

**Critical Ecosystem Partnership Fund
Call for Proposals
Evaluation of Pilot Long-term Vision Exercises**

Opening date: Monday, 19 February 2018
Closing date: Monday, 19 March 2018, 4:00 p.m. (U.S. EST)
Submission: Applications should be sent by email to nmarshall@cepf.net.
Location: CEPF, 2011 Crystal Drive, Suite 500, Arlington, 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 Global Environment Facility (GEF), the Government of Japan, the John D. and Catherine T. MacArthur Foundation, 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 mission is to engage and strengthen civil society in the conservation of biodiversity in the global hotspots.

Long-term visions are strategic documents that set out a pathway for transitioning civil society from CEPF support in each hotspot where it works. CEPF intends to conduct an independent evaluation of three pilot, long-term vision exercises for the Balkans sub-region of the Mediterranean Basin Hotspot; the Indo-Burma Hotspot; and the Albertine Rift and Eastern Arc Mountains sub-region of the Eastern Afromontane Hotspot. Interested parties should submit a proposal by the closing date listed above, in compliance with this call for proposals and the scope of work described herein.

2. Submission Requirements

The proposal shall comprise of the following parts:

- Part 1: Technical approach, methodology and detailed work plan – This part must not exceed 5 pages in length.

The technical proposal should describe in detail how the offeror intends to carry out the requirement described in the scope of work. The technical proposal should demonstrate a clear understanding of the work to be undertaken and present a methodology and detailed work plan.

- Part 2: Consultant – The offeror should demonstrate the following experience and qualifications, or equivalent:
 - a) Master's degree in relevant natural resources-related field (e.g., monitoring and evaluation with 3 years of experience, or Bachelor's degree with 5 years of experience).
 - b) At least 3 years of experience in relevant technical areas (i.e., monitoring and evaluation).
 - c) Experience working with CEPF or similar grant-making programs.
 - d) Proficiency in English.

- Part 3: Cost proposal – Cost is used to determine which proposals represent the most advantageous and serves as a basis of negotiation for award of a contract. The price of the contract to be awarded will be an all-inclusive, fixed price. No profit, fees, taxes or additional costs can be added after award. The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. CEPF reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism or completeness of an offeror’s proposed cost. Under no circumstances may cost information be changed after the submission of the proposal. Please note that the total amount of time for the assignment is 15 days.

4. Process and Basis for Award

The evaluation of the pilot long-term vision exercises 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.

Evaluation Criteria	Evaluation Sub-criteria	Weigh Points
Technical Approach, Methodology and Detailed Work Plan		
	Technical know-how – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the terms of reference or scope of work?	15
	Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the scope of work effectively and efficiently?	30
Management, Key Personnel and Staffing Plan		
	Consultant’s Qualifications – Does the proposed consultant have necessary experience and capabilities to carry out the scope of work?	20
Cost (Including travel, fees, charges and any other expenses)		
	Lowest Cost Proposals	35

Scope of Work

Evaluation of Pilot Long-term Vision Exercises for the Critical Ecosystem Partnership Fund

1) Background

The Critical Ecosystem Partnership Fund (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 designed to help safeguard the world's biodiversity hotspots. As one of the founding partners, Conservation International administers the global program through the CEPF Secretariat.

CEPF's mission is to engage and strengthen civil society in the conservation of biodiversity within the global hotspots. CEPF delivers this mission by providing grants and associated capacity building to NGOs, community-based organizations, academic institutions and other civil society organizations. This support is guided by 'ecosystem profiles': investment strategies, informed by detailed situational analyses, prepared through extensive consultations with stakeholders. These ecosystem profiles typically cover a period of five years.

CEPF does not plan to become a permanent presence in each hotspot but to define and work toward an end point at which local civil society can transition from its support with sufficient capacity, access to resources and credibility to respond to future conservation challenges. Experience to date shows that, in most hotspots, reaching a point at which civil society transitions from CEPF support will take more than five years. In order to plan for longer engagements in the hotspots where it invests, CEPF has recently piloted the concept of "long-term visions." Long-term visions are prepared with the participation of stakeholders from civil society, government, private sector and the donor community. They set clear transition targets (i.e., the conditions under which CEPF can withdraw from a hotspot with confidence that effective biodiversity conservation programs will continue in a self-sustaining manner).

According to the framework for long-term visions developed by CEPF, five conditions need to be met in order for a hotspot to transition from CEPF support:

- 1) Conservation priorities and best practices for their management are documented, disseminated and used by public and private sector, civil society and donor agencies to guide their support for conservation in the region.
- 2) Local civil society groups dedicated to conservation priorities collectively possess sufficient

organizational and technical capacity to be effective advocates for, and agents of, conservation and sustainable development, while being equal partners of private sector and government agencies influencing decision making in favor of sustainable societies and economies.

