

Appeal

Iraq

Follow on Assistance to Iraqi IDPs and Refugees – IRQ101

Appeal Target: US\$ 397,199

Balance Requested to the ACT Alliance: US\$ 391,199

Geneva, 6 January 2010

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. In July 2007, four years into the US-led invasion of March 2003, a report by OXFAM found that one third of the Iraqi population was in need of humanitarian assistance and that essential services such as water and electricity were in ruins. In March 2008, the International Committee of the Red Cross (ICRC) described the humanitarian situation in Iraq as “one of the most critical in the world.” 4 million people did not have enough food, only 40% of the population had reliable access to safe drinking water, and one third of people were cut off from essential health care, life saving medication, and basic immunizations.

In 2009, the situation has improved, but remains volatile. Despite huge natural resources of petrol and gaz, a large majority of people is suffering direct consequences from war and sectarian violence. Poor sections of the population inside Iraq lack resources for decent lives. The majority of Iraqi refugees in Syria and Jordan are not yet set to return to their country, because of the instable political situation.

ACT alliance members find it important to provide assistance to vulnerable families and youth in Iraq, in Syria and Jordan. **International Orthodox Christian Charities (IOCC)**, the **Middle East Council of Churches (MECC)** and **NCA** plan to continue their work.

In Jordan, **IOCC** plans to assist a minimum of 250 Iraq refugees project’s life skills/vocational training and awareness sessions to a further 600 vulnerable Iraqis and low income Jordanians. In Iraq, IOCC will provide food and hygiene parcels to 1,660 vulnerable Iraqi families in the Baghdad Governorate.

MECC plans to assist a minimum of 200 out of school children with special education programs, 400 youth (of both sexes) to receive vocational skills training and 400 Iraqi women and men with a health and nutrition awareness program.

NCA plans two projects inside Iraq, a) to train 400 youth and 4 youth centres managers to become change makers in their respective communities, and b) to promote awareness in hygiene matters of about 15,000 people through a chain-training of 15 professionals from different sectors in three governorates. This component will be added in an appeal revision as soon as possible).

Project Completion Date:

IOCC/Jordan: 30 April 2010
 IOCC/Iraq: 31 May 2010
 MECC: 31 December 2010
 NCA: to be determined

Reporting Schedule

	IOCC/ Jordan	IOCC/ Iraq	MECC/Syria	NCA/Iraq
Interim report	Not applicable	Not applicable	30 June 2010	tbd
Final report	30 June 2010	31 May 2010	28 February 2011	
Financial audit	31 July 2010	30 June 2010	31 March 2011	

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

	IOCC/ Jordan	IOCC/ Iraq	MECC/Syria	NCA/Iraq	Total Target US\$
Appeal Targets	52,427	82,302	262,470	tbd	397,199
Less: Pledges/Contr Recd			6,000		6,000
Balance Requested from ACT Alliance	52,427	82,302	256,470		391,199

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 Kgoroadira (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> (The new ACT Alliance web site will be launched later.)

John Nduna
 General Secretary, ACT Alliance Secretariat

BACKGROUND

In July 2007, four years into the US-led invasion of March 2003, a report by OXFAM found that one third of the Iraqi population was in need of humanitarian assistance and that essential services such as water and electricity were in ruins.

In March 2008, the International Committee of the Red Cross (ICRC) described the humanitarian situation in Iraq since the US-led invasion of March 2003 as “one of the most critical in the world.” In April of the same year, John Holmes, the UN Undersecretary General for Humanitarian Affairs, told reporters about the worsening of the humanitarian crisis in the country, in which basic services were deteriorating in many areas. According to Holmes, 4 million people did not have enough food, only 40% of the population had reliable access to safe drinking water, and one third of people were cut off from essential health care, life saving medication, and basic immunizations.

The highly subsidized distribution of largely imported food through the Public Distribution System (PDS) places a particular strain on the fiscal budget. The rise in the government’s food import bill dwarfs the rise in revenue from marginal food exports and is a drain on foreign currency reserves.

The sharp drop in oil revenues means that the large food import bill will continue to place pressure on the fiscal budget. While the Iraqi Government has made efforts to raise the value of the Iraqi Dinar against the US Dollar in order to make food imports cheaper, this will also make Iraqi food exports less competitive.

Iraq’s health system has collapsed. Medical services, once among the best in the Middle East, but already destroyed by 13 years of comprehensive economic sanctions prior to the US-led invasion of 2003, have declined to such an extent they can no longer meet the needs of the population. According to the British Medical Journal 6, more than half of those who die in Iraq’s hospitals might have been saved if trained staff had been available and hospital conditions up to the task.

Due to limited generator capacity, Iraq continues to suffer from chronic shortages of electricity. As Iraq’s electricity grid became overtaxed, this caused frequent breakdowns and shutdowns of the transmission and distribution systems. Additionally, fuel shortages limit the power that can be produced from functioning generation plants. Also, on average, hydroelectric plants are now operating at just 15.4% of their feasible capacity, in part because of recent drought conditions which have been exacerbated by the large number of hydroelectric dams built on the Tigris and Euphrates by both Turkey and Syria in their respective territories.

Due to the ongoing humanitarian crises, as many as 2 million Iraqi citizens are still refugees in neighboring countries and at least 2,647,000 are officially classified as internally displaced persons (IDPs).¹ Despite the US Military and the Iraqi Government claiming that the security situation has “stabilized,” most of the people who fled their homes are too terrified to return. This was outlined in a report published in July 2009 by the International Organization for Migration (IOM), which focused on IDPs. The IOM figure of 1.6 million affected persons is based on information provided by the Iraqi Ministry for Migration and the Kurdish Regional Government (KRG), which controls the country’s three northern provinces. Compared to the UNHCR figure, it is clearly an underestimate and it only includes those forced from their homes after February 22, 2006 when the bombing of the Shiite Al Askariya Mosque triggered widespread communal violence.

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 2008, the number of refugees was estimated to be 1.2 million people in Syria. To date, the exact number of Iraqi 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.

¹ <http://www.unhcr.org/cgi-bin/texis/vtx/page?page=49e486426>

Since the invasion of Iraq in 2003, Iraqi refugees have been fleeing to, and residing as ‘guests’ in Syria. Their life in Syria is precarious. The Syrian Government has limited **access to employment** for these ‘guests,’ barring them from the private sector and leaving only the informal sector (low wage and unskilled labour in most cases) as an option for income. **Access to education** is also limited to refugees by requiring strict entry exams, which many war-affected youth are unable to pass considering gaps in their education due to their forced departure from Iraq. The present psychological state of remaining Iraqi refugees, coupled with the ongoing insecurity of their futures, directly reflects the continued need for all Iraqi refugee projects currently being undertaken by many NGOs in Syria. A study by the International Organisation on Migration (IOM) conducted in 2008 found a rise in “feelings of frustration, anger, sense of inferiority and incapacity, shame and self-isolation and a sense of disorientation in the Iraqi community at large.”

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.

“There is greater mobility and probably a large number has gone back, but people are keeping their options open and very sizeable numbers of Iraqi refugees 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 everyone can go back to their lives in terms of living in the same neighborhood or house.

