



**CRITICAL** | **ECOSYSTEM**  
**PARTNERSHIP FUND**

## **The Caribbean Islands Biodiversity Hotspot Call for Letters of Inquiry (LOIs)**

This call is open to biodiversity conservation projects implemented by civil society and focused in the following countries in the Caribbean:

Antigua and Barbuda, Barbados, Bahamas, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, St. Kitts & Nevis and St. Vincent and the Grenadines

The opening and deadline dates for both small grant LOIs (US\$ 20,000 or less) and large grant LOIs (over US\$ 20,000) are:

**Opening Date: Thursday 15 August 2013**

**Deadline Date: Monday 30 September 2013**

## CALL FOR LETTERS OF INQUIRY (LOI)

The Caribbean Natural Resources Institute (CANARI), in its role as the Regional Implementation Team (RIT) for the Critical Ecosystem Partnership Fund (CEPF) in the Caribbean islands Biodiversity Hotspot is now inviting **letters of inquiry (LOIs)** from civil society organisations for both small and large grant projects for all countries eligible for CEPF support in the region: Antigua and Barbuda, Barbados, Bahamas, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, St. Kitts & Nevis<sup>1</sup> and St. Vincent and the Grenadines. Please read all the information below for details on the CEPF investment in the Caribbean and how to apply for a grant.

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.

CEPF's niche for investment in the Caribbean islands was formulated through a participatory process that engaged civil society, donor and governmental stakeholders throughout the region. The results of this process and the five-year (2010-2015) strategy that CEPF has identified for supporting biodiversity conservation in the Caribbean region are outlined in the **Ecosystem Profile**. Five **strategic directions** were identified, covering 45 **key biodiversity areas (KBAs)** and six **conservation corridors** throughout 11 countries that are eligible for CEPF support in the region. Applicants are advised to carefully review the Ecosystem Profile 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](http://www.cepf.net/where_we_work/regions/CaribbeanIslands/ecosystem_profile/Pages/default.aspx)
- Frequently asked questions: [http://www.cepf.net/about\\_cepf/faq/Pages/default.aspx](http://www.cepf.net/about_cepf/faq/Pages/default.aspx)
- How to apply: <http://www.cepf.net/grants/apply/Pages/default.aspx>
- CEPF projects database: [http://www.cepf.net/grants/project\\_database/Pages/default.aspx](http://www.cepf.net/grants/project_database/Pages/default.aspx)
- CEPF safeguard policies: [http://www.cepf.net/grants/Pages/safeguard\\_policies.aspx](http://www.cepf.net/grants/Pages/safeguard_policies.aspx)
- Listing of contracted CEPF grants in the Caribbean region as at 30 June, 2013: <http://www.canari.org/documents/ContractedCEPFgrantsasof30.06.13.pdf>

## FOCUS AND FUNDING PRIORITIES OF THIS CALL

The RIT and the CEPF Secretariat recently facilitated a mid-term evaluation of the CEPF Caribbean programme<sup>2</sup> which assessed results achieved to date and identified gaps in the portfolio, as they

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<sup>1</sup> CEPF approval of projects in St. Kitts & Nevis is dependent upon receiving the endorsement by the GEF Operational Focal Point.

<sup>2</sup> Documents relating to the mid-term evaluation can be found on CANARI's website: [http://www.canari.org/civil\\_sub5.asp](http://www.canari.org/civil_sub5.asp)

pertain to the achievement of the targets and indicators set out in the CEPF Caribbean Logical Framework:

<http://www.canari.org/documents/CEPFCaribbeanLogFrame.pdf>

Applicants are now invited to submit LOIs for projects that will contribute to filling the identified gaps and building on current and past CEPF investments in the region, focusing on the strategic directions and investment priorities outlined in this call (please see below). All projects should demonstrate direct and concrete conservation results which contribute directly to the priorities outlined in this call.

### **Strategic Direction 1**

#### **Investment Priority 1.1. Prepare and implement management plans in the 17 highest-priority key biodiversity areas**

- ✓ Projects that reinforce and consolidate current and past CEPF investments in the region, particularly in the highest priority Key Biodiversity Areas (KBAs) to ensure sustainability. This includes implementation of CEPF-sponsored management planning activities in the Hellshire Hills and Portland Ridge in Jamaica and Valle Nuevo and La Humeadora in the Dominican Republic.
- ✓ Support for conservation efforts in the highest priority KBAs that are currently under-represented in the portfolio including Valle Nuevo in the Dominican Republic; and the Cockpit Country, Dolphin Head, Litchfield Mountain-Matheson's Run and Peckham Woods in Jamaica.

