**Project Report | Basic Needs Assistance**

|  |  |
| --- | --- |
| **Organization Name** | **Alawite Islamic Charity association** |
| **Contact person**  *Name, email, and phone* | Hassan Salloum –  Email : [info@aica-lb.org](mailto:info@aica-lb.org) |
| **Reporting period**  *From – To* | From First Of July 2021 - To 31 December 2021 . |

# **Activities implementation**

*Brief description of updates and activities during the reporting period as per the implementation plan[[1]](#endnote-1)*

Activity 1: Providing hot meals for 150 individuals distributed over 23 HH. The beneficiaries received their meals as per the “Smart Card Program” launched by AICA early July. The family can select from a variety of meals (Meat, Chicken, Fish and Vegetarian) to cater to all tastes. The meal/individual weighs 550 Grams and it is served for 3000 LBP (0.1 USD) in order to emphasize on beneficiaries’ resilience and dignity. AICA distributed 3900 meals per month.

Below is an aggregation for the distributed meals/month:

|  |  |  |
| --- | --- | --- |
| July | August | September |
| 3900 | 3900 | 3900 |
| October | November | December |
| 3900 | 3900 | 3900 |

Activity 2: Conducting food and water samples tests where samples were regularly sent to Chamber of Commerce and Industry labs in Tripoli, in order to ensure the food safety. Below are the latest results issued by CCIAT labs:



Activity 3: Carrying on with the door to door visits, and assessing additional families in order to include them in the program upon funds availability. Around 600 HH are pending on AICA’s waiting list, in addition to 100 families who were assessed late September, out of whom 45 HH were deemed eligible. AICA is trying to leverage own funds to increase the number of “Smart Card Program” beneficiaries despite the hardships and limited resources.

Activity 4: Improving the quality and taste of provided food through constant monitoring & evaluation. The kitchen staff recorded the beneficiaries’ daily feedback and conducted the needed adjustments when existed. AICA also extended the monitoring activity and collected feedback from staff and regular customers who are purchasing meals from the kitchen, all to guarantee the best outcome in terms of quality and taste.

# **Challenges**

*Overview of any challenges encountered during the reporting period and how they were tackled*

|  |  |
| --- | --- |
| **Challenge(s)** | **Response(s)** |
| The constant change in raw material prices with the fluctuation and exchange rate. | Framework agreement with suppliers pricing items in USD. |
| The inability to deliver meals to the card holders houses. | Seeking funding opportunities to procure motorcycles |
| The inability to procure material for a month due to the limited space of storage room and the need of larger fridges. | Deliver items on a daily basis except for products with long shelf life. |
| High cost for packaging (Boxes and plastic bags) | Initiated the design of eco-friendly and reusable canvas bags as well as procurement of reusable Tupperware dedicated to each HH |

## **Monitoring**

*The* ***number achieved during the reporting*** *period is the sum all targeted participants that have been reached.*

*The* ***progress towards target*** *is a percentage calculated as follow:*

*Progress = (Number achieved during the reporting period) ÷ (Overall target) × 100*

|  |  |  |  |
| --- | --- | --- | --- |
| **Targeted participants** | **Number achieved during the reporting period** | **Overall target** | **Progress towards target** |
| 150 beneficiaries receiving meals 6 days per week for 6 months | 23400 meals | 23400 meals | 100% |
| **Total project target** | 23400 meals | 23400 meals | 100% |

## **Coordination and communication**

*Please list any coordination meetings or communication with national COVID-19 response actors (Government of Lebanon, municipalities, local community, NGOs, INGOs*

|  |  |  |
| --- | --- | --- |
| **Date [dd/mm/yyyy]** | **Response actor** | **Type of coordination [meeting, email, phone call][[2]](#endnote-2)** |
| *From 13 September 2021 to 31 December 2021* | *Global Giving* | Fundraising Campaign on GG website:  [**https://www.globalgiving.org/projects/together-to-reduce-**](https://www.globalgiving.org/projects/together-to-reduce-) |
| *5/10/2021* | *Chamber of Commerce and Industry in Tripoli* | **Email:** [**labinfo@cciat.org.lb**](mailto:labinfo@cciat.org.lb)  Phone: +9616425600 |
| *1/7/2021 till 30/9/2021* | *Catholic Relief Services - CRS* | **Email:** [**ramzi.hage@crs.org**](mailto:ramzi.hage@crs.org)  Phone: +961370129339 |