UNHCR has to registered as much as possible in order to enlarge its assistance in cooperation with other local agencies to meet the needs of Iraqis . The number of registered Iraqis at UNHCR –Syria as of November 2009 are 215,000

Jordan

Since Jordan started receiving the Iraqi influx in the year 2003, and due to the continuous violence and lack of security in Iraq; Jordan became a home to some 500,000 Iraqis displaced by conflict, based on the UNHCR October 2009 statistics. Classified as “guests,” Iraqis are afforded essential services, such as free education and access to healthcare.

UNHCR statistics until September 2009 showed that approximately 7,500 Iraqis were resettled in a third country during the year 2008. To date, UNHCR has resettled 10,000 Iraqis, primarily in the USA. During the first quarter of 2009, UNHCR resettled 2,431 refugees out of 5,781 applicants, although during the first half of 2009, 3,408 additional Iraqis fled to Jordan due to the deteriorated security situation. Although the Jordanian Government affords these “guests” public healthcare and education, they are not officially entitled to work in Jordan. According to the UNHCR October 2009 statistics around 46,678 are recognized as refugees and registered with the UNHCR and almost all Iraqi refugees in Jordan desire to settle in a third country with better prospects, particularly the minorities and the poor.

The UNHCR report of October 2009 believes that only a mere 10% of all Iraqis that have entered Syria, Jordan, Lebanon and other nearby countries have been registered with the UNHCR. Since UNHCR only provides assistance (through partners) to registered Iraqis, the vast majority of Iraqis are unable to benefit from their services and remain vulnerable. In addition, it is believed that many Iraqis are deliberately not registering for fear they will be deported. Many of these unregistered Iraqis are dependent on their savings to house and feed their families. These savings are quickly running out.

On July 23, 2009, UNHCR suspended its medical aid to 600 Iraqi families living in Jordan due to a budget deficit. If the estimated treatment cost is more than JD 2,500, the case has to be approved by the UNHCR Exceptional Care Committee before the referral takes place according to the UNHCR statement published in newspaper, *The Jordanian Times*. Due to the international financial crisis, donors will decrease their financial support for the year 2010, forcing UNHCR to reduce some of its services provided to the refugees in Jordan by 15% - 25%, while keeping the provided basic services. The number of refugees who benefit from the cash assistance has dropped by 15% and currently consists of 5,900 families, with each family being entitled to \$250 in monthly aid. Social activities that were provided to children have also dropped by 25%. Some health assistance for chronic diseases has also been cut.

More fundamental to the lives of the vast majority of the Iraqi refugees, is the necessity of the international community to launch a more robust humanitarian response that will assist and protect the Iraqi refugees while addressing the legitimate economic, political and security concerns of Jordan as hosts to such large numbers of refugees.

To this extent, more constraints have been added to the international and national NGOs' role to contribute to the humanitarian programs, vocational training/life skills, psycho-social programs, and medical care programs.

A. IOCC - Assistance to Iraqi Refugees in Jordan

I. REQUESTING ACT MEMBER INFORMATION

International Orthodox Christian Charities – IOCC

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

INFORMATION ABOUT IOCC

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 of IOCC's 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 together with its donors. Since the inception of the organization in 1992, IOCC's projects 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 grassroots 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 including emergencies, transitional and developmental. IOCC is experienced in market development schemes for monetization of commodities and the development of agricultural and rural rehabilitation and micro-credit activities. The tracking systems used in IOCC's food distribution programs benefited all the programs in instituting and tracking all program resources, both cash and in-kind. Given IOCC's solid reputation and credibility, especially in safeguarding project integrity and stressing donor fulfillment and accountability, various donors continued not only to fund IOCC's projects but to progressively increase assistance levels.

IOCC was registered in Jordan on January 12, 2005 at the Ministry of Social Development as an international humanitarian, relief and development NGO. Since its establishment in Jordan, IOCC has implemented millions of dollars in gift-in-kind (GIK), income-generation and capacity building projects. Projects were implemented in cooperation with the Ministry of Social Development, churches, and national and international NGOs.

In this regard, IOCC has implemented four projects that addressed the needs of vulnerable and disadvantaged Jordanians living in both the Amman and Madaba Governorates. The projects focused on the following:

- Providing medical care at subsidized costs;
- Empowering women by improving their skills to enable them to generate income to support their families and improve their living conditions;
- Integrating disabled children with learning difficulties by helping them to develop their reading and writing skills; and
- Empowering the local communities and improving their socio-economic status.

In the last five years, IOCC Jordan, in cooperation with the Jordanian Government and its local partners, customs-cleared and successfully distributed 13 GIK shipments of textbooks, quilts, blankets, medical supplies with pharmaceuticals, newborn baby kits, hygiene kits and school kits worth over \$6 million. Beneficiaries of these distributions included universities and public schools, orphanages, shelters, vulnerable elderly, and state and private institutions for children in remote areas of Jordan. The humanitarian aid commodities were distributed to vulnerable groups including Iraqi refugees and Palestinian refugees in different Jordanian governorates.

To reach the highest number of beneficiaries with disabilities in their locations, IOCC has involved the local Jordanian community to allow this project to reach its highest potential impact. In so doing, IOCC has partnered with the Rotary Club of Amman, the Eleanore's Project Committee in Jordan, and the Families & Friends Society of Persons with Disabilities (FFSPD). Upon receiving the specialized wheelchairs for the FFSPD, and after training local therapists by the Eleanore's team on the seating clinic in different Jordanian governorates; IOCC was recently awarded by Princess Muna Al-Hussein, mother of the current Jordanian King Abdullah, for participating in providing this valuable support to the needy beneficiaries.

IOCC Implementing Partners

Geneva Academy for Computer Studies (GACS) - Amman

IOCC will coordinate with its implementing partner, Geneva Academy for Computer Studies (GACS), where it has previously coordinated with this entity and has implemented the vocational training/life skills component (through ACT funding) which was concluded on September 30, 2009.

GACS is a national NGO that was established in 1993 and is registered under the Ministry of Industry and Trade and the Ministry of Education. GACS is officially recognized as a training academy which provides expertise and professional instructors and trainers, with continuous and unlimited support post-training. GACS is the only private institution in Jordan that grants certificates to Iraqi refugees in Jordan that are certified by the Ministry of Education. GACS works primarily in computer training, in addition to the following courses:

- Cambridge IT Skills International Diploma which is equivalent to ICDL
- English Level courses (up to TOEFL)
- CISCO networking courses; computer maintenance (hardware, software) theoretical and oral courses
- Satellite maintenance and installation courses
- Mobile maintenance courses
- Beautician courses
- Graphic and web design

GACS plays an essential role in disseminating and developing information technology in the Middle East. GACS also provides geometry, networking, engineering, and management courses, in addition to having gained a well-established reputation among other educational centers offering similar services. GACS has credited certification over the past 16 years in IT training using the latest technological means.

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

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. As of May 2008, there were an estimated 700,000 Iraqi refugees in Jordan and only 55,000 were registered with UNHCR and thus were (compare above numbers on page 4) 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.

