

**FIRST CALL FOR PROPOSALS**

**OF THE PROJECT**

**"PROTECTION OF MARITIME RESOURCES IN CENTRAL AMERICA III"**

**CONCEPT NOTE TEMPLATE**

**Instructions:**

* Download this template and Annex 1. [*Environmental and Social Screening Questionnaire*](https://marfund.org/en/esms/#Tools) to develop your concept note (CN). CNs may be submitted in English or Spanish.
* Before completing the CN, please read the [*Call for Proposals* *Guidelines*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/01.-Call-for-Proposals-Guidelines.pdf)document to learn about the bases and eligibility criteria to determine if your project qualifies for funding. Also, be sure to review the [*Exclusion List*](https://marfund.org/en/esms/#ExclusionList).
* It is important that your CN is aligned with the Management Program/Master Plan/Management Plan of the Coastal Marine Protected Area(s) in which the proposed measures are expected to be implemented, as well as the [*Phase III Logical Framework*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/03.-Phase-III-Logical-Framework.pdf). Each proposal is expected to contribute to the achievement of these results and their indicators.
* In section III of this template, add a row for each CMPA included in the CN, assign a consecutive number and complete all the information requested in each column.
* Complete **ALL** sections requested within this template and gather **ALL** documentation required in the corresponding section VIII. Please submit the **complete** CN. Incomplete CNs will not be considered. You are welcome to submit additional supporting documents you deem necessary.
* The completed CN template, Annex 1, documentation required in section VIII, and additional supporting documents as deemed necessary must be uploaded to the online [*Project Management System (PMS)*](https://sgpenlinea.marfund.org)no later than **August 11th, 2023** at **11:59 p. m.**, Central American local time. CNs received after this date will not be considered.
* Contact the Phase III coordinator if you have any questions about the process or how to complete this template at the following e-mail address: [arivas@marfund.org](mailto:arivas@marfund.org).

**SECTION I. Information of the proponent**

*A proponent is defined as the manager/authority or co-manager of the* [*14 eligible CMPAs*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/02.-14-CMPAs.pdf)*.*

|  |  |
| --- | --- |
| **Name of the CMPA:** |  |
| **Name of the Proponent:** |  |
| *Select one of the following options:*  **□ CMPA manager/authority**  **□ CMPA co-manager** |
| **Name of person to be designated as contact** |  |
| **Contact position** |  |
| **Physical address** |  |
| **Phone number (with country code)** |  |
| **Contact e-mail address** |  |
| **Website and/or social networks** |  |
| **Does the proponent have an environmental and social management system?** | **□ Yes**  **□ No** |
| **Does the proponent have a grievance mechanism in place?** | **□ Yes**  **□ No** |
| **Is the project submitted with a Civil Society Organization (CSO)?** | **□ Yes** *(if yes, complete section II)*  **□ No** *(if your answer is no, go to section III)* |

**SECTION II. Information of the civil society organization that will administer the proposed project funds**

*A civil society organization (CSO) is defined as any duly registered non-profit group of volunteer citizens that is organized based on certain objectives at the local or national level and that does not pursue personal benefit but rather benefits for society and its environment.*

|  |  |
| --- | --- |
| **Name of the organization** |  |
| **Contact name** |  |
| **Contact position** |  |
| **Physical address** |  |
| **Phone number (with country code)** |  |
| **Contact e-mail address** |  |
| **Website and/or social networks** |  |
| **Year of incorporation** |  |
| **Does the CSO have an environmental and social management system?** | **□ Yes**  **□ No** |
| **Does the CSO have a grievance mechanism?** | **□ Yes**  **□ No** |

**SECTION III. Information of the CMPA**

*This section must include information of the CMPA(s) where the proposed project will be implemented. If the proposal involves more than one CMPA, add a row for each area included, assign a consecutive number, and complete the requested information. Please indicate if the proposal includes the area of influence of a CMPA.*

**A)** **General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **CMPA Administration** | | |  | |
| **No.** | **Name of CMPA(s)** | **Name of manager/ authority** | **Name of co-manager (if applicable)** | **Does it have a co-management/ co-administration agreement in place?**  **(if applicable)** | **Does it have a Master Plan/ Management Program/ Management Plan in place?** | **Does it have a management effectiveness evaluation?**  **If YES, please indicate the methodology, year, and effectiveness % of the most recent evaluation** |
|  |  |  |  | **□ Yes**  **□ No** | **□ Yes**  **□ No** | **□ Yes**  **-Methodology:**  **-Year it was developed:**  **-Effectiveness %:**  **□ No** |

**B)** **Personnel, infrastructure, and annual budget**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Personnel (# of people)** | | | | **Do you have a headquarters/ station?** | **What is your total annual budget?** | |
| **Administrative** | **Legal** | **Technical** | **Park rangers** | **2021** | **2022** |
|  |  |  |  |  | **□ Yes**  **□ No** |  |  |

