

## Call for Proposals

### Team Leader

#### Update to the Ecosystem Profile Wallacea Biodiversity Hotspot

**Opening Date:** 17 February 2021  
**Closing Date:** 10 March 2021, 24:00 hrs (EDT)  
**Submission:** Proposals should be sent to [cepf@cepf.net](mailto: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, 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. CEPF's purpose is to strengthen the involvement and effectiveness of civil society in the conservation and management of globally important biodiversity.

The Wallacea Biodiversity Hotspot includes 140 marine and 251 terrestrial Key Biodiversity Areas (KBAs) spread over 10 Indonesian provinces and the country of Timor-Leste. From December 2014 through June 2020, CEPF invested more than US\$6.7 million via 105 grants. That investment (Wallacea I) ended, then began anew in August 2020 (Wallacea II) with funding dedicated to marine conservation in the Indonesian portion of the hotspot.

CEPF's efforts in the region are coordinated by a regional implementation team (RIT) at Burung Indonesia, based in Bogor, West Java. CEPF's investment strategy in the region for Phase I was established via an [ecosystem profile](#) (PDF – 3.6 MB) in 2014 and, for Phase II, via the [marine update](#) (PDF – 4.2 MB) in September 2020.

CEPF seeks expertise to assist in the update to the ecosystem profile in relation to new funding opportunities.

### 2. BACKGROUND AND OBJECTIVE

CEPF has secured, or is in the process of securing, US\$2.9 million to support marine conservation in Indonesian Wallacea through June 2024. CEPF's target is to raise an additional US\$3.1 million to cover terrestrial conservation outcomes in both Indonesia and Timor-Leste. As further funding becomes available, CEPF requires an updated ecosystem profile to establish priority geographies and technical direction for grants.

Revision of the ecosystem profile is challenged by the ongoing pandemic that prevents travel and multi-person gatherings. To revise the profile in the most efficient manner, CEPF

will engage experts from the RIT, provide support from its Secretariat and engage a team leader to serve as lead writer, among other tasks.

The work is expected to take place between April and June 2021.

### **3. PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals should be submitted via a single email with attached files, in English, and consist of:

- Cover letter confirming availability of the assignment, the earliest calendar date of work, and the latest calendar day of work
- Detailed curriculum vitae (CV) of the proposed expert
- Three professional references. For each, provide the name, email, telephone and a very brief explanation of the relevance of this person as a referee.
- Financial proposal

CEPF requires an individual with senior-level qualifications to perform the work described. Qualified applicants will have, at a minimum, 15 years of experience in the field of conservation and sustainable development in the project area; established rapport with relevant stakeholders in Indonesia; relevant technical expertise; and demonstrated ability to produce a technically complex strategic document. The team leader must be fluent in English.

The financial proposal should be submitted in Microsoft Excel and show all calculations. The budget should reflect a clear daily rate in U.S. dollars multiplied by a distinct number of days that the applicant estimates as necessary to complete the assignment. The budget should include separate lines for other direct costs (e.g., telephone, internet, photocopying, local ground travel as necessary). There will be no international travel or air travel of any kind for this assignment.

### **4. PROCESS AND BASIS FOR AWARD**

This assignment will be undertaken by an independent consultant selected through a competitive procurement process. Selection of consultants will be overseen by the CEPF Secretariat. CEPF will make an award to the consultant whose proposal is determined to be responsive to this call for proposals, has the most relevant qualifications and professional experience, and offers the best value to CEPF. As noted, the work is expected to take place between April and June 2021. Proposals must specify the consultant's availability to work within this schedule.

Evaluation Criteria:

- Personnel qualifications (65 points)
- References (25 points)
- Cost appropriateness (10 points)

## **Scope of Work, Deliverables and Deliverables Schedule**

### **Team Leader**

#### **Update to the Ecosystem Profile Wallacea Biodiversity Hotspot**

### **1. 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, 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. CEPF's purpose is to strengthen the involvement and effectiveness of civil society in the conservation and management of globally important biodiversity. CEPF has an ongoing program of investment focused on the Indonesian marine portion of the Wallacea Biodiversity Hotspot. CEPF is planning for a total investment that covers both terrestrial and marine priorities in both Indonesia and Timor-Leste.

### **2. OBJECTIVE OF THE ECOSYSTEM PROFILE UPDATE**

The objective of the revision to the coastal resources strategy of the ecosystem profile is to inform the next phase of CEPF investment in the region by reflecting on the opportunities created by five years of investment; challenges and opportunities that have arisen since 2014; and updated science on conservation outcomes.

### **3. SCOPE OF WORK**

The team leader will lead the process to update the ecosystem profile, with the result being a document titled "Ecosystem Profile / Wallacea Biodiversity Hotspot / 2021 Update." This document will be based on the existing ecosystem profile; the 2020 marine update; results from CEPF investments to date; challenges and opportunities that have emerged since 2014; and donor priorities. Stakeholder consultation is essential but will only occur via remote means (e.g., email, telephone, video).