### **Strategic Direction 2**

#### **Investment Priority 2.1 Mainstream biodiversity conservation and ecosystem service values into development policies, projects and plans, with a focus on addressing major threats such as unsustainable tourism development, mining, agriculture and climate change**

- ✓ Projects that mainstream biodiversity conservation and ecosystem service values into development policies, projects and plans, with a focus on addressing major threats such as unsustainable tourism development, mining, agriculture and climate change.

CEPF will support civil society organizations to mainstream biodiversity conservation and ecosystem service values into regional and national policies and programs and private sector plans to promote a development path that is compatible with conservation. Grants will promote the integration of biodiversity conservation into favourable policy frameworks in areas where civil society can make the most difference and where the needs are the greatest in tourism, mining, agricultural development and climate change. Where necessary to ensure a strong analytical basis to achieve this investment priority, CEPF will fund assessments and consultations to identify priorities, opportunities for action and strategies that lead to clear conservation results and impacts. CEPF will not fund general policy research that does not result in conservation action. Grants will build awareness

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among decision makers of the substantial and cost-effective benefits that biodiversity conservation and provision of vital ecosystems offer for economic development, human well-being, and climate change mitigation and adaptation. Targeted economic analysis will demonstrate the costs and benefits derived from the provision of ecosystem services and the development of ecosystem service markets. The results of these and other relevant initiatives will be used by civil society to inform policy and program development.

With regard to climate change, CEPF will seek to integrate biodiversity conservation and ecosystem service values as essential pillars in national and regional climate change policies and programs. CEPF will also support innovative, small-scale climate change demonstration projects in or near a priority key biodiversity areas that illustrate the benefits of biodiversity conservation and ecosystem services for adaptation and mitigation.

### **Strategic Direction 3**

#### **Investment Priority 3.1. Support efforts to build and strengthen the institutional capacity of civil society organisations to undertake conservation initiatives and actions**

- ✓ Projects that focus on strategic capacity building support for local civil society organisations that work in the CEPF highest priority KBAs in key areas, such as advocacy and sustainable financing. The CEPF will support activities that target organisations that play an important role in meeting CEPF's strategy in the region.

#### **Investment Priority 3.2 Enable local and regional networking, learning and best-practice sharing approaches to strengthen stakeholder involvement in biodiversity conservation**

- ✓ Projects that facilitate bi-national cooperation and coordination in the Massif de la Selle-Jaragua-Bahoruco-Enriquillo conservation corridor. CEPF will support on-the-ground action within the bi-national corridor, efforts to build the capacity of strategic partners, and promotion of networking and information sharing. Capacity building and networking actions are not limited to work in the bi-national corridor and could incorporate strategic partners working in other CEPF priority key biodiversity areas of the Dominican Republic and Haiti.
- ✓ Projects (preferably small grants) that facilitate exchange of best practices, lessons learned and networking on biodiversity conservation in the Caribbean region amongst CEPF grantees and key partners, specifically on areas of strategic importance to CEPF for example, participatory protected area management planning and implementation; sustainable financing of protected areas; on the ground action for climate change adaptation; and payment for ecosystem services.

Given funding limitations, CEPF is unable to fund projects for more than US\$250,000 and encourages applicants to demonstrate strong potential to leverage additional funds. Small grants can range anywhere under the maximum of \$20,000.

### **ELIGIBILITY**

Non-governmental organisations, community groups, private enterprises, 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 has:

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

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

Grants cannot be used for:

- i. the purchase of land, involuntary resettlement of people including displacement of land uses or impeding access to traditional uses of natural resources, or activities that negatively affect physical cultural resources, including those important to local communities;
- ii. activities adversely affecting Indigenous Peoples or where these communities have not provided their broad support to the project activities; or
- iii. the removal or alteration of any physical cultural property (including sites having archaeological, paleontological, historical, religious, or unique natural values).

CEPF not only evaluates the technical merits of a project but also pays attention to a project's social and environmental impacts. Proposed activities must observe all other World Bank safeguard policies found at <http://go.worldbank.org/WTA1ODE7T0>.

## **IMPLEMENTATION PERIOD**

All projects funded during this call for proposals must be completed by 30 September 2015, in line with the closing of the CEPF Caribbean Islands investment programme.

