

## Call for Proposals

### Update of the Ecosystem Profile for the Madagascar and the Indian Ocean Islands Biodiversity Hotspot

**Opening Date:** 28 May 2021

**Closing Date:** 9 July 2021 (18h00 Washington, D.C. time)

**Location:** CEPF, 2011 Crystal Drive, Suite 600, Arlington, VA 22202, USA

#### 1. INVITATION

The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of l'Agence Française de Développement (AFD), Conservation International, the European Union, the Global Environment Facility, the Government of Japan and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation.

CEPF requires one or more organizations to update the ecosystem profile for the Madagascar and the Indian Ocean Islands Biodiversity Hotspot, to identify and prioritize Ecosystem-based Adaptation (EbA) actions by civil society organizations. Qualified organizations and consortia (hereafter "applicants") are invited to submit a proposal by the closing date listed above, in compliance with this call for proposals (CFP). Applicants may apply to undertake one or more of the work packages set out in the attached Scope of Work, in one or more of the target countries.

<b>Work Packages</b> (Applicants may apply to carry out one, two or three of the following work packages.)
<ol style="list-style-type: none"> <li>1. Identification of important ecosystem services and areas for EbA, using a Key Biodiversity Area <i>plus</i> (KBA+) methodology.</li> <li>2. Stakeholder consultations to set priorities for CEPF investment in EbA.</li> <li>3. Drafting of an updated ecosystem profile for the Madagascar and the Indian Ocean Islands Hotspot.</li> </ol>
<b>Target Countries</b> (Applicants may apply to undertake work package(s) in one, two, three or four of the following countries.)
<ol style="list-style-type: none"> <li>1. Union of the Comoros</li> <li>2. Republic of Madagascar</li> <li>3. Republic of Mauritius</li> <li>4. Republic of the Seychelles</li> </ol>

The outcome of this CFP will be the award of a grant to each successful applicant. In the case of consortia, a grant will be issued to the lead organization, which will be expected to enter into appropriate contractual relationships with the subordinate organization(s).

## **2. BACKGROUND**

CEPF supports civil society organizations to conserve critical ecosystems in the biodiversity hotspots. Investment consists of a participatory design process, resulting in an ecosystem profile, followed by a five-year investment phase of grant making to civil society organizations. Since 2001, CEPF has invested in 25 hotspots, awarding US\$263 million to more than 2,500 civil society grantees. Within the Madagascar and the Indian Ocean Islands Hotspot, CEPF has awarded more than US\$18 million to civil society organizations since 2001.

Madagascar and the Indian Ocean Islands is recognized as a biodiversity hotspot because it is among the most biologically diverse yet threatened ecoregions in the world. It is also one of the most vulnerable to climate change. CEPF investment in the hotspot focuses on three Small Island Developing States (SIDS)—the Comoros, Mauritius and the Seychelles—plus Madagascar, which is a Least Developed Country (LDC) whose coastal areas and offshore islands share many of the same environmental and socio-economic features as SIDS.

CEPF is currently implementing a program financed by the Green Climate Fund (GCF) through AFD as the Accredited Entity, entitled *Ecosystem-based Adaptation in the Indian Ocean*. The goal of the program is to reduce the vulnerability of island populations by securing the critical ecosystem services they need to be resilient to climate change. This goal will be achieved by harnessing the capabilities of civil society organizations to accomplish EbA to climate change in the target countries and then replicating this experience to other island countries that face similar challenges, with a particular emphasis on SIDS and LDCs.

CEPF investment in each hotspot is guided by an ecosystem profile: a five-year investment strategy framed by an analysis of the environmental, economic, and political context for conservation and restoration of critical ecosystems. Each ecosystem profile is developed through an extensive consultation process of various stakeholders from governmental agencies, private sector actors and NGOs. In this way, priorities for CEPF investment are established in a bottom-up manner, establishing a foundation for future collaboration and paving the way for the partnerships that are the hallmark of the fund's approach.

The current ecosystem profile for the Madagascar and the Indian Ocean Islands Hotspot was published in 2014. It needs to be updated, both to take account of the evolving context and to establish priorities for investment in EbA under the GCF program. A key exercise will be to identify priority places for support to EbA activities that enhance the resilience and ability of ecosystems to provide essential ecosystem services necessary for people to adapt to climate change. The existing ecosystem profile identifies priority sites for CEPF investment based on Key Biodiversity Areas (KBAs), sites that contribute significantly to the global persistence of biodiversity. This analysis needs to be extended to incorporate ecosystem service values, to focus site-level investments at coastal, freshwater and terrestrial ecosystems that play critical roles in provision of ecosystem services, following a so-called "KBA+" methodology.

