

**Call for Proposals**  
**Tropical Andes Biodiversity Hotspot**

**Preparation and Delivery**  
**of Ecosystem Profile Update**

**Opening Date:** Monday, 13 April 2020

**Closing Date:** Thursday, 21 May 2020, 18:00 hrs. (U.S. EST)

**Budget:** Not to exceed US\$250,000

**Location:** CEPF, 2011 Crystal Drive, Suite 600, Arlington, VA 22202, USA

The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation.

The CEPF Secretariat is seeking an organization to lead the preparation of the update of the ecosystem profile for the Tropical Andes Biodiversity Hotspot, as outlined below. Qualified organizations or consortia are invited to submit a proposal by the closing date listed above, in compliance with this call for proposals (CFP) and the scope of work described herein.

The result of this request for proposals will be the issuance of a grant to a single lead organization, which could work in turn with partners, as subordinates, if it so proposes.

Proposals must be submitted electronically to [cepf@cepf.net](mailto:cepf@cepf.net) by the closing date listed above.

## **BACKGROUND**

CEPF supports civil society organizations to conserve the biodiversity hotspots. Investment consists of a design process, lasting around nine months and resulting in an ecosystem profile, followed by an implementation period of grant-making to civil society organizations of at least five years. Since 2001, CEPF has invested in 25 hotspots, to which each has been allocated between US\$5 million and US\$10 million for granting. Consult the [CEPF website](#) for more information.

Covering an area three times the size of Spain, the Tropical Andes Biodiversity Hotspot extends from western Venezuela to northern Chile and Argentina, and includes large portions of Colombia, Ecuador, Peru and Bolivia.

The Tropical Andes is the most biologically diverse of all the hotspots and contains about one-sixth of all plant life on Earth, including 30,000 species of vascular plants. The region also has the largest diversity of amphibian, bird and mammal species, and takes second place only to the Mesoamerica Hotspot for reptile diversity.

The Andes Mountains are South America's water towers, serving as the water source for the main stems of both the Amazon and Orinoco rivers. These rivers provide water for numerous cities, including four national capitals. With more than 40 indigenous groups, cultural diversity in the hotspot is exceptional. These communities play critical roles in economic activities, politics and land use. As such, they are important allies in biodiversity conservation. Moreover, lands owned or reserved for indigenous peoples and communities represent more than 52 percent of the hotspot's land area.

Despite its rich biodiversity, the hotspot also ranks as one of the most threatened areas in the tropics, with a large portion of its landscape having been transformed. The northern Andes, with the fertile inter-Andean valleys of Colombia and Ecuador, are the most degraded as a result of agriculture and urbanization. Forests remain in higher and more inaccessible areas. In contrast, extensive forests and grasslands remain in Peru and Bolivia, where agriculture and grazing are less intense. Even in those countries, however, recent road improvements and expansion are resulting in forest conversion and fragmentation.

Ambitious infrastructure developments and extractive industry are changing the landscape and are expected to propel massive transformation in the future. Under the South American Regional Integration Initiative (IIRSA), 65 large infrastructure projects were either in construction or being planned in 2013 in sites that may have direct and/or indirect impacts in the Key Biodiversity Areas (KBAs).

Juxtaposed to this infrastructure development is large-scale private and foreign investment, mostly for extractive industries. For example, China invested \$99.5 billion from 2005 to 2013 for mining, infrastructure and hydrocarbon development in the Andean countries.

To address these challenges, CEPF started working in the Tropical Andes Hotspot in 2001. Since then, there have been two phases of investment. In the first phase, CEPF channeled a total of US\$7.9 million through 67 grants from 2001 to 2006, followed by a so-called "consolidation" period from 2009 to 2013 to foster sustainability of these initial investments. Phase I grants targeted conservation interventions in the Vilcabamba Amboró conservation corridor of southern Peru and northern Bolivia: a 30-million-hectare swath of forested landscapes that covers almost 20 percent of the hotspot, where conservation actions were still largely nascent at the time. Strong results emerged, including the creation of nine new protected areas covering 4.4 million hectares and the improved management of 17 protected areas covering nearly 10 million hectares. Community-based conservation and livelihoods projects benefited 8,000 families working in Brazil nuts, cacao and ecotourism. CEPF projects leveraged an additional US\$20 million for conservation.

