**Project Report | Basic Needs Assistance**

|  |  |
| --- | --- |
| **Organization Name** | **Alawite Islamic Charity association (AICA)** |
| **Contact person**  *Name, email, and phone* | Fadi Slayman –  Email : [food.security.pm@aica-lb.org](mailto:food.security.pm@aica-lb.org) |
| **Reporting period**  *From – To* | From 1 of August 2022 - To 30 November 2022 . |

# **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” by AICA. 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 (0.075 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:

|  |  |  |  |
| --- | --- | --- | --- |
| August | September | October | November |
| 3900 | 3900 | 3900 | 3900 |

Activity 2: Conducting food and samples tests where samples were regularly sent to Chamber of Commerce and Industry labs in Tripoli, in order to ensure the food safety.

Activity 3: Around 845 HH are still pending on AICA’s waiting list. 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 hardships to deliver meals to the card holders houses. | Seeking funding opportunities to procure motorcycles |
| 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 |
| Cholera Pandemic striking Lebanon | Equipping center with special water filters |

## **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 4 months | 15600 meals | 15600 meals | 100% |
| **Total project target** | 62400 meals | 62400 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)** |
|  |  |  |
|  |  |  |
|  |  |  |

## **Way forward**

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

* Activity 1: Closing the project

# **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 | 4 | 7200 | 18000 | |
| **Cook Cheif** | 1 | 1200 | Person | 100 | 4 | 4800 | 12000 | |
| **Assisstaant Cheif** | 2 | 1000 | Person | 100 | 4 | 6000 | 20000 | |
| **Cleaners** | 3 | 800 | Person | 100 | 4 | 9600 | 24000 | |
| **Reception** | 1 | 800 | Person | 100 | 4 | 3200 | 8000 | |
| **TOTAL Personnel** |  |  |  |  |  | 30800 | | 82000 |
| **2. Fringe Benefits** |  |  |  |  |  |  | |  |
| **TOTAL Fringe Benefits** |  |  |  |  |  |  | |  |
| **3. Travel and Transportation** |  |  |  |  |  |  | |  |
| **TOTAL Travel and Transportation** |  |  |  |  |  |  | |  |
| **4.Equipment** | 1 | 2000 | System | 100 | 1 | **2000** | | **2000** |
| **TOTAL Equipment** |  |  |  |  |  |  | |  |
| **5. Supplies** |  |  |  |  |  |  | |  |
| Raw Material | 150 | 1 | Meal | 100% | 104 | 15600 | | 39000 |
| Packing Box | 150 | 0.2 | Box | 100% | 104 | 3120 | | 7800 |
| Subsidized amount | 150 | 0.18 | person | 100% | 104 | 2808 | | 7020 |
| Marketing (Social Media Sponsorship) |  |  |  |  |  |  | |  |
| **TOTAL Supplies** |  |  |  |  |  | 21528 | | 53820 |
| **7. Contractual** |  |  |  |  |  |  | |  |
| **TOTAL Contractual** |  |  |  |  |  |  | |  |
| **8. Other Direct Costs** |  |  |  |  |  |  | |  |
| **Sub Total Programming Expenses** |  |  |  |  |  |  | |  |
| Electricity | 1 | 680 | month | 100% | 4 | 2720 | | 6800 |
| Gas | 1 | 30 | month | 100% | 4 | 120 | | 300 |
| Detergents | 1 | 15 | month | 100% | 4 | 60 | | 150 |
| **Sub Total Operational Expenses** |  |  |  |  |  | 2900 | | 7250 |
| **TOTAL DIRECT COSTS** |  |  |  |  |  |  | |  |
| **TOTAL** |  |  |  |  |  | 57228 | | 145070 |

# **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 HOWCK facility* |
|  |  |

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