

## VISION

Enduring partnerships that conserve our land and sea to improve quality of life for communities across Micronesia.



## MISSION

We build partnerships, raise and manage funds, make grants, influence policy, and provide conservation and financing expertise.

# REQUEST FOR PROPOSALS

**1 April 2016 to 2 May 2016**

The Micronesia Conservation Trust (MCT) is conducting a request for proposals for **Supporting more effective natural resource management for the Micronesia Challenge**. MCT is seeking projects that will result in more effective management of natural resources, strengthen jurisdiction protected areas networks, and address major threats facing protected areas including: loss of traditional conservation practices and institutions, invasive organisms and pest species, conversion and degradation of habitats and ecosystems, over-exploitation and unsustainable harvesting methods and practices, pollution and lack of waste management, low levels of management capacity, and climate change impacts including sea-level rise and extreme weather events. MCT is seeking projects that will be implemented in the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, and support the framework of the regional Micronesia Challenge.

**OBJECTIVE:** MCT intends to partner with organizations throughout Micronesia to improve the management of at least 100,000 hectares of nearshore and terrestrial areas by issuing approximately 15 grants.

**ANNOUNCEMENT SCHEDULE:** Proposals will be due no later than **5:00pm** Pohnpei time **on 2 May 2016** and successful applicants will be notified by **17 June 2016** or earlier

**AWARD RANGE:** The average award will be between \$20,000 - \$30,000; with a maximum of \$50,000 in exceptional cases

**DURATION:** Up to 24 months, with all projects ending prior to August 2018

### ELIGIBILITY:

- Legally recognized not-for-profit organizations in the Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, the United States Territory of Guam, and the Commonwealth of the Northern Mariana Islands, including: non-governmental conservation and resource management organizations; associations; schools, colleges and universities; religious organizations; research organizations; other institutions
- Community-based organizations in the Federated States of Micronesia, Republic of Palau, and Republic of the Marshall Islands
- State and Municipal government agencies in the Federated States of Micronesia, Republic of Palau, and Republic of the Marshall Islands

**FUNDED OUTCOMES:** All proposals are required to contribute to the achievement of one or more of the following outcomes, listed below in no particular order. Proposals that do not address at least one of these outcomes are **NOT** eligible for award:

- **Protected areas are formally listed as part of jurisdiction protected area networks, and new protected area management plans developed and/or revised:** Engage existing protected area managers to link sites to protected area networks by updating or revising management plans to meet protected area network criteria in each of the participating Micronesia Challenge jurisdictions. And/or engaging communities, municipal, sub-national and/or national government agencies to design new protected areas and draft management plans; linking and/or registering all new protected areas to a protected area network in the Federated States of Micronesia, the Republic of Palau, and/or the Republic of the Marshall Islands
- **Actions under management plans are implemented in protected areas:** Implement existing community-led protected area management plan(s), including but not limited to: invasive species eradication and control, watershed and mangrove restoration, demarcation of marine and terrestrial protected area boundaries, conduct appropriate biophysical and socioeconomic monitoring to support improved management decisions, increase the technical and management capacity of protected area managers in the Federated States of Micronesia, the Republic of Palau, and/or the Republic of the Marshall Islands
- **Community awareness and behavior change campaigns that result in increased support for, and compliance with, protected areas:** Conduct community engagement and behavior change campaigns in the Federated States of Micronesia, the Republic of Palau, and/or the Republic of the Marshall Islands to increase public support and involvement in natural resource management and protected areas using strategies that have proven effective in the region (such as social marketing campaigns).
- **Enforcement is measurably improved at protected area sites:** Provide training and capacity building support to address protected area/fisheries/natural resource management enforcement issues at the national, sub-national, municipal, and/or community levels in the Federated States of Micronesia, the Republic of Palau, and/or the Republic of the Marshall Islands including supporting increased dialogue and collaboration between protected area/fisheries/natural resource managers with enforcement agencies
- **Use of the *Marine Protected Area Management Effectiveness* tool with protected area managers:** Train new facilitators (at least two) in the use of the *Marine Protected Area Management Effectiveness* tool and facilitate the use of the tool with at least 3-5 protected area management teams in the Federated States of Micronesia, the Republic of Palau, and/or the Republic of the Marshall Islands
- **Science to management research projects conducted that directly influence protected area design and/or management plans, and resource management:** Conduct scientific investigations

that support science-to-management feedback loops for protected area managers. For example, socioeconomic monitoring, coral reef monitoring, species spawning and migration patterns, terrestrial forest/mangrove health and vulnerability assessments, and integration of resilience to climate change in the design of protected area systems.

