

Call for Proposals

Development of an Innovative Knowledge Product Pertaining to the Creation and Management of Community-based Fish Conservation Zones

Opening Date:	30 August 2019
Closing Date:	15 October 2019
Questions Due Date:	20 September 2019
Submission:	Applications should be sent to cepf@cepf.net by the closing date.
Location:	CEPF, 2011 Crystal Drive, Suite 600, Crystal City VA 22202, USA

1. INVITATION

The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of l'Agence Française de Développement, Conservation International (CI), the European Union, the Global Environment Facility, the Government of Japan and the World Bank. CEPF is a global program that provides grants to civil society to safeguard the world's biodiversity hotspots. As one of the founding partners, CI administers the global program through a CEPF Secretariat. CEPF's purpose is to strengthen the involvement and effectiveness of civil society in the conservation and management of globally important biodiversity.

The CEPF Secretariat intends to engage a consultant to develop an innovative knowledge product that will document best practice pertaining to the creation and management of community-based fish conservation zones in the Indo-Burma Biodiversity Hotspot. This knowledge product should have significant potential for wider replication outside of the Indo-Burma Hotspot. This knowledge product should be accessible and informative, and will be disseminated via the CEPF website or other innovative means, such as videos on social media, presentations at international forums or online toolkits.

Interested consultants or firms should submit a proposal by the closing date listed above. The successful consultant shall be required to adhere to CI's code of ethics, statement of work, and the terms and conditions of the contract. This call for proposals does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation and submission of

the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI.

2. BACKGROUND

Since 2001, CEPF has funded conservation in 24 of the world's 36 biodiversity hotspots. Over this period, CEPF's grantees have made significant contributions to safeguarding the biodiversity hotspots, developing sustainable livelihoods for local people, and strengthening local conservation leadership. Impacts include: creation and expansion of 14.8 million hectares of protected areas; improved management of biodiversity within 8.1 million hectares of production landscapes; and conservation actions benefiting 1,250 globally threatened species.

CEPF grants catalyze partnerships among civil society organizations, and between them and public and private-sector actors. Through these partnerships, CEPF's grantees have been able to develop and test innovative models and tools for conservation that empower local actors to protect, restore and sustainably manage critical ecosystems in ways that conserve biodiversity, improve human well-being and enhance resilience to climate change. Among other places, these models and tools have been developed in Indo-Burma Hotspot, where innovative approaches to mainstreaming biodiversity into public policy and private sector practices are being piloted as part of an initiative to conserve biodiversity cost effectively and progress toward long-term institutional sustainability.

CEPF intends to facilitate replication of a tool/model/practice pertaining to the creation and management of community-based fish conservation zones, by engaging a consultant skilled in communications, to work with selected CEPF grantees and stakeholders to develop a knowledge product that will allow for replication of the best practice in other hotspots.

3. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals shall be submitted in one volume, in English, and consist of:

- Technical Proposal
- Financial Proposal

Technical Proposal

Should comprise of the following parts:

- Technical approach, methodology and detailed work plan. This part shall be between three to five pages long but may not exceed five pages.

The technical proposal should describe in detail how the offeror intends to carry out the requirement described in the scope of work, below. The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

- Management, key personnel and staffing plan. This part shall be between two and five pages long but may not exceed five pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Must have:

- Excellent communication skills.
 - Experience in producing knowledge products focused on conservation.
 - Fluency in English.
- Corporate capabilities, experience, past performance and references. This part shall be between two and four pages long but may not exceed four pages.

Financial Proposal

A detailed budget in USD. The budget shall include a budget narrative that explains the basis for the estimation of expenses. If required, supporting information must be provided in sufficient detail to allow for a complete analysis of the cost.

