. Information is gathered from local partner churches: the Chaldean, the Syrian Orthodox, the Syrian Catholic, the Armenian Orthodox and the Greek Orthodox. The MECC programme can easily target these locations and follow the activities through their member churches and church staff. Local churches are supporting the target groups in these locations according to their capacities. Local churches have already assisted Iraqi refugees with external financial assistance.

IV. TARGETED BENEFICIARIES

The program will directly reach highly vulnerable Iraqi refugees living in different places in the metropolitan areas of Damascus and Aleppo. 2,500 vulnerable families will be assisted with hygiene items, 700 youth from both genders and from different faith affiliations and age will be assisted to cover the fees of vocational training courses in English language, hair styling and beauty care courses for men and women, mobile maintenance, sewing and knitting skills, and a total of 500 Iraqi women will receive health awareness education.

The beneficiaries are located in the different regions:

<table>
<thead>
<tr>
<th>Location Area</th>
<th>Type of Support</th>
<th>Number &amp; Type of Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damascus &amp; Aleppo</td>
<td>Hygiene items</td>
<td>2,500 families</td>
</tr>
<tr>
<td>Damascus &amp; Aleppo</td>
<td>Vocational education &amp; Training</td>
<td>700 youth</td>
</tr>
<tr>
<td>Damascus</td>
<td>Health awareness education program for Iraqi women</td>
<td>500 women</td>
</tr>
</tbody>
</table>

The appeal will seek to ensure gender equality in its activities and will report on the gender balance in the progress report.
Criteria for the selection
MECC, local member churches, and church related organizations will decide on the selection of target groups and its criteria. The criteria of selection will take into consideration the neediest refugees. The lists of targeted people will be provided by both local churches and MECC. From its experience of the first ACT appeal in Syria, MECC has developed data information about the Iraqis in Syria. The data will help in allocating the beneficiaries and make contact with them. New arrivals of Iraqis will be allocated through local church partners.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal
Enhance living conditions of Iraqi refugee youths, women and their families in Syria, by providing them with hygiene items, vocational training and health awareness.

Objectives
1. To provide 2,500 families (including an additional 1,000 families) disadvantaged and needy Iraqi families with hygiene supplies.
2. To provide 700 youth (including an additional 200 youth) with vocational training enabling them to be self-reliant in the years to come.
3. To provide health-awareness programs for 500 Iraqi women and children (including an additional 100 women).

Activities and implementation methodology

Objective 1: Distribute 2,500 hygiene kits in three main areas of Damascus and Aleppo through local church partners.

In a first phase, 1,500 boxes were distributed to families in Damascus and Aleppo. A second phase is planned to distribute 600 boxes to families in Damascus, and 200 boxes in Hassakeh and 200 in Aleppo. Each box will contain the following food items: Soap bars, toilet paper napkins, Dettol, toilette brush, liquid soap, powder soap, bath sponge, shampoo, sink sponge.

- Hygiene items will be purchased from the local market.
- Contracts with dealers will be made after considering three offers.
- The MECC will receive the hygiene parcels, packed by the dealer and featuring a MECC/ACT label on it.
- Each family will receive a hygiene parcel after signing a voucher of receipt.
- Distribution of hygiene supplies will be done by MECC staff and a representative of the church where the distribution is taking place.
- Hygiene parcels will be transported directly from the dealer’s warehouse to the place of distribution.

Objective 2: Enroll 700 Iraqi youth & adults in different vocational training in both Damascus and Aleppo.

First phase: Over a maximum period of four months, trainees will learn different vocational skills, such as English language proficiency, mobile maintenance, computer and information technology skills, hair styling for men and women, sewing and knitting.

Institutes with proven experience will be contracted to train the selected beneficiaries. Private language schools have already been used in Damascus and Aleppo. A UNDP-sponsored project in Damascus will continue extending courses in computer programmes. A private institute for training was contracted to provide courses in hairstyling and body care. The beneficiaries will obtain a basic certificate that is likely to enable them to find a suitable job in the local market. Although the Government has restricted the access of Iraqis to the local labour market in Syria, the trainings will provide portable skills to facilitate better working opportunities for the beneficiaries in the future.

The program will cover the tuition fees for each course as well as transportation costs for those who cannot afford it.
The following procedures will be followed:
- MECC will make a deal with two or three institutes to receive Iraqis students, within the MECC project.
- MECC will offer vocational training options to targeted students on a list.
- MECC will register the names of the students who have met the selection criteria and whom local partners have proven to be among the neediest people.
- Students will choose their vocational study option.
- List of registered students will be sent to the institutions.
- Payments to institutions will be done by MECC, and the institutions will issue receipts for the payment.
- Follow-up contact with the institutions will be carried out to ensure the progress of the students. Regular progress reports will be sent to MECC by the institution.

