

Call for Proposals

Development of a Master Class for CEPF Applicants

Opening Date:	30 August 2019
Closing Date:	15 October 2019
Questions Due Date:	20 September 2019
Submission:	Applications should be sent to 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 (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.

In the Eastern Afromontane Hotspot, CEPF grantees piloted an in-person short course aimed at supporting CEPF applicants to prepare high quality applications. The CEPF Secretariat intends to engage a consultant to build upon work done in the Eastern Afromontane Hotspot, to develop a master class for CEPF applicants, designed for delivery by the CEPF Secretariat or a third party. The knowledge product should be designed for use in any hotspot.

Interested consultants or firms should submit a proposal by the closing date listed above. The successful consultant shall be required to adhere to CI's code of ethics, statement of work, and the terms and conditions of the contract. This call for proposals does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI.

2. BACKGROUND

Since 2001, CEPF has funded conservation in 24 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. Impacts include: creation and expansion of 14.8 million hectares of protected areas; improved management of biodiversity within 8.1 million hectares of production landscapes; and conservation actions benefiting 1,250 globally threatened species.

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 Eastern Afromontane Hotspot, where innovative approaches to mainstreaming biodiversity into public policy and private sector practices are being piloted as part of an initiative to conserve biodiversity cost effectively and progress toward long-term institutional sustainability.

CEPF intends to facilitate replication of a master class for CEPF applicants, by engaging a consultant skilled in communications, to work with selected CEPF grantees and stakeholders to develop a knowledge product that will allow for use of the course material 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 three to five pages long but may not exceed five pages.

The Technical Proposal should describe in detail how the offeror intends to carry out the requirement described in 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 two and five pages long but may not exceed five pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Must have:

- Excellent communication skills.
 - Experience in producing knowledge products focused on conservation.
 - Fluency in English.
- Corporate capabilities, experience, past performance and references. This part shall be between two and four pages long but may not exceed four 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:

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| - 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 a Master Class for CEPF Applicants

1) Background

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2) Objective

In the Eastern Afromontane Hotspot, CEPF grantees developed and delivered a course to assist short-listed CEPF applicants to design impact-based projects. As a result, grantees had a good understanding of what CEPF expects in an application, and they consequently submitted quality proposals. While this effort was aimed at applicants in the Eastern Afromontane Hotspot, CEPF would like to develop a product that could be used in any hotspot.

Audience: This knowledge product will be used/delivered by the CEPF Secretariat, regional implementation teams or a third party.

Purpose: Provide a tool that CEPF can use to support short-listed applicants to design high-quality projects that address all of CEPF's application requirements.

Content: The course should guide the applicant through CEPF's application requirements and contain components explaining each aspect of proposal preparation as well as project planning and design. The knowledge product will cover topics such as CEPF project cycle, project design, consultation with stakeholders, monitoring and evaluation, gender, safeguards, procurement, budget preparation, and planning for reporting. The course should focus on the topics essential to project design and proposal preparation rather than the later phases of project implementation, which are not covered under this series of modules.

Format: The course may be presented in a form deemed most useful to the applicant and could be a document or other innovative method. The course should be designed for in-person delivery by the CEPF Secretariat, a regional implementation team or a third party. Guidance on how to deliver the course should be included as an essential part of the knowledge product.

Resources: Material available to create the course includes products from CEPF grantees, the CEPF website, CEPF's gender toolkit and CEPF's report of global impact, among others. Material produced by other relevant organizations would be worth consulting in order to compile a comprehensive product.

3) Duties

The consultant is required to produce a knowledge product that is a master class for short-listed CEPF applicants. 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. Should the consultant deem it necessary to travel to produce the knowledge product, the consultant will be expected to make their own travel arrangements and to organize all necessary meetings with interviewees.

4) Deliverables

The consultant will produce a quality knowledge product that can be used in the Eastern Afromontane and other hotspots. The product should be submitted as an electronic file; applicants do not need to budget for printing costs.

5) Timeframe

The consultancy will be conducted between 1 November 2019, and 31 March 2020. The total amount of time for the assignment is estimated at 20 days. Draft deliverables will be prepared no later than 15 March 2020, and submitted to the CEPF Secretariat for review. Final deliverables, incorporating comments from the CEPF Secretariat will be completed by 31 March 2020.

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