The second phase of grant-making started in 2015 and is scheduled to conclude in 2020. Under this phase, CEPF has so far awarded 96 grants totaling nearly US\$9.4 million, dedicated to improving conservation in 36 KBAs and seven conservation corridors in Colombia, Ecuador, Peru and Bolivia. The CEPF mid-term evaluation conducted in 2019 found that CEPF grants have improved management of biodiversity across approximately 3 million hectares. Five new protected areas covering 231,463 hectares have been declared. Also, 97 communities have derived direct benefits through livelihoods projects and strengthened governance of their lands and natural resources. While great progress has

been made, strong pressures from mining, road development and agricultural encroachment continue to pose threats to some of the biologically richest sites in the Andes.

Based on the continued need to support conservation in the hotspot and the demonstrated strong performance of the portfolio to date, in October 2019 the CEPF Donor Council approved a re-investment in the Tropical Andes Hotspot, for a new funding phase expected to cover 2021 to 2026. To prepare for this new phase of grant-making, the Tropical Andes Ecosystem Profile needs to be updated through a participatory process. This process needs to update the CEPF investment strategy; identify shared goals and strategies among civil society groups, governments and donors; take advantage of emerging opportunities; address challenges to conservation; and align well with existing investments.

## **SUMMARY DESCRIPTION OF THE ASSIGNMENT**

After an initial orientation meeting with the CEPF Secretariat, the first major task will be the compilation of new data on globally threatened species and KBAs, based upon available sources, to incorporate conservation priorities at the species and site scales recognized since the previous update of the ecosystem profile during 2013-2014.

Concurrently, the team will update thematic chapters in the ecosystem profile through literature review and targeted consultations with practitioners in the conservation and development communities from government, civil society and donor agencies. The team will review the current ecosystem profile to identify and develop an updated methodology for analyses undertaken in the previous profiling exercise that relied on stakeholder input. Data for the thematic analyses will be collected through national consultations, which will also provide an opportunity for stakeholders to identify and prioritize investment needs and opportunities. The updated profile will set out a situational analysis, based upon a review of biodiversity priorities, threats, policy environment, civil society context and patterns of conservation investment by other funders, and present an investment strategy with geographic and thematic priorities for CEPF grant-making agreed upon by the participating stakeholders.

The results of these consultations will be synthesized into an updated ecosystem profile and validated through a final regional consultation. Following the final consultation, the draft ecosystem profile will be submitted to the CEPF Secretariat for review, and then to the CEPF donors for their review and ultimate approval. Given the current restrictions related to the COVID-19 pandemic, provisions may need to be made to hold some or all of the stakeholder consultations online, rather than in person.

In this context, the updated profile is both a **document** and a **process**. The organization that leads this effort will deliver the final document but must produce it in a way that ensures broad and meaningful stakeholder consultation and agreement. This task will be expected to support and expand upon the strong partnerships and momentum generated to date for a new phase of grant-making.

The profiling team will extend invitations to multilateral, bilateral and private donors to engage in the profiling process; serve on the technical advisory committee that will be constituted; participate in stakeholder consultations; and review profile drafts. The representatives of the environment ministries in Bolivia, Colombia, Ecuador and Peru will also be expected to participate.

In short, the updated profile will be a snapshot of the hotspot in 2020, which describes the current state of, and threats to, biodiversity and the capacity of civil society to engage as a partner in conservation. The update will:

1. Secure agreement on updated biological priorities for conservation, based on conservation planning exercises and studies undertaken since the last ecosystem profile.
2. Provide an updated description of the socioeconomic, policy and climatic factors that drive threats to natural resources.
3. Provide an overview of civil society as a partner in conservation, with a focus on recent developments in the civil society sector.
4. Define the CEPF niche and investment strategy for a new phase of investment from 2021 to 2026.
5. Update the indicators against which the impacts of the grant portfolio will be monitored.

The CEPF Donor Council expects to review and approve the updated profile by early 2021. At that time, the donor council will also approve a spending authority for at least a five-year period. Based on this calendar and other elements of CEPF operations in the region, grant-making will begin soon thereafter.

