

**FIRST CALL FOR PROPOSALS**

**OF THE PROJECT**

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

**PROJECT PROPOSAL TEMPLATE**

* Use this template as **a reference** to prepare your project proposal (PP). The **PP must be entered into the online Project Management System (PMS)**. PPs may be submitted in English or Spanish.
* Before completing the PP, please read the document [*Call for Proposals Guidelines*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/01.-Call-for-Proposals-Guidelines.pdf).
* It is important that your PP is aligned with the [*Phase III Logical Framework*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/03.-Phase-III-Logical-Framework.pdf)*.* Each project is expected to contribute directly to achieving these results and their indicators, which should be reflected in the PP.
* The PP shall reflect and specify the concept presented in the Concept Note (CN) approved by MAR Fund. In case of significant changes, the proponent should clearly highlight them with the necessary justifications.
* Complete **ALL** information requested in this template within the corresponding fields in the online [*Project Management System (PMS)*](https://sgpenlinea.marfund.org). Additionally, download and complete [*Annex 1.* *Project Development Table (PDT)*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/Annex-1.-Project-Development-Table.xlsx), [*Annex 2.* *Project Budget*](https://fondosam.org/nopublic/CRMAC-Fase-III/Ingles/Annex-2.-Project-Budget.xlsx), [*Annex 3. Environmental and Social Screening Questionnaire*](https://marfund.org/en/esms/#Tools), and [*Annex 4. Environmental and Social Action Plan (ESAP)*](https://marfund.org/en/esms/#Tools). Section V provides instructions on how to fill out the annexes. Once completed, upload these documents in the same Excel format, as well as the documentation required in section IV, and any additional documents deemed necessary, in PDF format, to the online Project Management System (PMS).
* The PP must be completed, and annexes must be uploaded no later than **December 1st, 2023** at 11:59 p. m., Central American local time. PPs received beyond this date will not be considered.
* If you have any questions about the process or how to complete this form, please contact the Phase III coordinator at the following e-mail address: [arivas@marfund.org](mailto:arivas@marfund.org).

**SECTION I. Project Overview**

**Financial window KfW Phase III**

1. **Project name** *(maximum of 250 characters, including spaces)*
2. **Project location**

* *Name of the Coastal Marine Protected Area(s) (CMPAs) where the proposed project will be implemented,*
* *Country, department, state, municipality, district, city, community (when applicable) where the CMPA(s) is/are located,*
* *Total area(s) of CMPA(s) in hectares,*
* *GPS coordinates –latitude and longitude– and the link to the Google map of the CMPA(s), and*
* *Indicate if the project will ALSO be implemented in the CMPA area(s) of influence.*

1. **Participation of other stakeholders in the project**

*Indicate the involvement of key stakeholders in your PP regarding formal partners and other groups you expect to work with.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name(s) of organization(s), association(s), group(s), cooperative(s) and/or communities** | **Number of members** | **Distribution by gender** | **Representation of indigenous or Afro-descendant populations (specify, if applicable)** | **Main economic occupation** | **Contact information (name of contact person, telephone, and e-mail)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Project summary** *(maximum of 2,500 characters, including spaces)*

*A brief and general overview of your PP. The summary must be accurate –properly reflecting the objective and content of the PP–, coherent, and concise.*

1. **Project duration**

*The minimum project duration should be 24 months and a maximum of 36 months.*

1. **Summary of the estimated project cost in US$**

*Complete the requested information based on what is included in the worksheet tab 2 of Annex 2. "Project Budget."*

|  |  |  |  |
| --- | --- | --- | --- |
| **Funds requested to MAR Fund** | $ | | % |
| **Cash matching funds from other donors** | Name of donors: | Amount ($) | % |
|  |  |  |
|  |  |  |
|  |  |  |
| **In-kind matching contributions from other donors** | Name of donors: | Amount ($) | % |
|  |  |  |
|  |  |  |
|  |  |  |
| **Proponent's matching contribution (cash and in-kind)** | Amount ($) | | % |
| Cash: | |  |
| In-kind: | |  |
|  | |  |
| **BUDGET TOTAL** | **($)** | | **100%** |

