

## **Critical Ecosystem Partnership Fund**

Sixteenth Meeting of the Donor Council  
 Conservation International  
 2011 Crystal Drive, Arlington, VA  
 15 January 2010  
 8 a.m. - 11 a.m. EST

### **Follow Up to Decisions Taken at the Fifteenth Meeting of the Donor Council**

List of Follow-up Actions from the Fifteenth Meeting:

1. The Secretariat will establish a task force of partner representatives to help coordinate the partners' communications efforts related to the tenth anniversary and particularly activities that may take place in Japan and report back at the next meeting.  
*The Secretariat has established this task force, chaired by Bobbie Jo Kelso, the Acting Executive Director / Senior Director for External Affairs. Members include: Yasushi Hibi, Vice President for Asia Policy / Managing Director for Japan Program, Conservation International; Daiji Kawaguchi, Assistant Director, Global Biodiversity Strategy Office, Nature Conservation Bureau, Ministry of the Environment, Government of Japan; Gilles Kleitz, Project Manager, Environment – Biodiversity, L'Agence Française de Développement; and Yoko Watanabe, Program Manager/Senior Environmental Specialist, Global Environment Facility. The task force will periodically assess CEPF plans and documents and share information to enable greater coordination among the partners. Regular coordination protocols and activities related to CEPF communications planning and activities will also continue but be enriched and further strengthened with this new task force for 2010. A summary of activities planned for 2010 will be provided under Agenda Item #8, Summary of CEPF Tenth Anniversary Plans.*
  
2. The Secretariat will provide the Donor Council with a comprehensive financial report in future meetings and incorporate greater use of visuals to aid understanding of the geographies and topics under discussion. In addition, invitations to attend CEPF meetings with stakeholders on developing new investment strategies and assessing gains made possible to date and related information will be extended to Council members.  
*The Secretariat will include a financial report as part of the Executive Director's Report in future meetings and incorporate greater use of presentations and other visuals to aid understanding of the geographies and topics under discussion. The Secretariat began extending invitations to Donor Council members, in addition to the regularly invited Working Group members, to attend CEPF meetings with stakeholders on developing new investment strategies and assessing gains made possible to date. For example, the Secretariat invited Donor Council members to attend meetings with stakeholders in both the Caucasus and Mesoamerica biodiversity hotspots in September and October 2009, respectively, as part of assessing five years of CEPF investment in these regions. Council members were also invited to attend stakeholder meetings in the Maputaland-Pondoland-Albany and Mediterranean hotspots in October and December 2009, respectively, as part of developing ecosystem profiles for these hotspots. Related documents were also provided to the Council.*
  
3. The Secretariat will begin work on terms of reference and methodology for an evaluation and report back to the Council as soon as possible.

*The Secretariat developed the terms of reference and methodology for an evaluation in consultation with Working Group members and submitted this to the Donor Council for no-objection approval in December 2009. The Terms of Reference, incorporating the methodology and a timeline, were approved by the Council on 15 December 2009. In keeping with the methodology and timeline agreed, the Acting Executive Director has appointed an independent consultant, David M. Olson, in consultation with the Working Group to undertake the evaluation. Mr. Olson's appointment followed suggestions of potential consultants by Working Group members, the Secretariat's invitation to each of those consultants to express their interest and to submit a cover letter and CV, and then a final selection in consultation with the Working Group. The evaluation is scheduled to begin on 4 January 2010 and conclude in April 2010 with a presentation of the findings to the Donor Council. The full approved terms of reference are attached for information.*

4. The Secretariat will present the new ecosystem profile and investment strategy for the Caribbean Islands biodiversity hotspot for consideration at the next meeting of the Council on 15 January 2010. Other ecosystem profiles in development will be submitted for review and approval through an electronic no-objection approval process.

*The final draft ecosystem profile for the Caribbean Islands Hotspot will be considered for review and approval under Agenda Item #6. The full document was submitted to the Donor Council on 2 December 2009 in preparation for this meeting. Other profiles in development will be submitted for review and approval through an electronic no-objection process, beginning with the final draft ecosystem profile for the Maputaland-Pondoland-Albany Hotspot expected to be submitted to the Donor Council in early February 2010.*

5. Conservation International will develop a process to incorporate donor representatives in the consideration of candidates for the Acting Executive Director post.