## **3. SUMMARY DESCRIPTION OF THE ASSIGNMENT**

The successful applicant(s) will work under the supervision of the CEPF Secretariat, which will organize an initial orientation, provide all relevant background documents, and ensure coordination of the three work packages for the four targeted countries. The main tasks

under each work package are described in detail in the [scope of work](#) (PDF – 277 KB) and briefly summarized below.

### **Work Package 1. Identification of important ecosystem services and areas for EbA, using a KBA+ methodology**

Under Work Package 1, the successful applicant(s) will identify ecosystem services important to island populations in the target countries, through literature review and stakeholder consultation. Next, the successful applicant(s) will map these ecosystem services spatially, using available national, regional and/or global data sets, supplemented, where needed, by expert opinion. The successful applicant(s) will then overlay these datasets with the existing map of KBAs to prepare draft KBA+ tables and maps. There will be no requirement to identify new KBAs or to update previous KBA analyses, although new data may be incorporated where available.

The KBA+ methodology assesses the value of KBAs for ecosystem services that reduce the vulnerability of surrounding human populations to climate change. Areas will first be identified on the basis of their importance for individual services, for instance food provisioning, freshwater provisioning, climate mitigation, disaster risk reduction and cultural values. These individual services will then be combined to give an overall prioritization of KBAs in terms of their contribution to securing the services that vulnerable populations need to be resilient to climate change. The draft results of the KBA+ analysis will be presented as a set of maps, which will be verified through the consultation process under Work Package 2, to reach a broad consensus on priorities for CEPF investment in EbA.

### **Work Package 2. Stakeholder consultations to set priorities for CEPF investment in EbA**

Under Work Package 2, the successful applicant(s) will facilitate stakeholder consultations in the four target countries. These consultations should involve a wide range of stakeholders, from academic institutions, NGOs, government agencies (including the Nationally Designated Authorities (NDAs) for the GCF), donors, community groups and private companies. Consultations should be conducted at the national level and, where appropriate, at the sub-national level. For example, in the Comoros and Mauritius, consultations might be conducted by island, while in the Seychelles, one consultation might cover the granitic islands and another the coralline islands. In Madagascar, sub-national consultations might be conducted by region, focusing on regions with concentrations of priority areas for EbA identified under Work Package 1.

The results of these consultations will be documented in a series of reports, which will be provided to the team drafting the updated Ecosystem Profile under Work Package 3. The draft ecosystem profile will then be validated through a regional consultation meeting. Given the travel restrictions in place to respond to the COVID-19 pandemic, provisions should be made to hold some or all of the stakeholder consultations online, rather than in person.

The stakeholder consultations carried out under Work Package 2 will ensure that the Ecosystem Profile is updated in a way that ensures broad and meaningful stakeholder consultation and agreement. This will be expected to reinforce and build upon the strong partnerships already in place among stakeholders in the current CEPF investment phase, as well as expand them to engage new partners with expertise in EbA.

### **Work Package 3. Drafting of an updated ecosystem profile for the Madagascar and the Indian Ocean Islands Hotspot**

Under Work Package 3, the successful applicant(s) will update the English version of the existing ecosystem profile, incorporating the outputs of Work Packages 1 and 2, complemented, where needed, by additional literature review, targeted consultations with academics and conservation practitioners, and other appropriate data gathering methods. Each chapter of the ecosystem profile will be updated to incorporate new information and analysis that has become available since 2014. The updated profile will set out a situational analysis based upon a review of EbA priorities, threats, policy environment, civil society context and patterns of conservation investment by other funders, and present a five-year investment strategy with geographic and thematic priorities for CEPF grant-making.

In short, the updated ecosystem profile will:

1. Reach agreement on updated priorities for investment in EbA based on identification of important ecosystem services and site-level prioritization using the KBA+ methodology.
2. Provide an updated description of the socioeconomic, political and climatic factors that drive threats to critical ecosystems and the delivery of ecosystem services.
3. Provide a description of the specific climate change risks that increase the vulnerability of people and ecosystems.
4. Provide an overview of civil society as a partner in implementing EbA, with a focus on recent developments in the civil society sector.
5. Consider the gender implications of climate change, including how men and women may be impacted in different ways and how they can best be engaged in developing and implementing EbA activities.
6. Define a niche and strategy for a five-year phase of CEPF investment from 2022 to 2027.