A study carried out in 2007 by the Institute for the Study of International Migration, Georgetown University and Center for International and Regional Studies/Georgetown University School of Foreign Service in Qatar, said that over two million Iraqis have crossed borders during the past six years to save their lives and livelihoods. The majority have found a safe refuge, albeit an increasingly difficult one, in Syria and Jordan. These two countries have kept their doors open to refugees long after other regional destinations were closed. That refugee, however, is close to exhausted as well because of resource strains, security concerns and the fact that violence in Iraq is continuing rather than abating. Meanwhile, the majority of Iraqis are in legal limbo in their host countries, tolerated but, more often than not, lacking documentation or authorization to work.

Iraqis in Jordan are beneficiaries of two conflicting policies, one is the tradition of Arab brotherhood which constitutes a political and moral imperative to provide refuge; the other is a determination on the part of the official entities not to integrate the Iraqis or acknowledge their permanency.

The repatriation of refugees has reached its lowest level in a decade, placing a burden on the Kingdom and countries across the region, according to a report released by UNHCR on June 1, 2009. Jordan is the fifth-largest host country to UNHCR cases, according to the report, and is home to 500,000 non-Palestinian displaced persons, most of whom are Iraqis.

The Iraqis in Jordan are given refuge as guests, but not acknowledged as refugees for whom the state takes responsibility. UNHCR deems the Iraqis to be prima facie refugees; those who register receive asylum seeker cards in Jordan and refugee cards in Syria. UN agencies and NGOs provide humanitarian assistance that alleviates suffering but is far from meeting urgent needs. The Iraqis are concentrated largely in Amman and Zerqa respectively. Their massive presence has affected local residents in mostly negative ways. Citizens blame the Iraqis for rising prices of real estate, rent, and food, for overcrowded schools and health facilities, and for shortages of electricity and water. The same study of the Institute for the Study of International Migration, Georgetown University and Center for International and Regional Studies/Georgetown University School of Foreign Service showed that Iraqis are neither the sole cause of the rising prices, nor are they a net drain on the country's economies. Hence, resources and services normally available to citizens are presently seriously stretched, where this influx has, in a way or another, burdened the country's social welfare systems, water, infrastructure, health services, and public education. For these reasons, social tension exists, particularly in the cities of Amman and Zerqa, where a good number of Iraqi refugees are settled. The international response to this major humanitarian crisis has been tepid. Regional governments outside of Jordan and Syria have neither welcomed Iraqis within their borders, nor supported Jordanian and Syrian efforts to meet the needs of the expanded population. Western donors have mobilized funding in modest amounts and have channeled most of it through international organizations and the Red Crescent societies. While the traditional resettlement countries are increasing the numbers of Iraqis they are willing to take, the numbers remain very small. To be sure, most Iraqis and their hosts would prefer successful efforts to establish peace in Iraq, thus permitting people to return rather than becoming permanent refugees.

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 15 or older), with 22% employed. Only about 14% of those Iraqis participating in the labor market are women. The Fafo report, said that approximately 73% of Iraqis are living in rented apartments, with a mean rent of \$255 per month.

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 to help families leverage any assistance that they may be able to receive while they wait either to return to Iraq or for resettlement in a third country.

Based on the given information and data, much is required in vocational training/life skills to assist in reducing poverty and unemployment. The ACT potential project is considered as a continuation of the already concluded project ended in October 2009, with an aim to benefit persons with disabilities through training them in graphic design as a new field of activity to enable them income generation. The new potential ACT project is very crucial to carrying out the training and furthering education of unemployed youths and adults, through a number of vocational skills to be implemented by the Geneva Academy for Computer Studies (GACS) which offers the selected vocational skills courses for the below criteria of target beneficiaries. Cooperation with GACS guarantees appropriate access of the target groups. Hence, a new vision of vocational education is requested to match the needs of the Iraqi refugees in order to secure employment, changing the image of the vocational education, and financially assist the targeted groups.

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 one location within the Amman Governorate and its suburbs including some beneficiaries who could attend the program from the cities of Salt and Zerqa.

Actions to Date

IOCC staff held several meetings with different international and national NGOs/CBOs and UN agencies, such as Mercy Corps, Caritas Jordan, UNHCR, UNICEF, OCHA, WHO, International Relief and Development, IMC, ICMC, Save the Children, Care International, and the Society of Community Development Centers. These are in addition to churches that are involved in providing humanitarian and social assistance to Iraqi refugees/guests. 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/guests 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 soft skills programs, where these international and UN agencies will consider IOCC Jordan as a referral NGO that could assist Iraqi refugees in the country.

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 250 beneficiaries will receive one or more forms of direct assistance under the project's life skills/vocational training component, which targets highly vulnerable Iraqis, in addition to providing awareness sessions to a further 600 vulnerable Iraqis and low income Jordanians.

Priority will be given to:

- Families with limited income;
- Single-headed households, with an emphasis on single mothers' households;
- Persons with disabilities; and
- Orphans and widows.

Beneficiary Numbers

The GACS will be responsible for the following activities and beneficiaries:

- 250 youth will attend workshops in life skills courses; and
- 600 indirect beneficiaries will attend awareness sessions in the areas of: management, workplace safety, women's social awareness in the labor market, etc.

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal

To promote the economic wellbeing of vulnerable Iraqi refugees in Jordan.

Objectives

- a. To help mitigate trauma among Iraqi guests through the implementation of social and educational activities.
- b. To provide Iraqi guests with opportunities to acquire portable soft skills to help them rebuild their lives and improve their standards of living once they are resettled in a third country or are return to Iraq.

Activities

IOCC will enter into a Memorandum of Understanding with Geneva Academy for Computer Studies as the implementing partner in Jordan. The activities will be implemented from the IOCC office in Amman, in partnership with the aforementioned national entity that provides services to vulnerable Iraqi guests and to vulnerable Jordanian families and communities. The partner was chosen due to IOCC's familiarity with its

capabilities, it is very well established with high caliber personnel who can carry out ACT-IOCC designed activities and programs, and it is a recognized body in the Kingdom.

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

IOCC Partners' Activities

Life Skills Training

IOCC staff consulted with different international and UN agencies and concluded that vocational/ soft skills are 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 income generation 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 training courses that are of interest to Iraqi refugees include the following:

- Computer maintenance (110 beneficiaries);
- English language (75 beneficiaries);
- Computer courses ICDL (40 beneficiaries); and
- Graphic design (25 beneficiaries).

IOCC partner, the Geneva Academy for Computer Studies (GACS), has fully equipped premises in a location that is easily accessible to trainees and 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 its partner which will detail the schedule of implementing the courses, remuneration, and reporting and monitoring procedures.

On average, soft skills training courses will run for a period of two months. Most of the courses require approximately 100 hours of training according to the utilized curricula, which is accepted and approved by the Ministry of Education as by other international NGOs that implement similar programs to the Iraqi guests in the country in order to receive a certificate. Classes will be held at different times of the day, depending on the course subject. The average cost of a course will be about \$166 per student. The program will train 250 beneficiaries. Courses offered will include, but are not limited to the following:

- Computer Program/ICDL;
- English Language;
- Secretarial Skills: English and Arabic Typing; and
- Graphic Design.

It is expected that primarily women will enroll in the English Language, computer skills, secretarial work, and Arabic and English typing, while men are mostly expected to participate in the advanced IT/ICDL and English courses.

Project Implementation Methodology

In implementing the program, IOCC will work closely with its local partner, the Geneva Academy for Computer Studies (GACS), in addition to other entities and churches that work closely with the Iraqi refugees/guests in the country.

