

Mediterranean Basin Biodiversity Hotspot

Call for Tender

Convene a CEPF National Conservation Outcome Workshop

Deadline for applications: Friday 7th April 2017

I. Background

The Mediterranean Basin Biodiversity Hotspot is identified by the Critical Ecosystem Partnership Fund (CEPF) as one of the world's 36 biodiversity hotspots - Earth's most biologically rich, yet threatened, areas. Covering more than 2 million square kilometres, this hotspot is the second largest in the world, and ranked third-richest in terms of plant diversity.

CEPF is designed to safeguard the world's biodiversity hotspots by allocating conservation grants for protecting threatened species and critical sites. CEPF's niche is to work with all actors engaged in conservation and development activities to foster partnerships in priority corridors and sites. Such partnerships will seek to reduce impacts on natural resources and systems which communities and nature are dependent on.

CEPF investment in the Mediterranean Basin Hotspot began in 2012 and this initial phase ends in June 2017. The first phase of CEPF investment has granted 106 projects within 12 countries in the Mediterranean Basin. CEPF grantees have been working on many conservation priorities such as the improved management of river basin and coastal sites, the identification and study of species, the creation of policies and the wide engagement of governmental agencies and communities. With this wealth of information there is a need to share the lessons which have been learned so far and to extend networks further.

In 2016 CEPF initiated an update to the Ecosystem Profile for the Hotspot in order to create the new 5-year investment strategy for a next phase of funding, beginning July 2017. To ensure the next phase of CEPF funding is most effective there's a need for civil society organizations (CSOs) to understand how they can contribute to national priorities and understand the new CEPF investment strategy.

This Call for Tender is to find a local organization to convene a national workshop to help CSOs share their conservation lessons learned, discuss national issues and to update them on the next phase of CEPF funding.

The selected organization will be contracted by BirdLife International (leading the Regional Implementation Team (RIT) for the Hotspot), and will be required to carry out the tasks specified in this document.

II. Overview of the National Workshop

This Call for Tender is looking for applicants who can host a national workshop in their country:

Albania, Algeria, Bosnia and Herzegovina, Cape Verde, Jordan, Lebanon, FYR Macedonia, Montenegro, Morocco, Tunisia*

A different organization is required to convene each of workshops (in total 11 workshops will be held by 11 different organizations). A separate contract will be given to each organization.

** The organization in Tunisia will be required to host an additional separate day for Libyan participants to discuss issues for Libya. They will need to arrange for these participants to travel to Tunisia. Additional budget and support will be allocated for this.*

The National Workshop objectives:

- i) Sharing lessons learned and exchanging of experience between CEPF grantees and other stakeholders.
- ii) Overview of national conservation priorities and targets and discussion on how CSOs can become involved.
- iii) Familiarize participants to the new CEPF investment strategy for the country in order to generate ideas and foster partnerships.

The outcomes of the workshop will be recorded and compiled with the other workshops through the Mediterranean Hotspot. The findings will be shared publicly and used by CEPF to guide CSO support in the second phase of investment.

Workshop Summary

The one-day workshop will consist of 4 sessions:

- 1. Opening session: Overview of CEPF activities and conservation outcomes in the country.
- 2. Morning session: Conservation lessons learned.
- 3. After lunch session: CEPF Phase 2 - An update on the new investment strategy.
- 4. Afternoon Session: How CSOs can contribute to the national biodiversity strategy.

Preparation work will be needed prior to the workshop and the contracted organization will need to work closely with the RIT Programme Officer to produce the required information and PowerPoint presentation. The organization will also be required to work with the CEPF grantees for the Lessons Learned session so that they are prepared.

The RIT Programme Officers will support the organization to contact grantees and provide the information needed.

Workshop Agenda:

- 1. Opening Session: Overview of CEPF activities and conservation outcomes in the country.**
[RIT Programme Officer will prepare and lead].
 - Introduction to CEPF
 - Presentation of CEPF activities and conservation outcomes in the country

2. Morning session: Conservation Lessons Learned.

[Workshop organizer will prepare and lead]

This session is to help grantees share their experiences, meet new people working on similar issues and have time to discuss challenges. CEPF grantees will be invited to present their best practices to the participants and a discussion session held to discuss top lessons learnt from the first phase of CEPF investment.