The draft ecosystem profile will be submitted to the CEPF Donor Council and the GCF Secretariat in early 2022 for review and endorsement. The successful applicant will incorporate feedback into the final version of the ecosystem profile.

## **4. ELIGIBILITY AND EXCLUSIONS**

CEPF will accept proposals from any qualified organization anywhere in the world, including non-governmental organizations, private companies and academic institutions. Government-owned enterprises or institutions are eligible only if they can establish 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) is not able to assert a claim of sovereign immunity.

Organizations may choose to form a consortium for the purposes of submitting a proposal. If a consortium submits a proposal in response to this CFP, one organization must be clearly identified as the lead. Letters of commitment from the subordinate members should be submitted, confirming their willingness to join the consortium. The lead organization will

have final responsibility for submitting the consolidated proposal and, if successful, will be responsible for leading implementation, reporting to CEPF, receiving and disbursing funds, and coordinating the subordinate members.

Organizations or organizational members of consortia that are selected to implement the work packages under this CFP will **not** be precluded from applying for CEPF grants (including the regional implementation team grant) during the subsequent investment phase.

## **5. TIMEFRAME**

The duration of the process to update the ecosystem profile for the Madagascar and the Indian Ocean Islands Hotspot is anticipated to be nine months, comprising seven months to prepare the draft ecosystem profile plus two months for review and response to comments by the CEPF Donor Council and the GCF Secretariat. The updating process is anticipated to begin on 1 August 2021. The due dates for individual deliverables under each work package are given in Section 11 below.

## **6. BUDGET**

The total funding available for Work Package 1 is US\$60,000.  
The total funding available for Work Package 2 is US\$60,000.  
The total funding available for Work Package 3 is US\$80,000.

## **7. SOLICITATION, REVIEW AND AWARD**

The CEPF Secretariat is responsible for the analysis of applications, selection of the top-ranked applicant(s) for each work package, and negotiation with the top-ranked applicant(s) leading to the award of a grant or grants in accordance with CEPF's grant-making procedures.

## **8. SUPERVISION BY THE CEPF SECRETARIAT**

The CEPF Secretariat, led by Managing Director Jack Tordoff, will supervise and provide technical guidance to the ecosystem profiling team.

## **9. BACKGROUND DOCUMENTS**

- a. Madagascar and the Indian Ocean Islands Hotspot Ecosystem Profile, 2014 ([English](#), PDF – 7.1 MB; [French](#), PDF – 7.2 MB)
- b. KBA+ report for Madagascar, containing the methodology ([English](#), PDF – 1.6 MB; [French](#), PDF – 1.8 MB)
- c. Scope of work for updating the ecosystem profile ([English](#), PDF – 277 KB)

- d. Funding proposal for GCF program “Ecosystem-based Adaptation in the Indian Ocean” ([English](#), PDF – 1.7 MB)

## 10. CEPF’S GENDER POLICY

CEPF is committed to integrating gender into its portfolio. Applicants should design projects and write proposals that consider gender issues in the achievement of their impacts. CEPF has developed several resources that can help applicants to design, implement and evaluate gender-aware projects and understand what CEPF seeks in a proposal, including a Gender Toolkit ([English](#), PDF – 351 KB; [French](#), PDF – 372 KB) and a Gender Fact Sheet ([English](#), PDF – 325 KB). Visit CEPF’s [gender webpage](#) to learn more about how CEPF addresses gender in the projects it supports.

## 11. DELIVERABLES

The deliverables for the three work packages are set out in the following table. The due dates assume a 1 August 2021 start date. All deliverables should be produced in English. After approval by the CEPF Donor Council, the CEPF Secretariat will arrange for the translation of the ecosystem profile into French.

Work Package	Deliverables	Due Date
1. Identification of important ecosystem services and areas for EbA, using a Key Biodiversity Area <i>plus</i> (KBA+) methodology	1. Draft report on priority ecosystem services	31 October 2021
	2. Tables of KBAs with scores / ranking according to KBA+ methodology	31 December 2021
	3. GIS data layers showing relative importance of KBAs for prioritized ecosystem services	31 January 2022
2. Stakeholder consultations to set priorities for CEPF investment in EbA	1. National and sub-national stakeholder consultation reports	31 December 2021
	2. Regional stakeholder consultation report	31 January 2022
	3. Full list of stakeholders who participated in the consultations, with email addresses	30 April 2022
3. Drafting of an updated ecosystem profile for the Madagascar and the Indian Ocean Islands Hotspot	1. Draft ecosystem profile	28 February 2022
	2. Final ecosystem profile incorporating comments from the CEPF and GCF Secretariats and the CEPF Donor Council	30 April 2022

## 12. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

Proposals should be submitted in English or French.