- 3) Adequate and continual financial resources are available to address conservation of global priorities.
- 4) Public policies, the capacity to implement them, and private sector business practices are supportive of the conservation of global biodiversity.
- 5) Mechanisms exist to identify and respond to emerging conservation challenges.

A critical element in the development of long-term visions is relevance, to ensure that they are relevant to the local context in each hotspot. Related to this, it is also important that civil society in each hotspot feels ownership of the vision. At the same time, this emphasis on local relevance and ownership needs to be tempered by some level of consistency across hotspots to ensure the utility of the visions for informing strategic decisions by CEPF at the global level. To this end, pilot exercises were undertaken for the Balkans sub-region of the Mediterranean Basin Hotspot, the Albertine Rift and Eastern Arc Mountains sub-region of the Eastern Afromontane Hotspot, and the Indo-Burma Hotspot between 2015 and 2017, with the intention of informing a revised scope of work for future exercises. The purpose of this consultancy is to distill experience from the pilot exercises, and to make recommendations for future long-term visions, which will be prepared from 2018 onwards.

2) Objective of the Evaluation

The objective of the evaluation is to inform the scope of work for future long-term vision exercises. During 2018, long-term visions are scheduled to be prepared for the following four hotspots: East Melanesian Islands; Madagascar and the Indian Ocean Islands; Tropical Andes; and Wallacea. In 2019, long-term visions will be prepared for an additional two hotspots: Cerrado and Guinean Forests of West Africa.

3) Criteria for Evaluation

The evaluation will look closely at the scope of work for the three pilot exercises, the consultation exercises and the resulting outputs. These exercises will be evaluated against the following criteria:

i) Relevance

Was the long-term vision exercise relevant to the interests and needs of: (i) CEPF grantees and other civil society organizations; (ii) the regional implementation team; (iii) CEPF and its donors; and (iv) other funders active in the hotspot?

ii) Efficiency

How efficiently was the budget allocated to the long-term vision exercise converted into results?

iii) Effectiveness

Was the scope of work for the exercise fulfilled? What were the factors that influenced the effective completion of the scope of work?

Informed by experience from the three pilot exercises, the evaluation will then go on to formulate recommendations for future long-term vision exercises:

i) Institutional arrangements

What are the optimal institutional arrangements for preparation of long-term visions? When is it most appropriate to engage the regional implementation team to lead the exercise versus an independent third party or some other arrangement?

ii) Relevance

How can long-term visions be made more relevant to the needs and interests of stakeholders in each hotspot?

iii) Ownership

How can the ownership of long-term visions by key stakeholders be enhanced, both during and after their preparation?

iv) Timing

At what point(s) during the five-year investment cycle is it most appropriate to prepare long-term visions?

v) Value for money

How can long-term visions be prepared in a cost-effective manner? Are current plans to combine these with mid-term assessments appropriate?

4) Duties

An individual consultant is required to undertake an evaluation of the pilot long-term vision exercises for (i) the Balkans sub-region; (ii) the Indo-Burma Hotspot; and (iii) the Albertine Rift and Eastern Arc Mountains sub-region. The evaluation will consider the relevance, efficiency and effectiveness of the three exercises, and capture lessons learned. Based on these lessons, the consultant will then formulate recommendations that will inform future exercises.

The evaluation will begin with a desk review based on the following documentation:

- The framework for long-term visions contained in CEPF's Operational Manual.
- The scope of work for the three pilot exercises.

- The long-term visions for the three pilot hotspots.

The desk review will be followed by interviews with members of the teams that led the three pilot exercises, staff of the CEPF Secretariat, staff of the regional implementation teams in the three hotspots and other relevant stakeholders (e.g., participants in the consultations, CEPF donors, etc.). All interviews are expected to be by phone or Skype; the consultant will not be required to travel as part of the evaluation.

5) Deliverables

There will be two deliverables from the consultancy. The consultant will prepare a short report (maximum 10 pages) summarizing the findings of the evaluation and presenting recommendations for future long-term vision exercises. The consultant will also deliver a two-hour debriefing to the CEPF Secretariat and regional implementation teams.

6) Timeframe

The evaluation will be conducted during April 2018. A draft report will be prepared by 21 April 2018 and submitted to the CEPF Secretariat for review. A final report, incorporating comments from the CEPF Secretariat, will be completed by 30 April 2018.

The consultant shall also provide the CEPF Secretariat with periodic verbal briefings to provide updates on progress, as requested.

The total amount of time for the assignment is 15 days, comprising two days for the literature review, eight days for interviews, three days for preparation of the draft report, and two days for incorporation of comments, finalization of the report and delivery of the debriefing.

7) Reporting

The consultant will work under the close supervision and direction of Nina Marshall, senior director for monitoring, evaluation and outreach, or such other individual that the CEPF Secretariat may designate.