

Request for Proposals Information Call – 16 April 2019



- CEPF's donors
- Eligible bidders
- RIT terms of reference
- Possible number of grants
- Cost ceiling
- Financial management implications
- Proposal contents
- Staffing
- Explaining your approach to the job
- Budget
- Calendar



PARTNERSHIP

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 World Bank**

Who is Eligible to Lead a Proposal

Submitted Qualified EOI	Did Not Submit Qualified EOI
1. ACTED	Organization X
2. ARGO - Civil Society Development Association	Organization Y
3. Association for Conservation of Biodiversity of Kazakhstan	Organization Z
4. Biodiversity Conservation Fund of Kazakhstan	
5. Ecological Development Information Aarhus Centre	
6. Institute for Sustainable Development Strategy	
7. Kyrgyz Wildlife Conservation Society	
8. Panthera	
9. Plateau Perspectives	
10. Regional Mountain Centre of Central Asia	
11. Wildlife Conservation Society	
12. WWF-Russia	
13. Zoï Environment Network	

Permissible Bidding Configurations – Examples Only

Prime/Lead: ACTED

Sub-ordinate partner: none

Prime/Lead: ACTED

Sub-ordinate partner: Organization X

Prime/Lead: ACTED

Sub-ordinate partner: ARGO

Sub-ordinate partner: ACBK

Prime/Lead: ACTED

Sub-ordinate partner: ARGO

Sub-ordinate partner: Organization X

~~Prime/Lead: ACTED + ARGO~~

~~Sub-ordinate partner: ACBK~~

~~Prime/Lead: Organization X~~

~~Sub-ordinate partner: ACTED~~

Eligibility – 1

The same rules apply to recipients of CEPF grants as apply to the RIT: civil society organizations, defined broadly to include:

- Local non-government organizations
- International non-government organizations
- Private companies
- Associations
- Community-based organizations
- Universities and research institutes
- Independent trust funds

Organizations must

- Have their own bank account
- Be legally registered to operate
- Be authorized under relevant national laws to receive charitable contributions

Government-owned enterprises or institutions are eligible only if

- legal personality independent of any government agency or actor
- the authority to apply for and receive private funds
- may not assert a claim of sovereign immunity

Eligibility - 2

- The rules for eligibility apply to all CEPF grantees and sub-grantees, including all members of the RIT consortium

Prime/Lead: ACTED

Sub-ordinate partner: ARGO

~~Sub-ordinate partner: Ministry of the Environment
of Kazakhstan~~

Eligibility - Personnel

- Civil servants and government personnel
- Letter of commitment from full-time personnel

Conflict of Interest

- Organizations that comprise the RIT are not eligible to receive grants in the same hotspot.
- Applications [for grants] from formal affiliates of the RIT, that have an independent operating board of directors, are acceptable with additional external review

RfP Section 10: RIT Terms of Reference

1. Coordinate CEPF investment in the hotspot
2. Support the mainstreaming of biodiversity into public policies and private sector business practices
3. Communicate the CEPF investment throughout the hotspot
4. Build the capacity of local civil society
5. Establish and coordinate a process for large grant (>\$20,000) proposal solicitation and review
6. Manage a program of small grants (\leq \$20,000)
7. Monitor and evaluate the impact of CEPF's large and small grants
8. Lead the process to develop, over a three-month period, a long-term strategic vision for CEPF investment
9. Reporting

Portfolio math: how many grants might we make?

Large Grants

\$8,000,000 for the region

- \$1,200,000 for the RIT

- \$1,000,000 for the SGM

= \$5,800,000 remaining

Divided by \$125,000 per
“large” grant

= 46 large grants

Small Grants

\$1,000,000 for RIT Small
Grants Mechanism

Divided by \$20,000 per “small”
grant

= 50 small grants

90-100 grants

RfP Section 9. Cost Ceiling: US \$1,200,000

- The CEPF Donor Council sets the allocation for the RIT (SD 6) over five years
- This amount will not increase
- Do not over-promise or under-bid
- Present a team of individuals and approach that can be completed for \$1,200,000 over five years

RfP Section 7: Financial Management Requirements

- RIT award: \$1,200,000 over 60 months = \$20,000/month
- Small Grant Mechanism: \$1,000,000 at \$20,000/grant = 50 small grants
 - Assume 3+ payments to each recipient of a small grant
 - 150 payments

RfP Section 11. Proposal Contents

1. Cover letter
2. Organizational experience
3. Project rationale and approach (See RFP Sections 10 and 12)
4. Consortium arrangements
5. Special circumstances
6. Management approach
7. Organizational chart
8. Workflow diagrams
9. CVs of principal personnel
10. References from three programs of similar size, scope, and complexity
11. Budget in Excel

Staffing Plan - 1

- Full-time leader for five years
- Multiple responsibilities and tasks: multiple jobs
 - Each job \neq full-time position
 - Each job \neq a different person

Staffing Plan – 2 EXAMPLE

	Level of Effort					
Position	Location	Year 1	Year 2	Year 3	Year 4	Year 5
Team Leader	Bishkek	John (1.0)	John (1.0)	John (1.0)	John (1.0)	John (1.0)
SGM/Contracts	Bishkek	Susan (1.0)	Susan (1.0)	Susan (1.0)	Susan (1.0)	Susan (1.0)
Finance	Bishkek	Mary (.25)	Mary (.25)	Mary (.25)	Mary (.25)	Mary (.25)
Kazakh Project Officer	Almaty	Frank (0.5)	Frank (0.5)	Frank (0.5)		
Uzbek Project Officer	Tashkent		Lisa (.25)	Lisa (0.5)	Lisa (0.5)	Lisa (.25)

RfP Section 12. Writing a winning proposal

The job

1. Outreach to all applicants leading to proposals for small and large grants
2. Award 50 small grants and help us award 40 large grants
3. Make payments to small grantees and help us make payments to large grantees
4. Supervise small grantees and help us supervise large grantees
5. Compile impact results from all grantees

Being the RIT

1. Create a portfolio: the whole is greater than the sum of the parts
2. Coordinate, communicate, long-term planning, mainstreaming, building capacity of civil society

RfP Section 11. Budget

- Budget in Excel
- Show all formulas
- Use the template we provided
- Budget should be up to \$1,200,000 – does not include the SGM funds
- Budget should include the costs of managing the SGM (e.g., the personnel to manage the SGM)
- “Plug” numbers:
 - \$25,000 for translation and interpretation
 - \$20,000 for a mid-term assessment meeting
 - \$30,000 for a final assessment meeting

Provisional Calendar

22 April	Last day to submit written questions
13 May	Proposals due
Through June	Internal reviews, clarification questions, revised responses from top-ranked applicants
July-August	CEPF internal procedures with donors and negotiations with top-ranked applicant
September	Contract preparation and signature
1 October	Anticipated award of RIT – formal start of five-year investment period
Late 2019	First large grant solicitations released
June 2020	Award of first large grants
September 2024	End of RIT grant and close of portfolio