Proposals must be submitted electronically to [cepf@cepf.net](mailto:cepf@cepf.net) by the closing date listed on the first page of this CFP. Applications received after the closing date will not be accepted. Files should be submitted in MS Word, MS Excel, PDF or other standard formats. The budget file requested below must be submitted following the Excel template, available in [English](#) (77 KB) and [French](#) (70 KB). Applications with budgets in different templates or formats will be rejected.

#### **a. Cover Letter**

Applicants should include a cover letter to the proposal, listing all documents submitted. The cover letter should clearly state the name of the organizational chief executive and, if different, the name(s) of all parties with the ability to legally bind the organization and the name(s) of all parties whom CEPF should contact for clarifications and negotiations. The cover letter should also provide complete mailing address, street address (if different), electronic mail address(es) and telephone number(s).

#### **b. Organizational Capabilities** (maximum 8 pages)

Applicants should provide evidence of their ability to complete the tasks described in the scope of work. This should include, at a minimum:

1. Basic organizational information, including year organization established, total permanent staff globally and in the Madagascar and the Indian Ocean Islands Hotspot, and organizational history and mission statement.
2. Relevant experience in the countries of the Madagascar and the Indian Ocean Islands Hotspot.
3. Experience managing multi-disciplinary efforts that are based on applied conservation science (if applying to carry out Work Package 1).
4. Experience conducting analyses of KBAs or similar GIS-based priority-setting exercises (if applying to carry out Work Package 1).
5. Experience managing stakeholder consultations (if applying to carry out Work Package 2).
6. Experience working with donors, governments, communities, the private sector, and other stakeholders on conservation and development issues, including building alliances and networks of stakeholder groups to achieve conservation goals (if applying to carry out Work Package 2).
7. Experience preparing programmatic design documents (if applying to carry out Work Package 3).

If a consortium of organizations is submitting a proposal, the proposal should reflect the inputs and capabilities of the entire consortium.

#### **c. Technical Approach** (maximum 8 pages)

Applicants should clearly describe their proposed technical approach, which should respond to the scope of work and be appropriate to the context of the Madagascar and the Indian Ocean Islands Hotspot.

Applicants proposing to carry out Work Package 1 should demonstrate their understanding of the KBA+ methodology and outline the data sources on ecosystem services that they propose to use.

Applicants proposing to carry out Work Package 2 should demonstrate their understanding of key stakeholders in the target countries, including the civil society organizations that would become potential grant recipients during implementation, as well as public and private sector actors with key roles in EbA and other donors supporting conservation and restoration of critical ecosystems. They should also propose a tentative plan for the stakeholder consultation process, including, to the extent possible, format of consultations (in-person or virtual), languages, and how these might be arranged geographically, thematically, or by types of participant.

Applicants proposing to carry out Work Package 3 should demonstrate their understanding of the key data sources (published and unpublished literature, databases, expert knowledge, etc.) that have become available since 2014 and need to be incorporated into the ecosystem profile to bring it up to date. They should also describe how the output of the KBA+ analysis and stakeholder consultations will be incorporated into the profile and, in particular, how broad stakeholder ownership will be built for the CEPF investment niche and strategy.

#### **d. Curricula Vitae of Key Personnel** (no page limit)

As the work will be taking place over a very tight timeframe, a primary basis for selection will be the expert personnel who are immediately available to begin work. Applicants must identify, by name, the team leader and other experts who will play a leading role in the work. Applicants must submit curricula vitae for these individuals with the proposal. Proposals lacking curricula vitae may be considered non-responsive. Individual team members are expected to have, collectively, extensive experience in the hotspot, plus expertise in conservation science, climate change, civil society capacity building, and the socio-economic and political conditions of the target countries. The curricula vitae should summarize the language skills of the team members.

#### **e. Charts and Diagrams** (maximum 5 pages)

Applicants can provide, as appropriate, timelines, workflow diagrams (e.g., Gantt charts), team structure diagrams or other visual elements to illustrate how technical activities will take place, when they will take place and who will be responsible for leading them.

#### **f. Consortium Description** (maximum 1 page)

If a consortium of organizations is applying, the proposal should include an explanation of the contractual arrangements that will be established between the lead applicant and subordinate partners.

#### **g. Budget**

The budget for the grant should be prepared in U.S. dollars using CEPF's standard budget template in Excel, available in [English](#) (77 KB) and [French](#) (70 KB). Worksheets should show all calculations, including unit costs, total units and totals through the life of the project.