### **Conservation Outcomes and Key Biodiversity Areas**

All CEPF ecosystem profiles are built around the concept of conservation outcomes. Conservation outcomes are the entire set of conservation targets in a hotspot that need to be achieved in order to prevent species extinctions and biodiversity loss at a global scale. The CEPF investment strategy will be based upon these outcomes, firstly to ensure that CEPF investments are directed at priorities for the conservation of global biodiversity, and secondly to enable measurement of the success of conservation investments.

Conservation outcomes exist at three scales representing (1) globally threatened species; (2) the sites that are important for their conservation (i.e., KBAs); and (3) the landscapes necessary to maintain the ecological and evolutionary processes upon which those sites and species depend. CEPF's investment strategy will address a subset of these conservation outcomes based on the prioritization criteria presented in Annex 1.

The current profile identifies 442 KBAs covering 33.2 million hectares and 814 globally threatened species. The updated profile will incorporate the following revisions:

- Updated list of globally threatened species based upon the IUCN Red List of Threatened Species.
- New data on the status and distribution of globally threatened and endemic species generated through research over the last seven years.
- Recently identified KBAs for taxonomic groups not included in the current profile, including amphibians, freshwater fishes, plants and reptiles.

The ecosystem profiling team will not be required to identify new KBAs but only to incorporate those identified under other initiatives over the last seven years. All KBAs should meet the global standard for the identification of KBAs (IUCN 2016).

### **Scope of the Profile**

The scope of the updated ecosystem profile will cover the entire biodiversity hotspot. However, the team is anticipated to cover Bolivia, Colombia, Ecuador and Peru in greater detail than Argentina, Chile and Venezuela.

CEPF expects the following considerations to guide the profiling process:

1. The team will conduct in-country consultations with stakeholders in Bolivia, Colombia, Ecuador and Peru. (These consultations may be held virtually, depending on the prevailing COVID-19-related restrictions at the time.)
2. Consultations for Argentina, Chile and Venezuela may be conducted through remote communications, as required.
3. A regional consultation will be conducted to review and validate the investment strategy in a country recommended by the profiling team. (This consultation may be held virtually, depending on the prevailing COVID-19-related restrictions at the time.)
4. The team will build on the results of a process currently under way in Ecuador led by Fundación EcoCiencia. This process includes the updating of the KBA list for Ecuador with the inclusion of new KBAs for reptiles and plants; stakeholder consultations to recommend updates to the CEPF investment strategy; and identification of priority species for CEPF investment. CEPF will make all relevant data available to the profiling team to allow for their inclusion into the hotspot-wide ecosystem profile.

## **ELIGIBILITY AND EXCLUSIONS**

CEPF will accept proposals from any qualified organization anywhere in the world, including non-government organizations, private consulting groups, and both public and private universities. Government-owned enterprises or institutions are eligible only if they can establish that the enterprise or institution (i) has a legal personality independent of any government agency or actor; (ii) has the authority to apply for and receive private funds; and (iii) is not able to assert a claim of sovereign immunity.

Organizations may choose to form a team, or consortium, for the purposes of submitting a proposal. If a consortium is submitting a proposal in response to this CFP, then one organization must be clearly identified as the lead. The lead organization will have final responsibility for submitting the consolidated proposal and, if successful, will be responsible for leading implementation, reporting to CEPF, receiving and disbursing funds, and coordinating the other members of the consortium.

## **TIMEFRAME**

The duration of the profiling process is anticipated to be from 1 July 2020 through 31 March 2021, although it might begin later, depending on the length of the review and contracting process.

## **BUDGET**

The total budget for this grant is not to exceed US\$250,000.

### **Solicitation, Review and Award**

The CEPF Secretariat is responsible for the analysis of applications, selection of the top-ranked organization or consortium, and negotiation with the top-ranked organization or consortium leading to the award of a grant in accordance with CEPF's grant-making procedures.

### **Supervision by the CEPF Secretariat**

The CEPF Secretariat, led by the grant director, Michele Zador, will supervise the performance of the grant and provide technical guidance to the profiling team.