**SECTION II. Project Description**

1. **Introduction and Justification** *(maximum of 4,500 characters, including spaces)*

*This section should establish the context, the topic to be addressed, the importance and/or need for the development of the project, and the proposed project approach. It should contain the overall outlook of the project.*

It must also include the following:

1. *Description of the problem to be addressed,*
2. *Alignment of the PP with the Master Plan/Management Program/Management Plan(s) of the CMPA(s),*
3. *Target group,*
4. *Reference to the funding lines, and*
5. *Describe how the proposal strategically addresses one or more current threats in the CMPA(s).*
6. **Theory of Change** *(maximum of 5,000 characters, including spaces)*

*Describe the theory of change, explaining how the interventions will generate the expected results and how the project objective will be achieved.*

1. **Project objective** *(maximum of 350 characters with spaces)*

*The project objective is a change intended to be achieved within the project duration and with the proposed resources. It should be aligned with the objective of Phase 3. The objective should be visionary (must inspire to outline a desired condition toward which to work),* *relatively general (it is broadly defined to cover all project activities), and brief (it is simple and concise so that it can be easily recalled).* *A good objective should begin with a verb and meet the SMART criteria: specific, measurable, achievable, result-oriented, and time-bound.*

1. **Specific objectives and expected results**

*Complete the following outline with the specific objectives (SOs) and expected results (ERs) of your PP. Include a maximum of 5 SOs and a maximum of 3 ERs per SO. An SO is a statement detailing the desired accomplishments. Add SOs and ERs to the outline as needed.*

*A specific objective is a statement that details the project's objective. A good objective should begin with a verb and meet the SMART criteria: specific, measurable, achievable, result-oriented, and time-bound.*

*The SOs and ERs included in the text of your proposal must be the same as those included in Annex 1. Project Development Table (PDT). For clarity, examples are provided within the PDT that should be later deleted.*

*SO 1: Co-manager provides, by the end of 2022, information about the ecology and importance of Cayos Cochinos to visitors, to contribute to its conservation.*

*ER 1.1: A descriptive marine trail that informs visitors is established.*

*SO 2: Increase, by the end of 2022, the mangrove area in the Manglares de Nichupté Natural Protected Area with the participation of the community.*

*ER 2.1:* *Residents of the "La Pila" community have the knowledge and participate in mangrove restoration work.*

*ER 2.2: The mangrove area in the Manglares de Nichupté NPA is increased.*

*ER 2.3: Seedlings survive and begin to change the landscape.*

1. **Activities** *(maximum of 5,000 characters, including spaces)*

*If you find it necessary, please describe in more detail the activities you included in worksheet tab 2 of Annex 1. Project Development Table.*

1. **Alignment with other strategies and policies** *(maximum of 3,000 characters, including spaces)*

*Indicate how the PP aligns with or contributes to national and regional priorities, plans, strategies, and/or policies for sustainable natural resource management.*

1. **Synergies with other initiatives** *(maximum of 3,000 characters, including spaces)*

*Indicate synergies between the PP and other projects.*

1. **Project monitoring and evaluation** *(maximum of 3,000 characters, including spaces)*

*Based on the activities you will implement, describe in detail the monitoring and evaluation methodology and/or protocols to be used to ensure that the project is actually advancing toward the expected results as planned. In other words, how will you measure your success?*

1. **Project sustainability** *(maximum of 1,500 characters, including spaces)*

*Briefly indicate how the project or process will have continuity after the requested funding ends. Will this project contribute towards the creation of a new source of funding that can pay for the continuity cost of the supported activities?*

1. **How will the results be shared/socialized?** *(maximum of 1,000 characters, including spaces)*

*Briefly describe how you will share the achieved results with different audiences, if applicable, and with the general public.*

1. **Grievance mechanism** *(maximum of 3,000 characters including spaces)*

*Describe the grievance mechanism of the proponent and the Civil Society Organization (CSO) (if applicable). If the CSO or the proponent does not have one, describe how it will be implemented, specify the methodology that will be used for monitoring it, and the steps that will be taken to resolve any grievances.*

**SECTION III. Bibliography**

Include a complete list of the bibliography used to prepare your proposal.

