



**Call for Letters of Inquiry
Investment in the Eastern Afromontane Biodiversity Hotspot**

**Request for Proposals No. 11
For Small Grants (less than \$20,000) in Ethiopia**

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- 1. Opening Date:** Monday, 18 May 2015
- Deadline:** Monday, 15 June 2015
- Application method:** Send Letter of Inquiry to CEPF-EAM-SGP@birdlife.org
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This call for proposals seeks two specific services:

(1) A consultant to assist the Ethiopian Wildlife and Natural History Society (EWNHS) with the strategic roll-out of the CEPF investment in Ethiopia in the next two years, specifically through targeted and high-quality grant making. This will be funded through a small grant of USD 20,000 max.

(2) An organisation who can organise two workshops for past, current and future CEPF grantees in Ethiopia: a first one (in 2015) on project design, management and Monitoring & Evaluation (to ensure effective implementation of CEPF-funded grants), and a second one (in 2016) on lessons learned, delivering impact, and sustainability (to ensure CEPF leaves a legacy in the country). This will be funded through a small grant of USD 10,000 max.

Applicants must submit a Letter of Inquiry (LOI) in English using the form available [here](#) and at www.birdlife.org/worldwide/project/cepf-eam-application-guidance

LOIs must be submitted electronically to BirdLife International at CEPF-EAM-SGP@birdlife.org by **15 June 2015**. All required documentation, information, guidance, formats and news are also available on: www.birdlife.org/africa/project/cepf-eastern-afromontane-hotspot

2. Call for Letters of Inquiry

BirdLife International, the International Union for the Conservation of Nature and the Ethiopian Wildlife and Natural History Society, in their role as Regional Implementation Team (RIT) for the Critical Ecosystem Partnership Fund (CEPF) in the Eastern Afromontane Biodiversity Hotspot, invite civil society organizations and individuals to submit Letters of Inquiry (LOIs) for projects in Ethiopia, as described below.

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, the MacArthur Foundation, and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation. More information on CEPF can be found at www.cepf.net and at www.birdlife.org/africa/project/cepf-eastern-afromontane-hotspot

The Eastern Afromontane Biodiversity Hotspot stretches over a curving arc of more than 7,000 kilometers from Saudi Arabia to Mozambique. Within this area, Key Biodiversity Areas (KBAs) cover an area of more than 50 million hectares, of which only 38 percent have full legal protection and variable amounts of government funding.

CEPF's niche for investment in the Eastern Afromontane Hotspot 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 (2012-2017) strategy that CEPF has identified for supporting biodiversity conservation in the region are outlined in the Ecosystem Profile, available at:

www.cepf.net/Documents/Eastern_Afromontane_Ecosystem_Profile_FINAL.pdf

3. Eligible Applicants

Non-governmental organisations, community groups, private enterprises, universities, individuals (consultants) and other civil society applicants may apply for funding. Applicants must have their own bank account and be authorized 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

4. Eligible Activities

This is one of several Calls for Proposals over the investment period of 2012-2017 and as such, is purposefully limited in scope. This call invites applicants to submit Letters of Inquiry that will contribute to the CEPF Strategy, as described in the Ecosystem Profile, in **Ethiopia**.

Applicants should submit projects that conceptually fit into one of the Strategic Direction listed below. Each Strategic Direction is further described by subordinate Investment Priorities. The Ecosystem Profile gives full details on CEPF's goals and expected achievements for each Strategic Direction and Investment Priority. See the Ecosystem Profile at:

www.cepf.net/Documents/Eastern_Afromontane_Ecosystem_Profile_FINAL.pdf

Under this call for proposals, we will be issuing a maximum of 2 grants which will contribute to:

Strategic Direction 3. Initiate and support sustainable financing and related actions for the conservation of priority KBAs and corridors.

Investment Priority 3.3. Support training for civil society organizations in fund-raising and project management, especially training such organizations at all levels with respect to emerging opportunities for sustainable financing for KBAs in Africa.