### **Background documents**

- Ecosystem Profile
  - [English](#) (PDF – 7.2 MB)
  - [Spanish](#) (PDF – 6.4 MB)
- Ecosystem Profile Summary
  - [English](#) (PDF – 2.7 MB)
  - [Spanish](#) (PDF – 1.4 MB)

### **CEPF Gender Policy**

CEPF is committed to integrating gender into its portfolio. Applicants should design projects and write proposals that consider gender issues in the achievement of their conservation impacts. CEPF has developed several resources that can help applicants to design, implement and evaluate gender-aware projects ([CEPF Gender Toolkit](#)) and understand what CEPF seeks in a proposal ([CEPF Gender Fact Sheet](#)). Visit the [CEPF Gender webpage](#) to learn more about how CEPF addresses gender in the projects it supports.

### **Scope of Work**

The profiling team will update the ecosystem profile for the Tropical Andes Biodiversity Hotspot, following the detailed [scope of work](#) (PDF – 205 KB). The ecosystem profile should be prepared in English. After approval by the CEPF Donor Council, the profiling team will arrange for its translation into Spanish.

Based upon the full ecosystem profile, the team will prepare a technical summary of no more than 40 pages (inclusive of maps and tables). The purpose of this document is to make the major findings and recommendations of the ecosystem profile accessible to CEPF's donors, as well as key government stakeholders in the countries of the Tropical Andes Hotspot. This document should be prepared in English. After approval by the CEPF Donor Council, the profiling team will arrange for its translation into Spanish.

The team will also produce text for a 16-page communications summary of the ecosystem profile in English and Spanish.

## **APPROACH**

CEPF intends that the drafting of the ecosystem profile be more than a piece of desk research. Rather, it should be a process of engagement and consensus-building among host-country government partners, donors and civil society actors (including ones from outside the traditional conservation community), resulting in an investment strategy that has broad-based support. In order to accomplish this, the profiling team is expected to do the following:

1. Participate in one- to two-day briefing/launch meeting with CEPF Secretariat personnel, most likely to be held at the CEPF Secretariat in Arlington, Virginia, USA, or remotely.
2. Convene regular meetings of the principal authors and contributors to the profiling process.
3. Determine and then convene, either in person or virtually, an appropriate technical advisory committee or similar body. Ideally, this will include [GEF Operational Focal Points](#) from the hotspot countries, representatives of civil society, the private sector and the donor community. The team could consider engaging existing members of the CEPF Tropical Andes Regional Advisory Committee in this role.
4. Organize and hold a series of stakeholder consultations in each country within the hotspot to seek local inputs into the CEPF investment strategy. Proposals should specify the locations and themes of planned meetings, the approximate dates and expected participant numbers.
5. Organize and hold a final regional consultation with key stakeholders that presents the draft CEPF investment niche and strategy, including biological (priority corridors, sites and species) and thematic priorities (strategic directions and investment priorities).
6. Prepare a draft of the ecosystem profile for review by the CEPF Working Group, comprising representatives of CEPF's donors.
7. Present the draft ecosystem profile remotely at a meeting of the CEPF Working Group.
8. Revise the draft to respond to working group comments.
9. Engage directly, either in person or in writing, with the GEF Operational Focal Points in order to secure their endorsement of the profile.

## **MILESTONES, DELIVERABLES AND PAYMENT SCHEDULE**

The table of milestones, deliverables and payment amounts below is illustrative and intended as a guide to applicants, who should present a similar table in their proposals. The milestones, deliverables and payment amounts will be finalized upon grant award and become a formal part of the grant agreement.