**SECTION IV. Required Documentation**

*The documents to be uploaded in 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., 18. Letter of Agreement of participation of indigenous peoples). If one of the requirements calls for two or more files, include a serialized letter (e.g., 16a. Agreement\_donation\_donor X; 16b. Agreement\_donation\_donor Y). Documents that have not been numbered in this manner will not be accepted.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents**  *(Use the indicated numbering to name the files, as it is consecutive to the documentation required in Section VIII of the CN)* | **CMPA Manager/ Authority** | **CMPA Co-manager** | **Civil Society Organization (OSC)** | **Comments** |
| * 15. **Grant agreement or matching funds commitment letter**, if applicable | X | X | X |  |
| * 16. **Endorsement letter from the national authority** (CMPA) |  | X | X |  |
| * 17. **Letter of agreement** with the project should **indigenous and/or Afro-descendant peoples** participate | X | X | X |  |
| * 18. **Research or restoration registrations and/or permits/licenses** required by national or local government institutions, or proof that procedures have been initiated (*if applicable*) | X | X |  |  |
| * 19. A **video** of a maximum of three minutes long, summarizing the project’s objective, implementers, activities, expected results, and impacts of the project (optional) | X | X | X |  |

*Please submit only the documents in the table below that have been updated after submitting the documents with the CN. MAR Fund may require additional information during the review process. 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 serialized letter (e.g., 3a. Articles of Incorporation; 3b. Bylaws). Documents that have not been numbered in this manner will not be accepted.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents** | **CMPA Manager/ authority** | **CMPA Co-manager** | **Civil Society Organization (OSC)** | **Comments** |
| * 1. Latest valid **co-management agreement** |  | X |  |  |
| * 2. Latest valid **management plan** | X | X |  |  |
| * 3. **Incorporation documents** **and bylaws** |  | 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 (funding agreements, contracts, etc.) | X | X | X |  |
| * 14. **Map** of the area where the project will be developed | X | X |  |  |

**SECTION V. Instructions on how to fill out the annexes**

*The PP includes four annexes:*

*Annex 1. Project Development Table*

*Annex 2. Project Budget*

*Annex 3. Environmental and Social Screening Questionnaire, and*

*Annex 4. Environmental and Social Action Plan (ESAP)*

*Below are the instructions on how to fill out each of these templates that must be uploaded to the online PMS as part of the PP requirements.*

