**LETTER OF INQUIRY**

1. **The project**

**Title:**

**Starting date** (month, year): **Ending date:** (month, year): No later than 31 March 2020

**Duration** (month): We suggest that the project time not exceed 2 years.

**Any calendar constraints (agricultural calendar, etc.)**

**Project budget** (in local currency) (Maximum amount requested)**: AR59 557 022,**

**8 627 568,60 KMF, 19 999 USD (Rate change on 7.10.2017)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total budget** | **Grants** | **Proponent contribution** | **Other donor contributions** |
|  |  |  |  |

**Strategic Direction**

Which strategic direction and which investment priority the project aims to address?

*Describe how the project relates to the strategic direction and the investment priority mentioned above.*

1. **Organization information**

**Organization’s legal name:**

**Brief presentation of the organization (mission, objective, etc.):**

**Address**

**Tel/fax:**

**Email:**

**Website:**

**Date of creation:**

**Date of first operation:**

**Status**

 **Association**  **ONG**

 **Group** **VOI/COBA**  **Others ………………**

**Bank account** **yes**  **no**

**Contact:**

**Organization chief executive**

**Name:**

**Email:**

**Phone:**

**Project lead**

**Name:**

**Position in the organization:**

**Email:**

**Phone:**

**Previous experiences in the region**

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| --- | --- | --- | --- |
| **Year** | **Project title** | **Partners: technical and financial (please provide contact)** | **Project amount** |
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**Previous similar experiences as to the project**

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| --- | --- | --- | --- |
| **Year** | **Project title** | **Partners: technical and financial (please provide contact)** | **Project amount** |
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1. **Eligibility for CEPF grants**

CEPF’s grants may not be used to support specific group or specific activities, please answer the screening questions below:

**Eligibility of the recipients of fund**

* Do you represent, or is your organization controlled by, a government agency?

**yes** **no**

*Government-owned enterprises or institutions are eligible only if they can establish the following – please answer the following questions and submit the relevant documentations to support your answers if applicable.*

1. If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has a legal personality independent of any government agency or actor?

**yes** **no**

1. If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution has the authority to apply for and receive private funds?

**yes** **no**

1. If your organization is a government-owned enterprise or institution, can it clearly establish that the enterprise or institution may not assert a claim of sovereign immunity?

**yes** **no**

**Eligibility related to the use of fund**

* Do you plan to use any of the potential project funds to purchase land?

**yes** **no**

* Do you plan to use any of the project funds to capitalize a trust fund(s)?

**yes** **no**

**Safeguards issues**

*Please note that your project will be eligible in even if you answer "yes" to some of the question below. Some specific actions might be required in some cases)*

***Environmental aspects***

* Will the proposed project involve activities that are likely to have adverse impacts on the environment?

**yes**  **no**

* Will the proposed project support any physical construction or rehabilitation?

**yes**  **no**

* Will the proposed project support any building of trails?

**yes**  **no**

* Will the proposed project require you or your team to interact with live animals?

**yes**  **no**

* Will the proposed project support any forestry activities?

**yes**  **no**

If the answer to one or more of the above questions is marked yes, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address environmental issues.

***Physical Cultural Resources***

* Does the project involve the removal or alteration of any physical cultural property (includes movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic or other cultural significance)?

**yes**  **no**

If the answer to the question above is yes, please provide an explanation of the potential impacts and how these might be avoided or mitigated.

* Does the project involve the relocation of people or any other form of involuntary resettlement?

**yes**  **no**

***Pest management***

* Will the project involve use of herbicides, pesticides, insecticides or any other poison?

**yes** **no**

* Will the proposed project pay for the manufacture, acquisition, transport, application, storage or disposal of pesticides, including the costs of materials, equipment and labor?

**yes** **no**

* Will the proposed project pay for the planning, management or supervision of work which involves the general use of pesticides or animal control as described in the points above?

**yes** **no**

*If the answer to one or more of the above questions is marked yes, please provide the name of the pesticide, herbicide, insecticide or poison you intend to use. In addition, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address pest management issues.*

***Social safeguards***

* Will the proposed project support activities in an area that is frequented by Indigenous Peoples?