<b>Milestone</b>	<b>Date</b>	<b>Deliverables</b>	<b>Amount (USD)</b>
1	1 Jul 2020	1. Countersigned grant agreement	TBD
2	30 Oct 2020	<ol style="list-style-type: none"> <li>1. Financial report covering period July-September 2020</li> <li>2. Minutes of orientation meeting with CEPF Secretariat</li> <li>3. List of members of technical advisory committee or similar body</li> <li>4. Final schedule, agenda and invitation list for national stakeholder consultations</li> <li>5. Minutes and participant lists of national stakeholder consultations</li> <li>6. Final schedule, agenda and invitation list for regional consultation.</li> <li>7. First draft of ecosystem profile (in English) for review at regional consultation (at minimum, this draft must include an updated chapter on conservation outcomes, an updated threat analysis, an update on civil society, and a draft investment niche and investment strategy)</li> <li>8. Minutes and participant list of regional consultation</li> </ol>	TBD
3	30 Jan 2021	<ol style="list-style-type: none"> <li>1. Financial report covering period October-December 2020</li> <li>2. Second draft of ecosystem profile (in English) for review by CEPF Secretariat (this must be a complete draft, with all chapters, maps and annexes updated)</li> <li>3. Third draft of ecosystem profile (in English) for review by CEPF Working Group (this draft must incorporate comments from the CEPF Secretariat)</li> <li>4. Draft technical summary (in English) for review by CEPF Working Group</li> </ol>	TBD
4	30 Apr 2021	<ol style="list-style-type: none"> <li>1. Financial report covering period January-March 2021</li> <li>2. Final ecosystem profile (in English) for approval by CEPF Donor Council</li> <li>3. Final technical summary (in English) for review by CEPF Donor Council</li> <li>4. Final ecosystem profile in Spanish</li> <li>5. Final communication summary of ecosystem profile in English and Spanish</li> <li>6. GIS data layers (with metadata) and summary text (in English and Spanish) for production of a wall map of conservation outcomes</li> <li>7. Matrix of KBAs showing that criteria that each triggers and other summary information</li> <li>8. Final contact list of all individuals consulted for the ecosystem profile (i.e., name, position, organization, telephone, electronic mail, geographic location)</li> <li>9. Records of correspondence with GEF Operational Focal Points in hotspot countries</li> </ol>	TBD
<b>Total</b>			<b>TBD</b>

## PROVISION OF FACILITIES

CEPF will make available all relevant materials and documentation for completion of this work. These will include but are not limited to the current ecosystem profile for the Tropical Andes, sample ecosystem profiles from other hotspots, sample agendas for stakeholder consultations, sample analyses, reports from previous phases of CEPF investment in the hotspot, data on KBAs, and lists of contacts.

## PERSONNEL

Writing the ecosystem profile and leading the process requires a team of experts with a broad set of skills. Based on past experience, the successful applicant will need to demonstrate the following:

- A **team leader** with multiple years of experience designing and managing multi-faceted conservation programs, particularly in the Tropical Andes; demonstrated ability to lead teams of experts, facilitate stakeholder-driven processes, and coordinate with donors and government counterparts to develop an outcomes-based conservation strategy; and ability to write and synthesize a complex document similar to an ecosystem profile.
- An expert in **conservation outcomes** who can lead the process to update the analysis of conservation outcomes and understand these in the context of other conservation, economic and social development priorities in order to develop an outcomes-based strategy.
- An expert in **socio-economics and policy** who can lead the process to update the situational analysis of the socio-political context in which conservation will take place, including demonstrated knowledge and experience of national policies on protected areas, water resources, climate change, tourism, extractive industries, infrastructure and agriculture; the role of local and national government in natural resource management; the role of civil society in natural resource management and the limiting factors on civil society in general; regional environmental initiatives and governing bodies; and economic priorities within the Tropical Andes.
- If not captured by the above, **other experts** who can provide skills in geographic information systems, species conservation, climate change, capacity building and civil society engagement.

As noted above, the final ecosystem profile should be prepared to a professional quality in English. As such, if the proposed personnel do not otherwise have these capabilities, the team should include a professional editor and/or translator.

## INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS

Proposals must be submitted in English or Spanish.

If a consortium of organizations is submitting a proposal, the proposal should reflect the inputs and capabilities of the entire consortium. Subsequent to evaluation and prior to grant award, CEPF may require [additional documentation](#) about each consortium member, as part of its routine due diligence process.

Applicants are advised to read this section carefully in conjunction with Section 17 (evaluation criteria) in order to understand the relative weighting CEPF will use in evaluating proposals.

Proposals should be submitted electronically to [cepf@cepf.net](mailto:cepf@cepf.net) by the closing date listed on the first page of this CFP. Files should be submitted in MS Word, MS Excel, PDF or other standard formats. The budget file requested below must be submitted in [this Excel spreadsheet](#) (60 KB).

### **Cover Letter**

Applicants should include a cover letter to the proposal, listing all documents submitted. The cover letter should clearly state the name of the organizational chief executive and, if different, the name(s) of all parties with the ability to legally bind the organization and the name(s) of all parties whom CEPF should contact for clarifications and negotiations. The cover letter should also provide complete mailing address, street address (if different), electronic mail address(es) and telephone number(s).

