

Call for Letters of Inquiry

CEPF Regional Mid-term Assessment Meeting for the Caribbean Islands Biodiversity Hotspot

- Opening Date:** Monday, 13 May 2024
9:00 a.m. Washington, D.C. time
- Closing Date:** Friday, 14 June 2024
11:59 p.m. Washington, D.C. time
- Grant Size:** Large grants – greater than US\$50,000

The [Critical Ecosystem Partnership Fund \(CEPF\)](#) and the [Caribbean Natural Resources Institute \(CANARI\)](#), as regional implementation team (RIT) for the Caribbean Islands Biodiversity Hotspot, are inviting letters of inquiry (LOIs) from non-governmental organizations, community groups, private enterprises, universities and other [civil society organizations](#) to organize a CEPF Regional Mid-Term Assessment meeting and to compile a conference proceedings report.

BACKGROUND

CEPF is a joint initiative of l'Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan and the World Bank. The CEPF Phase II investment (August 2021 – July 2026) in the Caribbean Islands Biodiversity Hotspot is financed through the CEPF Caribbean Hotspot Project of the World Bank, using funds provided by the Government of Japan.

CEPF's niche for the current investment is documented in the [Caribbean Islands Biodiversity Hotspot Ecosystem Profile](#) (PDF – 16.6 MB). This investment strategy comprises a series of strategic directions broken down into investment priorities outlining the types of activities that are eligible for CEPF funding.

This investment seeks to improve the capacity of civil society organizations to reduce threats to globally important biodiversity in the Caribbean Islands Biodiversity Hotspot. Projects supported under this investment should help:

- Civil society organisations increase their capacity to reduce key threats to biodiversity.
- Civil society organisations increase their organizational capacity.

- Civil society organisations increase their capacity to participate in conservation-related networks.
- Priority Key Biodiversity Areas (KBAs) reduce threat(s) to biodiversity.

This is the seventh call for proposals under the 2021-2026 CEPF Phase II investment in the Caribbean Islands. It is focused solely on identifying an organization to organise a regional mid-term assessment.

Applicants are strongly encouraged to familiarize themselves with the CEPF website, particularly the sections on [Eligibility](#), [Before You Apply](#) and [How to Apply](#). Potential applicants who are uncertain of the eligibility of their organization or project concept are encouraged to contact Nicole Brown, RIT manager, at caribbeanrit@canari.org for clarification.

SCOPE OF THE CALL

The present call is a request for Letters of Inquiry (LOIs) from suitable organizations to organize a CEPF Regional Mid-Term Assessment Meeting from 19 – 21 November 2024 and to compile a conference proceedings report which includes the key lessons learned from all active or completed CEPF funded projects in the Caribbean Islands Hotspot to date.

The successful applicant will work closely with the CANARI Regional Implementation Team (RIT) and the CEPF Secretariat to plan all details of the conference including the participants list, resource people, agenda and production of the conference proceedings report.

OBJECTIVES OF THE MID-TERM ASSESSMENT

As the CEPF Caribbean Islands investment approaches the half-way mark, a meeting of key stakeholders comprising grantees, members of the Regional Advisory Committee, CEPF donors and other partners and donors, GEF focal point and other key government partners in country will be convened in the Dominican Republic from 19 – 21 November 2024 to:

- evaluate progress on achievement of CEPF Caribbean programme results–outputs, outcomes and impacts–against the CEPF Caribbean ecosystem profile and World Bank Results Framework;
- identify key gaps and develop recommendations on strategies and priorities to achieve all results by the end of the program;
- identify unexpected positive and negative impacts of CEPF in the Caribbean;
- give grantees an opportunity to provide feedback to CEPF on the grant management process.
- facilitate networking for knowledge sharing, enhanced coordination and collaboration among CEPF grantees and with their partners;
- build awareness and commitment of CEPF grantees, synergies and coordination; and
- map relevant initiatives, funding development, synergies, potential areas of collaboration.

Appendix A 1 lists all active, completed and pipeline CEPF projects in the Caribbean Islands Hotspot, as of May 2024.

