

List of Updates to the Operational Manual for Donor Council Non-Objection Approval:

Item	Action and rationale for update to the Operational Manual
OM 2.1 – Overview of Financial Management	<p><i>Wording changed as per non-objection #59:</i> Language revised to allow CEPF to negotiate specific audit requirements for use of separate donor funds on a bilateral basis.</p> <p><i>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such this section has been updated.</i></p>
OM 2.1.1 – External Audit Terms of Reference	<p><i>Section removed as per non-objection #59:</i> The section is removed entirely. Audit terms of reference may be negotiated as part of bilateral agreements with CEPF donors.</p>
2.2 – Conflict of Interest and CEPF Funding	<p><i>References to the environmental and social policies of the World Bank have been removed.</i></p> <p><i>Text updated to match CI Conflict of Interest statement as on CI website:</i></p> <p>“All CI employees are required to complete and sign annual conflicts of interest disclosure forms. These forms are provided to employees at the start of each fiscal year by the General Counsel’s Office (GCO). In addition to these annual disclosures, if a proposed transaction arises in which an employee has, or believes s/he may have, a conflict of interest, the employee is required to make an immediate disclosure to the GCO and his/her immediate supervisor, using the conflicts of interest disclosure form available on CI’s Intranet. This disclosure must be done prior to any consideration or execution of the proposed transaction by CI. The employee shall not participate in the deliberations on the matter but shall disclose any material facts related to the proposed transaction. Upon a determination by the GCO that a conflict of interest exists, the GCO, working with the supervisor or division head, may request that appropriate actions be taken to resolve the matter. The GCO shall maintain a record of the existence and resolution of the conflict of interest. In some cases, these conflicts may be reported in public filings. If the matter cannot be resolved in a satisfactory manner, but the employee, his/her supervisor and/or the respective division head are of the opinion that the transaction is nonetheless beneficial to the overall interests of CI, the respective division head and the GCO shall bring the matter to the attention of the Chief Executive Officer who shall make the final determination whether to pursue the transaction; provided, however, that if the employee is also an officer or in a position to exert substantial influence over the affairs of the organization, then the matter is referred to the Compensation Sub-Committee of CI’s Board of Directors in accordance with its procedures for addressing conflicts of interest.”</p> <p><i>The Complaint Mechanisms paragraph has been updated to reflect that grievances must be raised with CI Ethics Hotline rather than with the CEPF Executive Director:</i></p> <p>Complaint Mechanisms CEPF provides a written explanation to all applicants whose proposals are unsuccessful as part of its focus on building civil society capacity. Applicants are encouraged to contact the relevant Regional Implementation Team or CEPF grant director if they have additional questions about the decision. If the applicant is not satisfied with the response, a complaint may be submitted to the CI Ethics Hotline at www.ci.ethicspoint.com or via phone to a local dial-in number displayed at www.ciethicspoint.com. Any complaints submitted to the CI Ethics Hotline will be investigated promptly and treated as confidential to the extent possible. CEPF will not retaliate against any person or organization that submit such complaints in good faith. CEPF has also established specific procedures to enable local communities and other stakeholders to raise a grievance at all times to applicants, grantees, Regional Implementation Teams, and the CEPF Secretariat related to the implementation of safeguards. These are detailed in OM 3.6 of the CEPF Operational Manual.</p>
2.3 – Procurement	<p>The following text was added <i>“Additional information on Procurement may be found on CEPF website:</i> https://www.cepf.net/grants/managing-your-grants-financial-requirements “</p>