### **Organizational Capabilities** (maximum 8 pages)

Applicants should provide evidence of their ability to complete the tasks described in the scope of work. This should include, at a minimum:

1. Basic organizational information, including year organization established, total permanent staff globally and in the Tropical Andes, and organizational history and mission statement.
2. Relevant experience in the countries of the Tropical Andes.
3. Experience managing multi-disciplinary efforts that are based on applied conservation science.
4. Experience managing stakeholder consultations.
5. Experience preparing programmatic design documents.
6. Experience conducting analyses of KBAs or similar science-based, priority-setting exercises.
7. Experience working with donors, governments, communities, the private sector and other stakeholders on conservation and development issues, including building alliances and networks of stakeholder groups to achieve conservation goals.

### **Technical Approach** (maximum 8 pages)

Applicants should demonstrate their understanding of the conservation outcomes and priority setting process, as applied to the Tropical Andes.

Applicants should also demonstrate their understanding of potential stakeholders in the hotspot, including both participants in the design process and the civil society organizations that would make up the bulk of grant recipients during implementation.

Applicants should propose a tentative plan for the stakeholder consultation process, including, to the extent possible, locations of consultations and how these might be

arranged geographically, thematically or by types of participant (e.g., conservation science, civil society, local government, private sector).

### **Curricula Vitae of Key Personnel** (no page limit)

As the work will be taking place over a very tight timeframe, a primary basis of selection will be the expert personnel who are immediately available to begin work. Applicants must identify, by name, the team leader and at least two or more additional experts who will lead this process. Applicants must provide curricula vitae for these individuals with the proposal. Proposals lacking curricula vitae may be considered non-responsive. Individual team members are expected to have, collectively, extensive experience in the Tropical Andes and expertise in conservation science, water and agriculture policy; civil society strengthening; local governance and decentralization; extractive industries; and the socio-economic and political conditions of the hotspot countries.

Collectively, the team must demonstrate fluency in spoken and written English and Spanish.

### **Charts and Diagrams** (maximum 5 pages)

Provide, as appropriate, timelines, workflow diagrams (e.g., Gantt charts), team structure diagrams or other visual elements to illustrate how technical activities will take place, when they will take place, and who will be responsible for leading them.

### **Consortium Description** (maximum 1 page)

If a consortium of organizations is applying, applicants should explain the contractual arrangements that will be made between the lead applicant and subordinate partners.

### **Budget**

The budget for the grant should be prepared using CEPF's standard budget template in Excel found on the call announcement on the CEPF website. [Worksheets](#) (Excel – 60 KB) should show all calculations, including unit costs, total units and totals through the life of the project.

If a consortium of organizations is applying, each subordinate organization should have a parallel budget on a separate worksheet, all of which should feed into the lead applicant's worksheet.

CEPF allows for management support costs up to a maximum of 13 percent of the direct costs. Management support costs must reflect actual shared costs and must be justified with supporting documentation, such as audited financial statements. CEPF does not allow the application of a fee, profit, tax or any other cost that could not otherwise be accounted for directly.

Provide a brief companion narrative if the budget is not otherwise clear. The companion narrative should explain any individual worksheet cells, budget elements or assumptions that are not self-evident in the Excel file or otherwise explained in the proposal. (For example, an applicant's approach to stakeholder consultations will make certain assumptions about the number of participants and the location and duration of consultations.)

## EVALUATION CRITERIA

CEPF will make a best-value determination of technical proposals in relation to proposed budgets. The least-cost budget will not necessarily be ranked the highest for evaluation purposes.

### Technical Evaluation

CEPF will use the scorecard below for the technical evaluation of proposals. The scorecard shows the questions that reviewers will use and the relative weighting of each category. Applicants should ensure that each of these points is adequately addressed in either their proposal files (discussed in Section 12) or financial questionnaire (discussed in Section 13.)