**SECTION IV: Description of the proposal**

|  |  |
| --- | --- |
| **Project name**  *(Maximum of 250 characters, including spaces)* |  |
| **Project duration**  *The minimum implementation period will be 24 months and the maximum will be 36 months* |  |
| **Participation of other stakeholders in the project**  *(e.g., indigenous peoples, traditional peoples, women, youth, community associations, and organizations)*  *(Maximum of 700 characters, including spaces)* |  |
| **Briefly describe how your project strategically addresses one or more current threats in the CMPA(s)**  *(Maximum of 1,000 characters)* |  |
| **Brief description of the project** *(maximum of 2,500 characters, including spaces)*  *Describe the current situation, what you propose to do, and the expected situation at the end of the project. Explain how the proposal contributes to the conservation and sustainable use of natural resources in and/or among the CMPAs of the MAR.* | |
| *​​​​* | |
| **Logic intervention of the project** | |
| **Project objective**  *(Maximum of 350 characters, including spaces)*  *The project objective is a change that is intended to be achieved during the course of the project and with the proposed resources. It should be aligned with the objective of Phase III.*  *The objective should be visionary (it inspires the outline of a desired condition toward which to work), relatively general (it is broadly defined to encompass all project activities), and brief (it is simple and concise so that it can be easily remembered). A good objective should begin with a verb and meet the SMART criteria: specific, measurable, achievable, results-oriented, and time-bound.* |  |
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| **What are the most important expected results that will be achieved by your project?**  *(No more than 5 results)* |  |
| **What are the main activities you will carry out in your project?** |  |
| **To which indicators of the** [**Phase III Logical Framework**](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/03.-Phase-III-Logical-Framework.pdf) **will your project contribute?**  *Mark with an X the blank box to the right of the indicators, indicating the contributions of your project.*  *Projects under funding line 1 ("Conservation") should contribute in a mandatory way to the following Phase III objective indicator: "O1: Area in hectares with better conservation."*  *Projects under funding line 2 ("Sustainable use") should contribute in a mandatory way to the following Phase III objective indicator: "O2: Area of relevant ecosystems with more sustainable use."*  *In addition, projects must contribute to at least two more indicators of the Phase III Logical Framework, which the proponent may select from the list shown in this table.* | |  |  | | --- | --- | | **Objective Indicators** | | | Indicator O.1: Area in hectares with better conservation **(mandatory for projects in funding line 1)** |  | | Indicator O.2: Area of relevant ecosystem with more sustainable use **(mandatory for projects in funding line 2)** |  | | Indicator O.3: Number of initiatives that support the adaptation of the populations vulnerable to climate change |  | | **Result Indicators** | | | R1.1: Number of CMPAs implementing best conservation practices |  | | R1.2: Number of people involved in the management of CMPAs with enhanced capabilities |  | | R1.3: Number of selected CMPAs with at least 75% of management effectiveness |  | | R2.1: Number of natural resource use plans developed with the local population, under implementation |  | | R2.2: Number of people directly supported by the project who benefit from the sustainable use of natural resources |  | | R3.2: Number of joint initiatives between CMPAs implemented within the framework of the project |  | |
| **Briefly explain the alignment of your project with the Master Plan/Management Program/Management Plan of the CMPA(s)**  *(Maximum of 1,000 characters, including spaces)* |  |
| **Indicate how your project aligns with or contributes to national and regional priorities, plans, strategies and/or policies for the sustainable management of natural resources** *(Maximum of 1,000 characters, including spaces)* |  |
| **Indicate the synergies between your proposal and other projects** *(Maximum of 1,000 characters, including spaces)* |  |

**SECTION V. Potential environmental and social risks**

*As a first step, you must download the questionnaire and complete column D of Annex 1. Environmental and Social Screening Questionnaire, selecting yes/no as the answer to the questions in column C, related to the potential risks and impacts of your proposal. You should not include match-funded activities in this risk assessment.*

*As a second step, you must summarize in the table below a description of the environmental and social risks identified in your project. The table provides some examples as references, which should be deleted upon completion. Please note that, if your CN is approved, you will need to define risk mitigation measures in the project proposal (PP) and implement them during the execution of the project. These measures will be listed in an Environmental and Social Action Plan (ESAP) to be developed with assistance from MAR Fund. Therefore, the information you include in this table should be a first look at the risks that your proposal's activities may generate.*