2.4 – Ethics	<i>Text is updated to reflect CI website's content on Ethics. As such the word "independent" in "independent experts" was added. The sentence "Any violations of the Code of Ethics should be reported to Conservation International via its Ethics Hotline at www.ci.ethicspoint.com" was also added as per CI website.</i>
3.3 – Consultation and Participation	<i>The sentence "CEPF has a Best Practice in Stakeholder Engagement (OM 3.6) that provides guidance on this topic" has been updated as the section (Former 3.7) Stakeholder Engagement has been removed from the Operational Manual and included into section 3.6 Safeguard Policies-Environmental and Social Management Framework to:</i> CEPF's Environmental and Social Management Framework (OM 3.6) includes a safeguard policy on stakeholder engagement.
3.5 – CEPF Monitoring Framework	<i>Minor corrections were made in Table 3.5.B: CEPF Monitoring Framework.</i>
	<i>The following paragraph on Synergy with the Global Results Framework was removed:</i> Synergy with the Global Results Framework – The Global Results Framework ⁹ contains indicators that address both impact and management performance. This monitoring framework should be viewed as supplementary to the Global Results Framework, as CEPF will continue to monitor the indicators nested within CEPF's governing documents (e.g. the Project Appraisal Document (PAD)). Further, the Global Results Framework contains intermediate targets, which are updated periodically. CEPF will continue to strive to reach all targets.
3.6 – Safeguard Policies: Environmental and Social Management Framework	<i>Entire policy on Safeguard Policies: Environmental and Social Management Framework has been removed to refer to CEPF website section on Safeguards.</i>
3.7 (Former) – Stakeholder Engagement	<i>Entire section of Operational Manual OM 3.7 on Stakeholder Engagement has been removed as this is part of the Safeguard Policies: Environmental and Social Management Framework as highlighted on CEPF website section on Safeguards.</i> <i>Succeeding OM sections have been renumbered.</i>
4.2 – Regional Implementation Team Terms of Reference and Selection Process	<i>Wording changed as per non-objection #68:</i> The CEPF Secretariat proposed incremental changes to seven components of the RIT TOR, deleting two components (on developing a long-term vision and reporting) and adding one component (on supporting the CEPF Secretariat to monitor large grantees' compliance with CEPF funding terms).
4.2.1 – Independent Evaluation of Lessons Learned to Inform Reinvestment in Hotspots Scope of Work and Selection Process	<i>The table on "Components and Functions of the RIT Grant" in the Scope of Work has been updated as per wording changes of the non-objection #68, for OM 4.2 – Regional Implementation Team Terms of Reference and Selection Process.</i>
4.3 – Grant Making Process	<i>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such this section has been updated.</i>
4.3.1 – Letter of Inquiry (LOI)	<i>The Letter of Inquiry template has been removed to refer to the Letter of Inquiry template located on CEPF Website, under How to apply – Prepare your Letter of Inquiry: https://www.cepf.net/grants/how-to-apply</i>
4.3.2 – Project Proposal	<i>The Project Proposal template has been removed to refer to the Project Proposal template located on CEPF Website, under How to apply – Write your Full Proposal (For Large Grants Only): https://www.cepf.net/grants/how-to-apply</i>

4.3.3 – Grant Decision-Making Process	<p>Under Small Grants, text has been added to clarify what the authority and limitations are to a Regional Implementation Team when amending a small grant:</p> <p>“The RIT has authority to approve amendments to small grants to modify the expected impacts and deliverables (provided that these remain consistent with the CEPF investment strategy for the hotspot), the grant duration (provided that this remains within the duration of the small grant mechanism agreement), the grant amount (provided that this does not exceed the threshold set for the hotspot) and/or the payment schedule.”</p> <p>Reference that the “Approval to request a grant by invitation is a joint decision made by the Managing Director and the Director of the Grants Management Team” has been changed to reflect that “Approval to request a grant by invitation is a decision made by the Managing Director”.</p> <p>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such this section has been updated.</p> <p>To comply with the terms of the GCF financing agreement, the words: “in its own name and capacity”, bullet point “Government-owned enterprises or institutions are eligible only if they can establish i) that the enterprise or institution has a legal personality independent of any government agency or actor, ii) that the enterprise or institution has the authority to apply for and receive private funds, and iii) that the enterprise or institution may not assert a claim of sovereign immunity” now reads:</p> <p>Government-owned enterprises or institutions are eligible only if they can establish i) that the enterprise or institution has a legal personality independent of any government agency or actor, ii) that the enterprise or institution has the authority to apply for and receive private funds in its own name and capacity, and iii) that the enterprise or institution may not assert a claim of sovereign immunity.</p> <p>To comply with the terms of the GCF financing agreement, a bullet point has been added:</p> <p>Furthermore, grants financed under the Green Climate Fund program in the Madagascar and the Indian Ocean Islands Hotspot must meet the Initial Criteria of the program, and must not exceed the targeted minimum and maximum amounts per country.</p> <p>To comply with the terms of the GCF financing agreement, text has been added to the sentence “The evaluation of proposals that meet the eligibility requirements starts with a review of the Letter of Inquiry (OM 4.3.1), in which applicants are given the opportunity to justify their proposal in terms of project rationale, project approach, link to CEPF investment strategy, long-term sustainability, and organizational strengths” and now reads:</p> <p>The evaluation of proposals that meet the eligibility requirements starts with a review of the Letter of Inquiry (OM 4.3.1), in which applicants are given the opportunity to justify their proposal in terms of project rationale, project approach, link to CEPF investment strategy, long-term sustainability, and organizational strengths. Priority is given to transparency and fairness in the application review process. In consultation with the CEPF Secretariat, the Regional Implementation Team (RIT) in each hotspot is required to establish a review process that provides opportunities for participation of external experts from government, academia, civil society and/or other donors. Where CEPF grant making is supported by the Green Climate Fund, the relevant Nationally Designated Authorities will be invited to participate in committees constituted at the national and/or hotspot level to advise on the selection of grants to civil society organizations.</p>
4.3.4 – Financial Questionnaire	<p>The Financial Questionnaire template has been removed to refer to the Financial Questionnaire template located on CEPF Website, under How to apply – Write your Full Proposal (For Large Grants Only): https://www.cepf.net/grants/how-to-apply</p>
4.3.5 – Security Screening Request Form	<p>The title of OM 4.3.5 has been updated to reflect the name of the form and therefore was changed from: “Conservation International Security Screening Request Form for External Grants” to “Security Screening Request Form”.</p> <p>The Security Screening Request Form template has been removed to refer to the Security Screening Request Form template located on CEPF Website, under How to apply – Write your Full Proposal (For Large Grants Only): https://www.cepf.net/grants/how-to-apply</p>