#### Tropical Andes Ecosystem Profile Proposal Technical Proposal Scorecard

<b>1</b>	<b>Organizational Experience</b>	<b>Points: 30</b>
1.1	Do the applicant and its partners have relevant experience in conservation science?	
1.2	Do the applicant and its partners have relevant experience in analyzing civil society, policy and socioeconomic conditions in terms of designing a conservation program?	
1.3	Do the applicant and its partners have relevant experience in the Tropical Andes?	
1.4	Does the lead organization demonstrate experience managing programs of similar size, scale and complexity as that of the ecosystem profile team?	
<b>2</b>	<b>Personnel</b>	<b>Points: 50</b>
2.1	Does the applicant propose a clear and viable personnel plan, including names, curricula vitae, position titles, job descriptions, level of effort, work location and reporting lines of authority?	
2.2	Does the applicant submit the name and resume a single, dedicated team leader, and does this person have the appropriate technical skills/experience, appropriate managerial skills/experience and sufficient time to dedicate to this task?	
2.3	Does the applicant propose, by name and curriculum vitae, personnel other than the team leader, and do these people have appropriate technical skills/experience, appropriate managerial skills/experience and sufficient time to dedicate to this task?	
2.4	Do the proposed team members have, individually or collectively, the language skills necessary to operate effectively in the hotspot?	
2.5	Does the applicant propose a plan for recruitment and/or mobilization of "to be determined" personnel, including job descriptions, job qualifications, and curricula vitae of personnel from the applicant's organization who will perform relevant duties while recruitment is pending?	
<b>3</b>	<b>Proposed Technical Approach</b>	<b>Points: 20</b>
3.1	Does the applicant demonstrate a clear understanding of the methodologies for identifying and prioritizing conservation outcomes as these relate to the ecosystem profile for the Tropical Andes?	
3.2	Does the applicant demonstrate a clear understanding of civil society in the Tropical Andes and the role it will play in both the production of the ecosystem profile and the eventual recipient of CEPF grants?	
3.3	Does the applicant propose a clear plan for engagement of stakeholders at multiple levels, in multiple locations, and across multiple disciplines to both produce the ecosystem profile document and ensure a collaborative process that serves as the foundation for a future grants program?	

## Cost Evaluation

CEPF will consider each cost proposal in relation to the level of quality and output suggested in the technical proposal. Cost proposals will thus be considered in terms of their realism and the items below but will not be given a numeric score. CEPF will select the applicant that presents the best value for the required product and services.

### Tropical Andes Ecosystem Profile Proposal Cost Proposal Scorecard

<b>4</b>	<b>Budget</b>
4.1	Is the budget within the maximum amount stated in Section 6?
4.2	Are all costs mathematically justified through the clear presentation of unit costs, total units and total costs?
4.3	Are all unit costs, total units and total costs appropriate in relation to the proposed technical and managerial activities?
4.4	Are proposed unit rates in accord with market rates in the region?
4.5	If the applicant claims management support costs, does it clearly show the base of application and is this distinct from any previously enumerated direct costs? Does the applicant provide an explanation of how the rate has been determined (e.g., audited financial statements, etc.)?
4.6	Does the budget relate clearly and directly to the proposal?
4.7	Are the costs budgeted for stakeholder consultations sufficient and realistic?

## **Annex 1. Criteria for KBA Prioritization for CEPF Investment**

- 1. Biological priority.** The KBA is ranked as a high relative priority for biological importance, based on criteria of irreplaceable and vulnerability.
- 2. Degree of threat.** Threats pose a risk, in the short-to-medium-term, to the existence of habitats and ecosystem services vital to priority species and local people, based on the presence of threats such as agriculture, mining, commercial development, climate change, etc.
- 3. Funding need.** Given the existing level of conservation investment by national and international donors, an important funding need exists for CEPF investment to address.
- 4. Management need.** Given the existing management plans; staffing and infrastructure; and mechanisms for community engagement, an important management need exists for CEPF investment to address.
- 5. Civil society capacity.** Civil society groups working in or near the KBA have the potential to act as effective local stewards and champions of the KBA and its trigger species, emphasizing the presence, interest and capacity of local civil society groups.
- 6. Operational feasibility.** Viability of civil society to work effectively in a site based on security risk, land tenure or legal prohibitions that do not preclude effective CEPF engagement.
- 7. Alignment with national priorities.** Support for those KBAs that are national biodiversity priorities.
- 8. Opportunity for landscape-scale conservation.** The KBA provides opportunities to achieve landscape-scale conservation through linkage to large KBAs, KBA clusters and altitudinal corridors.
- 9. Consolidation of CEPF results.** Potential for added value of CEPF investment based on continuity of action in previous CEPF investments and/or strategic opportunity based on current or emerging conditions in KBAs.