For beneficiary selection, IOCC will cooperate with GACS to identify Iraqi refugees to apply for vocational training courses. This will be done through announcements that will be posted in several locations, local societies as well as training centers. IOCC staff, in cooperation with GACS, has already initiated contact with these entities and agreed to work together to identify beneficiaries.

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

A steering committee will be formed from the IOCC staff in Jordan, the implementing partner, and the benefited entity, and will meet on a regular basis (at least twice a month) 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:

Program 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.

Coordinator: (100%) (1): Based in Amman. Responsible for monitoring the project and reporting to the Project Manager.

Accountant (25%) (1): Based in Beirut. IOCC will share the time of its existing staff for this position. Responsible for book-keeping 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 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 government bodies, UN agencies, and various local and international NGOs are efficient and effective.

Constraints:

There will be no constraints in implementing this project as a continuation to the same ACT-IOCC project that was concluded at the end of September 2009.

Partnering with GACS has facilitated obtaining the needed official approvals and the endorsed certificates by the Ministry of Education. Other security approvals for some Iraqi beneficiaries will be managed by GACS.

Implementing Agenda

Activity	Jan. 2010	Feb. 2010	March 2010	April 2010
Collecting Beneficiaries' Lists	x			
Soft Skills Training		x	x	
Monitoring		x	x	x
Reporting	x	x	x	x

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. Once all of the beneficiaries receive their food and hygiene parcels, the program will be completed. 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, U.S.A. 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.

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 the project is implemented according to plan.
2. To confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives.
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 the Project Coordinator will conduct field visits to the site on a regular basis (at least once a week) for follow up and monitoring.

VIII. COORDINATION

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 concerned NGOs that are operational in Jordan (especially other ACT members) informed of the project activities.

Implementation Period

January 1, 2010 – April 30, 2010.

IX. BUDGET

Description	Type Unit	No. Units	Unit Cost USD	Budget USD
INCOME - Cash and In Kind Donations Received Directly				
INCOME PLEDGED (both through ACT Geneva and directly)				
TOTAL INCOME				0
EXPENDITURE				
DIRECT ASSISTANCE				
<u>Vocational Training</u>				
Vocational/Life Skills Training Courses for 250 Youth	Student	250	166.00	41,500
<u>Direct Programme Related Costs</u>				

Iraq – Assistance to IDPs and Refugees	13			Appeal IRQ101
Program Monitor / Jordan	Month	3	500.00	1,500
TOTAL DIRECT ASSISTANCE				43,000
TRANSPORT, WAREHOUSING & HANDLING				
Non Applicable	Each	1	0	0
TOTAL TRANSPORT, WAREHOUSING & HANDLING				0
CAPITAL EQUIPMENT (over US\$ 500)				
Non Applicable	Each	1	0	0
TOTAL CAPITAL ASSETS				0
INDIRECT: PERSONNEL, ADMIN., OPERATIONS & OTHER SUPPORT COSTS				
<u>Staff Salaries & Benefits</u>				
Program Manager (50%) / Jordan	Month	4	600.00	2,400
Accountant / Lebanon (25%) / Lebanon	Month	4	450.00	1,800
<u>Office Operations costs</u>				
Office Expendable Supplies, Utilities, Rent	Month	4	250.00	1,000
<u>Vehicle Operations costs</u>				
Local Vehicle Rental, Fuel, Maintenance	Month	4	250.00	1,000
<u>Communications costs</u>				
Telephone, Email, Facsimile	Month	4	100.00	400
<u>Bank Charges</u>				
Bank charges, Commission on transfers	Month	4	75.00	300
TOTAL PERSONNEL, ADMIN & SUPPORT				6,900
<u>Financial Audit costs</u>				
External IOCC Audit of ACT Appeal	Lumpsum	1		1,000
TOTAL EXPENDITURE				50,900
International Coordination Fee (3%)			0	1,527
TOTAL TARGET				52,427

B. IOCC - Assistance to Iraqi IDPs in Iraq**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 of IOCC's 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 the organization in 1992, IOCC's projects 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 grassroots 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 including emergencies, transitional and developmental. IOCC is experienced in market development schemes for monetization of commodities and the development of agricultural and rural rehabilitation and micro-credit activities. From IOCC's food distribution programs, the tracking systems used benefited all the programs in instituting and tracking all program resources, both cash and in-kind. Given IOCC's solid reputation and credibility, especially in safeguarding project integrity and stressing donor fulfillment and accountability, various donors continued not only to fund IOCC's projects but to progressively increase assistance levels.

IOCC began working in Iraq in 2003. Since then, IOCC has implemented over one million dollars in assistance programs in Iraq. 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 lunch programs, 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, as well as 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:

The Greek Orthodox Church, Armenian Orthodox Church, Mar Odesho Church, Acplats Church, local NGOs (Al Nada Association, Al Amal Association), and the Al Riyadh City Council.

IOCC is cooperating with these entities due to the previous positive experience in working with them. These entities carry out transparent and accountable operations and follow IOCC's distribution rules and regulations.

III. DESCRIPTION OF THE EMERGENCY SITUATION

The post-war period is developing in a high risk environment with continuous deterioration of the security situation and social upheaval. Iraqis are suffering from a growing lack of food, shelter, water, sanitation, healthcare, education and employment. Baghdad, as the capital and most populous governorate, has been the center of much of Iraq's displacement and return. It currently has more than 100,000 internally displaced persons (IDPs), of which roughly 65% have been assessed by IOM monitors. Of those assessed, 83% come from within the Baghdad Governorate. IOM has assessed 33,196 returnee families in the Baghdad Governorate as well as nearly 140,000 IDP families still displaced from Baghdad throughout Iraq. Of these 140,000 displaced from Baghdad, more than 78% intend to return. Therefore, the returnee population is expected to increase dramatically as conditions around Baghdad improve.

Due to the nature of the sectarian violence in Iraq and conditions of displacement, a significant number of IDP households in Baghdad are headed by women. This reaches 10% of IDP families in the districts of Abu Ghraib and Tarmia, but, according to anecdotal reports, it is likely that the actual numbers are even higher. Female-headed households are among the most vulnerable IDP families, as they often have no steady income and cannot advocate for themselves with regard to social and bureaucratic issues.

IOM assessed Baghdad IDP families report food and shelter as their priority needs. In addition, half of the 22,600 IDP families assessed between March and June 2009 chose "Other" when listing their needs, specifying money for rent. A housing shortage, few employment opportunities, and the rising cost of rent means that these monthly payments are becoming increasingly unaffordable. Among IDPs, almost 60% have no members employed, with this number reaching over 90% for female-headed households.

Food Security

The Comprehensive Food Security and Vulnerability Assessment 2007-2008, carried out by the Government of Iraq (GOI) with UN support, found that an estimated 930,000 people – 3% of the total population - were food insecure. An additional 6.4 million (almost 22% of the population) were extremely dependent on the food rations from the Public Distribution System (PDS), without which they could become food insecure. The study also found that 83% of the food insecure belonged to the poorest groups. The survey concluded that should the PDS be discontinued without the establishment of a robust and sustainable safety net, an estimated 25% of the total population would face real difficulties in ensuring their food security. The food insecure and vulnerable people are "still too many for a relatively wealthy country," said Edward Kellon, World Food Program Country Director for Iraq. The situation in the country remains highly volatile and any deterioration in security could undermine the whole process.

