

Summary of Core Roles and Responsibilities

Activity	CEPF Secretariat		Regional Implementation Teams (RITs)
	Grant Directors (GD)	Grants Management Unit (GMU)	
START UP			
Ecosystem profile development	Supervise the development of ecosystem profiles and related documents required for approval, including negotiating and monitoring technical contracts	Support GD as needed	N/A
	Engage relevant regional donor representatives, other IAS and CEPF Working Group in process; acquire GEF focal point approvals; and assist External Affairs in finalizing documents for Donor Council approval		N/A
RIT selection and award process	Coordinate competitive selection process of RITs for approved profiles, including preliminary analysis of proposals against RIT Terms of Reference and Selection Criteria for the CEPF Working Group.	Ensure region is fully incorporated into CEPF grants management system and all other grant-making tools to enable receipt and processing of applications; support GD in selection process as needed	N/A
	Lead development and negotiation of consulting agreement with the RIT selected by the CEPF Donor Council and based on Council direction	Contracting - risk assessment processing, agreement preparation, legal review coordination, etc	Participate in negotiations, complete any additional steps to finalize agreement
	Train RIT staff on CEPF strategic approach and key elements of project	Coordinate training of RIT in CEPF grant-making and reporting	Participate in all training, adapt and implement systems as

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	design process (outcomes focus, etc)	systems, processes and standards, including procurement and safeguard policies	needed
Launch CEPF program	Participate in planning and implementation of launch	Support GD and RIT as needed	Lead launch preparation activities in consultation with CEPF External Affairs
GRANTMAKING			
Grants up to \$20,000 selection and awarding	Supervise RIT overall performance, including post-review of sampling of awarded grants Support RIT as needed	Coordinate with RIT on financial management and reporting	Lead review and decision-making for all proposals, develop documentation and agreements, and directly award grants. Assist civil society groups in designing, implementing and replicating successful projects
Grant above \$20,000 selection and awarding	Jointly lead decisions on all proposals with RIT* Conduct final technical review and sign off for compliance and risk to CI and CEPF prior to presentation to CEPF Executive Director for signature Support RIT in coordinating review process as needed	Contracting – risk assessment processing, agreement preparation, legal review coordination, etc	Jointly lead decisions on all proposals with GD* Prepare justification for approval and all required assessments Review all grant applications and lead external reviews with technical experts and advisory committees as needed Assist civil society partners in designing, implementing and replicating successful projects
MONITORING			
Project level	Support RIT with advice related to performance,	Guidance and support to GD and RIT as needed	Lead monitoring and evaluation of all

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	finances, and safeguard compliance of grantees Monitor overall RIT performance against TOR, including sampling of award of grants less than \$20,000	Final review of financial reports for grants above \$20,000; payment processing	projects, including reviewing reports and conducting site visits Maintain all required reports; manage funding for grants under \$20,000 and recommend approval of payments to GMU for all others
Portfolio level	Lead development of annual hotspot portfolio analysis. Recommend refinement of profile and/or logical framework targets as needed Monitor RIT performance, and overall portfolio development Manage portfolio budget and recommend adapting Strategic Direction allocations as needed to meet the profile objectives	Support GD and RIT as needed	Support GD in preparing annual portfolio analysis, including organizing a participatory assessment at the mid-term and supporting final evaluation as needed Regularly report on implementation of projects and progress against RIT Terms of Reference and indicators in the profile logical framework Support GD as needed
HOTSPOT-LEVEL PARTNERSHIP DEVELOPMENT			
Throughout implementation	Support RIT as needed	Support RIT and GD as needed	Coordinate with regional programs of CEPF donors and GEF implementing agencies, government officials, and other donors in the hotspot for effective profile implementation

* Grants above \$20,000 proposed for award to CI, its branch offices, or affiliates would require the approval of the CEPF Working Group.