**PROPOSAL FORMAT:** All pages should use 8-1/2" x 11" paper, be single-spaced, and use at least a 10-point font, typed into a Word/Microsoft Office format document. Applicants are also instructed to include the following elements into their proposals:

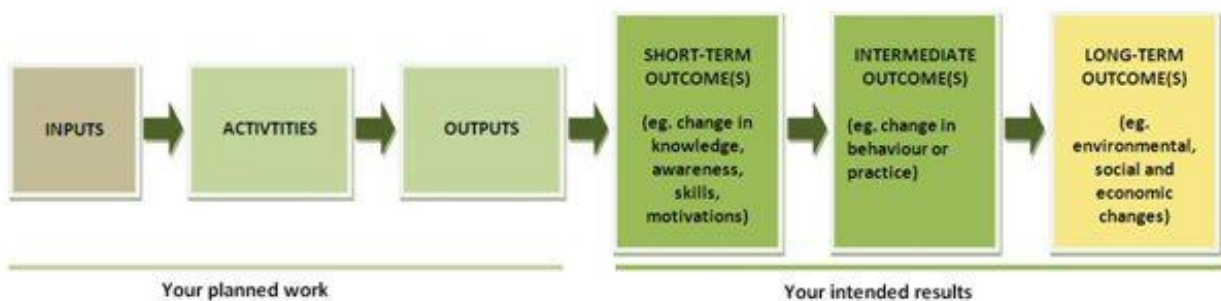
**COVER LETTER:** Cover letters are to include a 250 – 300 word project summary. The cover letter must also include the title of the project, name of the applicant, any co-applicants, partners, and/or financing institution (if these differ), and complete contact information for applicant.

**TECHNICAL PROPOSAL:** Technical proposals should follow the below outline and must be 10 pages or less, excluding appendixes and cover letter:

**Context/background summary.** This section should clearly state the need or problem that the project is designed to address, the conservation/resource management value of project activities, and identify which of the above funded outcomes the project addresses. Applicants should also explain the following:

- How is this project aligned with a national, state or local conservation plan/efforts and their desired long-term outcomes? Based on which document/plan?
- How does the project comply with local, sub-national, and/or national laws and regulations?
- How are other agencies, groups or communities involved in supporting the project?

**Project outcomes:** Applicants should explain the short-term and/or intermediate outcomes that the proposed project will achieve. Short-term outcomes are the changes in things like knowledge, awareness, skills and motivations that will results from project activities, which lead to intermediate outcomes, which are changes in behaviors or practices.



Applicants should also explain how project outcomes will contribute to long-term outcomes (the future impacts of the work), such as environmental, social or economic changes.

**Technical approach.** In this section the applicant should:

- Describe methodology/approach for implementing the project including clearly describing how the project activities are designed to result in the project objectives and goals

- Explain the management structure for the project (who will do what). Applicants are required to provide resumes/CVs for at least the project lead as an appendix to the proposal
- Explain the approach to community/stakeholder engagement in the project, and if applicable, how the project will enhance the capacity of these partners to effectively manage natural resources
- Describe any major challenges/risks to the achievement of the project outcomes

**Performance based workplan.** This workplan should include activities and a timeline, using the format provided below in Appendix 1 to this request for proposals.

**Monitoring and evaluation plan.** In this section applicants should elaborate in paragraph form on the potential project results, benefits and outcomes, including how they will contribute to longer-term social, biodiversity/ecosystem, and economic impacts. Applicants should briefly explain the logic behind activity and outcome links (that is, why the delivery of an activity or the achievement of an outcome will result in higher level outcomes). Lastly, using the format provided below in Appendix 2, applicants are to propose a monitoring and evaluation plan that describes project activities, outputs and outcomes and how you will measure and ensure quality and achievement.

**Project sustainability.** Applicants are instructed to describe how they have considered the sustainability of the project outcomes when designing the project.

**Past performance.** In this section applicants should provide a short description of at least two and up to four projects of similar size and complexity that it has implemented in the past five years including a description of the impact and sustainability of those initiatives. Applicants are also encouraged to submit annual report or documents describing the applicant’s activities and accomplishments of the last two years.

**BUDGET PROPOSALS:** Budget proposals must be denominated in USD, follow the below outline, and must be 5 pages or less.

**Budget summary table.** Using the format provided below in Appendix 3, applicants are to submit a budget summary table as part of the project budget section of their proposal and as a separate attachment in Microsoft Excel or equivalent. If the project proposal is part of a larger on-going initiative, applicants are required to identify matching funds for the full initiative and the sources of those funds. If proposals are for stand-alone projects (i.e. fully financed through MCT), applicants are not required to commit matching funds.

**Budget narrative justification.** The budget justification must include details on how the cost was derived for all project costs (i.e. staffing, materials, transportation, communication). Applicants should not overestimate required funds. MCT will give preference to proposals that are accurate, appropriate and proportionate.

**MANDATORY ATTACHMENTS:** Applicants must include the following attachments to their proposals. Failure to provide all attachments as part of proposals will result in disqualification.

- At least 3 letters of support. If the applicant is proposing a community-based initiative, applicant must include one letter from the community
- Copy of the applicant’s Charter, Articles of Incorporation, and By-Laws
- Demonstration of a Bank Account in the applicant’s name, and proof that the applicant requires at least two authorized signatures for cash withdrawals
- Demonstration of an appropriate accounting system
- Copy of the applicant’s financial audit, profit and loss statement, and balance sheet for the last 2 years
- For applicant’s whose annual operating budget exceeds \$350,000, the applicant must provide a copy of an external audit of its financial records within the last 3 years.