Food prices in the local Iraqi markets have risen at a steeper rate than global food prices. Iraqi food prices doubled between 2004 and 2008, while global food prices rose by 73%. The steeper rise in domestic prices was influenced by the rise in international food prices and an 800% rise in domestic fuel and light prices during the same period. It is possible that a future decrease in fuel costs will not lead to a proportionate decline in food prices.² The rise in food prices has contributed to the increase in the poverty rate in Iraq. The resulting changes in spending and acquisition patterns have had a negative impact on nutrition.

Health

Healthcare in Iraq has been hit hard by the lack of qualified medical staff. Many physicians have left the country due to the security crisis, leaving hospitals under-staffed or staffed with doctors who do not have the proper experience or skills to manage emergency cases. Iraq now has about 16,000 physicians, roughly one-fourth of what it needs to match Jordan's number per capita.

Hospitals and clinics lack basic medical supplies, including equipment and drugs. Kimadia, the state company in charge of providing drugs and supplies to hospitals and health centers, is no longer able to do that because of a lack of organization, corruption, and sectarian divisions. Due to this, 90% of health facilities in Iraq do not have the basic resources to treat patients. It is quite common for family members of the wounded or sick to be asked in hospitals to buy medicine, intravenous drip, suture material, and even blood for transfusion.

² IAU inter-agency information and analysis unit August 2009.

Iraqi hospitals are struggling to keep up with the numbers of sick and the rising numbers of the victims of violence. Cholera, a waterborne disease, remains endemic, with outbreaks common in the summer months. In Iraq, the total number of reported measles cases between January 2008 and January 2009 reached 10,306 and is continuing to spread among the susceptible population. Although immunization is a priority program for the Ministry of Health, the deterioration in the security situation has severely affected distribution of vaccines, supervisory and training activities, and the access to immunization institutions for women and children. This has led to a significant decrease in the percentage of infants protected against measles.³

Access to Water

In late October 2008, according to the ICRC, some 40% of Iraqis – mostly people living in suburbs and rural areas – were not connected to a water network. More than 40% of Iraqis were relying on poor quality and inadequate water supplies, and millions of people (especially children) were at serious risk of waterborne diseases, including cholera. A few days earlier, the Iraqi Ministry of Health had reported that at least 17% of its national water supply and some 30% in Baghdad was not fit for human consumption.

UNICEF humanitarian assessments carried out in August and September 2008 showed that access to safe drinking water had fallen to as low as 31% in the poorest districts (including the three southeastern provinces of Babel, Qadisiya, and Basra), and access to sanitation services had fallen to as low as 35%. According to the Special Inspector General for Iraq Reconstruction (SIGIR), key facilities in the water sector continue to operate below full capacity because of operations and maintenance problems.

Electricity

Today large numbers of Iraqis have just a few hours of publicly provided electricity a day. In many Baghdad neighborhoods, electricity from the national power grid is less than two hours per day. Iraqis who can afford it, resort to private diesel generators – a solution that is both expensive and unnecessarily polluting.

Education

In October 2008, in the opening remarks at an international conference held in Paris, UNESCO Director General, Koichiro Matsuura, stressed that over the past two decades, the education sector in Iraq has been greatly weakened and "access to a quality basic education has become a major issue, with low and declining enrollment rates at every level." Today less than 60% primary school-aged children are attending school and the ratio for secondary education is below 50%. Girls, particularly in rural areas, are the most affected at both levels, he said. As a result of two decades of war and 13 years of harsh, UN-imposed economic sanctions, Iraqi schools have fallen into disrepair, enrollment has dropped, and literacy levels have stagnated.

According to UNICEF figures, in 2007, school attendance had dropped to 53% from 83% in 2005. The Central Organization for Statistics and Information Technology (COSIT), part of the Iraqi Ministry of Planning, reported an increase in the number of illiterate children aged 6 to 11 who are not in school due to security, poverty and homelessness. Estimates by the Iraqi Ministry of Education showed that only 30% of the country's primary school-aged children (3.5 million) attended classes in 2007 – a sharp decline from 75% in 2006, and 80% in 2005. Aid agencies estimate that thousands of Iraqi parents do not send their daughters to school for cultural reasons and/or because of general insecurity. According to the latest UN figures available, in 2006, 417 schools were attacked and 300 teachers were killed, while 70% of schools across Iraq are damaged by war or lack of maintenance.

UNICEF assessments for August and September 2008 showed that across parts of Al Anbar, Babel, and Basra Provinces, fewer than 60% of children aged 6 to 11 had regularly attended school in the past two months of the school year. In many of those governorates, over 30% of the schools operated two or more shifts per day. According to the latest UN SG report on Iraq, dated February 2009, areas of particular concern include southern Iraq, with high illiteracy rates (24% vs. 17% national average) and a dropout rate from the education system of 10%. Targeting of educators and professionals has taken a heavy toll on Iraq's education system, already devastated by 13 years of economic sanctions prior to the US-led invasion.

³ The Central Emergency Response Fund (CERF) Iraq 2009.

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 the 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 the local NGOs, churches, and mosques so they can reach out to more Christians and Muslims in need. By implementing this project in coordination with local NGOs, churches, and mosques, 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 life savings and houses and are forced to either move to another place or to stay with neighbors and/or relatives. Ethnic cleansing in Iraq has been on the rise. Many minority families of certain ethnic and religious 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 basic human rights. Locals in Iraq limit their movements to the most urgent life necessities and most people remain within certain boundaries that they consider "safe."

Specific Location for the Proposed Response**Baghdad Governorate, Iraq**

IOCC's program will address the needs of highly vulnerable people in the Baghdad Governorate in the areas of Karada (Hay Al Wihda, Hay Babylon, Camp Sarah), Al Dora (Hay Al Athoreen), Al Wazeriyah, Bab Al Sharji (Camp Al Galani), Al Shaoura area (Hay Al Ma'amil, Hay Al Nasir), Al Ghdeer area and Palestine Street, as well as Al Sina'a Street. These areas have been selected due to the continuous cycle of violence and daily attacks that people in these areas have witnessed and because IOCC has been working with the Baghdad Governorate to support these vulnerable families since 2003

IV. TARGETED BENEFICIARIES

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

- Low income families or families without any income
- Large families (eight 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 Governorate

The selection of beneficiaries will be based on existing and updated lists from partner organizations. IOCC will use personal identification and the PDS (Public Distribution System) card that each family has to obtain and

verify the information that is needed for the implementation of the program. This system was introduced by the Iraqi Government 13 years ago and managed by the Ministry of Trade.

IOCC received many letters from churches, local NGOs and from the city council of Al Riyadh District requesting food and hygiene assistance (see attached).

V. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal

To alleviate some of the immediate nutritional and hygiene needs of highly vulnerable families in the Baghdad Governorate while enabling them to participate meaningfully in their own assistance programs.

Objectives

To provide essential food and non-food items to **1,660** highly vulnerable families.

IOCC will provide food and hygiene parcels to **1,660** vulnerable Iraqi families in the Baghdad Governorate, based on family needs. The primary 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 (see Annex 2).

