

Critical Ecosystem Partnership Fund

**No-Objection Approval Request
October 4, 2019**

Increase of \$84,600 to the FY20 Spending Plan for Special Projects

Recommended Action Item:

The Donor Council is asked to approve on a no-objection basis an increase in budget to the Special Projects category of FY20 Spending Plan to finance enhancements for the Impact Reporting function in CEPF's grants management system

The deadline for no-objection approval is October 18, 2019.

Background:

CEPF manages all aspects of its grant-making via an electronic system called *ConservationGrants*. The system is fully functional for grant applications and grant management, however, the reporting component has not yet been integrated. At present grantees submit monitoring data in a combination of offline and online formats, which requires manual compilation and analysis of data by CEPF's Monitoring, Evaluation and Outreach Unit. Full integration of impact reporting into *ConservationGrants* will improve the efficiency and accuracy of CEPF's reporting system.

In April 2019 CEPF engaged a software development firm, Exponent Partners, to scope out the work required to fully integrate impact reporting into the *ConservationGrants* system. Exponent Partners has been fully involved in the development of the *ConservationGrants* system and was selected to perform this work because of their familiarity with the software and CEPF's requirements. This consultancy yielded comprehensive user stories and a proposed budget to complete the work.

While CEPF estimated the cost of integration of impact reporting to be approximately \$40,000, and included this figure in the original FY20 Spending Plan, the proposed budget submitted by Exponent Partners has come in significantly higher at \$124,600. CEPF reviewed the proposed budget, requested extra detail and justification, and now presents the budget to the Donor Council as supporting documentation for this request to increase the FY20 Spending Plan category of Special Projects by 84,600 (Total budget of \$124,600 less existing approved budget in Spending Plan of \$40,000).

Proposed Budget for Integration of Impact Reporting into *ConservationGrants*

Project Component	Notes	Estimate of Hours	Estimated Cost
Grantee Reports – Reports	Includes system improvement to allow for scheduling, reviewing, and viewing all grantee reports (Impact report, METT, CSTT and GTT), discovery and detailed design, deployment, training and project management.	97.00	\$20,455.00
Grantee Reports – METTs	Includes METT file management, downloading and ability to distinguish between baseline and final scorecards. Covers discovery and detailed design, deployment, data migration, training and project management.	73.00	\$14,850.00
Grantee Reports – CSTT and GTT	Includes CSTT and GTT file submission and management, and review and ability to distinguish between baseline and final scorecards and edit as necessary. Covers discovery and detailed design, deployment, data migration, training and project management.	122.00	\$24,820.00
Project impacts – proposal / project impacts / impact reporting and updates	Includes creation, submission and management of impact reports at portfolio and global levels, and reports pertaining to species. Covers discovery and detailed design, deployment, data migration, training and project management.	214.00	\$43,540.00
Grants – funding and categorization	Includes ability to review leverage stated in proposal, and update in final report. Covers discovery and detailed design, deployment, training and project management.	86.00	\$17,495.00
Post Launch Support		16.00	\$3,440.00
TOTAL		608.00	\$124,600.00