4. PROCESS AND BASIS FOR AWARD

The development of the innovative knowledge product will be undertaken by an independent consultant, selected through a competitive procurement process. Selection of consultants will be overseen by the Monitoring, Evaluation and Outreach Unit within the CEPF Secretariat. Award will be made to the consultant whose proposal is determined to be responsive to this call for proposals, meets the technical requirement, and is determined to represent the most advantage to CI.

Evaluation Criteria:

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| - Technical Approach, Methodology and Work Plan | 40 |
| - Personnel Qualification | 30 |
| - Past Performance – reference of similar work previously implemented | 20 |
| - Lowest cost | 10 |

Scope of Work, Deliverables and Deliverables Schedule

Development of an Innovative Knowledge Product Pertaining to the Creation and Management of Community-based Fish Conservation Zones

1) Background

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2) Objective

CEPF grantees in the Indo-Burma Biodiversity Hotspot have developed innovative models, tools and best practices pertaining to fish conservation zones that have helped to secure conservation gains in the hotspot. These models have proven to be win-win, bringing rapid and substantive benefits to local communities—in terms of increased income and food security—while strengthening the conservation of threatened species and their habitats. A considerable body of knowledge now exists that can be transferred to civil society organizations in other hotspots, where freshwater conservation often receives less attention than that of terrestrial or marine biodiversity.

CEPF would like to develop a knowledge product that will provide guidance on the establishment, management, and monitoring and evaluation processes pertaining to co-managed fish conservation zones by engaging a consultant. The consultant will work with CEPF grantees and stakeholders to transform the model/tool/practice into an innovative knowledge product that will allow local actors in other hotspots to learn from and replicate these successful practices and tools.

The knowledge product should be accessible, informative and have significant potential for wider replication. The knowledge product will be publicized via the CEPF website, but can also

be disseminated by other innovative means, such as videos on social media, presentations at international forums or online toolkits.

Audience: This knowledge product should be aimed at technical staff of civil society organizations working in the fields of biodiversity conservation, rural development and natural resource management.

Purpose: To guide practitioners to establish, manage and monitor a community-based fish conservation zone.

Content: The knowledge product should guide practitioners in the many steps required to establish, manage and monitor a fish conservation zone. It should provide instruction on how to evaluate fisheries problems; how to write regulations and management plans; implementation; enforcement; monitoring and evaluation; analysis of data; and communicating and disseminating results.

Format: The knowledge product may take any form and could be a manual, document or other innovative format.

Resources: Material available to create the knowledge product includes products from CEPF grantees as well as those produced by other relevant organizations.

3) Duties

The consultant is required to produce a knowledge product that focuses on the establishment, management and monitoring of community-based fish conservation zones.

The following tasks are expected to form part of the consultancy:

- Review of reports and products pertaining to the topic produced by CEPF grantees.
- Review of relevant information pertaining to the topic produced by other organizations, as appropriate.
- Conduct interviews with CEPF grantees and other experts on the topic.
- Produce a quality knowledge product that can be used to replicate the model/tool/best practice in other hotspots.

The consultant will be expected to schedule their own interviews. Should the consultant deem it necessary to travel to produce the knowledge product, the consultant will be expected to make their own travel arrangements and to organize all necessary meetings with interviewees.

4) Deliverables

The consultant will produce a quality knowledge product that can be used to replicate the model/tool/best practice in other hotspots. The product should be submitted as an electronic file; applicants do not need to budget for printing costs.

5) Timeframe

The consultancy will be conducted between 1 November 2019, and 31 March 2020. The total amount of time for the assignment is estimated at 20 days. Draft deliverables will be prepared no later than 15 March 2020, and submitted to the CEPF Secretariat for review. Final deliverables, incorporating comments from the CEPF Secretariat, will be completed by 31 March 2020.

The consultant shall also provide the CEPF Secretariat with periodic verbal briefings and meet with Secretariat staff, as requested.

6) Reporting

The consultant will work under the close supervision and direction of the senior director for monitoring, evaluation and outreach, or such other individual that the CEPF Secretariat may designate.