**Annex 1. Project Development Table (PDT)**

***Worksheet tab 1****. This tab includes instructions on how to fill out Annex 1.*

***Worksheet tab 2****. This tab is used to complete the PDT with the information indicated below:*

* ***Specific objectives (SO):*** *In column B, include a maximum of 5 SOs. A specific objective is a statement that details the project's objective. A good objective should begin with a verb and meet the SMART criteria: specific, measurable, achievable, result-oriented, and time-bound.*
* ***Expected results (ER):*** *In column C, indicate the ERs for each SO (maximum of 3 per SO).*
* ***Result Performance Indicators (RPI):*** *Measure the extent to which the results have been achieved. To measure the project's progress percentage, the RPI should be expressed in quantitative terms (number, percentage, proportion). The performance indicators may be the same as Phase III result indicators, but there may also be additional indicators. In column D, define a PI (and unit of measure) for each indicator. Include in column E, labeled "target", the value of the PI that you want to achieve at the end of the project. Column F, labeled "indicator result", should not be filled out as part of the PP. It is included in the PDT to track the RPI once the PP is approved. This will later be included in the reports. When submitting your PP, these cells must be zeroed. In column G, define the means of verification for each PI. This is the information that provides evidence of the implementation of activities and determines the methods to be used to collect them.*
* ***Activities (A):*** *In column H, indicate the activities to be carried out to achieve each ER. The activities should refer to specific actions to be carried out and be focused on achieving the expected results. Indicate whether the activities will be carried out in collaboration with other organizations or networks of organizations. In item 10 of section II of this template, you may describe each activity of your project in greater detail.*
* *In column I, you should indicate, for each activity included, to which Phase III result*  *corresponds to:*
* *Result 1 of Phase III:* *“The CMPAs have better conditions for the conservation of their natural resources,”*
* *Result 2 of Phase III:**“Measures implemented for the sustainable use of CMPA natural resources with the participation of the local population,” and*
* *Result 3 of Phase III: “Strengthened cooperation among key stakeholders for the conservation of the MAR biodiversity.”*
* ***Implementation timeline:*** *In columns J-U labeled "Time Unit," schedule your activities per quarter and year of implementation.*
* ***Products:*** *In column V, include the list of generated products per activity, if applicable. Products are materials produced by the project, such as strategies, manuals, books, or articles published or to be published, videos/documentaries, maps, infrastructures, management programs, and online platforms, whose benefit and use will endure beyond the duration of the project. Sometimes, these products may serve as a means of verification, but there are means of verification that are not products, such as meeting minutes, official records, photographs, databases, meeting recordings, payment receipts, survey data, photographic reports, activity reports, geo-referenced locations, among others.*
* ***Activity Performance Indicators (API):*** *Measure the rate at which activities have been implemented. To measure the project's progress percentage, the API must be expressed in quantitative terms (number, percentage, proportion). Performance indicators can be the same as the Phase III result indicators, but there can also be additional indicators. In column W, define an API (and unit of measurement) for each indicator. Include in column X, labeled "indicator target," the API value you want to achieve at the end of the project. Column Y, labeled "result," should not be filled out as part of the PP. It is included in the PDT to monitor the APIs once the PP is approved. This will later be indicated in the reports. When submitting your PP, these cells should be zeroed. In column Z, define the means of verification for each API, that is, the information that provides evidence of the progress of activities and determines the methods that will be used to collect them.*
* ***Impact indicators (II):*** *They measure long-term changes. The change must be positive and may refer to a constructive behavioral change in people or a direct change in the environment, among others. It is possible that the impacts presented may not be achieved during the course of this project, but it is important to indicate what is expected as a long-term impact. Some of the impact indicators may be the same as the Phase III objective indicators, but there may also be additional indicators.*

*Remember to link the impact indicators (II) in column AA only to the project SOs, not to the activities or ERs. Each SO must have at least one II, but may include more than one II per SO, if necessary. Include in column AB the baseline value of the II at the beginning of the project. Its value can be zero if it is something that has not been done before. Include in column AC the target value of the II you want to achieve at the end of the project. Column AD, labeled "indicator result," should not be filled out in the PP. It is included in the PDT to follow up on the IIs once the PP is approved. This will later be included in the reports. When submitting your PP, these cells should be zeroed.*

* ***Assumptions:*** *Define in column AE the preconditions, if any, that must be in place in order to develop the project. Significant events, conditions, or decisions necessary for long-term sustainability.*
* ***Project's progress percentage:*** *The AF column should not be completed as part of the PP. It is included in the PDT to monitor the progress of the project once the PP is approved. It will be subsequently included in the reports. The project's progress percentage value is automatically calculated when the information is entered in the columns corresponding to the activity performance indicator. Please do not modify the formula.*

***Worksheet tab 3.*** *This tab is used to indicate the contribution of your project to Phase III indicators. It includes the Phase III Logical Framework: in column A, the objective and the 3 results are presented, and in column B, the objective (3) and result (6) indicators to which your project can contribute. Your project must contribute to the following Phase III indicators:*

* *Projects under funding line 1: Indicator O1: Area in hectares with better conservation*
* *Projects under funding line 2: Indicator O2: Area of relevant ecosystems with more sustainable use*

*You must also contribute to at least 2 additional indicators of the Phase III Logical Framework, which you can select from the list and mark with an X in Column C.*

*For each mandatory and additional selected indicator, you must complete columns D and E indicating your baseline at the beginning of the project and the target indicator value you expect to achieve at the end of your project.*

**Annex 2. Project Budget**

***Worksheet tab 1****. This tab includes the instructions on how to fill out Annex 2.*

***Worksheet tab 2****. The total project budget should be included in this tab. The template provides examples that must be deleted. Indicate the exchange rate applied.*