Objective 3: Conduct meetings for raising 550 Iraqi mothers’ awareness on issues related to health and nutrition.

Lectures and meetings will be organized in various schools and church halls to tackle issues related to "health and nutrition, early detection of breast cancer, healthy food for mothers and their children, and hygienic behavior at home". These meetings will be conducted by specialists and doctors from the faculty of medicine in Damascus to raise awareness among Iraqi mothers and promote changes in behavior that will lead to improvements in healthy habits. Additionally, lectures for children (PowerPoint presentations) will be organized in different church-affiliated schools that are assisting dropout Iraqi children in order to raise awareness concerning "healthy eating, smoking issues (as many children and teenagers are smoking cigarettes and drugs), sexual behavior and AIDS prevention, etc."

The program is currently being implemented at the Greek Orthodox Patriarchate of Antioch through special funding it has recently received. The program has proven to be a great success in different areas. It was implemented the first time within the area of the psycho-social support sector. Despite the limited funding, the Patriarchate is seeking to continue this successful program, which has motivated us to include this sector in the new ACT appeal.

Lectures and topics have been designed using all available materials at UNICEF, WHO, the Ministry of Health and the Damascus Faculty of Medicine.

In kind gifts, brochures and health manuals will be distributed to mothers and children according to lecture topic, such as milk, Dettol, special liquid soaps, towels, vitamins for women, children’s hats to prevent excessive exposure to the sun etc.

The above items are separated from the hygiene materials that will be distributed to families, as beneficiaries in this sector are not intended to be the same as those in the vocational and distribution sectors.

Inputs for project implementation
The required staff to implement this appeal in Syria consist of 4 persons in the field:

- 2 field coordinators, one in Damascus and one in Aleppo.
- One part time field monitor in Aleppo. This position was previously secured through staff, secured through MECC Headquarters, but due to financial constraints, MECC could no longer support the funding. Therefore, the position is now budgeted for a period of 5 months under this appeal.
- One Administrative staff in Damascus. The position was previously budgeted as field monitor. It has been up-graded to acknowledge the increased responsibilities of the staff in implementing the activities.

Indirect administrative operations involve the positions of the following staff:

- 2 part time project coordinators (directors)
- 1 part time finance officer in Damascus
- 1 part time financial staff HQ Beirut.

The staff will implement the project in two different geographical parts of Syria.
Volunteers will be hired from churches for the distribution of hygiene items. Transportation and handling costs are budgeted for the distribution of hygienic kits.

**Planning assumptions, constraints and prioritisation**

The project is intended to give a sign of hope to many Iraqis who are displaced from their home country and left without any support to improve their economic and social life conditions, and to alleviate poor conditions of many refugees. The implementation of the project will reflect a sign of solidarity with Iraqi refugees.

The government of Syria would welcome any support for Iraqis residing in Syria. NGOs such as MECC are credible to the Syrian Government.

In case the financial assistance does not provide full cover to carry out the planned activities, MECC will prioritize the needs and adjust accordingly. The number of hygiene kits will be cut back and the number of enrollment in vocational training can be accommodated to the available funds.

**Commitment to Code of Conduct**

As member of ACT, MECC is committed to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief and to the ACT International policies, principles and guidelines.

**Implementation timetable**

The actual implementation started with the allocation of funds in October 2008. The activities have been completed, some are planned to be completed by end of April 2009, instead of February 2009. In addition, the revision of the appeal includes an increase of activities as described above. The implementation period will be extended by another five months from end of February 2009 to July 2009.

**Transition or Exit strategy**

Funding projects to support Iraqis are crucially important at this short-term stage.

Given the current insecure situation in the country and the continuous bombings and killings, MECC will keep on assisting Iraqi refugees in Iraq and in Syria. MECC and churches help secure the integrity of displaced Iraqis in their communities. Churches are open to welcome them at any time. Special meetings in churches are conducted to encourage Syrians to welcome Iraqis, financial support is sometimes provided by local churches and individual donations to those who are most needy. Discounts are given to Iraqi children who are enrolled in church-affiliated schools, and the private sector in Syria is welcoming many Iraqis and offering them employment.

Iraqi refugees do not get working permit in Syria. Churches will help to arrange volunteer work for some of those, who have benefitted from the courses.