*Conservation International (CI) invited Donor Council members to suggest potential candidates, circulate the job description within their respective networks and to appoint one representative to participate on an interview committee. As of December 2009, CI has narrowed the candidate list to six (three external and three internal) and has begun the initial interview process. CI held initial phone interviews with the three external candidates in early December 2009. A CI staff panel interviewed the three internal candidates on 18 December 2009. A maximum of three to four candidates will be selected for second round interviews with the Donor Council-appointed interview panel. Schedules permitting, CI hopes to schedule these in-person interviews in January and to decide on a final candidate by end January, if not before.*

## Critical Ecosystem Partnership Fund

### **Terms of Reference:** **Evaluation of Critical Ecosystem Partnership Fund Impact**

16 December 2009

#### **Background:**

The year 2010 will mark the 10-year anniversary of the Critical Ecosystem Partnership Fund (CEPF). Launched in August 2000, CEPF has become a global program enabling more than 1,500 nongovernmental and private sector organizations to help protect vital ecosystems.

Designated as the International Year for Biological Diversity, 2010 also marks the target for the Parties to the Convention on Biological Diversity (CBD) to achieve a “significant reduction of the current rate of biodiversity loss.” This target was subsequently endorsed by the World Summit on Sustainable Development and the U.N. General Assembly and was incorporated as a new target under the Millennium Development Goals. The tenth CBD meeting will be hosted by the government of Japan, a CEPF partner, in October of this milestone year.

During the Fifteenth Meeting of the Donor Council held in September 2009, the Council asked that an evaluation of CEPF be undertaken as a tool to demonstrate the program’s impact, particularly as part of planning for the tenth anniversary. The Donor Council requested a rapid, streamlined evaluation by the partnership and emphasized the benefits for communications at this time. This document sets out the Terms of Reference for this evaluation developed in consultation with members of the Working Group and approved by the Donor Council on 15 December 2009.

#### **Scope:**

The evaluation will be undertaken as a global review to identify the program’s impact since its first year of grant-making in 2001. The emphasis will be on the program as a whole, rather than on the effectiveness of individual field programs or components. However, the review will include analysis and reporting of specific examples and case studies from regional portfolios to demonstrate impact. Results will be demonstrated through both qualitative and quantitative reporting and analysis.

The assessment will build on the 2006 independent evaluation of the global program<sup>1</sup> to provide additional information across the program’s full 10 years, including a focus on the CEPF niche and impact in relation to the following overarching components in the program’s Strategic Framework (FY 2008-2012)<sup>2</sup>:

- Strengthening protection and management of globally significant biodiversity.
- Increasing local and national capacity to integrate biodiversity conservation into development and landscape planning.

As appropriate, the evaluation will also include analysis of the two cross-cutting components from the Strategic Framework as these pertain to specific impact:

- Effective monitoring and knowledge sharing.
- Ecosystem profile development and program execution.

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<sup>1</sup> Report of the Independent Evaluation of the Critical Ecosystem Partnership Fund, January 2006, [www.cepf.net/Documents/cepfevaluationreport\\_andmanagementresponse.pdf](http://www.cepf.net/Documents/cepfevaluationreport_andmanagementresponse.pdf)

<sup>2</sup> Critical Ecosystem Partnership Fund Strategic Framework, FY 2008-2012, July 2007  
[www.cepf.net/Documents/cepfstrategicframework\\_fy08\\_12.pdf](http://www.cepf.net/Documents/cepfstrategicframework_fy08_12.pdf)

While the above components were specifically agreed only for the program's current Strategic Framework, the components were strategically designed based on the results from the program's first phase. Therefore, analysis may be undertaken across the program's funding phases and its entire portfolio based on these components. These components also include diverse approaches for rich analysis and documentation detailed more fully under Objectives.

As the guiding strategies for portfolio-level implementation, the CEPF Ecosystem Profiles shall also be considered, as appropriate. The strategies set out explicit approaches and targets that contribute to the global goals but may also have components unique to the specific region.

#### Process & Methodology:

A Consultant will be appointed by the Executive Director in consultation with the Working Group. The Consultant shall have expertise in the field of nature conservation, institutional capacity building and community or social service expertise and will have proven expertise in M&E methodologies and processes, with demonstrated experience in conducting external evaluations of complex programs. A contract will be provided to the Consultant covering all expenses, such as daily rates, travel and communication costs. Payment will be 2/3 up front and 1/3 upon submission of the Consultant's report.