*The budget must: (a) be reasonable, (b) be clear, (c) describe each budget item, (d) be easy to understand, (e) be mathematically correct, and (f) reflect the needs of the proposal.*

*Phase III* ***does not cover the proponent's salaries or recurring expenditures****, but this information must be included beginning from row 6 of the budget as part of the matching funds.*

*In columns B-E, include in the corresponding box the SOs, ERs, activities, and Phase III results to which your PP contributes, as you included them in the PDT. If the same activity contributes to more than one Phase III result (as exemplified for SO 1), break down the expenditure for each Phase III result beginning from column E, calculating the total cost per activity and ER.*

*In columns F and G, respectively, describe and select the allowed expense for each of the activities to be performed. For the same activity, there may be more than one allowed expense* *(as indicated in example A.2.3.1.). In these cases, break down each expense by adding a row.*

*Detail the budget in US$ for the total project cost (column K), clearly specifying for each expense what is the amount being requested from MAR Fund (columns L-O), what is the amount of matching funds that will be provided by other donors and managed by the proponent (columns P and Q), and what is the amount of matching funds that the proponent is contributing (R and S), and finally indicating in column T the total amount of matching funds.*

*In column U, detailed explanatory notes should be included to indicate how each amount was calculated (unit costs) and the needs or use of the allowed expenses. It is important to indicate the matching funds in terms of the cost or percentage of the total cost that will be applied to the project. For example, if a vehicle will be used for the project, the matching contribution is* *equivalent to the percentage of the value of the vehicle that contributes to the project activities, not necessarily the total value of the vehicle. Columns V and W will be completed, if necessary, with occasional comments from the proponent and MAR Fund, respectively.*

*Direct CMPA administrative expenses may be included, starting in cell F59, describing and selecting the expense to be incurred for each year of project implementation. Examples of such expenses are included in worksheet tab 2.*

*CMPAs whose project is administered by a Civil Society Organization (CSO) may include, starting in cell F68, the actual cost of administering the project for each year of implementation as a percentage, which should not exceed 10% of the total cost of the grant awarded by MAR Fund.*

***Worksheet tab 3.*** *This tab should include the budget for the first year of implementation, following the same instructions as in tab 2.*

***Worksheet tab 4.*** *This tab should include the sources of matching funds. At least 20% of the total project budget is required as matching contributions (in-kind and/or cash).*

*Copy in column B the contributions from other donors listed in section 6 of this template, indicating in column C the total amount of each grant; in column D, the amount allocated to this project; in column E, the term of the grant; in column F, the year of the grant; and in column G, the status of matching funds (e.g., whether the proposal is being prepared or is under review, or whether funds have been awarded or disbursed).*

**Annex 3. Environmental and Social Screening Questionnaire**

*Review the Environmental and Social Screening Questionnaire submitted with the CN. If necessary, update the answers in column D, determine the likely risk level in column F, and fill out column R explaining the positive responses in column D, or if you have identified any important document to prepare, or include or mention the protocols you already have. You should not consider match-funded activities in this risk assessment, only those implemented through MAR Fund's financial contribution.*

**Annex 4. Environmental and Social Action Plan (ESAP)**

*Based on the template provided in the annex, prepare together with the Project Implementing Unit (PIU) an advanced draft of the Environmental and Social Action Plan (ESAP) to propose and list the mitigation measures for the risks associated with the project. The ESAP includes an introduction and a table that should include the environmental and social commitments to be met during project implementation.*

*Complete the table including the following information for each triggered safeguard: safeguard number, number of the question in the Environmental and Social Screening Questionnaire, measures, actions, or documentation to be prepared and submitted, execution term and/or delivery of documents, and responsible party. The ESAP has a follow-up column in which you should record the dates you have provided MAR Fund with the necessary risk mitigation protocols and any other comments to follow up on the implementation.*

*Mitigation measures that entail an expense associated with their implementation (e.g., assessments, permits, plans, safeguards monitoring, safety equipment) should be taken into account and included in the budget.*