- Each grantee presents their lessons learned from their projects – mistakes and best practices (poster presentations), held in groups if many grantees present.
- Plenary discussion to identify the key conservation lessons learned.
- Boards are set up to gather thoughts throughout the day

3. After lunch session: CEPF Phase 2 - An update on the new investment strategy.

[RIT Programme Officer will prepare and lead]

- A summary of the new Strategic Directions and Investment Priorities for the next phase of CEPF funding.

4. Afternoon session: How CSOs can contribute to the national biodiversity strategy.

[Workshop organizer will prepare and lead]

It is necessary to align conservation action with national policies and targets to ensure sustainability. For this to happen effectively civil society needs to be involved and therefore there's a need to understand how they can best contribute to these issues.

- Presentation in brief examples from CEPF projects (Hotspot-wide) which have fed into high-level processes (RIT Programme Officer)
- Presenting and explaining national priorities to participants (e.g. National Biodiversity Strategies (NBSAPs) and/or other national plans).
- Discussion on the role that CSOs can play to help reach these targets.
- Workshop ends with closing remarks.

III. Workshop specifications

Each workshop will need to include these specifications:

- One day workshop (start and end time can be determined per country)
- To be held in May 2017 (excluding 15th to 19th May).
- The date must be arranged with the CEPF RIT Programme Officer who needs to attend all workshops.
- Approximately 50 participants expected (for Libya approx. 10)
- Hosted in local language (translator available where relevant)
- Participants:
 - CEPF grantees and sub-grantees
 - Other civil society organizations (e.g. NGOs, universities)
 - Independent experts
 - Governmental representatives
- Location of workshop:
 - accessible in terms of transport
 - closest venue to majority of participants

IV. Skills and Deliverables

Organizational Experience:

The convening organization for the workshop will have great organizational skills, have experience in facilitating workshops, have a good understanding of CEPF and be a respected organization in the country. The timeline for conducting this workshop is short, so the organization will need to be able work to tight deadlines.

Deliverables:

- Arrange all logistical arrangements:
 - Invitation of participants
 - Coordinate travel of all participants
 - Cover the costs of travel for all participants
 - Arrange accommodation for participants where needed
 - Arrange suitable meeting room and equipment needed
 - Arrange lunch and refreshments for participants
- Preparation for workshop:
 - Factsheet: 2-page factsheet will be prepared (data provided by the RIT) highlighting general conservation impacts per country and summary of projects. It will be printed for all attendees and available in PDF.
 - Design and printing of a large banner and a roll-up.
 - Lessons learned session:
 - Contact and coordinate with grantees to gather their posters
 - Explain the lessons learned content needed for their presentations (support by RIT)
 - Prepare the plenary session of how to discuss the top conservation lessons learned
 - National biodiversity strategy session:
 - Review of National Biodiversity Strategy or equivalent documents (e.g. NBSAP) and present summary at workshop.
 - Support RIT to identify the impact to-date of CEPF grants (data provided by the RIT) on national biodiversity strategy targets.
 - Review national biodiversity strategy against CEPF Investment Strategy for Phase 2 (data provided by the RIT) in order to highlight linkages and opportunities.
 - Insert information into a PowerPoint presentation.
 - Prepare the plenary session of how to discuss the role of CSOs to reach national targets
- Facilitation of the workshop:
 - Provide chairperson to host the workshop
 - Provide a facilitator to lead sessions
 - Support the RIT to produce presentation slides for the workshop.
 - Ensure all participants can understand and contribute to the workshop (accessibility and translation aspects)
 - Ensure minutes are taken throughout the workshop capturing all inputs and ideas
 - Ensure a participant list is prepared
 - Where possible, share workshop photos and updates on social media.
- Reporting and Financial management of workshop:
 - Manage the grant funds to buy items as needed

- Keep all timesheets and receipts of expenses
- Produce a final budget report
- Submit the PDF of the national factsheet
- Produce a workshop report to a set template which covers in detail all topics discussed.

