

**Critical Ecosystem Partnership Fund  
30<sup>th</sup> Meeting of the CEPF Donor Council  
Washington, D.C.  
12 January 2017  
8:00 -11:00 a.m. EST**

**Review of Critical Ecosystem Partnership Fund Administrative Costs**

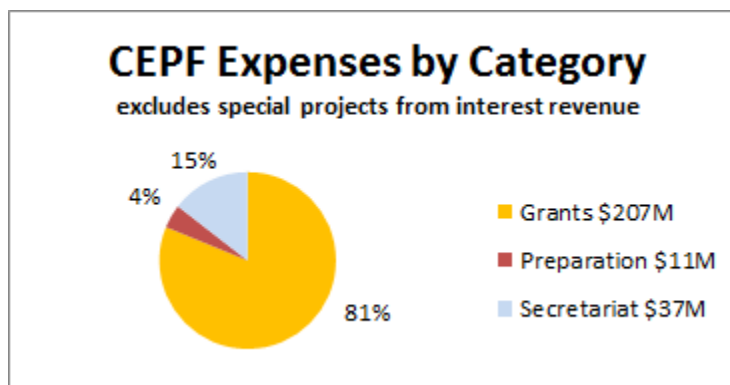
Over the past five fiscal years, CEPF has grown and adapted to fulfill important new functions as a response to specific donor requests. The following table displays the activities by expense type, highlighting the costs of the Secretariat operations for FY12-FY16:

Expense Category	FY12	FY13	FY14	FY15	FY16	%
Grant Awards	12,586	13,297	14,327	15,490	15,071	81%
<b>Secretariat Costs</b>	<b>2,255</b>	<b>2,484</b>	<b>2,558</b>	<b>2,986</b>	<b>3,035</b>	<b>15%</b>
Profiling	632	762	766	452	353	4%
<b>TOTAL</b>	<b>15,581</b>	<b>16,737</b>	<b>18,090</b>	<b>19,340</b>	<b>18,952</b>	<b>100%</b>

The growth in Secretariat costs is in response to instruction from the Donor Council to improve effectiveness and capability in a few key areas: monitoring and evaluation, capacity building and communications. In FY15, to fulfill this instruction the CEPF staff responsible for monitoring and evaluation, grants administration and communications became full-time dedicated CEPF staff. Previously, these teams only devoted portions of their time to CEPF.

CEPF conducts financial planning by reserving 15% of total funds to support Secretariat operations. Secretariat operations consist of critical technical inputs to project design and delivery, as well as administrative and oversight functions. The proportion of use of donor funds adheres to this financial model, with 15% support to Secretariat operations, 81% to grantees and 4% to profile preparation.

The use of funds as of June 30, 2016 (FY16):



Specifically, the CEPF Secretariat consists of the following teams and activities as presented annually in the CEPF Spending Plan:

1. Executive Management:
  - a. Provide strategic direction, leadership, oversight and representation to the CEPF Secretariat;
  - b. Generate and implement sustainable funding strategies, managing donor relationships;
  - c. Ensure human and financial resources are aligned to maximize impact;
  - d. Lead on governance issues relating to Donor Council and Working Group.
2. Program Management:
  - a. Provide technical input and strategic oversight of CEPF's grant portfolios to ensure maximum contribution to CEPF's global results framework;
  - b. Manage selection of, and relationship with, Regional Implementation Teams (RIT);
  - c. Conduct selection process for large grant awards and support the RIT management of small grants program.
  - d. Provide fundraising support, focusing on regional donor engagement and support of global donor engagement as required.
3. Grant Management:
  - a. Process and policy development for sub-grant awards and administration;
  - b. Ensure appropriate measures are taken for risk management and compliance relating to sub-grant awards and administration;
  - c. Manage project database for efficient and effective reporting of sub-grant results and activities;
  - d. Oversee aspects of capacity building and compliance for sub-grantee awards.
4. Monitoring & Learning:
  - a. Oversee and implement the Monitoring and Learning strategies for the global portfolio, defining indicators and measurement methodology;
  - b. Monitor performance and impact, generate and deliver learning amongst CEPF's diverse stakeholders;
  - c. Coordinate with the CEPF Communication Team to effectively communicate results.
5. Communications:
  - a. Responsible for the communication strategy to deepen and expand relationships with key publics and donors;
  - b. Ensures quality, accuracy and consistent messaging in all publications, reporting and publicity;

- c. Ensure all materials effectively communicate CEPF's mission and impact, including publications, social media, websites and outreach.
- 6. Finance & Information Management:
  - a. Oversees the responsible financial management of CEPF, including the annual and long-term financial models;
  - b. Ensure accurate financial analysis and reporting is submitted to stakeholders and donors;
  - c. Lead the annual CEPF financial audit, ensuring compliance with donor agreements;
  - d. Act as liaison for human resources and operations.