Under this call for proposals, we are specifically looking for:

- (1) A consultant to support EWNHS, the Regional Implementation Team in Ethiopia, between July 2015 and June 2017 (24 months), with the following tasks:
 - a. attend the annual RIT meetings in Kenya in July 2015 and July 2016 (3 days each)
 - b. assist EWNHS to map out the current investment in Ethiopia and identify gaps / opportunities to consolidate CEPF's impact through the strategic allocation of remaining grants (estimated 2 large and 7 small grants)
 - c. support EWNHS with the issuing of relevant calls for proposals, assessment of LOIs, and selection of a final set of proposals
 - d. assist applicants to design high-quality projects which are clearly formulated in CEPF project proposal format and which contribute to the implementation of the CEPF investment strategy in Ethiopia
 - e. assist EWNHS with the monitoring of CEPF-funded grants in Ethiopia
 - f. assist EWNHS with reviewing grantee project reports

It is expected that this consultant will share his/her time between the BirdLife office in Nairobi, Kenya, and the EWNHS office / field trips in Ethiopia. In case the consultant would be based in Ethiopia, he/she would need to build in at least four trips to Kenya (of about 5 days each); if the consultant would be based in Kenya, he/she would need to build in at least four trips to Ethiopia (of at least 8 days each). In total, it is expected that the consultant would need between 50 and 70 working days, spread over the 2 years, to provide the required support.

Applications should be made in the CEPF LOI form that can be found [here](#), and should include at least the following items:

- Description of previous and relevant experience in proposal development and project monitoring
- Description of relevant experience in Ethiopia
- Description of how the applicant will fulfil the above-listed tasks

- An updated CV
- A budget that includes: number and costs of man-days to be spent on the project; costs of at least 4 international flights between Kenya and Ethiopia; local accommodation costs in the non-resident country (Kenya or Ethiopia). NB Local transport costs for monitoring visits in Ethiopia will be provided following EWNHS internal procedures.

For further guidance, please contact maaike.manten@birdlife.org

In addition, we are looking for:

- (2) An organisation that will be able to support EWNHS to conduct 2 capacity-building workshops in Ethiopia, for all CEPF grantees (ex-grantees, current grantees and future grantees – total estimated 20 participants), as follows:
- a. One workshop in 2015 to build capacity in project design, project management, and monitoring and evaluation
 - b. One workshop in 2016 to exchange experiences and lessons learned through CEPF-funded projects; delivering impact, networking and sustainability

Applications should be made in the CEPF LOI form that can be found [here](#), and should include at least the following items:

- Description of previous and relevant experience in workshop organisation and facilitation
- Description of relevant experience in Ethiopia
- Description of how the applicant will fulfil the above-listed tasks
- Updated CVs of all proposed trainers
- A draft budget for the two proposed workshops

For further guidance, please contact z.tessema@ewnhs.org.et

5. Budget

The maximum budget for the **consultant under (1)** is: **USD 20,000**

The maximum budget for the two **workshops under (2)** is: **USD 10,000** (*for two workshops*)

6. Instructions for Submitting an Application

Applicants must submit a Letter of Inquiry (LOI) in English using the forms available at www.birdlife.org/worldwide/project/cepf-eam-application-guidance

LOIs must be submitted electronically to BirdLife International at CEPF-EAM-SGP@birdlife.org **by 15 June 2015**. BirdLife International will not accept hardcopy LOIs. You will receive an email acknowledgement acknowledging receipt of your application.

7. Reference Documents

All potential applicants should refer to the Ecosystem Profile, the LOI Form, and the following references available on the CEPF website.

- How to apply: www.birdlife.org/worldwide/project/cepf-eam-application-guidance
- Frequently asked questions: www.cepf.net/about_cepf/fag/Pages/default.aspx
- Eligibility criteria for applicants: www.cepf.net/grants/Pages/eligibility.aspx and www.birdlife.org/worldwide/project/cepf-eam-application-guidance
- CEPF projects database: www.cepf.net/grants/project_database/Pages/default.aspx
- CEPF safeguard policies: www.cepf.net/grants/Pages/safeguard_policies.aspx
- World Bank safeguard policies: <http://go.worldbank.org/WTA1ODE7T0>

All required documentation, information, guidance, formats and news are also available on:

www.birdlife.org/africa/project/cepf-eastern-afromontane-hotspot

8. Contact

Please direct any questions or concerns to: CEPF-EAM-RIT@birdlife.org

Or contact:

- **In Ethiopia:** Ms Zewditu Tessema: z.tessema@ewnhs.org.et
- **In Kenya:** Ms Maaïke Manten: maaïke.manten@birdlife.org

Further information and assistance can also be obtained from:

CEPF Eastern Afromontane Regional Implementation Team (EAM-RIT), BirdLife International, Africa Partnership Secretariat - off Rhapta Road, Volker's Garden, Westlands, Nairobi, Kenya
PO BOX 3502, 00100 GPO Nairobi, Kenya - Tel: +254 (0)20 247 3259

www.cepf.net

www.birdlife.org/africa/project/cepf-eastern-afromontane-hotspot

www.iucn.org

www.ewnhs.org.et