V. Budget

The budget must be completed in the application template provided, to the best estimate possible. Unit costs and calculations must be used where possible. Costs are to be calculated in USD \$ with the exchange rate stated.

Workshop budget may include:

- Staff costs of convening organization e.g. chair/facilitator, assistant preparing logistics, officer preparing content (factsheets and review of national biodiversity strategy).
- Consultant costs: if existing staff cannot fulfil the requirements for all aspects than a consultant may be hired with a clear explanation of deliverables.
- Travel: transport expenses of participants e.g. bus, train (only paid when presented with transport receipt or proof of fuel costs)
- Equipment: items required for the workshop (boards for taking notes, projector)
- Materials: Cost of printing grantee posters (estimate A3 size in colour, and 10 per country); cost of printing factsheet (for all participants); cost of design/printing banner and roll-up.
- Catering: coffee breaks and lunch for participants
- Please note: Accommodation expenses will only be covered for the facilitator/s of the workshop where relevant; and only for attendees in circumstances of longer travel times. The workshop times and venue should be arranged where possible to allow the majority of participants to travel to and from the venue in a day so accommodation costs are limited.

Please use the guidance below on the maximum amount of budget allocation for each country:

Country Workshop	Maximum Budget Allocation
Albania	\$6,000
Algeria	\$8,000
Bosnia and Herzegovina	\$6,000
Cape Verde	\$8,000
Jordan	\$6,000
Lebanon	\$6,000
FYR Macedonia	\$6,000
Montenegro	\$6,000
Morocco	\$6,000
Tunisia*	\$8,000

*Tunisia: Budget allocated is for 2 days; 1 day for Tunisia workshop, 1 days for Libya workshop.

All timesheets and receipts for expenses should be kept and filed for future reference if required.

80% of the workshop costs will be paid on signature of the contract. The remaining instalment will be made upon completion of the workshop and all deliverables, and a final budget report stating expenses. The total amount paid to the organization will be based on actual costs, determined in the final budget report.

VI. Application procedure

Applicants need to submit a concept note of how they will accomplish the tasks stated in the above sections.

Please use the template provided in English or French. Applications submitted in any other format will not be accepted.

Timeline:

- Deadline for applications: Friday 7th April 2017
- Contracting: contract to be in place by Friday 14th April 2017.
- Workshop to take place: in May 2017 (excluding 15-19 May 2017).

Eligibility:

- Only these listed countries will host national workshops: Albania, Algeria, Bosnia and Herzegovina, Cape Verde, Jordan, Lebanon, FYR Macedonia, Montenegro, Morocco and Tunisia.
- Applicants must be locally registered within the country of the workshop.
- Applicants must complete the template provided.
- Applicants must propose a budget within the allocation for their country
- Any legally registered company, non-governmental organization (NGO) or consultancy can apply.

Please use the template provided in English or French. Applications submitted in any other format will not be accepted.

Please submit your application to liz.smith@birdlife.org.

If you have any questions please contact the CEPF RIT Manager Liz Smith at liz.smith@birdlife.org.

Further information:

Please visit our website: <http://www.birdlife.org/cepf-med>

The Critical Ecosystem Partnership Fund (CEPF) is a joint initiative of l'Agence Française de Développement (AFD), Conservation International (CI), the European Union, the Global Environment Facility (GEF), the Government of Japan, the John D. and Catherine T. MacArthur Foundation, and the World Bank. Additional support in the Mediterranean Basin is provided by the MAVA Foundation. More information on CEPF can be found at www.cepf.net

A dedicated Regional Implementation Team (RIT) (expert officers on the ground) guides funding to the most important areas and to even the smallest of organisations, helps build civil society in the region, and shares learned lessons and best practices. In the Mediterranean Basin Biodiversity Hotspot, the RIT is entrusted to BirdLife International, including its Middle East office and the BirdLife Partners [DOPPS/BirdLife Slovenia](#) and [LPO/BirdLife France](#).