Two types of packages will be made available for families:

1. *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 (two 350g packs of spaghetti, 850g can of tomato paste, 1kg of beans, two 170g cans of tuna fish, two 850g cans of chicken, 1 liter of cooking oil, 1kg of salt, 450g of tea, two 120g packs of cheese, 450g of jam, and two 400g bags of milk powder).
2. *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 (two 400g bags of washing powder, five 100g pieces of bath soap, 500ml of disinfectant, 600ml of shampoo, four toothbrushes, two tubes 75g of toothpaste, 2 liters of dish washing liquid, and two rolls of toilet paper).

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.

In order to determine which beneficiaries meet the criteria, IOCC will use personal identification and the PDS (Public Distribution System) card that each family has. The food and non-food items that IOCC will distribute are different from the food and non-food ration provided under the Public Distribution System (PDS)

IOCC staff will purchase the food and hygiene commodities from the local Iraqi 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. Commodities will be transported to warehouses in accordance with the distribution plan to efficiently use the warehousing capacity.

After obtaining the wholesale rates for food and non-food items, IOCC staff will deliver the commodities from the merchant's warehouses to IOCC's warehouse where IOCC staff will repackage, store, and dispatch them to the distribution sites.

In order to cover a large number of extremely vulnerable families, IOCC will provide each family with one food parcel and one hygiene parcel.

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.

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

IOCC staff will deliver the repacking 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. During distribution of food and non-food parcels to the vulnerable families, IOCC staff will supervise and monitor the distribution process and conduct interviews with beneficiaries. Each recipient will provide his/her signature to confirm receipt of the supplies.

Project Implementation Methodology

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

IOCC will provide food and hygiene parcels to vulnerable Iraqi families in the Baghdad Governorate, based on family needs. The main aim is to provide beneficiaries with high protein food supplies to reduce the high malnutrition rate and to provide adequate hygiene items for one month. The items to be included in the food and hygiene kits will be chosen in accordance with Sphere standards.

IOCC and local partners 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 and updated lists of beneficiaries. The program will provide rations to **1,690** vulnerable families (Annex 1) 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:

- 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.
- 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 the donor(s).
- 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.
- Finance/Personnel Manager (1): Based in Beirut. IOCC will share the time of its existing staff for this position. 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.

Assumptions, Constraints and Prioritization

Assumptions:

Funds are received on time to start providing assistance to beneficiary families as planned.

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 goals.
2. Intermittent electric supply, internet connection, and telephone lines limit communication. 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 in the world during intense conflicts including Kosovo, Chechnya, the West Bank, Gaza, and Lebanon.

Prioritization:

IOCC will use the funds that will be made available proportionally among various project components unless it feels that the well-being of the targeted families is at an alarming risk. In this case, priority will be given to providing relief supplies and basic necessities of life.

Implementation Timetable

Activity	Jan. 2010	Feb. - Mar. 2010
- Collecting Lists of Beneficiaries	X	
- Collecting Bids/ Procurement	X	
- Repacking		X
- Distribution		X
Monitoring	X	X
Reporting	X	X

Transition or Exit Strategy

In implementing the program, IOCC will work closely with its local partners (churches, local NGOs and the city council of Al Riyadh District) to ensure that the local partners follow IOCC procedures throughout the distribution program. Once all of the beneficiaries receive their food and hygiene parcels, the program will be completed.

IOCC and local implementing partners have and will continue to coordinate with other national and international donors and always try to solicit support to assist vulnerable families in their communities.

IOCC staff will involve grassroots leadership, municipalities, church leaders, and representatives of local communities in the selection of beneficiaries and later in monitoring the implementation to give them a sense of ownership and to make sure that the project attains the highest level of satisfaction within the communities.

Implementation Period

January 1, 2010 – March 31, 2010.

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, U.S.A.

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 system of a monthly cash requests procedure that all IOCC field offices follow.

Monthly bank statements as well as monthly financial reports will be submitted to IOCC headquarters in accordance with IOCC financial procedures applied in all field offices.

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 the project is implemented according to plan.
2. To confirm that assistance is reaching the targeted beneficiaries and achieving the desired project objectives.
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 beneficiary 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

Coordination within the Project

IOCC staff will involve grassroots leadership, municipalities, church leaders, and local communities' representatives in the selection of implementing partners and later in monitoring the implementation to give them a sense of ownership and to make sure that the project attains the highest level of satisfaction within the communities.

XI. BUDGET

Description	Type Unit	No. Units	Unit Cost USD	Budget USD
INCOME - Cash and In Kind Donations Received Directly				
INCOME PLEDGED (both through ACT Geneva and directly)				
TOTAL INCOME				0
EXPENDITURE				
DIRECT ASSISTANCE				
<u>Food Relief Assistance</u>				
Family Food Parcels	Parcel	1,660	27	44,820
<u>Non Food Relief Assistance</u>				
Family Hygiene Parcels	Parcel	1,660	9.5	15,770
<u>Direct Programme Related Costs</u>				
Program Coordinator (Baghdad)	Month	3	700	2,100
Monitors (Baghdad -1 Monitor)	Month	3	400	1,200

Iraq – Assistance to IDPs and Refugees	22				Appeal IRQ101
Warehouse Keeper (Baghdad)	Month	3	300	900	
TOTAL DIRECT ASSISTANCE					64,790
TRANSPORT, WAREHOUSING & HANDLING					
Transport	Month	3	300	900	
Rental of Warehouse	Month	3	550	1,650	
Handling/Repackaging	Month	3	650	1,625	
TOTAL TRANSPORT, WAREHOUSING & HANDLING					4,175
CAPITAL EQUIPMENT (over US\$ 500)					
EQUIPMENT (over \$500US)					
Not Applicable	Each	1	0	0	
TOTAL CAPITAL ASSETS					0
INDIRECT COSTS: PERSONNEL, ADMIN., OPERATIONS & OTHER SUPPORT COSTS					
<u>Staff Salaries & Benefits</u>					
IOCC/ACT Finance Manager (Beirut, Part-time 25%)	Month	3	450	1,350	
IOCC/ACT Program Manager (Amman 50%)	Month	3	600	1,800	
<u>Travel Costs</u>					
Staff Airfares, Transport, Perdiems	Trip	2	850	1,700	
<u>Office Operations Costs</u>					
Office Rent	Month	3	450	1,350	
Office Expendable Supplies	Month	3	80	240	
<u>Vehicle Operations Costs</u>					
Local Vehicle Rental	Month	3	200	600	
<u>Communications Costs</u>					
Telephone, Email, Facsimile	Month	3	150	450	
<u>Financial Audit Costs</u>					
External IOCC Audit of ACT Appeal	Annual	1	3,000	3,000	
<u>Bank Charges</u>					
Bank Charges and Currency Conversion Loss	Month	3	150	450	
TOTAL PERSONNEL, ADMIN & SUPPORT					10,940
TOTAL EXPENDITURE					79,905
International Coordination Fee (3%)			0.03	2,397	
TOTAL TARGET					82,302

C. Middle East Council of Churches / Damascus Liaison Office - Assistance to Iraqi Refugees in Jordan

I. 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 Shiite 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) and Act appeal in Syria (MEIQ81) in 2008-2009.