|  |  |
| --- | --- |
| **Environmental and Social Safeguards (ESS)**  *(You can check the safeguards at* [*https://marfund.org/en/esms/#Safeguards*](https://marfund.org/en/esms/#Safeguards)*)* | **Risk**  *Complete this column by eliminating the risks that do not apply to your CN and adding the additional risks you have identified* |
| **ESS 1. Assessment and management of environmental and social risks and impacts** | *E.g.,* *Climate risks (hurricanes and floods)*  *E.g., Social risks* |
| **ESS 2. Labour and working conditions** | *E.g., Occupational hazards due to infrastructure construction, diving for reef monitoring, handling of toxic substances, fuel handling, machinery and equipment handling, etc.* |
| **ESS 3. Resource efficiency and pollution prevention** | *E.g., Risk that project activities will increase the production of solid waste, noise, wastewater, and emissions that could contaminate the environment in the CMPA.*  *E.g., Efficiency in the use of resources. Increased fishing effectiveness that endangers the sustainability of the resource.* |
| **ESS 4. Community health, safety and security** | *E.g., Risks to the community due to mobilizing a group of 100 people from other regions of the country for 6 months to carry out an activity. When people from other places arrive in the community, they can spread diseases (e.g., Covid-19), exacerbate a pre-existing social conflict, or generate a new one. There may also be cases of sexual harassment towards community members by outsiders.* |
| **ESS 5. Access restrictions to natural resources, livelihood lost, and limited involuntary resettlement** | *E.g., The project will help decree/create a no-take zone, a temporary or permanent closure of a fishery, a modification of core zones, a ban on the exploitation/extraction of species, etc.* |
| **ESS 6. Biodiversity conservation and sustainable management of living natural resources** | *E.g., There is a risk of introducing alien species, diseases, and bacteria to the CMPA with the project.* |
| **ESS 7. Indigenous peoples and traditional local communities** | *E.g., If the project is implemented in a region with indigenous communities and/or traditional peoples, there may be a risk that the rights and customs of the indigenous communities and traditional communities will not be respected, or that the project is implemented without the free, prior, and informed consent of the indigenous communities or traditional peoples regarding the activities to be carried out.* |
| **ESS 8. Cultural heritage** | *E.g., The project will be implemented in a region where there are archaeological or ceremonial sites. The project may require the removal of sediment for a minor construction and some archaeological remains may be found that do not allow the activity to be completed. Or the project contemplates measures or activities on natural features that have cultural or ceremonial significance.* |
| **ESS 9. Gender** | *E.g., The organization/institution does not have a gender policy and the project will be working with women's groups. Discrimination may exist or inclusion issues may not be considered during project implementation.* |
| **ESS 10. Stakeholder engagement, information disclosure, and participation** | *E.g., The organization/institution has not done/does not have a stakeholder analysis or a communication plan, or the entire population affected (negatively) by the project is not included.* |

**SECTION VI. Estimated budget**

*Matching funds should include the sum of the proponent's contributions and other funding sources.*

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| --- | --- | --- |
|  | **Amount (US$)** | **%** |
| **Funds requested to MAR Fund** |  |  |
| **Total matching funds in cash raised** |  |  |
| **Total matching funds to be raised** |  |  |
| **Total in-kind matching funds** |  |  |
| **TOTAL COST** | **($)** | **100%** |

**SECTION VII. Required documentation**

*The documents to be uploaded together with the CN to the online PMS are listed in the table below. Please name the file including the number and name of the document highlighted in bold in the list (e.g., 1. Co-management\_agreement, 2. Management\_Plan). If one of the requirements calls for two or more files, include a consecutive letter (e.g., 3a. Articles of Incorporation, 3b. Bylaws). Documents that are not numbered in this manner will not be received.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents** | **CMPA manager/ authority** | **CMPA co-manager** | **CSO** | **Comments** |
| * 1. Latest valid **co-management/ co-administration agreement** |  | X |  |  |
| * 2. Latest valid **Management Plan/Management Program/Master Plan** | X | X |  |  |
| * 3. **Incorporation documents and bylaws** *(if you have previously submitted proposals to MAR Fund, attach the legal incorporation documents only if they have been modified)* |  | X | X |  |
| * 4. Copy of **legal representative appointment and/or officer responsible** | X | X | X |  |
| * 5. Certificate of **legal registration** |  | X | X |  |
| * 6. Updated list of names and affiliations of **Board members** |  | X | X |  |
| * 7. Latest **certificate of good standing** issued by the corresponding authority |  | X | X |  |
| * 8. Last two institutional external **audit reports** and the current year-to-date **financial statements** |  | X | X |  |
| * 9. Latest **annual report** |  | X | X |  |
| * 10. Copy of the **mission** statement |  | X | X |  |
| * 11. Web page |  | X | X |  |
| * 12. List of the **people who will participate in the project** (technical and administrative staff) and their duties. Attach a brief biography of each person (maximum of 150 words) | X | X | X |  |
| * 13. **Proven experience** in the administration and management of similar projects and with the amount of funding requested (financing agreements, contracts, etc.) | X | X | X |  |
| * 14. **Map** of the area where the project will be developed | X | X |  |  |