## **Way forward**

*Brief description of preparation for upcoming activities and any deviation from the implementation plan*

* Activity 1: Carrying on with the vulnerability assessment to register families with limited income and assigning a dedicated hotline in order for cases to be enlisted on waiting list.
* Activity 2: Designing canvas bags in order to reduce plastic waste, preserve the environment and save production costs.
* Activity 3: Procuring Tupperware and dedicate it for each HH to substitute plastic containers, preserve the environment and save production costs.
* Activity 4: Supporting youth initiatives to encourage Eco-delivery means through the use of bicycles. [[3]](#footnote-1)
* Activity 5: Preparing healthy meals for school students, especially children, through coordination with schools and educational institutes
* Activity 7: Build the kitchen staff capacity to diversify the menu & include western items
* Activity 8: Working on ISO certification to increase the kitchen standards and sales
* Activity 9: Expanding the kitchen services to include catering services
* Activity 10: Diversify the kitchen income streams through different modalities in order to expand the Smart Card program services and include beneficiaries from all around Tripoli.

# **Budget**

*Narrative update on budget spent*

*Please insert the original Budget table, adding one column: “expenses to date” for comparison. Please see an example below:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All costs in US$** | **FTE or # of units** | **Unit Cost** | **Unit of Measure** | **%** | **Frequency** | **Total Amount** | | **Expenses to Date** |
| **1. Personnel** |  |  |  |  |  |  |  | |
| **PM** | 1 | 1800 | Person | 100 | 6 | 10800 | 10800 | |
| **Cook Cheif** | 1 | 1200 | Person | 100 | 6 | 7200 | 7200 | |
| **Assisstaant Cheif** | 2 | 1000 | Person | 100 | 6 | 12000 | 12000 | |
| **Cleaners** | 3 | 800 | Person | 100 | 6 | 14400 | 14400 | |
| **Reception** | 1 | 800 | Person | 100 | 6 | 4800 | 4800 | |
| **TOTAL Personnel** |  |  |  |  |  | 49200 | | 49200 |
| **2. Fringe Benefits** |  |  |  |  |  |  | |  |
| **TOTAL Fringe Benefits** |  |  |  |  |  |  | |  |
| **3. Travel and Transportation** |  |  |  |  |  |  | |  |
| **TOTAL Travel and Transportation** |  |  |  |  |  |  | |  |
| **4.Equipment** |  |  |  |  |  |  | |  |
| **TOTAL Equipment** |  |  |  |  |  |  | |  |
| **5. Supplies** |  |  |  |  |  |  | |  |
| Raw Material | 150 | 1 | Meal | 100% | 156 | 23400 | | 23400 |
| Packing Box | 150 | 0.2 | Box | 100% | 156 | 4680 | | 4680 |
| Subsidized amount | 150 | 0.18 | person | 100% | 156 | 4212 | | 4212 |
| Marketing (Social Media Sponsorship) | 1 | 75 | Month | 100% | 3 | 225 | | 75 |
| **TOTAL Supplies** |  |  |  |  |  | 32517 | | 32517 |
| **7. Contractual** |  |  |  |  |  |  | |  |
| **TOTAL Contractual** |  |  |  |  |  |  | |  |
| **8. Other Direct Costs** |  |  |  |  |  |  | |  |
| **Sub Total Programming Expenses** |  |  |  |  |  |  | |  |
| Electricity | 1 | 680 | month | 100% | 6 | 4080 | | 4080 |
| Gas | 1 | 30 | month | 100% | 6 | 180 | | 180 |
| Detergents | 1 | 15 | month | 100% | 6 | 90 | | 90 |
| **Sub Total Operational Expenses** |  |  |  |  |  | 4350 | | 4350 |
| **TOTAL DIRECT COSTS** |  |  |  |  |  |  | |  |
| **TOTAL** |  |  |  |  |  | 86,067 | | 86,067 |

