



## **Ninth Call for Letters of Inquiry Tropical Andes Biodiversity Hotspot**

### **One Small Grant**

**Eligible Countries:** Bolivia, Colombia, Ecuador and Peru

**Opening Date:** 6 February 2020

**Closing Date:** 8 March 2020 at 23:59 (Quito and Washington time)

**Maximum Budget:** US\$49,950

**Theme:** Regional Capacity Building for CEPF Grantees

**Project Timeframe:** The successful grant is expected to start 15 April 2020 and end on 30 October 2020

CEPF and [Fundación Futuro Latinoamericano](#), as part of the [Regional Implementation Team for the Tropical Andes Hotspot](#), invites local and international non-governmental conservation organizations (NGOs), economic and community-based development NGOs, academic institutions, indigenous organizations, community-based organizations and representatives of the private sector interested in biodiversity conservation and sustainable use of natural resources to apply for a small grant, within the framework of this call.

### **BACKGROUND**

The [Critical Ecosystem Partnership Fund \(CEPF\)](#) is a joint initiative of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility (GEF), the Government of Japan and The World Bank. A fundamental purpose of CEPF is to ensure that civil society is engaged in efforts to conserve biodiversity in the hotspots, and to this end, CEPF provides civil society with an agile and flexible funding mechanism complementing funding currently available to government agencies. CEPF was founded in 2000 and is unique amongst the financing mechanisms focusing on the world's biodiversity hotspots.

The Tropical Andes Biodiversity Hotspot extends from western Venezuela to northern Chile and Argentina, and includes large portions of Colombia, Ecuador, Peru and Bolivia. It is the most biologically diverse of all the hotspots, which is why it has been recognized as the "biological reserve of humanity." CEPF investment niche in the Tropical Andes

Hotspot was designed through an inclusive and participatory process that included civil society, donors and government stakeholders throughout the region. The resulting investment strategy (2015-2020), is documented within the [Tropical Andes Ecosystem Profile](#). Seven strategic directions were identified, covering 36 Key Biodiversity Areas (KBA) and seven conservation corridors in four countries that are priorities for receiving CEPF support (Bolivia, Colombia, Ecuador, and Peru).

As part of its intervention strategy along the Tropical Andes, CEPF has formed the Regional Implementation Team (RIT) constituted by Colombia's Fondo Patrimonio Natural, Peru's Fondo de Promoción de las Áreas Naturales Protegidas (PROFONANPE) and Ecuador's Fundación Futuro Latinoamericano (FFLA). The RIT helps CEPF promote and manage the grant-making process for small grants, provide technical advice to support large grants, undertake key capacity-building, maintain and update data on conservation outcomes. It also promotes the overall conservation outcomes agenda to governments, donors and other stakeholders in the hotspot.

## **SCOPE OF THE CALL**

This call invites eligible civil society organizations (see eligibility criteria) to submit letters of inquiry (LOI) to implement a capacity-building program for CEPF grantees and key stakeholder groups located in Bolivia, Colombia, Ecuador and Peru, including a regional online training course and in-country event workshops in each of the four CEPF priority countries.

The chosen applicant will work closely with the Tropical Andes RIT, specifically with FFLA, to plan all the details of the program, including training contents, participants, human resources, agenda and organization of events, evaluation, and required reporting documents.

## **CAPACITY-BUILDING PROGRAM OBJECTIVES**

The overall objective of this call is to build the institutional and operational capacity of CEPF grantees and key stakeholders in the four CEPF priority countries (Bolivia, Colombia, Ecuador and Peru) to promote the effective management of conservation projects and financial resources in the CEPF priority Key Biodiversity Areas (KBAs) and Corridors, as presented in the [Tropical Andes Ecosystem Profile](#) investment strategy.

The main objectives of the capacity building program are:

- a. Strengthening technical capabilities of CEPF grantees and key stakeholders to prepare effective conservation projects that contribute to CEPF objectives in the Tropical Andes Hotspot.

- b. Strengthening administrative and financial management capacity of CEPF grantees and key stakeholder groups.
- c. Strengthening capacity to implement, monitor, and report on conservation projects.

## **TECHNICAL SCOPE**

- a. Prepare and disseminate materials for one online course and four, in-country workshops, working in close coordination with FFLA.
- b. Carry out an online course entitled "Designing and Implementing Biodiversity Conservation Projects" for CEPF grantees and key stakeholder groups. Training should target local civil organizations working in the priority KBAs and conservation corridors, to build capacity to leverage resources from various financing sources in support of conservation objectives of CEPF and local stakeholders. The offeror will work in close coordination with FFLA and the CEPF Secretariat to build on training materials developed by CEPF during the design of the course. The contents of the training should include all the elements to develop a project proposal with the following topics:
  - The project cycle
  - Preparing logical frameworks (e.g., Open Standards for Conservation)
  - Budgeting and financial management
  - Monitoring and evaluation – indicators, including SMART (Specific, Measurable, Achievable/Attributable, Relevant and Timely) standards
  - Stakeholder coordination and consultation
  - Reporting

The applicant should provide an online training platform where participants can access content and participate in forums, chats, and webinars with facilitators, throughout the development of the online course.

