

Q&A: Call for Proposals

Regional Implementation Team (RIT) for the Guinean Forests of West Africa

1. *Is there a template for the proposal?*

- There is no template for the technical aspects of your proposal. You must just ensure you cover everything that was requested for in the Call for proposals. Section 7.1 explains what to include in the proposal. Section 8 further highlights topics to cover, as does Table 2 (scorecard) and as do the [RIT Terms of Reference](#), included on the CEPF website with this call for proposals. There is an **excel template** that **you must use** for the budget that you will prepare as part of your application.

2. *How many RITs will there be?*

- Call for Proposals is written for an ambitious Terms of Reference across eleven countries, and in that sense, anticipates that there will only be 1 RIT for the GFWA. Making a single award is CEPF's preference.
- However, we will accept proposals for less than the entire hotspot, expecting, accordingly, that these would be for less than the full amount of funding allocated. In such a scenario (e.g. one organization proposes to work in only the lower Guinean Forest and one organization proposes to working in only the upper Guinean Forest), we could imagine "two" RITs. However, if this were to occur, we might encourage the two groups to work together, with one serving as the primary applicant and one as a subordinate partner.

3. *Is it possible to partner with more than 1 organization that was not listed in the list of eligible leads?*

- Yes. You can have as many partners as you see fit, and those partners do not have to feature in the shared list of eligible leads. However, all partners must fit CEPF's criteria of a Civil Society Organization (i.e. Government agencies and UN agencies are not eligible for CEPF funding). Only those listed in the 15 eligible lead organizations can submit a proposal for the RIT as a Lead.

4. *Will an organization be eligible if they have an ongoing relationship with any of the CEPF donors for the region?*

- Yes. As long as there is no conflict of interest, organizations that receive funding for other work from the same donors are eligible to apply.

5. *Can the RIT subcontract to organizations other than the sub-partners?*

- Yes, subcontracts and sub-grants are allowed for organizations that are not a sub-partner. The RIT may for example want to hire a service provider for translation, communication outputs, etc. This is up to the RIT to identify based on your identified needs for your approach.

6. Can the staff change over the 5 years of implementation?

- Yes. However, CEPF will review the CVs of the team you expect to start the project with, though we understand these staff members may change over the course of 5 years. If you plan to recruit new staff for these roles, you can explain this in your proposal and your approach for the recruitment. For any key role in the RIT (e.g. the Team Leader) that you may have to recruit for, your proposal should explain how these roles will be covered while recruitment takes place, and the CVs of those people covering those roles from day 1 must be shared as part of your proposal.
- Note further the evaluation criteria (Section 10, Table 2), and in particular the weight given to personnel, with a bias toward named individuals. Note further the text in Element 3.5, and that imputed in Element 2; namely, that if you propose “to be determined” personnel, or anticipate staffing changes (as is natural over five years), that your organization has the systems and ability to recruit people.

7. Will there be any contractual limitations on daily rates proposed? Do the same stipulations apply to proposed salaries for long-term and short-term personnel?

- For per diems: While there is no limit on daily per diems or per diems on the budget, CEPF expects to see a fair and reasonable amount budgeted for this expense. This amount should be calculated and correlated based on prior existing policies within your organization that are currently followed. If no current process exists, CEPF will expect to see a fair amount budgeted, that is in line with country regulations and rates.
- For pay: Whether in the form of “salaries” for full-time and formal employees, or for consultants and professional service providers, CEPF does not have a limit on these “daily rates” (or, for that matter, monthly or yearly rates) or a fixed methodology for determining these. The expectation is that all proposed salaries will be reasonable in relation to the market and the person’s skills and expertise, and will be justified if necessary. Further, CEPF expects organizations to budget for staff and consultants in accordance with their own policies. These could differ in terms of the benefits and employment conditions for varying categories of staff, whether they be called “short term,” “long term,” full time,” “part time,” “employee,” “consultant,” or any other designation that you typically use.

8. What 4 languages does the RIT need to demonstrate capacity in?

- **English, French, Spanish, Portuguese** are the 4 languages spoken in the hotspot. The RIT will need to demonstrate their ability to communicate to grantees, partners and stakeholders in various countries where projects will be taking place, which often will require the capacity to speak/write/understand the official language of that country. There may also be documents that need to be translated into all 4 languages, though this will not be the case for all documents (most will only need to be translated in to French/English).

9. How much travel is the RIT expected to do? And how is the travel budget funded?

- The RIT should try to aim to visit all projects at least once during their project cycle. All travel that the RIT will do under the grant has to be covered in the budget that will be

allocated to the RIT (the \$1.5 Million) and as such needs to be included in the budget submitted with your proposal.

10. Will the costs associated with the Mid-Term Assessment come from the \$1.5 million dollars?

- Yes. Please include the cost for this in your budget. We cannot provide you with a lumpsum for this at this time, so please provide an estimate.

11. Do we need to present a budget for the \$1 million allocated for Organizational Development?

- No. This is not needed. The Organization Development is a strategic direction of the CEPF investment into GFWA and as such this will be covered by the grants.

12. Can the RIT fundraise towards the work of the RIT?

- Yes. The RIT can fundraise. It is not a requirement but if you see it as part of your approach, do include it in your proposal.

13. What is the job of the RIT in terms of capacity building?

- Component 4 of [the RIT Terms of Reference](#) is *capacity building*. To a certain degree, this overlaps with the Strategic Direction on *organizational development*. Further, the Ecosystem Profile explains in detail the different understandings of these two terms. Applicants should explain their own approach to this work and how they anticipate meeting these needs.

14. Will agreements for small grants be signed directly between the RIT and the Grantee?

- Yes. The agreements for small grants are signed directly between the RIT and the grantee and it is up to the RIT to manage that relationship.