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

According to UNHCR's review on its operation for Iraqi refugees in urban areas of Jordan, Lebanon and Syria published in July 2009, "**Surviving in the City**," the majority of Iraqis do not have any immediate prospect of finding a solution to their plight. Most of them consider that current conditions in Iraq prevent them from repatriating, while a significant number state that they have no intention of returning there under any circumstances." The study goes on to state that only a limited number of refugees can expect to be accepted for resettlement, and those remaining in countries such as Syria have little prospect of being integrated into the local community or gaining residency. Funding also become a growing issue for such organizations as UNHCR and others in the refugee-humanitarian field, with an estimated decline to be occurring over the coming months and years to come.

The numbers of refugees is difficult to establish precisely. And also detecting and identifying vulnerable Iraqis is challenging due to the urban nature of the refugee population. Most Iraqi refugees live in and around Damascus with significantly smaller communities in other large Syrian cities as well.

An estimate is that 800,000 people are still refugees, but only a small portion is officially registered. The current population of Iraqis refugees registered with UNHCR Iraqi refugees in Syria stands at 215,429 (as of September 30, 2009).

Since the start of its voluntary repatriation program in October 2008, UNHCR Syria has assisted 1,179 Iraqi refugees in returning to Iraq. The majority cite financial hardship as the reason for their decision to repatriate. Since 2007, settlement programs worldwide received 34,000 applications, about 15,000 people have been assisted since to move from Syria.

Amongst the religious groups, there many Christians that have suffered resurgence in sectarian violence, with bomb attacks taking place between the months of April and July 2009, targeting Christian churches in Baghdad and Christian families in Kirkuk. Due to Christian-targeted attacks since the invasion in 2003 and a resurgence

in recent months, the number of Christians in Iraq is believed to have dwindled from nearly 1 million a decade ago to less than half a million today.⁴

The high number of Iraqi refugees living in Syria has created severe economic problems especially in the area of housing and daily cost living. The increase in population has also caused various environmental difficulties, such as water and electricity shortages, which have already afflicted Syria for some time. The numerous economic and social problems facing Iraqi today are generating a lot of hidden problems which affect both Syrian and Iraqis.

Security situation in the area of proposed response.

Iraqis living in Syria are enjoying security and safety, and they are protected by Syrian law.

Location for the proposed response.

Damascus: Bab Touma, Kashkool, Dweila

Damascus Suburbs: Jaramana, Set Zeinab, Barzeh and Saydnaya,

Northern Syria: Aleppo and provinces and Jaziret (Haaskeh and Kamishli)

These locations have been chosen according to information on the location and density of Iraqi refugees provided by local partners, the churches and Muslim communities. The partner churches are those of the Chaldean, Syrian Orthodox, Syrian Catholic, Armenian Orthodox and Greek Orthodox communities. Muslim and Sabeen communities will be targeted through their residency in areas such as Sit Zeinab and Kudssia in different places

III. TARGETED BENEFICIARIES

Based on the achievement of the previous appeal MEIQ81 upon implementing similar proposed activities, the local churches and beneficiaries highly appreciated the offered services and requested if MECC can continue its support through ACT for the coming year.

MECC was able to reach out to the following numbers of beneficiaries as follows:

- 1- 670 beneficiaries were enrolled in different portable vocational programs, 496 Iraqis and 174 Syrians. Of these, 278 were men and 392 were women. Of 66 interviews, there were 15 success stories. The surveys the MECC had conducted after finishing all courses indicated that more than 80% of beneficiaries are able to use the portable vocational skills the received and able to begin planning for their small business investment after getting the required training on Business Start up.
- 2- Distributing 1,500 hygiene kits in different places in Syria. Through questionnaire forms, 90% of beneficiaries reported how these parcels had contributed in alleviating the economic burden at the time of distribution and during using the contents of each parcel.
- 3- Providing Health Awareness education program to 548 Iraqi women living in very modest housing areas in order to teach them about health behavior and injury prevention in the host country. Through interviews and home visits, this activity was proven to have an effective psychological and social impact on its beneficiaries. Of the 29 women interviewed after the class, eight reported success stories due to their participation in the health seminar. From the surveys that all participants filled out after finishing the course, 97% of participants said it influenced them into changing at least some of their health related behaviours. More than 90% of participants expressed their appreciation for the program due to its positive effects on combating feelings of loneliness, social isolation, and depression following their experiences in Iraq. Additionally, 97% of participants stated that they enjoyed meeting other Iraqi women like themselves and made new friends.

Therefore, MECC is proposing in this new appeal to continue supporting Iraqi families in the areas of vocational training, health awareness programs for women and to include men in the new program. Also, MECC would

⁴ Christian World News (CWN), 'Christians Targeted in Iraq, Somalia Attacks', Sunday, July 19, 2009, available at <http://www.cbn.com/cbnnews/shows/cwn/2009/July/Christians-Targeted-in-Iraq-Somalia-Attacks/>

like to conduct a new sector related to education for children who are not able to attend school. n We had quite high numbers of needy students. The needs came from the request of many Iraqi applicants. MECC will not conduct any distribution of non-food items, namely hygiene kits because there are other organizations doing this

Proposed activities through 2010:

The proposed program will directly reach highly vulnerable Iraqi refugees living in different regions of Syria. The appeal will target 200 school children who need a special education program to help them continue their education. Further, the appeal will assist 400 youth (men and women) of different religious affiliations who need assistance with tuition fees for vocational training courses in areas such as English language, hair styling, mobile phone maintenance, sewing and knitting skills, as well as 400 Iraqi men and women who require health awareness education. These needs were determined during the implementation of MEIQ81 due of the necessities of continuing the above support

Location Area	Type of Support	Number & Type of Beneficiaries
Damascus	education to out of school children	200 children
Damascus & Aleppo	Vocational education & training	400 Youth
Damascus	Health awareness education program for Iraqi women	400 Women & men

Gender balance will be considered and efforts will be made to avoid non-religious discrimination.

Criteria for the selection

The MECC staff, local member churches, church-affiliated organisations and Muslim communities will decide on the selection of target groups and choose the criteria for this process. These criteria will take into consideration the neediest refugees, gender and faith affiliation balance. MECC will benefit from the registration office created by the Greek Orthodox Patriarchate of Antioch and all the East and other organizations like Caritas and churches having a lot of Iraqi members in order to collect the names and screen the needs based on the request of Iraqis indicated in their registration forms. MECC is aware that it will not be able to respond to the whole needs, therefore, coordination in selection the neediest beneficiaries will be based on prior consultation among churches and random home visits to beneficiaries to evaluate the real needs.

IV. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Goal

Enhance living conditions of Iraqi refugee youths, women and out-of-school children and their families in Syria, by providing them with vocational training, health awareness and special education programs.

Objectives

1. To enable at least 200 out of school children who do not attend any school with special education programs in the afternoon in one of the church-related schools.
2. To enable 400 youth (of both sex) to receive vocational skills training which will help them to be self-reliant in the years to come.
3. To provide health-awareness programs for at least 400 Iraqi women and men living under dire circumstances.

Activities and implementation methodology

Objective 1: To enable at least 200 out of school children who do not attend any school with special education programs in the afternoon in one of the church-related schools

- Enrolling at least 200 school Iraqi children who left their schools since many years in a church related school and providing special program to them according to their academic levels.

