

Call for Proposals

Development of an Innovative Knowledge Product Pertaining to the Strengthening of Women's Voices in Conservation

Opening Date:	22 March 2021
Closing Date:	30 April 2021
Questions Due Date:	15 April 2021
Submissions:	Applications should be sent to cepf@cepf.net by the closing date.
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, Conservation International (CI), 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. As one of the founding partners, CI administers the global program through a CEPF Secretariat. CEPF's purpose is to strengthen the involvement and effectiveness of civil society in the conservation and management of globally important biodiversity.

The CEPF Secretariat intends to engage a consultant to develop an innovative knowledge product that will document best practices pertaining to the strengthening of women's voices in conservation in the Indo-Burma Biodiversity Hotspot. This knowledge product should have significant potential for wider replication outside of the Indo-Burma Hotspot. It should be accessible and informative, and will be disseminated via the CEPF website or other innovative means, such as videos on social media, presentations at international forums or online toolkits.

Interested consultants or firms should submit a proposal by the closing date listed above.

2. BACKGROUND

Since 2001, CEPF has funded conservation in 25 of the world's 36 biodiversity hotspots. Over this period, CEPF's grantees have made significant contributions to safeguarding the

biodiversity hotspots, developing sustainable livelihoods for local people, and strengthening local conservation leadership.

CEPF grants catalyze partnerships among civil society organizations, and between them and public and private-sector actors. Through these partnerships, CEPF's grantees have been able to develop and test innovative models and tools for conservation that empower local actors to protect, restore and sustainably manage critical ecosystems in ways that conserve biodiversity, improve human well-being and enhance resilience to climate change.

CEPF is particularly interested in replicating best practice pertaining to gender. CEPF recognizes that gender can influence who uses, has access to and owns natural resources.

In the Indo-Burma Biodiversity Hotspot, CEPF grantees working with women's networks have developed tools that will lead to an increase in engagement of women in conservation. They aim to empower and build the capacity of women; to support women to work and network with communities, women's groups and other stakeholders; and to ultimately support women to engage meaningfully and successfully in the conservation arena. CEPF would like to document and promote these best practices.

CEPF intends to facilitate replication of a tool/model/practice pertaining to the strengthening of women's voices in conservation by engaging a consultant skilled in communications to work with selected CEPF grantees and stakeholders to develop a knowledge product that will allow for replication of the best practice in other hotspots.

3. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals shall be submitted in one volume, in English, and consist of:

- Technical Proposal
- Financial Proposal

Technical Proposal

Should comprise of the following parts:

- Technical approach, methodology and detailed work plan. This part shall be between 3 and 5 pages long but may not exceed 5 pages.
- The technical proposal should describe in detail how the offeror intends to carry out the requirement described in the scope of work below. The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.
- Management, key personnel and staffing plan. This part shall be between 2 and 5 pages long but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Applicants must demonstrate:

- Excellent communication skills.
 - Experience in producing knowledge products focused on conservation.
 - Ability to prepare final outputs in English.
- Corporate capabilities, experience, past performance and references. This part shall be between 2 and 4 pages long but may not exceed 4 pages.

Financial Proposal

A detailed budget in USD. The budget shall include a budget narrative that explains the basis for the estimation of expenses. If required, supporting information must be provided in sufficient detail to allow for a complete analysis of the cost.

4. PROCESS AND BASIS FOR AWARD

The development of the innovative knowledge product will be undertaken by an independent consultant selected through a competitive procurement process. Selection of consultants will be overseen by the Monitoring, Evaluation and Outreach Unit within the CEPF Secretariat. Award will be made to the consultant whose proposal is determined to be responsive to this call for proposals, meets the technical requirement, and is determined to represent the most advantage to CI.

Evaluation Criteria:

Technical Approach, Methodology and Work Plan	40
Personnel Qualification	30
Past Performance – reference of similar work previously implemented	20
Lowest Cost	10

Scope of Work, Deliverables and Deliverables Schedule

Development of an Innovative Knowledge Product Pertaining to the Strengthening of Women's Voices in Conservation

1) Background

CEPF grants catalyze partnerships among civil society organizations, and between them and public and private-sector actors. Through these partnerships, CEPF's grantees have been able to develop and test innovative models and tools for conservation that empower local actors to protect, restore and sustainably manage critical ecosystems in ways that conserve biodiversity, improve human well-being and enhance resilience to climate change. Among other places, these models and tools have been developed in the Indo-Burma Biodiversity Hotspot where innovative approaches to strengthening the capacity of civil society to work on biodiversity, communities and livelihoods at regional, national, local and grassroots levels have been piloted with the aim of eventual replication.

In Indo-Burma, CEPF grantees working with women's networks have developed tools that will lead to an increase in engagement of women in conservation. They aim to empower and build the capacity of women; to support women to work and network with communities, women's groups and other stakeholders; and to ultimately support women to engage meaningfully and successfully in the conservation arena. CEPF would like to document and promote these best practices.

2) Objective

CEPF intends to engage a consultant to develop a knowledge product that will provide guidance on how to strengthen women's voices in conservation. The consultant will work with CEPF grantees and stakeholders to transform the model/tool/practice into an innovative knowledge product that will allow local actors in other hotspots to learn from and replicate these successful practices and tools.

The knowledge product should be accessible, informative and have significant potential for wider replication. The knowledge product will be publicized via the CEPF website but can also be disseminated by other innovative means, such as videos on social media, presentations at international forums or online toolkits.

Audience: This knowledge product should be aimed at technical staff of civil society organizations working in the fields of biodiversity conservation, rural development and natural resources management.

Purpose: To guide practitioners on how to strengthen and advocate for women's voices and roles in biodiversity conservation.

Content: The knowledge product should guide practitioners in the steps necessary to increase the participation of women in conservation. It should focus on capacity building and empowerment and raising the voice of women. Particular attention should be given to the role of women's networks. This innovative knowledge product will document methods piloted in the Indo-Burma Biodiversity Hotspot and provide guidance for replication in other hotspots.

Format: The knowledge product may take any form and could be a document, series of videos or other innovative format.

Resources: Materials available to create the knowledge product include products from CEPF grantees as well as those produced by other relevant organizations.

3) Duties

The consultant is required to produce a knowledge product that focuses on strengthening women's voices in conservation.

The following tasks are expected to form part of the consultancy:

- Review of reports and products pertaining to the topic produced by CEPF grantees.
- Review of relevant information pertaining to the topic produced by other organizations, as appropriate.
- Conduct interviews with CEPF grantees and other experts on the topic.
- Produce a quality knowledge product that can be used to replicate the model/tool/best practice in other hotspots.

The consultant will be expected to schedule their own interviews. Due to the COVID-19 pandemic, this consultancy should not include any travel or in-person interviews.

4) Deliverables

The consultant will produce a quality knowledge product that can be used to replicate the model/tool/best practice in other hotspots. The product should be submitted as an electronic file; applicants do not need to budget for printing costs. The knowledge product should be designed in accordance with CEPF's branding requirements and produced in English.

5) Timeframe

The consultancy will be conducted between 1 June 2021, and 30 September 2021. The total amount of time for the assignment is estimated at 30 days. Draft deliverables will be prepared no later than 15 August 2021, and submitted to the CEPF Secretariat for review. Final deliverables, incorporating comments from the CEPF Secretariat, will be completed by 15 September 2021.

The consultant shall also provide the CEPF Secretariat with periodic verbal briefings and

meet virtually with Secretariat staff, as requested.

6) Reporting

The consultant will work under the close supervision and direction of the senior director for monitoring, evaluation and outreach, or such other individual that the CEPF Secretariat may designate.