- c. Hold four in-country workshops in Bolivia, Colombia, Ecuador and Peru, of three days each, as a follow-up to the online course with CEPF grantees. In-country workshops will include:
  1. Organization and dissemination of the workshops in the four countries.
  2. Development and facilitation of the workshop (we strongly suggest having local staff in each country to support this activity).
  3. Logistics for an estimated of 20 participants per country (travel, lodging, food).

The development of each workshop will be carried out in close collaboration with CEPF country coordinators (RIT-Tropical Andes) as follows:

- In Bolivia: Jorge Mariaca, RIT Country Coordinator: [jmariaca@andes-tropicales.net](mailto:jmariaca@andes-tropicales.net)
  - In Colombia: Martha Silva, RIT Country Coordinator: [msilva@patrimonionatural.org.co](mailto:msilva@patrimonionatural.org.co)
  - In Ecuador: Paola Zavala, RIT Country Coordinator: [paola.zavala@ffla.net](mailto:paola.zavala@ffla.net)
  - In Peru: Odile Sánchez, RIT Country Coordinator: [osanchezd@profonanpe.org.pe](mailto:osanchezd@profonanpe.org.pe)
- d. Document lessons learned from both the virtual and face-to-face intervention process to strengthen the capacities of local organizations.
- e. Evaluate and monitor the entire training process. A monitoring system with its respective indicators is highly suggested.
- f. Final report, including an outreach article on the capacity-building project to share with the CEPF Secretariat.

## **DURATION**

The estimated start date for this project is 15 April 2020 and the close date is 30 October 2020.

## **BUDGET**

This call provides a maximum funding of US\$49,950. This includes all costs associated with consultants' level of effort, travel, workshops, coordination, logistics, taxes and other direct costs.

## **ELIGIBILITY CRITERIA**

To qualify for CEPF grant, the applicant needs to meet the following criteria:

- Be a local or international conservation non-governmental organization, economic development or community-based NGO, academic institution, indigenous organization, community-based organization, and private sector representatives interested in biodiversity conservation and/or the sustainable use of natural resources;
- Have a legal personality independent of any government agency or actor;

- Have the authority to apply for and receive private funds and be able to account for in a transparent manner and under a separate bank account.
- Not be able to assert a claim of sovereign immunity (CEPF is a fund aimed at civil society organizations. Public entities may only access under certain rules specific to this fund and for that reason it is specified among other aspects in the eligibility criteria that eligible entities cannot claim immunity).

## EVALUATION CRITERIA

CEPF grants are awarded on a competitive basis, in which LOIs are reviewed by the RIT, the national evaluation committee and other external technical reviewers when necessary. The evaluation of proposals will be conducted focusing the following technical and strategic criteria:

- Ability of Project to Achieve Desired Results:** Are the objectives, approach/strategies and deliverables in the proposal well thought out and comprehensive? Are the project objectives, approach/strategies and proposed deliverables aligned to achieving strategic capacity building results?
- Applicant Capacity:** Does the applicant have the capacity and comparative advantage (skills, knowledge, experience, relationships and understanding of local stakeholders) to successfully implement the project?
- Building Tropical Andes Civil Society Capacity:** Does the project contribute to CEPF's priority to empower Tropical Andes civil society organizations, including local community organizations and indigenous groups?
- Cost-effectiveness:** Is the proposed funding request commensurate and reasonable in view of the objectives and activities proposed? Is the proposed funding request in line with the budget for this project?

## GENDER APPROACH

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 conservation impacts. CEPF has developed several resources that can help applicants to design, implement and evaluate gender-aware projects ([CEPF Gender Toolkit](#)) and understand what CEPF seeks in a proposal ([CEPF Gender Fact Sheet](#)). Visit the [CEPF and Gender webpage](#) to learn more about how CEPF addresses gender in the projects it supports.

## APPLICATION PROCESS

All applicants for this small grant should complete a **letter of inquiry (LOI)** before the deadline for submission and following the established procedures and formats.

- 1) LOI for small grants should be prepared in Word. You can download the **LOI template** in [Spanish](#) or [English](#).
- 2) Once completed, the LOI should be submitted through the following online form: [Form for a small grant LOI - Training](#). If you cannot upload data into the form, please log in through a Google/Gmail account. If you do not have a Google/Gmail account, you can register [here](#) to create one.
- 3) Send your LOI and supporting documentation before the submission deadline of **8 March 2020 NLT 23:59 (Quito/Washington)**.
- 4) Once you submit your LOI, you will receive an email confirming receipt. Note that no printed LOIs or LOIs sent via email will be accepted.
- 5) The results of the evaluation of your LOI will be communicated via email.

## FURTHER INFORMATION AND ASSISTANCE

The primary contact for this call is:

- In Ecuador: Paola Zavala, RIT Country Coordinator: [paola.zavala@ffla.net](mailto:paola.zavala@ffla.net) or [cepf-rit@ffla.net](mailto:cepf-rit@ffla.net)

We recommend you contact the RIT to:

- Confirm your eligibility to apply;
- Ensure your proposal fits within the specific priorities for this call.
- Get further information on CEPF's policies, procedures, and the application process.

Further information regarding this call can be found on the [Open Calls For Proposals](#) webpage on the CEPF website and the [Open Calls](#) webpage on the RIT Andes Tropicales website.

General information on the Tropical Andes Hotspot can be found in: [CEPF](#) website, and [RIT Tropical Andes](#) website.