

Terms of Reference Regional Implementation Team

Component 1. Coordinate CEPF investment in the hotspot.

Functions

1. Serve as the field-based technical representative for CEPF in relation to civil society groups, grantees, international donors, host country governments and agencies, and other potential partners within the hotspot.
2. Ensure coordination and collaboration with CEPF's donors, in coordination with the CEPF Secretariat and as appropriate in the hotspot.
3. Promote collaboration and coordination with other donors investing in the hotspot and opportunities to leverage CEPF funds with local and international donors and governments investing in the hotspot.
4. Engage conservation and development stakeholders to ensure collaboration and coordination.
5. Build partnerships/networks among grantees in order to achieve the objectives of the ecosystem profile.
6. Respond to CEPF Secretariat requests for information, travel, hosting of donors and attendance at a range of events to promote CEPF.

Component 2. Support the integration of biodiversity into public policies and private sector business practices.

Functions

1. Support civil society to engage with government and the private sector and share their results, recommendations and best practice models.
2. Engage directly with private sector partners and government officials and ensure their participation in implementation of key strategies.

Component 3. Communicate the CEPF investment throughout the hotspot.

Functions

1. With the input of the CEPF Communications Team, develop a communications strategy for the investment.
2. Communicate regularly with CEPF and partners about the portfolio through face-to-face meetings, phone calls, digital communications (website, electronic newsletter and/or social media) and reports to events, forums and panels in alignment with the communications

strategy.

3. Support the CEPF Secretariat to obtain photographs and video for use in communications materials, and coordinate with the CEPF Communications Team to obtain associated legal documentation (such as use licenses). Aim to provide at least one good-quality image for each project.
4. Translate selected materials into hotspot languages.
5. Monitor media coverage and promptly inform and coordinate with the Grant Director and CEPF Communications Team in regard to any controversy related to CEPF projects, grantees or donors and any media coverage of the controversy.
6. Prepare a range of communications products to ensure that the key information provided in the ecosystem profiles is accessible to grant applicants and other stakeholders.
7. Disseminate portfolio results via multiple and appropriate media in alignment with the communications strategy.
8. Share story ideas and strong results, and provide information and/or assistance to the CEPF Communications Team as needed.
9. Conduct exchange visits with other RITs to share lessons and best practices, in consultation with the CEPF Secretariat.
10. In coordination with the CEPF Secretariat, ensure communication with local representatives of CEPF's donors.

Component 4. Build the capacity of civil society.

Functions

1. Assist civil society groups in designing projects that contribute to the achievement of objectives specified in the ecosystem profile and a coherent portfolio of mutually supportive grants.
2. Build institutional capacity of grantees to ensure efficient and effective project implementation and financial management.
3. Build capacity of grantees, on an as-needs basis, to comply with CEPF's environmental and social standards and gender policy.
4. Promote collaboration among civil society, government and private sector actors.

Component 5. Support the CEPF Secretariat process for solicitation and review of proposals for large grants (above a threshold amount of US\$50,000).

Functions

1. Publicize the contents of the ecosystem profile and information about CEPF's online standardized large grant application process.
2. Promote availability of funds via public announcements, print and electronic media, and applicant outreach events to publicize individual calls for Letters of Inquiry beyond their posting on the CEPF website.
3. With the CEPF Secretariat, establish schedules for the release of solicitations and grant awards.
4. Evaluate Letters of Inquiry.
5. Facilitate technical review of applications, including external reviews (e.g., via panels of

- experts or professional peer relationships with individuals in relevant fields).
6. Assist the Grant Director to obtain external reviews of all applications over \$250,000.
 7. Communicate with applicants throughout the application process to ensure they are informed and fully understand the process.
 8. Support the CEPF Secretariat in obtaining technical and financial documents necessary for award of a grant.
 9. Mentor and guide applicants in project design (e.g., via remote electronic means, in person, via classroom-type workshops on proposal preparation).
 10. Review proposal drafts prior to final grant award.
 11. Following established procedures codified in the CEPF Operational Manual and reflected in the online application system (ConservationGrants), decide jointly with the CEPF Secretariat on the award of all large grant applications.

Component 6. Manage a program of small grants (up to a threshold amount of US\$50,000), in compliance with CEPF's operational manual.

Functions

1. Establish and coordinate a process for solicitation of small-grant applications.
2. Announce the availability of CEPF small grants.
3. Conduct due diligence to ensure applicant eligibility and capacity to comply with CEPF funding terms.
4. Convene a panel of experts to evaluate proposals.
5. Screen applications against CEPF's environmental and social standards, and provide guidance to applicants on compliance with applicable standards.
6. Decide on the award of small grants and manage the contracting of these awards.
7. Manage disbursement of funds to grantees.
8. Ensure small-grant compliance with CEPF funding terms.
9. Develop a monitoring plan for the small grant portfolio to ensure outreach, verify compliance and support capacity building.
10. Monitor, track, and document small-grant technical and financial performance.
11. Maintain accurate and up-to-date records, including for CEPF monitoring tools, on all small grants awarded on the CEPF grants management database (ConservationGrants).
12. Open a dedicated bank account in which the funding allocated by CEPF for small grants will be deposited, and report on the status of the account throughout the project.
13. Ensure that grantees complete regular technical and financial progress reports.

Component 7. Monitor and evaluate the impact of large and small grants.

Functions

1. Collect and report on data for portfolio-level indicators (from large and small grantees) annually as these relate to the logical framework in the ecosystem profile.
2. Collect and report on relevant data for CEPF's global monitoring indicators, making use of CEPF monitoring tools and ConservationGrants.
3. Ensure quality of performance data submitted by large and small grantees.
4. Verify completion of products, deliverables, and short-term impacts by grantees, as

described in their proposals.

5. Support grantees to comply with requirements for completion of tracking tools, including the Management Effectiveness Tracking Tool, Civil Society Tracking Tool, and Gender Tracking Tool.
6. In coordination with the CEPF Secretariat, conduct a mid-term assessment and a final assessment of portfolio progress, and assist with report preparation.

Component 8. Support the CEPF Secretariat to monitor the large grants portfolio and ensure compliance with CEPF funding terms.

Functions

1. Support the CEPF Secretariat to ensure that large grantees comply with CEPF funding terms, including by visiting grantees on an as-needs basis to establish facts, follow-up on recommendations, and provide support and guidance with financial and programmatic management.
2. Provide support and guidance to grantees, on an as-needs basis, for the implementation of measures necessary to comply with CEPF's environmental and social standards.
3. Participate in at least two supervision missions each year, involving visits by the CEPF Secretariat to monitor financial and programmatic performance of the RIT and selected grants.