**PROPOSAL EVALUATION:** The MCT technical review panel will evaluate proposals on the basis of MCT’s internal policies. MCT will competitively award projects based on the following steps and criteria:

**Proposal evaluation steps:**

- MCT’s Grants Officer will review submitted proposals and evaluate whether the proposals are complete. This process will include checking that all mandatory attachments are provided and that the project technical and budget proposals follow the outline and includes the use of the templates proscribed above. The MCT Grants Officer will also check whether or not applicants identified which Funding Priority their proposal addresses. Incomplete proposals will be rejected.
- The MCT technical review panel will receive from the MCT Grants Officer those proposals that are complete. The technical review panel will then individually score each proposal according to the below criteria. Proposals must score at least 60 points to be considered for award. The technical review panel will then make recommendations for award. MCT will present the summary of scores and recommendations to the MCT Board of Trustees, which has the final authority to make award decisions. MCT anticipates making up to 15 awards, but reserves the right to award fewer proposals and open subsequent requests for proposals in the future.

Proposal Element	Points Possible	Evaluation Criteria
Technical Approach	40	1. Will the project address one of the Funding Priorities in a significant way, and is it aligned with the Micronesia Challenge? 2. Does the applicant clearly describe its methodology/approach for the project, is this approach technically sound and feasible? 3. Is the performance based workplan technically sound, is it feasible? 4. Does the applicant identify and plan to engage with all relevant stakeholders and/or communities?

		5. Does the applicant demonstrate a solid understanding of the challenges/risks for the achievement of the project goals? Is sustainability beyond the project period of performance considered?
Project Management and Monitoring and Evaluations	25	<p>1. Does the applicant clearly explain the management structure for the project, including who will be responsible for what aspects of the project?</p> <p>2. Does the applicant explain the potential project impact, benefits, and expected results and are these feasible/realistic?</p> <p>3. Is the monitoring and evaluation plan feasible/realistic?</p>
Past Performance and Applicant Capacity	25	<p>1. Does the applicant demonstrate ability to implement projects of similar size and complexity?</p> <p>2. Does the applicant have sufficient management/operational systems in place to responsibly implement the project, including providing narrative and financial reports on time?</p>
Project Budget Proposal	10	<p>1. Is the budget realistic considering the proposed workplan?</p> <p>2. Is the budget accurate, appropriate, and proportionate?</p>
<b>Total Points Possible</b>	<b>100</b>	

**SUBMISSION INSTRUCTIONS:**

Please submit full proposal and supporting documents to Jo Lynne Gallen at [grants@ourmicronesia.org](mailto:grants@ourmicronesia.org) by no later than **5:00pm** Pohnpei time **on 2 May 2016**. Incomplete proposals will not be accepted.

**Appendix 1: Performance Based Workplan Template**

## PERFORMANCE-BASED WORKPLAN

<b>PROJECT NAME:</b>			
<b>DURATION:</b>			
<b>PROJECT OUTCOME (what will change as a result of the project):</b>			
<b>Longer-term Outcome (Impact) that this project contributes to:</b>			
	OBJECTIVES & ACTIVITIES/OUTPUTS	Lead Staff	Timeline (e.g. July to December 2016)
<b>1</b>	<b>Objective 1 description</b>		
1.1	Activity description		
1.2	Activity		
1.3	Activity		

1.4	Activity		
<b>2</b>	<b>Objective 2:</b>		
2.1	Activity		
2.2	Activity		
2.3	Activity		
2.4	Activity		
<b>3</b>	<b>Objective 3:</b>		
3.1	Activity		
3.2	Activity		
3.3	Activity		
3.4	Activity		



**Appendix 2: Monitoring and Evaluation Plan Template**

## Monitoring and Evaluation: Results Measurement Plan

<b>PROJECT NAME:</b>			
<b>DURATION:</b>			
<b>PROJECT OUTCOME:</b>			
<b>Longer-term Outcome (Impact) that this project contributes to:</b>			
Monitoring and Evaluation Plan Questions	Project Objective 1	Project Objective 2	Project Objective 3 (If have more than 3 pls add additional columns)
<b>What is the current situation? (the Baseline condition)</b>	Please populate these cells in response to the questions		
<b>What situation do you aim to achieve? (the Target condition)</b>			
<b>What are the Indicators that you will use to determine whether the targets are being met?</b>			

<b>What information sources will you use to track Indicators?</b>			
<b>Who will be responsible for measuring, assessing, and reporting achievements? And how frequently will progress be measured?</b>			
<b>Assumptions</b>			

Appendix 3: Budget Template

## Budget Summary Table

**Applicant:**  

**Project Name:**  

**Project Duration:**  

Budget Category	Requested	Matching, if applicable	Source
Description	Request	Match	Matching Funds Source
<b>Personnel</b>			
<b>Fringe</b>			
<b>Travel/Meeting Costs</b>			
<b>Supplies</b>			

<b>Contractual</b>			
<b>Other</b>			
<b>TOTAL</b>			