

# Guinean Forests Of West Africa Regional Implementation Team Call for Proposals

12 June 2025



## Request for Proposals Information Call – 16 April 2019



- CEPF's donors
- Eligible bidders
- RIT terms of reference
- Possible number of grants
- Cost ceiling
- Financial management implications
- Proposal contents
- Staffing
- Explaining your approach to the role
- Budget
- Timeline





# PARTNERSHIP

**CEPF is a joint initiative of**

- \ l'Agence Française de Développement
- \ Conservation International
- \ The European Union
- \ Fondation Hans Wilsdorf
- \ The Global Environment Facility
- \ The Government of Canada
- \ The Government of Japan
- \ The World Bank

# Who is Eligible to Lead a Proposal

No.	Submitted Eligible EOI	Did not Submit eligible EOI
1	A Rocha Ghana	Organization X
2	BirdLife International (UK)	
3	Centre Suisse de Recherches Scientifiques en Côte d'Ivoire	
4	Earth Synergy Initiative (Ghana)	
5	Eticwood (Belgium)	
6	Greenstand (US)	
7	Grid-Arendal (Norway)	
8	HATOF Foundation (Ghana)	
9	IUCN (Senegal)	
10	Noé (France)	
11	Palladium (US)	
12	Solidaridad (Côte d'Ivoire)	
13	Tropical Biodiversity Association (UK)	
14	West Africa Civil Society Institute (Ghana)	
15	Land, Environment and Global Life (Benin)	

# Permissible Bidding Configurations – Examples Only

Prime/Lead: A Rocha

Sub-ordinate partner: none

Prime/Lead: A Rocha

Sub-ordinate partner: Organization A

Prime/Lead: A Rocha

Sub-ordinate partner: BirdLife

Sub-ordinate partner: CSRS

Prime/Lead: A Rocha

Sub-ordinate partner: BirdLife

Sub-ordinate partner: Organization A

~~Prime/Lead: A Rocha + BirdLife~~

~~Sub-ordinate partner: CSRS~~

~~Prime/Lead: Organization A~~

~~Sub-ordinate partner: A Rocha~~

# Eligibility – 1

**The same rules apply to recipients of CEPF grants as apply to the RIT: civil society organizations, defined broadly to include:**

- Local non-government organizations
- International non-government organizations
- Private companies
- Associations
- Community-based organizations
- Universities and research institutes
- Independent trust funds

## **Organizations must**

- Have their own bank account
- Be legally registered to operate
- Be authorized under relevant national laws to receive charitable contributions

**Government-owned enterprises or institutions are eligible only if**

- legal personality independent of any government agency or actor
- the authority to apply for and receive private funds
- may not assert a claim of sovereign immunity

## Eligibility - 2

- The rules for eligibility apply to all CEPF grantees and sub-grantees, including all members of the RIT consortium

Prime/Lead: A Rocha

Sub-ordinate partner: BirdLife

~~Sub-ordinate partner: Environmental Protection  
Agency of Ghana~~

## Eligibility - Personnel

- Civil servants and government personnel
- Letter of commitment from full-time personnel



## Conflict of Interest

- Organizations that comprise the RIT are not eligible to receive grants in the same hotspot.
- Applications [for grants] from formal affiliates of the RIT, that have an independent operating board of directors, are acceptable with additional external review

# RfP: RIT Terms of Reference

1. Coordinate CEPF investment in the hotspot
2. Support the integration of biodiversity into public policies and private sector business practices.
3. Communicate the CEPF investment throughout the hotspot
4. Build the capacity of local civil society
5. Support the CEPF Secretariat process for solicitation and review of proposals for large grants (above a threshold amount of >US\$50,000)
6. Manage a program of small grants (<US\$50,000).
7. Monitor and evaluate the impact of CEPF's large and small grants
8. Support the CEPF Secretariat to monitor the large grants portfolio and ensure compliance with CEPF funding terms

# Portfolio math: how many grants might we make?

## Large Grants

\$10,000,000 for the region  
- \$1,500,000 for the RIT  
- \$1,000,000 for the SGM  
= \$7,500,000 remaining (*incl. \$1,000,000 for OD*)

