

Critical Ecosystem Partnership Fund

First Meeting of the Donor Council
World Bank Headquarters, Washington, DC
(14 December 2000)

Operational Manual

The Operational Manual (OM) outlines administrative practices and policies associated with the management of the Critical Ecosystem Partnership Fund (CEPF). Its purpose is to ensure that CI's management of CEPF is consistent with the requirements of the CEPF donors as described in the financing agreement between the IBRD and CI.

Current Status

CI and IBRD have been working to finalize the elements of the OM, and most sections have been reviewed by both parties. Completion of the OM is a condition of disbursement, and the document must be in final form before the first disbursement takes place in January. The Table of Contents of the manual is attached.

Elements of the OM

The OM sets out CEPF's key objectives and its guiding documents: the Memorandum of Understanding, the Financing Agreement and the OM itself. It describes CI's administrative management practices, and sets out standards to be followed for various transactions relating to finance, accounting, and procurement. The manual describes in depth the procedures for grant management, starting with the development of ecosystem profiles.

The OM describes how consultation and disclosure are incorporated into the management of CEPF. For example, extensive consultation takes place as part of the priority-setting process that forms the basis of the ecosystem profiles. Consultation also takes place during the process of deciding whether to award a grant to a particular organization or project. Disclosure is a necessary component of a CEPF goal to be as transparent as feasible, and is critical to ensure compliance with the World Bank Safeguard Policies. The OM itself, much of which will be posted on the CEPF Web site, is part of the effort to achieve transparency.

The overall CEPF project will be managed via an online grant-making system. Elements of this online system, including the project proposal form, pre-award financial and administrative questionnaire, and financial and administrative assessment, form a significant part of the OM. The OM also contains a description of grant decision-making processes, and templates for grant agreements and the proposed formats for grantees' technical and financial reporting.

The CEPF Project Cycle Management Approach is described in part 4 of the OM. The CEPF uses a "logical framework" methodology to ensure that project goals and measures of success are clearly enunciated and that project progress is assessed against those goals.

The oversight role of the Donor Council is also described within the OM, along with the overall CEPF reporting format required by the IBRD.

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