TERMS OF REFERENCE

Letters of Inquiry (LOIs) from suitable organizations are being sought to complete the following main activities:

1. Provide logistical support to organise and make all payments associated with a three-day conference. This budget should include the following:
 - a) International and domestic travel, airport transfers, accommodation and terminal expenses en route to Santo Domingo as necessary, for approximately 46 participants, with travel originating in Antigua and Barbuda, Haiti, Jamaica, Panama, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, the United Kingdom and the United States of America. Participants are expected to originate from the above-listed countries as follows:

Country	Number
Antigua and Barbuda	5
Guadeloupe	1
Haiti	6
Jamaica	15
Panama	1
Saint Lucia	3
Saint Vincent and the Grenadines	3
Trinidad and Tobago	1
United Kingdom	2
United States of America	8
United States Virgin Islands	1

- b) Accommodation for 55 participants (overseas and national) in Santo Domingo and paying per diems for non-workshop-related meals.
 - c) Conference venue in Santo Domingo and workshop refreshments (morning and afternoon teas and lunches) for three days for as many as 80 people.
 - d) Simultaneous interpretation (English/Spanish) during the conference.
 - e) Audiovisual equipment and video recording.
 - f) One evening cocktail event for 100 people.
 - g) One field visit to Parque Nacional La Humeadora for 80 people, including transportation and meals.
 - h) All staff costs associated with organizing the event and making payments for items a) to g) above, as well as providing on-site assistance during the conference, as required, including registration and the engaging in or overseeing the activities described in items 2 to 7 below. Staff costs should include the equivalent of a full-time event coordinator for the months of September, October and November. This allocation may involve more than one individual, but staffing plans should reflect the necessary level of effort for this period.
2. In consultation with the CANARI RIT and CEPF Secretariat, prepare and disseminate the conference invitation and conference materials to CEPF grantees, donor organizations, and government representatives.
3. Prepare and finalize the meeting agenda in consultation with the RIT and CEPF Secretariat.
4. Develop and implement a media outreach plan to disseminate information about CEPF's grantees and their achievements, before, during and following the exchange.

5. Write up the proceedings and a summary of the conference.
6. Maintain regular communications with the CANARI RIT and CEPF Secretariat.
7. Timely submission of financial and progress reports.

TIMEFRAME

The anticipated start date for this project is 1 August 2024. The anticipated end date for this project is 31 January 2025. The Mid-Term Assessment Conference is expected to be held during from 19 - 21 November 2024.

WHO CAN APPLY

Non-governmental organizations, private enterprises, universities and other civil society applicants may apply for funding. Organizations 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 can fulfil the following criteria:

- i. is 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.

Further, individuals are encouraged to work with civil society organizations to develop an application rather than apply directly. Anyone who is uncertain of their eligibility or likelihood of receiving funds from CEPF should contact the RIT at caribbeanrit@canari.org

HOW TO APPLY

All applicants should complete and submit an LOI before the deadline for submission and follow the established procedures and formats. Applications may be submitted in English or Spanish.

The deadline for the submission of LOIs is **11:59 p.m. (Washington, D.C. time) on Friday, 14 June 2024**. You may submit your LOI before the deadline. Applications received after the deadline will not be considered for funding.

LOIs must be prepared and submitted via the [Conservation Grants](#) electronic portal. CEPF will not accept LOIs via email or any other mechanism. A video (in English) on how to open an account in ConservationGrants can be found [here](#).

Interested applicants should complete the Letter of Inquiry (LOI) which should fully address the terms of reference with particular emphasis on:

- a) A draft budget
- b) Summary of experience in organizing conferences of this nature

- c) Available staffing
- d) Timeline
- e) Any partners that you will be working with on this project.

If you have not previously used ConservationGrants, you will need to [register for a new account](#). If you encounter any technical difficulties with ConservationGrants, please email conservationgrants@conservation.org.

Informational Webinars for Prospective CEPF Applicants

The RIT will host informational webinars for prospective applicants in English and Spanish.

English: Wednesday, 22 May 2024, from 11:00 a.m. – 12:30 p.m. (Washington, D.C. time)

Register for the 22 May 2024 prospective applicants' webinar in English only:

https://us06web.zoom.us/join/register/tZ0tcOCrrj0qGtXC2tb8D1PttUulNeGkM_-s

Spanish: Friday, 24 May 2024 from 11:00 a.m. – 12:30 p.m. (Washington, D.C. time)

Register for the 24 May 2024 prospective applicants' webinar in Spanish only:

<https://us06web.zoom.us/join/register/tZiIlduiogDotG9XNlkSTPUvOOY7aFoTwNFBn>

SELECTION AND AWARD PROCESS

All applicants will receive notification following the review of their LOI.