Divided by Av. \$125,000 per  
“large” grant  
≈ 60 large grants

## Small Grants

\$1,000,000 for RIT Small  
Grants Mechanism  
Divided by Av. \$50,000 per  
“small” grant  
= 20 small grants

Approx. 60-80 grants  
– possibly more

## RfP Section 9. Cost Ceiling: US \$1,500,000

- The CEPF Donor Council sets the allocation for the RIT (SD 5) over five years
- This amount will not increase
- Do not over-promise or under-bid
- Present a team of individuals and approach that can be completed for \$1,500,000 over five years
- BUT only present a **3-year budget for \$900,000**

## RfP Section 7: Financial Management Requirements

- RIT award:
  - \$1,500,000 over 60 months = \$25,000/month
- Small Grant Mechanism:
  - \$1,000,000 at \$40-50,000/grant = 20-25 small grants
    - Assume 3+ payments to each recipient of a small grant
    - 60-70 payments



## RfP Section 11. Proposal Contents

1. Cover letter
2. Organizational experience
3. / 4. Project rationale and approach (incl. Consortium arrangements if applicable)
5. Management systems
6. Organizational chart (incl. staffing plan)
7. CVs of principal personnel
8. References from three programs of similar size, scope, and complexity
9. Budget in Excel

## Staffing Plan - 1

- Full-time leader for five years
- Multiple responsibilities and tasks: multiple jobs
  - Each job  $\neq$  full-time position
  - Each job  $\neq$  a different person

## Staffing Plan – 2 EXAMPLE

	Level of Effort					
Position	Location	Year 1	Year 2	Year 3	Year 4	Year 5
Team Leader	Abidjan	John (1.0)	John (1.0)	John (1.0)	John (1.0)	John (1.0)
SGM/Contracts	Abidjan	Susan (1.0)	Susan (1.0)	Susan (1.0)	Susan (1.0)	Susan (1.0)
Finance	Abidjan	Mary (.25)	Mary (.25)	Mary (.25)	Mary (.25)	Mary (.25)
Upper Guinean Project Officer	Monrovia	Frank (0.5)	Frank (0.5)	Frank (0.5)		
Lower Guinean Project Officer	São Tomé			Lisa (0.5)	Lisa (0.5)	Lisa (.25)

## RfP Section 12. Writing a winning proposal

### The job

1. Outreach to all applicants leading to proposals for small and large grants
2. Award at least 20 small grants and help us award around 60 large grants
3. Make payments to small grantees and help us make payments to large grantees
4. Supervise small grantees and help us supervise large grantees
5. Compile impact results from all grantees

### Being the RIT

1. Create a portfolio: the whole is greater than the sum of the parts
2. Coordinate, communicate, long-term planning, mainstreaming, building capacity of civil society

## Remember to consider:

- How you will manage the SGM and support the Large grants
- How you will manage the grant review process
- How you will cover the work geographically and thematically
- Your capacity to engage with government and the private sector
- Your capacity to deal with multiple languages
- Your organizational communication strategy and ability to collect and share stories from grantees
- Your capacity to mentor CSOs (strong OD focus)



## RfP Section 11. Budget

- Budget in Excel
- Show all formulas
- Use the template we provided
- Budget should be up to \$900,000 over 3 years – does not include the SGM funds
- Budget should include the costs of managing the SGM (e.g., the personnel to manage the SGM)
- Key costs to include: \$XXX for a mid-term assessment meeting

# Provisional Timeline

18 June	Last day to submit written questions (shared online 25 June)
28 July	Proposals due
Through August	Internal reviews, clarification questions, revised responses from top-ranked applicants
August-sept	CEPF internal procedures with donors and negotiations with top-ranked applicant
October	Contract preparation and signature
End October	Anticipated award of RIT – formal start of five-year investment period
Jan 2026	First large grant solicitations released
June 2026	Award of first large grants
October 2030	End of RIT grant and close of portfolio

Questions?

Send an email to [cepf@cepf.net](mailto:cepf@cepf.net)