

Call for Proposals¹

Guiana Shield Facility

I. Introduction:

1. The Guiana Shield Facility (GSF) is a multi-donor funding facility to be set up and operated by the United Nations Development Programme (UNDP) Guyana country office during the period 2010-2014. The aim of the GSF is to support the conservation and sustainable development of the ecosystems of the bio-diverse 2.5 million km² Guiana Shield eco-region² through supporting activities needed to ensure the ecological integrity of the eco-region. The GSF is consistent with UNDP's Human Development vision, values and objectives.

2. The Guiana Shield eco-region is reported to have the world's highest percentage of intact tropical rain forest, with some 80-90% still in pristine condition. There is a variety of unique ecosystems as well as a wealth of economically valuable goods and services and high human cultural diversity. In ecological terms, the Guiana Shield eco-region is of immense importance to the region and world. Furthermore, the region is endowed with natural resources such as oil, gold, diamond, bauxite and tropical hardwoods. The ecosystems of the eco-region have in recent times been increasingly threatened by many problems that are common to all countries of the Guiana Shield.

3. Threats to the ecological integrity of the Guiana Shield eco-region have been recognised as including (il) legal deforestation, (il)legal mining, water pollution, social and health problems connected to mining, poaching of wildlife, poverty, weak institutional capacity and external debt, all of which other cause governments and local populations to choose economic activities which are quick, short-term income generators but may not be sustainable.

4. The UNDP, in collaboration with international partners, has developed a strategy for supporting the long-term conservation and sustainable development of the Guiana Shield eco-region. In recognition of the vital importance of building national ownership and forging regional cooperation for the conservation and sustainable development of the eco-region, the UNDP and partners have focused on setting up a funding facility to support the institutionalisation of an eco-regional approach, to incentivise the long-term delivery of globally important ecosystem goods and services for the improvement of social well-being, and to conserve the eco-region.

5. The UNDP and the European Union (EU) launched in August 2010, a Guiana Shield Facility for the Guiana Shield eco-region towards its conservation and sustainable development. While significant resources have been mobilised to date

¹ Document approved by GSF Regional Advisory Board on 17 August 2011, Belem do Para, Brazil

² The term "Guiana Shield eco-region", means in biogeographical terms, the ecosystems of the eco-region and includes the large forested mountain systems that form the watersheds between the Amazon and Orinoco rivers, as well as savannahs and wetlands. Specifically, they cover mostly pristine rain forests, delineated by the Amazon River to the South, the Japari-Caqueta River to the Southwest, the Sierra de Chiribiquete to the West, the Orinoco and Vichada Rivers to the Northwest and North and the Atlantic Ocean to the East.

for this goal, they remain insufficient to address a number of extant and emerging national and regional which if not addressed urgently or in the near term, could undermine past and current efforts to consolidate the integrity of the last remaining frontier forests in the Americas and indeed the world.

6. In order to promote a more efficient approach and increase resource mobilisation for the conservation and sustainable development of the Guiana Shield eco-region, the UNDP and the EU have established a Joint Management and Multi-donor action that respond to these objectives.

II. Objectives

7. The **overall objective** is to promote and support the conservation and sustainable development of the Guiana Shield eco-region

8. The **specific objectives** are as follows:

- The GSF to be a long-term forum and vehicle to address national and overarching regional, in particular, environmental issues related to management of the ecosystems of the Guiana Shield eco-region
- To maintain the GSF as a sustainable financial vehicle for the conservation and sustainable development of the Guiana Shield eco-region
- To support the exchange of knowledge and capacity building to enhance the conservation and sustainable development of the Guiana Shield eco-region. In order to maximize global environmental benefits, it includes provisions of cross-cutting issues.

III. Eligibility criteria for application

9. Civil society organisations (including private sector and community based organisations), Universities and Research Institutions within the Guiana Shield eco-region are all eligible to apply.

10. The organisations that are eligible to submit concept notes should meet the following criteria:

- Evidence that they are registered as a not-for-profit organisation within a Guiana Shield country
- Should be in existence for at least three years
- Demonstrated commitment to conservation and sustainable development
- Should not be affiliated to any political party
- Have managed similar or related projects
- Demonstrated commitment / or capacity to mainstream gender and other cross-cutting issues in their substantive and institutional initiatives

IV. Eligibility of project concept notes

11. The following benchmarks will be used as the basis for evaluation of concept notes by the GSF Secretariat:

- Support the objectives of the GSF project and must include a monitoring and reporting component
- Established organisational management structure
- Have an office in the geographical area where work is to be carried out
- Installed technical capacity
- Realistic budget that matches the proposal
- Language capacity
- Proven gender mainstreaming
- Recommendation from the NMSSC

V. Evaluation and selection process

12. The National Multi-Stakeholder Steering Committee (NMSSC) or Preparatory Committee (PC), assisted by the GSF Secretariat, shall be responsible for evaluating concept notes for alignment with national or regional priorities determined during the country consultation process carried out by the GSF Secretariat,

13. The RAB, assisted by the GSF Secretariat, shall be responsible for evaluating the full proposals and making recommendations for GSF funding to the UNDP on successful proposals using the following evaluation procedure:

14. Concept Notes and full Proposals will be evaluated in steps:

- Step 1: Pre-screening of all concept notes by the respective NMSSC (national scale concept notes) or RAB technical sub-committee (regional scale concept notes) assisted by the GSF Secretariat
- Step 2: Technical review of project proposals considered eligible by a technical review sub-committee of the RAB
- Step 3: Technical and Financial Capacity assessment by UNDP of all applicants whose proposals have been considered eligible at Step 2
- Step 4: Grants Awards recommendation by the RAB based on results of steps 2 and 3

15. Step 1 will consist of checking the administrative responsiveness and/or eligibility of concept notes based on the following checks:

- Was the application submitted within the required deadline?
- Was the application submitted in the required format?
- Was the application submitted in the correct language? (Proposals will be written in the official language of the country and with gender sensitive language)
- Are the requested documents duly attached?
- Is the concept note in line with national or regional priorities as determined during the consultation process carried out by the GSF Secretariat?

