



Critical Ecosystem Partnership Fund (CEPF)

Caribbean Islands Biodiversity Hotspot

Call for Letters of Inquiry (LOIs)

The purpose of this call is to contract an organisation(s) or consultant(s) to support the CEPF Secretariat in planning and facilitating the final assessment of the CEPF Caribbean islands programme

Opening Date:	Wednesday 18 March, 2015
Closing Date:	Wednesday 22 April, 2015

CALL FOR LETTERS OF INQUIRY (LOI)

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, the John D. and Catherine T. MacArthur Foundation, and the World Bank. CEPF provides grants to civil society organisations to help protect biodiversity hotspots, which are Earth's most biologically rich yet threatened areas. A fundamental goal is to ensure civil society plays a critical role in achieving biodiversity conservation.

The Caribbean Natural Resources Institute (CANARI), in its role as the Regional Implementation Team (RIT) for the CEPF in the Caribbean Islands Biodiversity Hotspot is now inviting letters of inquiry (LOIs) from civil society organisations and individual consultants to apply for a grant to support the CEPF Secretariat in planning and facilitating the final assessment of the five-year (2010-2015) CEPF Caribbean islands programme which comes to an end in September, 2015.

Please read all the information below for details on the CEPF investment in the Caribbean and how to apply for a grant.

SCOPE OF WORK

The scope of work for this call for proposals will consist of planning and helping to facilitate three stakeholder consultation meetings in the capital cities of the Dominican Republic, Haiti and Jamaica and three one-day visits to a CEPF project site in these countries which will take place between 28 September - 9 October 2015. The site will be decided in consultation with the CEPF Secretariat.

The specific objectives of the stakeholder consultation meetings and site visits are:

1. To review and validate the impact report, "Assessing Five Years of CEPF Investment in the Caribbean Islands Biodiversity Hotspot" (draft report will be provided by the CEPF Secretariat)
2. To share experiences, lessons learned and challenges experienced in the implementation of the CEPF-funded projects
3. To analyse achievements of CEPF grants with respect to the protection of biodiversity, socioeconomic impact, favourable conditions and lessons learned
4. To identify opportunities to consolidate alliances and strategies for conservation and development in the region and potential resources for future actions
5. To share outcomes and impacts of the CEPF investments in the region with the environmental authorities of each country
6. To complete a worksheet on progress toward meeting long-term conservation outcomes (worksheet template will be provided by the CEPF Secretariat)

Expected results include:

1. Validation of the draft report, "Assessing Five Years of CEPF Investment in the Caribbean Island Biodiversity Hotspot".

2. Identification of thematic areas where the CEPF Caribbean portfolio has contributed to conservation.
3. Disseminate CEPF's contributions by sharing results with environmental authorities and donors.
4. Completion of a worksheet on long-term CEPF Caribbean conservation outcomes.

Expected outputs include:

1. One day stakeholder consultation meeting held in Santo Domingo, Dominican Republic targeting 25 participants.
1. One day visit to a CEPF project site held in the Dominican Republic targeting 20 participants including the host CEPF grantee, grant beneficiaries, CEPF staff and donors.
2. One day stakeholder consultation meeting held in Port-au-Prince, Haiti targeting 25 participants.
3. One day visit to a CEPF project site held in Haiti targeting 20 participants including the host CEPF grantee, grant beneficiaries, CEPF staff and donors.
4. One and a half day stakeholder consultation meeting held in Kingston, Jamaica targeting 35 participants.
5. One day visit to a CEPF project site held in Jamaica targeting 20 participants including the host CEPF grantee, grant beneficiaries, CEPF staff and donors.
6. Translation into French and Spanish and dissemination of the draft report "Assessing Five Years of CEPF Investment in the Caribbean Islands Biodiversity Hotspot".
7. Edited notes and the participant list of the stakeholder consultation meetings sent to the CEPF Secretariat.

Key tasks and implementation period

All projects funded during this call for proposals must be completed by 31 October, 2015 (with final reports being submitted by 31 December, 2015).

Please see the table presented at the end of this document for an outline of the key tasks to be executed in the course of implementing the entire scope of work.

ELIGIBILITY

Non-governmental organisations, community groups, private enterprises (including individual consultants), universities and other civil society applicants may apply for funding. Organisations must have their own bank account and be authorised under relevant national laws to receive charitable contributions. Government owned enterprises or institutions are eligible only if they can demonstrate 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. may not assert a claim of sovereign immunity

Past and current CEPF grantees are also eligible to apply.

Anyone who is uncertain of their eligibility or likelihood of receiving funding from CEPF should contact the RIT at cepf-rit@canari.org for clarification.

ELIGIBLE BUDGET

This call for proposals is open for both small grants (US\$ 20,000 or less) and large grants (more than US\$ 20,000). The indicative amount available for the entire scope of work is US\$ 75,000.

Applicants may submit an LOI to complete one, two or all three stakeholder consultation meetings and project site visits. CEPF may select one or more applicants to complete the work. The budget should include time for planning, facilitating and communication with the CEPF Secretariat and CEPF grantees (for the project site visits). The budget also needs to include all related costs for the stakeholder consultation meetings and project site visits including items such as conference room rental, lunch and coffee breaks, local transport for participants, airfare and accommodation for 10 participants from the Eastern Caribbean to Jamaica.