If a consortium of organizations is applying, the budget for each subordinate organization should be prepared in a separate worksheet following the same template.



CEPF allows for management support costs up to a maximum of 13% of the direct costs. Management support costs must reflect actual shared costs and must be justified with supporting documentation, such as audited financial statements. CEPF does not allow the application of a fee, profit, tax, or any other cost that could not otherwise be accounted for directly.

Provide a brief companion narrative if the budget is not otherwise clear. The companion narrative should explain any individual worksheet cells, budget elements, or assumptions that are not self-evident in the Excel file or otherwise explained in the proposal.

### 13. EVALUATION CRITERIA

CEPF will make a best value determination of technical proposals in relation to proposed budgets. The least-cost budget will not necessarily be ranked the highest for evaluation purposes.

#### a. Technical Evaluation

CEPF will use the scorecard below for the technical evaluation of proposals. The scorecard shows the questions that reviewers will use and the relative weighting of each category. Applicants should ensure that each of these points is adequately addressed in their proposal.

#### Proposal Technical Evaluation Scorecard

<b>1</b>	<b>Organizational Experience</b>	<b>Points: 30</b>
1.1	Do the applicant and its partners have relevant experience in conservation science and GIS?	
1.2	Do the applicant and its partners have relevant experience in analyzing civil society, policy and socioeconomic conditions in terms of designing a conservation program?	
1.3	Do the applicant and its partners have relevant experience in the Madagascar and the Indian Ocean Islands Biodiversity Hotspot?	
1.4	Does the lead organization demonstrate experience managing programs of similar size, scale and complexity as that of the ecosystem profile work package(s) applied for?	
<b>2</b>	<b>Personnel</b>	<b>Points: 50</b>
2.1	Does the applicant propose a clear and viable personnel plan, including position titles, job descriptions, work location and reporting lines of authority?	
2.2	Does the applicant submit the name and curriculum vitae of a single, dedicated team leader, and does this person have the appropriate technical skills/experience, appropriate managerial skills/experience, and sufficient time allocated to this task?	
2.3	Does the applicant propose, by name and curriculum vitae, personnel other than the team leader, and do these people have appropriate technical skills/experience, appropriate managerial skills/experience, and sufficient time allocated to their assigned tasks?	
2.4	Do the proposed team members have, individually or collectively, the language skills necessary to operate effectively in the hotspot?	

2.5	Does the applicant identify all team members by name? If not, does the applicant propose a plan for recruitment and/or mobilization of “to be determined” personnel, including job descriptions, job qualifications, and curricula vitae of personnel from the applicant’s organization who will perform relevant duties while recruitment is pending?
<b>3</b>	<b>Proposed Technical Approach</b>
	<b>Points: 20</b>
3.1	Does the applicant demonstrate a clear understanding of the methodologies for identifying and prioritizing ecosystem services and using them to identify priority sites for EbA in the Madagascar and the Indian Ocean Islands Hotspot? (i.e., KBA+)
3.2	Does the applicant demonstrate a clear understanding of civil society in the Madagascar and the Indian Ocean Islands Hotspot and the role it will play both in the production of the ecosystem profile and as the eventual recipient of CEPF grants?
3.3	Does the applicant propose a clear plan for engagement of stakeholders at multiple levels, in multiple locations, and across multiple disciplines to both produce the ecosystem profile document and ensure a collaborative process that serves as the foundation for a future grants program?
3.4	Does the applicant demonstrate a clear understanding of the key data sources that need to be incorporated into the ecosystem profile to bring it up to date?

**b. Cost Evaluation**

CEPF will consider each cost proposal in relation to the level of quality and output suggested in the technical proposal. Cost proposals will thus be considered in terms of their realism and the items below but will not be given a numeric score. CEPF will select the applicant(s) who present the best value for the required work packages.

**Proposal Cost Evaluation Scorecard**

<b>4</b>	<b>Budget</b>
4.1	Is the budget within the maximum amount stated in Section 6 of the CFP?
4.2	Are all costs mathematically justified through the clear presentation of unit costs, total units and total costs?
4.3	Are all unit costs, total units, and total costs appropriate in relation to the proposed technical and managerial activities?
4.4	Are proposed unit rates in accord with market rates in the region?
4.5	If the applicant claims management support costs, does it clearly show the base of application and is this distinct from any previously enumerated direct costs, and does the applicant provide an explanation of how the rate has been determined (e.g., audited financial statements, etc.)?
4.6	Does the budget relate clearly and directly to the proposal?
4.7	Are the costs budgeted for stakeholder consultations sufficient and realistic?