- Is the application computer typed? (hand-written applications will not be accepted)
- Is the applicant part of the eligible organisations as per defined organisations eligibility criteria?
- Is the requested funding within the specified range?
- Is the duration of the proposed project in line with the time frame set out in the call for proposals?

16. All proposals considered non eligible on the basis of the above mentioned criteria will be rejected as this stage. Proposals considered eligible will undergo further evaluation (step 2).

17. Step 2 will consist of technical and financial review of proposals considered eligible at step 1. Assessment of proposals at this stage will be based on areas in Table 1. The review will include checking that budgets are reasonable, and in line with all activities proposed in the work plan. The RAB can appoint non-RAB members from the Guiana Shield eco-region to the RAB technical sub-committee as necessary.

Table 1. Evaluation criteria and allocation of points:

CRITERIA	SCORE WEIGHT	MAXIMUM SCORE
Project relevance <ul style="list-style-type: none"> • Nature and depth of national ownership • Relevance to the eco-region • Soundness of objectives (SMART) • Appropriateness and relevance of methodology • Expected level of impact, including cross cutting issues such as gender 	40%	40
Project Implementation Plan (PIP) <ul style="list-style-type: none"> • Identification and coverage of all programmatic and administrative areas of proposed project • Appropriateness of timelines • Alignment of PIP to set goals and objectives of the proposed project • Appropriateness of Project Implementation structure 	30%	30
Technical capacity <ul style="list-style-type: none"> • Knowledge of strategies issues related to the conservation & sustainable development of the Guiana Shield eco-region • knowledge to mainstream cross-cutting issues (gender, ethnic, age, etc.) • Trained personnel available in the implementing agency • Familiarity with monitoring and evaluation • Relevant and realistic performance indicators, including gender disaggregated indicators 	20%	20
Budget and Cost effectiveness <ul style="list-style-type: none"> • Budget compliance with regards to allocation of direct and indirect costs • Rationality of the budget in relation to the implementation of the proposed activities 	10%	10

<ul style="list-style-type: none"> Allocation of Financial resources for cross-cutting related activities 		
TOTAL	100%	100

18. All proposals that do not obtain the minimum score of 60 will be rejected at this stage. All proposals that pass the minimum score of 60 will be considered for Capacity Assessment (Step 3).

19. Step 3 includes capacity assessment of the applicant's whose proposals have been considered eligible at step 2. The UNDP M&E Analyst will conduct on-site visits of shortlisted applicants with the aim of assessing their organisational and financial management capacity. Criteria and points allocation are summarised in the Table 2.

Table 2. Capacity assessment criteria and allocation of points:

ASSESSMENT CRITERIA	SCORE WEIGHT	MAXIMUM SCORE
Organisational capacity assessment <ul style="list-style-type: none"> Technical Capacity <ul style="list-style-type: none"> Specialisation (including cross-cutting issues) Implementation Human Resources (staff parity) Managerial Capacity <ul style="list-style-type: none"> Planning, monitoring and evaluation Reporting and Performance Track record Administrative Capacity <ul style="list-style-type: none"> Facilities and Equipment Procurement 	40%	40
Financial capacity assessment <ul style="list-style-type: none"> Existence of proper accounting procedures Existence and application of internal controls Budgeting, reporting and auditing Financial policies established and in place 	60%	60
TOTAL	100%	100

20. The capacity assessment will result in a rating of shortlisted applicants, which will provide input for the final appraisal and selection. All applicants whose capacity assessment result falls below 60 will be rejected at this stage. Those applicants above 60 will be further considered for final appraisal.

21. Based on the results of the technical review of proposals and capacity assessment of shortlisted applicants, the RAB, assisted by the GSF Secretariat, will make recommendations on the allocation of grants based on:

- Competitive scores from step 2
- An equitable geographical balance
- Level of risk from the capacity assessment in Step 3

22. Even if a proposal may satisfy the evaluation criteria, the UNDP reserves the right to refuse any particular proposal in the interest of balancing the allocation of grants across participating countries.

VI. Scope, duration and implementation modality

23. The scope of work to be funded covers three areas:

- National and regional environmental priorities
- Sustainable financing
- Exchange of information and capacity building

24. The GSF call for proposals will be implemented from 1 October 2011 to 31 December 2014.

25. The proposals are to be implemented directly by the applicant.

VII. Deadline for submission of proposals

26. Concept notes with indicative budgets should be submitted to the respective UNDP Country Office with the following additional documents:

- Certificate of incorporation
- Evidence of bank account with a commercial bank
- Organisation's profile
- Curriculum vitae for key personnel
- Evidence of completing similar or related assignments

27. Deadline for submission is 5:00 p.m. local time on 7 October 2013.

28. All queries relating to this call for proposal must be submitted to the GSF Secretariat focal person below:

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