**yes** **no**

* Will any proposed impact from the grant negatively affect the livelihoods of Indigenous Peoples either in the area or somewhere else?
* **yes**  **no**
* Will the proposed project involve activities that are likely to have adverse impacts on the local community?

**yes**  **no**

* Will the proposed project result in the strengthened management of a protected area?

**yes**  **no**

* Will the proposed project result in reduced or restricted access to the resources in a protected area?

**yes**  **no**

* Will the proposed project result in removal or eviction of anyone from a protected area?

**yes**  **no**

*If the answer to one or more of the above questions is marked yes, summarize the potential impacts and how these might be avoided or mitigated. Describe proposed consultation process and assessments that will be undertaken to inform project design, as well as measures to address social issues.*

***Health and safety***

* Will the proposed project have any activities that might impact the health of project staff or any other people associated with the project in any way?

**yes**  **no**

* Will the proposed project have any activities that might affect the safety of project staff or any other people associated with the project in any way?

**yes**  **no**

*If the answer to one or more of the questions above is yes, please provide an explanation of the potential impacts and how these might be avoided or mitigated.*

1. **Project sites**
2. **Location :**

*KBA(s) name and number:*

*Corridor(s):*

*Country(ies):*

*For projects implemented in Madagascar, please provide fokontany, commune, region.*

*A map is very much appreciated, if possible.*

1. **Other current interventions in the site:**

|  |  |
| --- | --- |
| **Stakeholders** | **Projects** |
|  |  |
|  |  |
|  |  |

1. **Beneficiaries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Who?** | **How many?** | **Activities?** | **Social organization : COBA, association,….** |
| **Direct beneficiaries** |  |  |  |  |
| **Indirect beneficiaries** |  |  |  |  |

1. **Natural resources**
2. Describe the natural resources that the project targets or may affect (type of resource, name/population of species, area, IUCN category [VU, EN, CR], etc.)
3. Describe the relation between targeted natural resources and population activities
4. Describe the pressure on natural resources (type of the pressure, frequency, etc.)
5. **Problem and strategies**
6. Describe the main conservation issues the project would like to address.
7. Describe the main causes of the issues mentioned above.
8. How and what are the project strategy and approach to face and solve the above problems.
9. Describe any potential risks you face in implementing this plan and/or critical factors influencing project achievement.
10. **Project rational**
11. Insert pictures representing the current state before the beginning of the project’s “Zero state.”
12. What is the project objective?
13. Describe the project expected results/outcome, including the related indicators.
14. Describe the project’s main activities. For each activity, make sure to describe what will be done, when it will be done, who is going to ensure it is done, how it will be done and where the activity will take place.
15. **Sustainability**

Describe how project components or results will continue or be replicated after CEPF funding ends*.*

1. **Project partners and stakeholders**

Note: Partner (P): organization that will contribute to the implementation of the project

Stakeholders (S): organization that may benefit from or influence the project

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| --- | --- | --- |
| **P/S** | **Organization’s name and contact** | **Roles on the project** |
|  |  |  |

1. **Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Indicator at the project start date** | **Mid-term indicator** | **Final indicator (by the end of the project)** |
| **Outcome 1** |  |  |  |
| **Outcome 2** |  |  |  |

1. **Planning ( Quarterly)**

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| --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** |  | **…..** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |

1. **Budget summary**

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| --- | --- | --- | --- | --- | --- |
|  | **Item** | **Description** | **Total amount** | **Requested to CEPF** | **Other contribution** |
| **I** | **Salary and benefit** |  |  |  |  |
| **II** | **Professional Services** |  |  |  |  |
| **III** | **Rent and Storage** |  |  |  |  |
| **IV** | **Telecommunications** |  |  |  |  |
| **V** | **Postage and Delivery** |  |  |  |  |
| **VI** | **Supplies** |  |  |  |  |
| **VII** | **Furniture and Equipment** |  |  |  |  |
| **VIII** | **Maintenance** |  |  |  |  |
| **IX** | **Travel** |  |  |  |  |
| **X** | **Meetings and Special Events** |  |  |  |  |
| **XI** | **Miscellaneous** |  |  |  |  |
| **XII** | **Mangamenet fees** |  |  |  |  |
|  | **TOTAL GENERAL** |  |  |  |  |