The team leader will be the lead author of this document. This will include both (1) writing tasks to complete the document per the outline listed below and (2) processing tasks to engage stakeholders, collect information and present results.

As discussed below, the roles of the team leader, the Burung Indonesia team and the CEPF Secretariat are complementary. The team leader will be responsible for the overall written product.

## 4. KEY TASKS

The tables below present tasks sequentially to demonstrate complementary roles. CEPF estimates that the team leader will devote three days to process tasks and 27 days to writing tasks. By comparison, CEPF estimates that Burung Indonesia will devote 16 days and 36 days—and the Secretariat will devote four days and six days—to these tasks, respectively.

### Process Tasks

Burung Indonesia	Team Leader	CEPF Secretariat
<b>Stakeholder engagement – CSOs, academic/scientific, government</b>		
Outreach, invitations, facilitation	Participation at consultations	Participation at consultations
<b>Stakeholder engagement – CEPF donors and other donors</b>		
Lead for Jakarta-based donor engagement		Support, lead for donors with no Jakarta presence
<b>GIS: figures for within the profile document and for printed maps</b>		
Lead on data acquisition and		GIS and KBA review
<b>Overall editing and desktop publishing</b>		
		CEPF Communications Team
<b>Formal submission and liaison with CEPF donors</b>		
Support presentation to CEPF donors	Presentation to CEPF Donors	Formal submission, presentation
<b>Government of Indonesia endorsement (GEF Operational Focal Point or other)</b>		
Lead on engagement		
<b>GIS: data preparation for printed maps</b>		
Lead (if printed in Indonesia)		CEPF technical review
<b>Printing of Conservation Outcomes Maps</b>		
Lead (if printed in Indonesia)		CEPF technical review

## Document Writing Tasks

Burung Indonesia	Team Leader	CEPF Secretariat
<b>Executive Summary</b>		
		Lead author
<b>Chapter 1. Introduction</b>		
		Lead author
<b>Chapter 2. Background</b>		
Compilation of participant/informant information	Lead author	
<b>(new chapter) Chapter 3. Lessons Learned from Previous CEPF Investment</b>		
Supporting author	Lead author	
<b>Chapter 4. Biological Importance of the Hotspot</b>		
Updates on KBAs, species	Lead author	
<b>Chapter 5. Conservation Outcomes</b>		
Methodological discussions; discussions and tables on species, sites, corridors	Lead author	Supporting author
<b>Chapter 6. Socio-Economic Context (Indonesia)</b>		
Lead on consultations with experts, national and local government	Lead author	
<b>Chapter 6. Socio-Economic Context (Timor-Leste)</b>		
		Lead author
<b>Chapter 7. Policy Context (Indonesia)</b>		
Lead on consultations with experts, national and local government	Lead author	
<b>Chapter 7. Policy Context (Timor-Leste)</b>		
		Lead author
<b>Chapter 8. Civil Society Context (Indonesia)</b>		
	Lead author	
<b>Chapter 8. Civil Society Context (Timor-Leste)</b>		
		Lead author
<b>Chapter 9. Threats (Indonesia)</b>		
Lead on consultations with experts, national and local government	Lead author	
<b>Chapter 9. Threats (Timor-Leste)</b>		
		Lead author
<b>Chapter 10. Climate Change</b>		

<b>Burung Indonesia</b>	<b>Team Leader</b>	<b>CEPF Secretariat</b>
Co-author	Lead author	
<b>Chapter 11. Current Investment (Indonesia)</b>		
Lead on consultations with experts, national and local government	Lead author	
<b>Chapter 11. Current Investment (Timor-Leste)</b>		
		Lead author
<b>Chapter 12. Niche</b>		
	Lead author	Co-author
<b>Chapter 13. Investment Strategy</b>		
Co-author	Lead author	Supporting author
<b>Chapter 14. Logical Framework</b>		
	Supporting author	Lead author
<b>Chapter 15. Sustainability</b>		
	Lead author	
<b>Chapter 16. Conclusion</b>		
		Lead author
<b>Appendix 1. Globally Threatened Species</b>		
Lead author		
<b>Appendix 2 KBAs</b>		
Lead author		
<b>Appendix 3. Corridors</b>		
Lead author		
<b>Other appendices</b>		
To be determined	To be determined	To be determined

## **5. DELIVERABLES**

1. A draft version of the "Ecosystem Profile / Wallacea Biodiversity Hotspot / 2021."
2. A final version of the "Ecosystem Profile / Wallacea Biodiversity Hotspot / 2021."
3. Microsoft PowerPoint summary of the ecosystem profile and process for presentation to CEPF's donors.

## **6. TIMEFRAME**

The work is expected to take place between April and June 2021.

## **7. REPORTING**

The consultant will work under the direction of the CEPF grant director for Wallacea or such other individual that the CEPF Secretariat may designate.