The applicant whose LOI receives the most favourable review will be invited to submit a full proposal through [ConservationGrants](#), leading to the award of a grant between Conservation International, as the host of the CEPF Secretariat, and the applicant organization (the "grantee"). Grants will be denominated in United States dollars and grant agreements will be in English.

The evaluation will be conducted according to the following technical and strategic criteria:

CEPF will evaluate proposals based on the following criteria:

- a) Effective approach and timeline to meet the requirements of this Call for Letters of Inquiry.
- b) Experience and qualifications in planning and coordinating similar regional meetings in the Dominican Republic or the Caribbean in a short timeframe.
- c) Demonstrated knowledge of policies and procedures specific to planning conferences for non- governmental organizations or similar organizations.
- d) Ability to provide full logistical conference support including, but not limited to, timely liaison and coordination with a designated travel agency and participants; timely and accurate production of conference materials; on-site conference management; and production of closeout materials (conference proceedings and summary).

- e) A cost-effective budget demonstrating: appropriate allocation of labor days in relation to tasks and deliverables; appropriate direct costs in relation to the scope of work; and overall cost effectiveness of travel, accommodation and venue costs. All budget lines should include unit costs.
- f) Demonstrated communications and outreach experience with media outlets in the Caribbean Islands Hotspot, or capacity to procure such expertise.
- g) References for similar work.

CONTACT

Please direct any questions or concerns to the CANARI RIT via email at caribbeanrit@canari.org and include "Caribbean Mid-Term Review" in the title of your email.

Appendix A. CEPF Phase II Portfolio of Projects

Critical Ecosystem Partnership Fund (CEPF) Caribbean Islands Biodiversity Hotspot Phase II project listing

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
1.	Large	\$500,000.00	Instituto Tecnológico de Santo Domingo	Promoting Collaborative Social Accountability in the Caribbean Islands Biodiversity Hotspot	Antigua and Barbuda; Dominican Republic; Jamaica; Saint Lucia	9 Jan 2021	31 Aug 2025	Active
2.	Large	\$209,892.12	Fundación José Delio Guzmán	Reducing Threats in Valle Nuevo National Park, Dominican Republic	Dominican Republic	7 Jan 2022	30 Jun 2024	Active
3.	Large	\$434,625.22	Sociedad Ornitológica de la Hispaniola	Enhancing management to mitigate threats in Sierra de Bahoruco and Bahoruco Oriental KBAs, Dominican Republic	Dominican Republic	7 Jan 2022	30 Jun 2024	Active
4.	Large	\$112,626.15	International Union for Conservation of Nature and Natural Resources (IUCN) - HQ	Conservation action planning of selected threatened conifers and palm species in the Dominican Republic.	Dominican Republic	7 Jan 2022	30 Jun 2024	Grant Active
5.	Large	\$388,483.58	Caribbean Coastal Area Management Foundation	Management Planning and Implementation in the Portland Bight Protected Area, Jamaica	Jamaica	7 Jan 2022	30 Jun 2025	Grant Active
6.	Small	\$ 49,986.00	BirdsCaribbean	Developing a Conservation Action Plan for the Endangered Whistling Warbler in the	Saint Vincent and the Grenadines	12 Jan 2022	30 Nov 2024	Grant Active

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
				Cumberland Forest Reserve and the Central Mountain Range, St. Vincent				
7.	Large	\$ 70,695.00	Fondazione AVSI	Promoting conservation through Beekeeping in Sierra de Bahoruco National Park, Dominican Republic	Dominican Republic	01 Jan 2023	31 Mar 2024	Grant Active
8.	Small	\$ 47,134.71	Jamaica Environment Trust (JET)	Cockpit Country Climate Change Assessment and Adaptation Plan	Jamaica	01 Jan 2023	31 Jan 2024	In close out
9.	Small	\$ 50,000.00	Southern Trelawny Environmental Agency	Cockpit Country nature-based tourism for strengthening biodiversity conservation	Jamaica	01 Jan 2023	28 Feb 2024	In close out
10.	Small	\$ 50,000.00	Saint Lucia National Trust	Establishing the Enabling Environment for Sustainable Management of the PSEPA, Saint Lucia	Saint Lucia	01 Jan 2023	31 Jul 2024	Grant Active
11.	Large	\$336,614.05	Re:wild	Call to Action: Conservation Action Plans for Endangered Caribbean Species	Antigua and Barbuda; Bahamas; Jamaica; Saint Lucia; Saint Vincent and the Grenadines	03 Jan 2023	28 Feb 2026	Grant Active
12.	Large	\$241,833.71	Durrell Wildlife Conservation Trust - HQ	Conserving the Saint Lucia racer and strengthening regional capacity for racer conservation	Antigua and Barbuda; Saint Lucia	04 Jan 2023	31 Mar 2026	Grant Active