The methodology will include:

- Review of internal and external CEPF documents, including ecosystem profiles, consolidation plans and Strategic Framework (FY 2008-2012); monitoring and evaluation documents, such as five-year portfolio assessments completed for 14 regions to date, regular donor reporting and reports from previous independent and partner evaluations and selected final reports compiled by project leaders detailing results and lessons learned, as well as other materials produced by grant recipients particularly focused on monitoring and evaluation. Access to field reports and Aide Memoires of the World Bank shall also be made available.
- Consultations will be held with the Management Team, selected coordination and regional implementation teams, external grant recipients and partners and members of the Working Group.
- Field visits to 2-3 regions will be undertaken to develop selected case studies and to provide first-hand knowledge and verification of impact.
- A draft report will be submitted to the CEPF Executive Director and Working Group, accompanied by a debriefing.

CEPF donor partner and staff representatives may accompany the Consultant on field visits as part of the assessment or participate in other ways to be determined.

#### Deliverables:

The Consultant will produce a 25-50 page document with an assessment of CEPF impact in fulfilling its purpose to provide strategic assistance to nongovernmental and private sector organizations for the protection of vital ecosystems. This shall include an assessment of the degree to which CEPF fulfills its niche, as well as the program's impact toward its strategic objectives of 1) strengthening protection and management of globally significant biodiversity and

2) increasing local and national capacity to integrate biodiversity conservation into development and landscape planning. The report will also provide an assessment of how the impact contributes to the CBD 2010 goal.

Provisional Timeline:

November 2009	Terms of Reference drafted
1 December 2009	Terms of Reference submitted to Donor Council for review and no-objection approval
	Working Group members invited to submit names of candidate consultants
10 December 2009	Deadline for Working Group members to submit candidate consultants
15 December 2009	Deadline for no-objection approval by Donor Council
18 December 2009	Executive Director selects consultant in consultation with Working Group
4 January – 17 March 2010	Evaluation, with first step to be development of a work plan with a more detailed methodology to be presented to Executive Director and Working Group
24 March 2010	Submission of draft evaluation report to Executive Director and Working Group
11 April 2010	Debriefing and presentation of draft report to Working Group
24 April 2010	Presentation of final report to the Donor Council

Objectives:

The Consultant shall assess CEPF impact in fulfilling its purpose to provide strategic assistance to nongovernmental and private sector organizations for the protection of vital ecosystems.

This shall include an assessment of the degree to which CEPF fulfills its niche, as well as the objectives outlined below from the Strategic Framework, among others.

**1. Strengthening protection and management of globally significant biodiversity**

This could include assessing CEFF impact in the following areas:

- Catalyzing improved management and expansion of existing protected areas, as well as the creation of new protected areas.
- Assisting communities, including indigenous groups, and other partners in managing biologically rich land as well as landscapes that buffer key biodiversity and protected areas as well as support community stewardship of biodiversity and ecosystem services.
- Supporting the introduction and use of conservation financing tools such as payments for environmental services and economic incentives for conservation.

## **2. Increasing local and national capacity to integrate biodiversity conservation into development and landscape planning**

This could include assessing CEPF impact in the following areas:

- Enabling civil society groups to plan, implement and influence biodiversity conservation efforts as effective partners in sustainable development. Examples could include development of communal, municipal or regional land-use plans, plans for local economic development, certification for more sustainable management and private agreements.
- Assisting in improved land-use planning and activities that mainstream conservation, including collaboration with the private sector; promoting supportive policy and legislative frameworks; and promoting more sustainable resource management linked to livelihoods.
- Promoting collaboration with governmental partners and sectors such as mining, agriculture, logging and tourism by fostering innovative public-private partnerships and multi-stakeholder alliances to harmonize conservation with economic development.

Impact in relation to the program's investment strategies detailed in the region-specific Ecosystem Profiles may also be a focus.

Based on the findings, the Consultant shall also provide an assessment of how CEPF has contributed to the CBD goal to achieve “a significant reduction of the current rate of biodiversity loss” and specifically the 2010 target.