However, a long term solution will depend on a peace process to reach a political settlement of the conflict inside Iraq so that Iraqis may return and live a secure life there. Rehabilitation will then be needed in Iraq.

**VI. ADMINISTRATION & FINANCE**

All payments related to salaries, transportation, distribution and purchases are prepared by the personnel staff at MECC offices in Syria and paid by the coordinators. Transfer of funds will be effectuated to a special bank account in Syria. ACT CO has sought the formal consent of MECC Headquarters in Beirut that funds will be administered by MECC coordinators in Syria, as the administrative capacity of Headquarters is presently overstretched.

MECC decided to adopt the following payment procedures in Syria: MECC already has a special bank account for the appeal in Damascus. Cheques for payments will be signed by two persons: the national project manager (residing in Damascus), and a member of the MECC Executive Committee (also in Damascus). The money will be spent according to related vouchers. A part-time finance accountant will be hired to do the accounting for the appeal.
The role of the part-time finance accountant is to prepare the payment vouchers, write cheques, secure the signatures of authorized persons on cheques, and keep track of expense records and accounts. The accountant will keep copies of all payments made, secure monthly bank statements and send them to MECC HQ in Beirut along with the original vouchers.

All payment vouchers are normally sent to MECC Beirut Headquarters for final financial accounting, entries, reporting and auditing.

Auditing will be carried out by PricewaterhouseCoopers, an independent audit company working in accordance with internationally recognized auditing standards.

VII. MONITORING, REPORTING & EVALUATIONS

The MECC Syria will conduct a monitoring for three purposes: to ensure that the project is implemented according to plans; to confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives; and to determine future needs.

Monitoring and reporting will be the responsibility of MECC project staff. MECC Syria will have the signatures of individual beneficiaries on the vouchers or on the lists of names; in some cases the signatures may be those of church representatives. The signature of the local coordinator will always be on the vouchers. To ensure that the monitoring plan is well-established, MECC is also assigning the overall monitoring process to two persons: the MECC Director of the Liaison office in Damascus, and the Director of International Ecumenical Relations in Aleppo. Both Directors will review the vouchers signed by recipients and will attempt to be present when hygiene supplies are distributed or beneficiaries are assisted. They will also hold regular meetings with local coordinators as a follow-up procedure and ensure that they receive progress reports from these coordinators.

The MECC monitoring staff, together with local coordinators, will evaluate the project. The evaluation will examine the following aspects: implementation of the project, beneficiary interviews, a review of the challenges and difficulties experienced during implementation, and budget and spending reviews (i.e., financial records and auditing).

Compiling and concluding the narrative report will be done by the monitoring staff and local coordinators. A report on the evaluation will be sent to the following entities: the MECC General Secretariat, the ACT CO Geneva, and MECC member churches.

Reporting Schedule
An interim report has already been provided on 15 February 2009 by MECC staff members coordinating the work.

The final narrative and financial reports are due at ACT by 30 September 2009, within two months of the end of the project. The financial report will be produced by the MECC Finance Secretary at MECC headquarters in Beirut.

The audit report is to be received by ACT no later than 31 October 2009, within three months of the end of project.

VIII. CO-ORDINATION

Coordination within the project
The MECC offices in Damascus and Aleppo will coordinate their operations. All communications and reports are copied to MECC Beirut HQ.

As a general policy of MECC in implementing relief work, it cooperates and coordinates directly with local member churches wherever geographically located. In the case of this appeal MECC will also cooperate and coordinate the work directly with churches in the countries and in the areas of relief.
MECC will coordinate its work with local churches, church related organizations and Muslim communities offering the mentioned services to Iraqi refugees. Churches and Muslim entities are: the Chaldean Church, the Syrian Orthodox Church, the Greek Orthodox Patriarchate, the Armenian Orthodox Church, the Syrian Catholic Church, Al-Mouhsnieh Association.

Coordination with other agencies
MECC (Syria office) also receives funding from Mercy Corps to support additional students in the same Vocational Courses. MECC works in close partnership with the Orthodox Patriarchate which implements a parallel programme with support from IOCC.

