

Critical Ecosystem Partnership Fund Request for Proposals

1. Opening Date: Tuesday, 3 January 2017

2. Submission

Deadline: Tuesday, 31 January 2017

Application format: [CEPF LOI Template](#)

Submission method: Submit Letter of Inquiry to cepfgrants@conservation.org

3. Call for Letters of Inquiry

The Critical Ecosystem Partnership Fund (CEPF) invites civil society organizations to submit a Letter of Inquiry (LOI) for a grant to perform the tasks described in Section 5, Scope of Work.

CEPF is a joint program of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan, the MacArthur Foundation and the World Bank. Founded in 2000, CEPF is a global leader in enabling civil society to participate in and benefit from conserving some of the world's most critical ecosystems.

CEPF is the largest fund in the world focused on conserving the planet's most biologically rich ecosystems. CEPF mobilizes local, regional and international partners to protect what nature provides for free to their communities. Created in 2000, CEPF is a partnership of seven donors that provides grants to civil society to participate in and influence the conservation of biodiversity. CEPF's grantees range from small farming cooperatives and community associations to private sector partners, and national and international nongovernmental organizations. CEPF's grants are guided by regional investment strategies that are developed with local stakeholders, go directly to civil society groups to build this vital constituency for conservation, help to create working alliances and partnerships among diverse groups, and achieve results through an ever-expanding network of partners working together toward shared goals and a common conservation vision. Most importantly, CEPF's grants target the biodiversity hotspots in developing and transitional countries, areas that are home to millions of people who are impoverished and highly dependent on natural resources.

CEPF works with **Regional Implementation Teams (RITs)**. The teams provide local knowledge and insights and represent CEPF in each biodiversity hotspot where CEPF works. Their primary responsibility is to build a broad constituency of civil society groups working across institutional and political boundaries toward achieving the shared conservation goals described in the ecosystem profiles, the documents that guide CEPF's program and investment strategy in each hotspot.

More information on CEPF can be found at www.cepf.net.

4. Eligible Applicants

Nongovernmental organizations, community groups, private enterprises, universities and other civil society organizations may apply for funding. Organizations must have their own bank account and be authorized under relevant national laws to receive charitable contributions. Government-owned enterprises or institutions are eligible only if they can demonstrate 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. may not assert a claim of sovereign immunity.

5. Scope of Work

CEPF's approach to conservation includes an emphasis on learning and sharing of lessons and experiences. Promoting learning amongst the RITs is especially important, and is the focus of this Call for Proposals. CEPF plans to hold a Learning Exchange in May 2017, to be attended by RIT staff and staff of the CEPF Secretariat. The Exchange will be:

- Attended by at least 30 RIT staff from the following 12 biodiversity hotspots (Caribbean, Cerrado, Eastern Afromontane, East Melanesian Islands, Guinean Forests of West Africa, Indo-Burma, Madagascar and Indian Ocean Islands, Maputaland-Pondoland-Albany, Mediterranean, Tropical Andes, Wallacea and Western Ghats)
- Attended by approximately 10 CEPF Secretariat staff
- Located in a country where visas are accessible
- Located near a major airport
- 4 days in length
- Held during the week of 15–19 May 2017

The successful applicant will be responsible for organizing the logistics of this workshop. This will entail undertaking the following tasks:

1. Selecting a suitable location for the RIT Exchange
2. Arranging travel (local and international) for all RIT staff to the RIT Exchange
3. Assisting participants to secure visas
4. Arranging the venue and workshop logistics (e.g. audio-visual equipment)
5. Ensuring that the venue meets the specifications required by the CEPF Secretariat (e.g., # of rooms, equipment)
6. Arranging all meals and accommodation for RIT and Secretariat staff
7. Organization a half-day, off-site team building event
8. Assisting Secretariat staff with logistics for any group travel (e.g., a bus to the venue)
9. Communicating with all participants to ensure timely arrival, participation and departure
10. Regular communication with the CEPF Secretariat throughout the project
11. Timely submission of financial and progress reports

6. Budget

The maximum amount allocated for this grant is \$80,000. This amount will cover: all costs associated with **30 RIT participants** including local and international travel, visas, meals and accommodation, and the off-site team-building event. The amount will also cover grantee's staff time and other direct and indirect costs associated with undertaking the project. This amount will **not** cover international travel, meals, visas, accommodation, costs associated with the team-building event or other costs associated with CEPF Secretariat staff. Costs attributable to the entire group of ~50 participants, such as bus travel to the venue, will be covered by this grant. All project expenditures must be accounted for and reported on via quarterly financial reports.

7. Timeframe

The anticipated start date for this project is 1 March 2017. The anticipated end date for this project is 30 June 2017. The RIT Exchange is expected to be held during the week of 15–19 May 2017.

8. Letter of Inquiry, Full Proposal and Award Process

Applicants are requested to submit a Letter of Inquiry (LOI) at this time. LOI's receiving a positive review will be asked to submit a full proposal. A single proposal will be selected to undertake the project, and this will lead to the award of a grant between Conservation International, as the host organization of the CEPF Secretariat, and the recipient (the "grantee"). Grants will be denominated in United States dollars and grant agreements will be in English.

9. Instructions for Submitting a Letter of Inquiry

Applicants must use the CEPF letter of inquiry template referenced here.

[CEPF LOI Template](#)

Letters of inquiry must be submitted to cepfgrants@conservation.org

10. Submission Language

Letters of inquiry must be submitted in English.

11. Criteria for Evaluation

CEPF will evaluate proposals based on the following criteria:

Criterion	Points
1. Effective and creative approaches to the requirements of the Call for Proposals.	5
2. Experience and qualifications in planning and coordinating conferences in various cities/countries over a short time frame.	20
3. Demonstrated knowledge of policies and procedures specific to planning conferences for Non-Governmental Organizations or similar organizations.	20
4. Experience securing visa for international participants.	5
5. Ability to provide full logistical conference support including, but not limited to timely liaison and coordination with a designated travel agency and participants; timely and accurate production of conference materials; on-site conference management; and production of closeout materials.	30
6. A cost-effective budget demonstrating: appropriate allocation of labor days in relation to tasks and deliverables; appropriate direct costs in relation to the scope of work; and overall cost effectiveness of travel, accommodation and venue costs. All budget lines should include unit costs.	20
7. References for similar work.	
Total	100

12. Contact

Please direct any questions or concerns to: cepfgrants@conservation.org and include "RIT Exchange" in the title of your email.