EVALUATION CRITERIA

The CEPF Secretariat and the RIT will be looking for the following components when reviewing a CEPF letter of inquiry for this call for proposals:

1. **Experience in organising events in the Dominican Republic, Haiti and Jamaica:** Does the applicant have experience in organising consultations in the capital cities of the Dominican Republic, Haiti and Jamaica as well as visits to sites outside the capital cities?
2. **Experience in facilitating consultations:** Does the applicant have experience in facilitating multi-stakeholder consultations related to the environment and conservation and have the capacity to do so in English (for the Jamaica-based meeting), French and/ or Haitian Kreyol (for the Haiti-based meeting) and Spanish (for the Dominican Republic-based meeting)?
3. **Proposed work plan:** Does the letter of inquiry outline a clear and detailed work plan that meets the objectives and expected results of this call for proposals? Applicants should refer to the table at the end of this document to develop their work plan.
4. **Applicant Capacity:** Does the applicant have the capacity and comparative advantage (skills, knowledge, experience, relationships and credibility with local stakeholders) to successfully implement the project?
5. **Cost-effectiveness:** Is the proposed funding request commensurate and reasonable in view of the objectives and activities proposed? Is the proposed funding request acceptable within CEPF's overall budget allocation for this call for proposals? Does the budget show attention to cost efficiency?

REFERENCE DOCUMENTS

Applicants are advised to carefully review the Frequently Asked Questions, the Annual Portfolio Overview of the Caribbean Islands Biodiversity Hotspot July 2013- September 2014 and other references available on the CEPF and CANARI websites when preparing their LOIs, specifically:

- Caribbean islands Biodiversity Hotspot Ecosystem Profile: http://www.cepf.net/where_we_work/regions/CaribbeanIslands/ecosystem_profile/Pages/default.aspx
- Frequently asked questions: http://www.cepf.net/about_cepf/fag/Pages/default.aspx

- CEPF projects database: http://www.cepf.net/grants/project_database/Pages/default.aspx
- Annual Portfolio Overview of the Caribbean Islands Biodiversity Hotspot July 2013 - September 2014:
http://www.cepf.net/SiteCollectionDocuments/caribbean/Caribbean_APO_2014.pdf

APPLICATION PROCESS

The deadline for submitting both small and large grant LOIs is Wednesday 22 April, 2015. Please note that the LOI form to apply for a small grant is different to the LOI form for the large grant (the link for each form can be found in the flowcharts below). We encourage applicants to submit their LOIs early so that review and processing of their applications can start earlier.

Please follow the steps below to apply for a small or large grant.

Process for applying for a small grant (US\$ 20,000 or less)

1. Read through all the sections of this Call for Proposals document carefully, and contact the RIT at cepf-rit@canari.org to:
 - a. confirm your eligibility to apply;
 - b. ensure your proposal idea fits with the specific priorities for this call for proposals;
 - c. get further information or clarity on CEPF's policies and procedures or the application process.

CANARI, as the RIT, awards and manages CEPF small grants.



2. Download the **CEPF Caribbean Islands Small Grant LOI form** in English here: <http://www.canari.org/cepf-caribbean-islands-programme-applying-for-funding/>

If you are having difficulties accessing the form, please contact the RIT at cepf-rit@canari.org



3. Once the LOI is completed, send an email to cepf-rit@canari.org with the LOI attached on or before the **deadline date of 22 April, 2015**. You will receive an email acknowledging receipt of your application. Kindly note that hardcopy LOIs are not encouraged.



4. A decision on the LOI will be made by the RIT with input from an independent Regional Advisory Committee for CEPF (CEPF) as well as other external technical reviewers if needed. You will receive a letter from the RIT by no later than 13 May, 2015 to let you know if the LOI has been successful.



5. If the LOI has been successful, you will be asked to complete a Financial Risk Assessment form and an Anti-Terrorist and World Bank Screening form before signing a contract with CANARI for a small grant. You can expect your small grant project to start between May-June 2015.

Process for applying for a large grant (more than US\$ 20,000)

1. Read through all the sections of this Call for Proposals document carefully, and contact the RIT at cepf-rit@canari.org to:
 - a. confirm your eligibility to apply;
 - b. ensure your proposal idea fits with the specific priorities for this call for proposals;
 - c. get further information or clarity on CEPF's policies and procedures or the application process.

The CEPF Secretariat awards and manages large grants with support from the RIT



2. Download the **LOI form** in English, French or Spanish from the CEPF website here: <http://www.cepf.net/grants/apply/Pages/default.aspx>. Application guidelines can also be downloaded from this site.



3. Once the LOI is completed, send an email to cepfcaribbean@conservation.org with the LOI attached on or before the **deadline date of 22 April, 2015**. You will receive an email acknowledging receipt of your application. Kindly note that hard copy LOIs are not encouraged.



4. A decision on the LOI is based on reviews by the CEPF Secretariat, the RIT, the RACC and other external technical reviewers where necessary. You will receive a letter from the CEPF Secretariat by no later than 13 May, 2015 to let you know if your LOI has been successful.



5. If your LOI has been successful, the CEPF Secretariat will invite you to prepare a full project proposal. The detailed guidelines for preparing a full project proposal will be provided with the letter of invitation. If the full project proposal is accepted by the CEPF Secretariat, you can expect your large grant project to start between May-June 2015.

ADDITIONAL INFORMATION AND SUPPORT

For questions related to the final assessment process and scope of work for this call for proposals, please contact Michele Zador, CEPF Grant Director for the Caribbean Islands at mzador@cepf.net.

Any questions related to the application process can be directed to the RIT using any of the addresses listed below:

- The primary email contact for the RIT: cepf-rit@canari.org
- Anna Cadiz, Regional Implementation Team Manager
anna@canari.org
- Leida Buglass, Regional Implementation Team Country Coordinator in the Dominican Republic
leidabuglass@canari.org
- Paul Judex Edouarzin, Regional Implementation Team Country Coordinator in Haiti
pauledouarzin@canari.org
- Nicole Brown, Regional Implementation Team Country Coordinator in Jamaica
nicolebrown@canari.org

CANARI's website: www.canari.org

CEPF's website: www.cepf.net