# **Annexes**

## **Annex I: Pictures**

** **

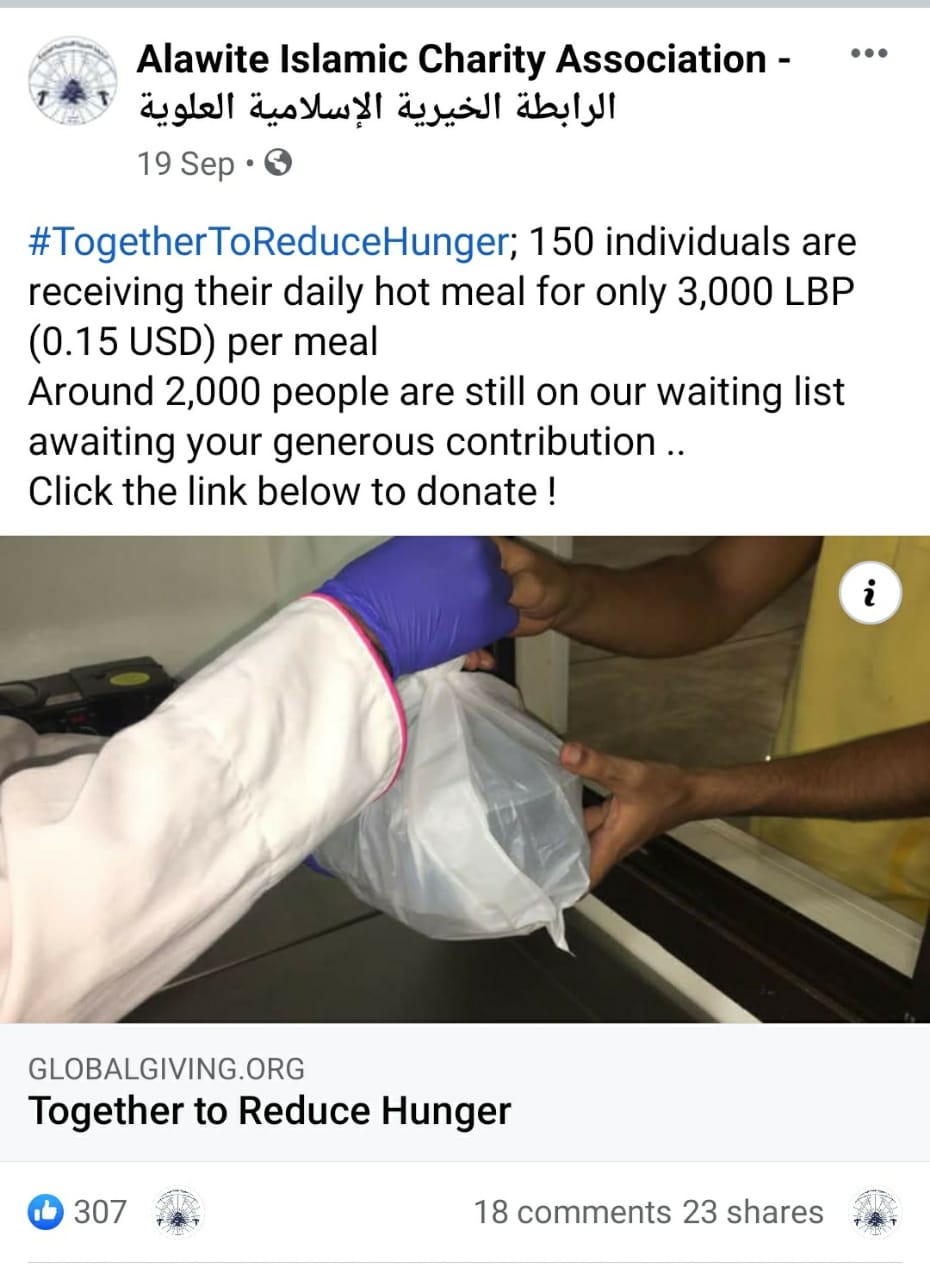
|  |  |
| --- | --- |
| *The chef preparing meals according to orders and set Menu* | *Kitchen staff checking the weight of the meal to ensure it meets the 550 Grams benchmark* |

** **

|  |  |
| --- | --- |
| *Wrapping meals, served in heat-preserving boxes, in plastic bags to prepare for distribution* | *Beneficiary receiving his HH meals in person within HOWK facility* |
|  |  |

## **Annex II: Other supporting documents**

*[Please add other supporting documents in this caption along with a brief description of what they are. For example: Memorandum of Understanding, snapshots from Social Media campaigns, brochures produced, and other visuals of activities that took place during the reporting period.]*

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1. The implementation plan should be sent alongside this report [↑](#endnote-ref-1)
2. |  |  |
   | --- | --- |
   | *Post on HOWK FB page announcing the following day menu* | *Crowdfunding campaign on GG website to increase community kitchen revenue and cover additional families* |
   |  |  |

   [↑](#endnote-ref-2)
3.  [↑](#footnote-ref-1)