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
13.	Large	\$393,385.39	Environmental Awareness Group	Accelerating Locally Led Conservation Action in Antigua and Barbuda	Antigua and Barbuda	1 May 2023	30 Apr 2026	Grant Active
14.	Large	\$249,987.06	Fauna & Flora International - HQ	Building Caribbean civil society capacity in delivering sustainable financial strategies	Antigua and Barbuda; Bahamas; Dominican Republic; Haiti; Jamaica; Saint Lucia; Saint Vincent and the Grenadines	1 Jun 2023	31 May 2025	Grant Active
15.	Small	\$ 47,022.00	Northern Cockpit Country Local Forest Management Committee Benevolent Society	Maintaining biodiversity through sustainable livelihoods and environmental awareness in Cockpit Country KBA	Jamaica	1 Jun 2023	31 May2024	Grant Active
16.	Large	\$147,105.94	IUCN, International Union for Conservation of Nature and Natural Resources - HQ	Preparing Conservation Action Plans for Jamaica's Threatened Plants.	Jamaica	1 Jun 2023	31 Dec 2024	Grant Active
17.	Small	\$ 48,940.00	Fitches Creek Residents Association	Building a Constituency for Conservation in the NEMMA and Fitches Creek Bay through Community Education and Capacity Building	Antigua and Barbuda	1 Jul 2023	30 Jun 2024	Grant Active
18.	Large	\$215,224.18	Instituto Dominicano de Desarrollo Integral, Inc.	Management Planning and Implementation in Parque Nacional Montaña La Humeadora, Dominican Republic	Dominican Republic	1 Jul 2023	31 Dec 2024	Grant Active

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
19.	Small	\$ 49,473.00	Fundación para el Mejoramiento Humano	Revisión y Actualización del Plan de Manejo de la Reserva Científica Ébano Verde	Dominican Republic	1 Jul 2023	30 Jun 2024	Grant Active
20.	Small	\$ 49,946.00	International Iguana Foundation	Invasive species management to protect the Jamaican Rock Iguana, Hellshire Hills, Portland Bight Protected Area	Jamaica	1 Jul 2023	30 Jun 2025	Grant Active
21.	Large	\$166,668.24	The Peregrine Fund	Conservation Action Planning and Implementation for Ridgway's Hawk, Dominican Republic	Dominican Republic	1 Aug 2023	31 Jan 2025	Grant Active
22.	Small	\$ 49,964.20	Fundación De Apoyo Al Suroeste (FUNDASUR)	Promoting participatory management of Refugio de Vida Silvestre Monumento Natural Miguel Domingo Fuerte (Bahoruco Oriental)	Dominican Republic	1 Oct 2023	30 Sep 2024	Grant Active
23.	Small	\$ 47,750.88	Dolphin Head Local Forest Management Committee Cooperative Society	Promoting Sustainable Livelihoods Through Ecotourism in the Dolphin Head Forest Reserve, Jamaica	Jamaica	1 Dec 2023	28 Feb 2025	Grant Active
24.	Small	\$ 49,480.40	South East Cockpit Country Local Forest Management Committee Benevolent Society	Promoting and Supporting Sustainable Livelihoods in South East Cockpit Country, Jamaica	Jamaica	1 Dec 2023	30 Nov 2024	Grant Active