- Entry exam will be conducted to determine their levels. Children will get mainly Arabic and English language, science, mathematics and music. the program will be conducted in the afternoon from 2.00 to 6.00 pm.
- Transportation will be provided as well as all education requirements such as uniform and stationary.

Objective 2: To enable 400 youth (of both sex) to receive vocational skills training which will help them to be self-reliant in the years to come.

To enroll (**500 beneficiaries, 75% Iraqis and 25% Syrians**) in different professional skills training programs in both Damascus and Aleppo. Over a maximum period of two months, trainees can learn different vocational skills, such as English language proficiency, mobile maintenance, hair styling for men and women, sewing and knitting.

This will hopefully enable them to obtain a basic certificate that might ultimately enable them to find a suitable job in the local market. 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 Iraqi 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: To conduct meetings to raise awareness among 400 Iraqi women and men with regard to health and nutrition issues.

Lectures and meetings will be organized in various 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.

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 women and men 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 .

MECC will appoint part time staff to manage the activities as we did in the recent appeal MEIQ81.

The supervisor of the appeal will be MECC country director. Beneficiaries will be involved indirectly in the success of the appeal through the evaluation process that MECC should conduct at the end of each activity in order to measure the success and impact of the program. Beneficiaries will play a role to make the program a very successful one by motivating them to follow activities till the end and by creating relationships with their families to follow their performance at home. Orientation meetings will be organized with beneficiaries prior any activities in order to explain the objective and expected outcome.

Inputs for project implementation

The required staff to implement this appeal in Syria consists of 4 persons in the field:

- One part time appeal director.

- One part time financial officer.
- Two part time coordinator (one for vocational training and other one for out-of-school program).The coordinator of Health will be covered from the activity itself as we pay only the fees of doctors and monitors can do the other required duties.
- Three monitor officers.
- One part time secretary.

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. This would entail a reduction of the number of beneficiaries in all planned activities.

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 implementation period is 1 January 2010 – 31 December 2010 (twelve months), depending on the availability of funds.

Transition or Exit strategy

The implementation of the project will provide concrete support and demonstrate solidarity with these Iraqi refugees. On the one hand, the assistance aims at developing the skills of beneficiaries and to equip them with different portable skills in order to make them able to depend on themselves in the future and to earn the living. On the other hand, the assistance enables the population to improve their living conditions in Syria. The government of Syria welcomes any support for Iraqis residing in Syria. Agencies and NGOs such as the MECC are credible to the Syrian government.

The long-term strategy will be to keep supporting affected Iraqis by all means possible. It is equally important, though, to work on a process of establishing peace inside Iraq so that Iraqis may return and live a secure life there. Rehabilitation will then be needed in Iraq.

However, given the current insecure situation in the country and the continuous bombings and killings, the MECC will keep on assisting Iraqi refugees in Iraq and in Syria. The MECC and churches are heavily involved in securing 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.

V. 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.

The MECC decided to adopt the following payment procedures in Syria: The MECC already has a special bank account for the appeal in Damascus. Checks 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 checks, secure the signatures of authorized persons on checks, 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.

Auditing will be done by a separate audit company in Lebanon.

VI. MONITORING, REPORTING & EVALUATIONS

The MECC will conduct a monitoring plan for three purposes: to ensure that the project is implemented according to plan; 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 in each country. The MECC 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, the MECC monitoring staff will evaluate after the end of the project. ACT members may also be present at that time. 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). A report on the evaluation will be sent to the ACT agency. An initial progress report will be produced by MECC staff members that are coordinating the work of the project. Compiling and concluding the narrative report will be done by the monitoring staff and local coordinators. The financial report will be produced by the MECC Syria office. Auditing will be done by a separate audit company hired for the purpose, namely,

Reporting Schedule:

The final narrative and financial reports are due at ACT within two months of the end of the project. The audit report is to be received by ACT no later than within three months of the end of project.

VII. CO-ORDINATION

Coordination within the project

The MECC office in Damascus will coordinate their operations. All communications and reports are copied to MECC HQ in Beirut.

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

As a general MECC policy in implementing relief work, it cooperates and coordinates directly with local partners located in the vicinity. In the case of this appeal, the MECC will also coordinate the work and cooperate directly with churches and Muslim communities in the countries and areas of relief.

The MECC will coordinate its work with local churches, church-affiliated organizations and Muslim communities offering the mentioned services to Iraqi refugees. These entities include the Chaldean, Syrian Orthodox, Armenian Orthodox and Syrian Catholic churches, the Greek Orthodox Patriarchate, and the Al-Mouhsnieh Shi'ite Association.

MECC will call for a meeting with concerned entities mentioned above upon receiving the confirmation of the budget and activities in order to get their feed back and any other suggestions and to discuss their involvement in the program. Allocated staff will attend this meeting in order to know all involved people to facilitate coordination in alter stage. Quarterly report will be sent to local churches to know the development of activities.

MECC will coordinate its work with other agencies working in the field such as UNHCR, IOCC, SARC (Syrian Arab Red Crescent) , Caritas, Nuns order of the good shepherd and Mercy Corps.

Such coordination aims at overcoming any duplication in similar activities and to share information as much as possible, to refer beneficiaries according to each NGOs area of activities, and finally by enabling beneficiaries to get more than one needed assistant from different financial sources.

IX. BUDGET MECC

Item Description	Type unit	No. of units	Cost Per Unit	Original Budget
INCOME - Through ACT Geneva				0
INCOME - Cash and In Kind Donations Received Directly The Greek Orthodox Patriarchate of Antioch and All The East				6,000
INCOME PLEDGED (both through ACT Geneva and directly)				
List by donor name and fill in amount				
TOTAL INCOME				6,000
EXPENDITURE				
Direct Costs (programs):				
Vocational Training	beneficiaries	400	300	120,000
Education to out of school children	student	200	300	60,000
Campaigning for raising awareness (women & men)	beneficiaries	400	50	20,000
3 field Coordinators/monitors	month	33	335	11,055
1 Administrative Assistant (in Damascus)	month	12	335	3,900
sub total				214,955
Transport & Handling fees				
Transportation	month	12	200	2,400
Indirect Costs: Personel, Administration, Operations and Support:				
<i>Staff</i>				
1 Part time Project director	month	12	750	9,000

1 Part time Finance Responsible	month	12	335	4,020
2 Program coordinators (1 Education + 1 Vocational)	month	20	600	12,000
<i>Office Operations</i>				
Communications (Fax, Mobile,...)	month	12	200	2,400
Stationary, office supplies, utilities, rent	month	12	200	2,400
Mobile Phone	set	1	150	150
Office equipment (table, chairs)	set	1	500	500
sub total				30,470
Audit, monitoring, legal fees				
Travel fees monitoring	trips	5	200	1,000
Legal attorney fees	estimate	1	1,000	1,000
Audit Fees	estimate			5,000
TOTAL EXPENDITURE				254,825
International Coordination Fee (3%)			0	7,645
TOTAL TARGET				262,470
				256,470

D. NCA - Assistance to Iraqi IDPs in Iraq

I. REQUESTING ACT MEMBER

Norwegian Church Aid (NCA)

The NCA component will be added to the appeal revision to be issued shortly.