## **EVALUATION CRITERIA**

The CEPF Secretariat, the Regional Implementation Team (RIT) and the Regional Advisory Committee for CEPF (RACC) will be looking for the following components when reviewing a CEPF letter of inquiry for both small and large grants:

1. **Strategic Importance to CEPF:** Will the results of this project contribute to achieving the priorities articulated in the *CEPF Ecosystem Profile* and more specifically, the *Caribbean Islands Hotspot: Logical Framework for CEPF Investments* (found within the *Ecosystem Profile*)? How will the project contribute to a specific investment priority and target and indicator within the Logical Framework and meet specific and justified needs in the KBA, corridor, country, or hotspot?
2. **Ability of Project to Achieve Results:** Are the objectives, approach / strategies and deliverables well thought out and comprehensive? Are the project objectives, approach/ strategies and proposed deliverables aligned to achieving strategic conservation results?

3. **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? Is permission required for the project to proceed? If yes, are there any risks in the project obtaining permission?
4. **Building Caribbean Civil Society Capacity:** Does the project contribute to CEPF's priority to empower Caribbean civil society organisations, including local community organisations and indigenous groups?
5. **Participation:** Does the project incorporate stakeholder consultation in design and participation in implementation to build local ownership, buy-in and capacity? *Were key stakeholders, including government agencies and local communities, involved in the project design and will they be involved in project implementation?*
6. **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 the strategic direction?
7. **Strategic Alliances and Partnerships:** Does the project have the potential to establish and/or maintain long-term relationships for collaboration on biodiversity conservation with appropriate local, regional, or national organisations? Does it ensure coordination and build synergy with existing and future initiatives?
8. **Leveraging Resources:** Does the project attract additional funding or an in-kind contribution that will directly increase CEPF's impact and contribute to project sustainability? Is the applicant already receiving funding for this project?

## **CEPF CONTRACTUAL POLICIES**

To download a copy of CEPF's current contractual policies, please visit CANARI's website here:  
<http://www.canari.org/documents/CEPFGrantAgreement-contractualpolicies.pdf>

## **APPLICATION PROCESS**

The deadline for submitting both small and large grant LOIs is 30 September, 2013. 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](mailto:cepf-rit@canari.org) to:
  - a. confirm your eligibility to apply;
  - b. ensure your proposal idea fits with CEPF's strategy for the Caribbean Islands and 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/documents/CEPFCaribbeanLetterofInquiryforSmallGrants\\_EN\\_GLISHFINALSeptember2013\\_000.pdf](http://www.canari.org/documents/CEPFCaribbeanLetterofInquiryforSmallGrants_EN_GLISHFINALSeptember2013_000.pdf)

If you are having difficulties accessing the form, please contact the RIT at [cepf-rit@canari.org](mailto:cepf-rit@canari.org)



3. Once the LOI is completed, send an email to [cepf-rit@canari.org](mailto:cepf-rit@canari.org) with the LOI attached on or before the **deadline date of 30 September, 2013**. 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 25 November, 2013 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.

## 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](mailto:cepf-rit@canari.org) to:
  - a. confirm your eligibility to apply;
  - b. ensure your proposal idea fits with CEPF's strategy for the Caribbean Islands and 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 [cepfgrants@conservation.org](mailto:cepfgrants@conservation.org) with the LOI attached on or before the **deadline date of 30 September, 2013**. 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 15 December, 2013 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 January - March 2014.



## **ADDITIONAL INFORMATION AND SUPPORT**

The primary email contact for the RIT: [cepf-rit@canari.org](mailto:cepf-rit@canari.org)

You can also contact:

- Anna Cadiz, Regional Implementation Team Manager (for advice on proposals focused in the Lesser Antilles and the Bahamas or regionally-based proposals)  
[anna@canari.org](mailto:anna@canari.org)
- Leida Buglass, Regional Implementation Team Country Coordinator in the Dominican Republic  
[leidabuglass@canari.org](mailto:leidabuglass@canari.org)
- Paul Judex Edouarzin, Regional Implementation Team Country Coordinator in Haiti  
[pauledouarzin@canari.org](mailto:pauledouarzin@canari.org)
- Nicole Brown, Regional Implementation Team Country Coordinator in Jamaica  
[nicolebrown@canari.org](mailto:nicolebrown@canari.org)

CANARI's website: [www.canari.org](http://www.canari.org)

CEPF's website: [www.cepf.net](http://www.cepf.net)