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
25.	Small	\$ 50,000.00	Sawyers Local Forest Management Committee Benevolent Society	Preserving Biodiversity Through Sustainable Alternative Livelihoods Within the Cockpit Country, Jamaica	Jamaica	1 Dec 2023	28 Feb 2025	Grant Active
26.	Small	\$ 48,635.00	JEMS Environment Management Services	Climate and Conservation Risk Mapping Initiative in St Vincent and the Grenadines	St. Vincent and the Grenadines	1 Mar 2024	28 Feb 2025	Grant Active
27.	Small	\$ 49,861.00	Vermont Center For Ecostudies	Conservation Standards Online Training Workshop Pilot Project	Antigua and Barbuda; Bahamas; Dominican Republic; Haiti; Jamaica; Saint Lucia; Saint Vincent and the Grenadines	1 Apr 2024	31 Mar 2025	Grant Active
28.	Large	\$252,404.74	Jamaica Conservation and Development Trust	Improving Strategic Management of the Blue and John Crow Mountains National Park, Jamaica	Jamaica	1 Apr 2024	31 Mar 2027	Grant Active
29.	Small	\$ 43,065.00	Fundación CI-ATABEY	Control of the Invasive Species Leucaena leucocephala in the Jaragua-Bahoruco-Enriquillo Biosphere Reserve, Dominican Republic.	Dominican Republic	1 May 2024	30 April 2025	Grant Active
30.	Small	\$ 49,639.00	Instituto Dominicano de Desarrollo Integral (IDDI)	Strengthening Capacities, Policy Framework and Enabling Conditions for the Protection of Key	Dominican Republic	1 May 2024	30 Apr 2025	Pipeline

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
				Biodiversity Areas (KBAs) of the Dominican Republic Threatened by Climate Change under a National Ecosystem-based Adaptation Platform (EBA).				
31.	Small	TBC	The Cropper Foundation	Preparatory Grant to Support Integration of Data Science and Technology in Caribbean Conservation Efforts by Civil Society	Antigua and Barbuda; Bahamas; Dominican Republic; Jamaica; Saint Lucia; Saint Vincent and the Grenadines	1 Jun 2024	28 Feb 2025	Pipeline
32.	Large	TBC	Jamaica Environment Trust	Implementing the Jamaican Blackbird Conservation Action Plan in the Blue and John Crow Mountains KBA, Jamaica	Jamaica	1 Jun 2024	31 May 2026	Pipeline
33.	Large	TBC	CODESPA	Protection and Recovery of the Biodiversity of the Natural Monument Cabo Samaná	Dominican Republic	1 Jun 2024	30 Apr 2026	Pipeline
34.	Small	TBC	Southern Trelawny Environmental Agency	Using Nature-Based Tourism to Strengthen Biodiversity Conservation in the Cockpit Country, Jamaica - continuation	Jamaica	1 Jun 2024	30 May 2025	Pipeline

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
35.	Small	TBC	Fundación CIDEAL de Cooperación e Investigación	Ecological restoration with drones and technology transfer to CSOs	Dominican Republic	1 Jun 2024	31 May 2025	Pipeline
36.	Small	TBC	Caribaea Initiative	Conservation action plan for the La Selle Thrush on Hispaniola	Dominican Republic	1 Jun 2024	31 May 2026	Pipeline
37.	Large	TBC	Fondazione AVSI	Action for the conservation and protection of the biodiversity of the Parque Nacional Lago Enriquillo	Dominican Republic	1 Jul 2024	30 Jun 2026	Pipeline
38.	Large	TBC	American Bird Conservancy	Restoration of Alto Velo Island	Dominican Republic	1 Jul 2024	31 Dec 2026	Pipeline
39.	Large	TBC	Fundación CI ATABEY	Promoting Ecosystem-Based Adaptation in Los Haitises National Park, Dominican Republic	Dominican Republic	1 Jul 2024	31 Dec 2026	Pipeline
40.	Small	TBC	CESAL	Strengthening resilience and protection of biodiversity in Sierra de Bahoruco	Dominican Republic	1 Jul 2024	31 Dec 2025	Pipeline
41.	Small	TBC	International Iguana Foundation	Plan and implement critical conservation actions for the Jamaican Rock Iguana	Jamaica	1 Jul 2024	30 Jul 2026	Pipeline
42.	Small	TBC	IHO Nature Rangers	Strengthening Community Conservation Actions in the North East Marine	Antigua and Barbuda	1 Jul 2024	31 Oct 2025	Pipeline

	Grant Type	Amount.	Organisation	Project Title	Countries	Start Date	End Date	Status
				Management Area, Antigua and Barbuda				
43.	Small	TBC	Clarendon Parish Development Committee Benevolent Society	Planning for Participatory Conservation of Biodiversity in Peckham Woods, Clarendon, Jamaica	Jamaica	1 Jul 2024	30 Jun 2025	Pipeline