4.3.6 – Guidelines for Completing Project Financial Due Diligence	<i>The Conservation International Financial Due Diligence Worksheet template has been removed. The sentence “available upon request” has been added in this section of the Operational Manual.</i>
	<i>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such the title of this section has been updated.</i>
	<i>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such this section has been updated.</i>
4.3.7 – Grant Agreement	<i>The Grant Agreement template has been removed to refer to the Grant Agreement template located on CEPF Website, under Life Cycle of a Grant, #5 - Applicant Signs Grant Agreement: https://www.cepf.net/grants/before-you-apply/life-cycle-of-grant</i>
4.3.8 – Internal Grant Agreement	<i>The Internal Grant Agreement template has been removed. The sentence “available upon request” has been added in this section of the Operational Manual.</i>
4.4 – Grant Management Process	<i>Conservation International, Grants and Contracts Unit has changed its nomenclature of Financial Risk Management to Financial Due Diligence, as such this section has been updated.</i>
4.4.1 – Project Progress Report	<i>The Project Progress Report template has been removed to refer to the Project Progress Report template located on CEPF Website, under Life Cycle of a Grant, #8 - Grantees Implement and Report on Projects: https://www.cepf.net/grants/before-you-apply/life-cycle-of-grant</i>
4.4.2 – Quarterly Financial Report	<i>The Quarterly Financial Report template has been removed to refer to the Quarterly Financial Report template located on CEPF Website, under Life Cycle of a Grant, #8 - Grantees Implement and Report on Projects: https://www.cepf.net/grants/before-you-apply/life-cycle-of-grant</i>
4.4.3 – Final Completion and Impact Report (FCIR)	<i>The Final Completion and Impact Report template has been removed to refer to the Final Completion and Impact Report template located on CEPF Website, under Life Cycle of a Grant, #11 – Grant Closes: https://www.cepf.net/grants/before-you-apply/life-cycle-of-grant. The following text was added “The Final Completion and Impact Report must be completed and returned to CEPF within two months after project end date”.</i>
4.4.4 – Gender Tracking Tool (GTT)	<i>The Gender Tracking Tool template has been removed to refer to the Gender Tracking Tool template located on CEPF Website: https://www.cepf.net/impact/monitoring-and-evaluation/grantee-role-cepf-global-indicators. The following text was also added “The baseline Gender Tracking Tool must be completed within three months of a project start date. The final Gender Tracking Tool must be completed within two months after project end date.”</i>
4.4.5 – Civil Society Tracking Tool (CSTT)	<i>The Civil Society Tracking Tool template has been removed to refer to the Civil Society Tracking Tool template located on CEPF Website: https://www.cepf.net/impact/monitoring-and-evaluation/grantee-role-cepf-global-indicators. The following text was also added “The baseline Civil Society Tracking Tool must be completed within three months of a project start date. The final Civil Society Tracking Tool must be completed within two months after project end date.”</i>
4.4.6 – Management Effectiveness Tracking Tool (METT)	<i>The Management Effectiveness Tracking Tool template has been removed to refer to the Management Effectiveness Tracking Tool template located on CEPF Website: https://www.cepf.net/impact/monitoring-and-evaluation/grantee-role-cepf-global-indicators</i>
5.3 – Focal Country Endorsements	<i>The example letter for GEF Focal Point Endorsement which references the World Bank has been removed and replaced with an example letter for GEF Focal Point Endorsement addressed to CEPF Executive Director.</i>
6.1 – Interim Un-audited Financial Report	<i>This former OM 6.1 Interim Un-audited Financial Report template, specific to World Bank financing agreements that are no longer active, has been removed as per non-objection #59.</i>
CEPF Strategic Framework FY 2008-2012	<i>This former Annex 1: Strategic Framework FY 2008-2012 has been removed from the Operational Manual as it is outdated.</i>
Annex 1 – CEPF Strategic Framework, Phase III (2014- 2023)	<i>The text mentions the history of CEPF and that there were 7 donors by 2012, when L’Agence Française de Développement (AFD) joined CEPF. A footnote to the number 7 has been added that:</i> In 2020, the John D. and Catherine T. MacArthur Foundation ceased to be a member of the CEPF Donor Council and Working Group.

Annex 2 – List of Documents Linked into The CEPF Operational Manual

A list of the documents that have been linked into the CEPF Operational Manual was added under Annex 2.