IX. BUDGET MECC

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>No. of units</th>
<th>Cost Per Unit US$</th>
<th>Original Budget US$</th>
<th>Revised Budget US$</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciples of Christ, USA</td>
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<td>1,000</td>
<td>1,000</td>
<td>100,000</td>
<td>150,500</td>
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<tr>
<td>NCC Australia</td>
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<td>49,975</td>
<td>49,975</td>
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<td>FinnChurchAid</td>
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<tr>
<td>Diakonie Katastrophenhilfe</td>
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<tr>
<td>ICCO-KIA</td>
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<tr>
<td><strong>INCOME - Cash and In Kind</strong></td>
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<tr>
<td>Donations Received Directly</td>
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<td>4,900</td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
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<td>237,086</td>
</tr>
</tbody>
</table>

| EXPENDITURE                                       |      |              |                   |                    |

**Direct Costs (programs):**

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of units</th>
<th>Cost Per Unit US$</th>
<th>Original Budget US$</th>
<th>Revised Budget US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Training</td>
<td>500</td>
<td>200</td>
<td>100,000</td>
<td>150,500</td>
</tr>
<tr>
<td>Hygiene Kits</td>
<td>1,500</td>
<td>40</td>
<td>40,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Campaigning for raising awareness</td>
<td>400</td>
<td>40</td>
<td>16,000</td>
<td>20,000</td>
</tr>
<tr>
<td>2 field Coordinators/monitors (1 in Damascus + 1 in Aleppo)</td>
<td>21</td>
<td>20</td>
<td>200</td>
<td>5,250</td>
</tr>
<tr>
<td>1 Extra field Coordinator/monitor (Aleppo)</td>
<td>5</td>
<td>250</td>
<td></td>
<td>1,250</td>
</tr>
<tr>
<td>1 Administrative Assistant (Damascus)</td>
<td>10</td>
<td>425</td>
<td></td>
<td>4,250</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>181,250</td>
<td>280,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>7</td>
<td>250</td>
<td>1,750</td>
<td>2,000</td>
</tr>
</tbody>
</table>

**Capital Equipment:**

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of units</th>
<th>Cost Per Unit US$</th>
<th>Original Budget US$</th>
<th>Revised Budget US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Computer + Printer+ lap top</td>
<td>2</td>
<td>2,700</td>
<td>2,787</td>
<td>2,787</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>1</td>
<td>150</td>
<td>300</td>
<td>100</td>
</tr>
<tr>
<td>Office equipment (table, chairs)</td>
<td>1</td>
<td>818</td>
<td>818</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>4,000</td>
<td>3,705</td>
</tr>
</tbody>
</table>

**Indirect Costs: Personnel, Administration, Operations and Support:**

**Staff**

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of units</th>
<th>Cost Per Unit US$</th>
<th>Original Budget US$</th>
<th>Revised Budget US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Part time Project Coordinators</td>
<td>14</td>
<td>1,000</td>
<td>14,000</td>
<td>20,000</td>
</tr>
<tr>
<td>1 Part time Finance Responsible</td>
<td>7</td>
<td>250</td>
<td>1,750</td>
<td>3,000</td>
</tr>
<tr>
<td>1 Part time financial staff HQ Beirut</td>
<td>7</td>
<td>600</td>
<td>4,200</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Office Operations
<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>No. of units Original</th>
<th>No. of units Revised</th>
<th>Cost Per Unit US$ Original</th>
<th>Cost Per Unit US$ Revised</th>
<th>Original Budget US$</th>
<th>Revised Budget US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (Fax, Mobile, …)</td>
<td>Month</td>
<td>7</td>
<td>10</td>
<td>250</td>
<td>200</td>
<td>1,750</td>
<td>2,000</td>
</tr>
<tr>
<td>Stationary and office supplies</td>
<td>Month</td>
<td>7</td>
<td>10</td>
<td>200</td>
<td>200</td>
<td>1,400</td>
<td>2,000</td>
</tr>
<tr>
<td>Office Rent + Office Utilities</td>
<td>Month</td>
<td>7</td>
<td>10</td>
<td>700</td>
<td>700</td>
<td>4,900</td>
<td>7,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td></td>
<td></td>
<td><strong>28,000</strong></td>
<td><strong>40,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring - travel fees</td>
<td>Trips</td>
<td>5</td>
<td>6</td>
<td>200</td>
<td>200</td>
<td>1,000</td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Audit, legal fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal attorney fees</td>
<td>Estimate</td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Audit Fees (PWC)</td>
<td>Estimate</td>
<td></td>
<td></td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>9,000</strong></td>
<td><strong>9,000</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>225,000</strong></td>
<td><strong>335,905</strong></td>
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<tr>
<td><strong>BALANCE REQUESTED</strong></td>
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<td></td>
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<td>-5,787</td>
<td>98,819</td>
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