

**FIRST CALL FOR PROPOSALS**

**OF THE PROJECT**

**"PROTECTION OF MARITIME RESOURCES IN CENTRAL**

**AMERICA III"**

**CONCEPT NOTE EVALUATION MATRIX**

This document contains the evaluation matrix for the concept note (CN) for the first call for proposals of the project "Protection of Maritime Resources in Central America III."

The preparation of the CN represents the first stage of the call for proposals. All CNs received will be evaluated using this evaluation matrix. The CNs that have answered "**No**" to Section II: Mandatory Compliance will be automatically rejected.

The maximum score is 80 points. Only those CNs that exceed a minimum percentage of 70%, equivalent to 56 points, will be allowed to move on to the project proposal (PP) development stage.

If the CN is approved, the proponent will be notified and requested to prepare a project proposal (PP) for the second stage of the call.

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| **Project name** |  |
| **Evaluator's name** |  |
| **CN number**  (*Provided by the PIU)* |  |

**Section I. Submitted documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Not applicable** | **Comments** |
| 1. Latest valid co-management/co-administration agreement |  |  |  |  |
| 1. Latest valid Management Plan/Management Program/Master Plan |  |  |  |  |
| 1. Incorporation documents and bylaws |  |  |  |  |
| 1. Copy of legal representative appointment and/or officer responsible |  |  |  |  |
| 1. Certificate of legal registration |  |  |  |  |
| 1. Updated list of names and affiliations of Board members |  |  |  |  |
| 1. Latest certificate of good standing issued by the corresponding authority |  |  |  |  |
| 1. Last two institutional external audit reports and the current year-to-date financial statements |  |  |  |  |
| 1. Latest annual report |  |  |  |  |
| 1. Copy of the mission statement |  |  |  |  |
| 1. Web page |  |  |  |  |
| 1. 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) |  |  |  |  |
| 1. Proven experience in the administration and management of similar projects and with the amount of funding requested (financing agreements, contracts, etc.) |  |  |  |  |
| 1. Map of the area where the project will be developed |  |  |  |  |

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| **Section I Summary:**  The CN (incl. the required documentation) is ◻ complete  ◻ incomplete |

**Section II. Evaluation of compliance with mandatory requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Aspects to evaluate** | **Yes** | **No** | **Not applicable** | **Comments** |
| **Proponent's Requirements** | | | | | |
| 1 | The co-manager (or the CSO, if applicable) is legally registered in the country of project implementation and in compliance |  |  |  |  |
| 2 | The co-manager has a co-management/co-management agreement in place |  |  |  |  |
| 3 | The co-administrator (or the CSO, if applicable) has a legal representative, or the manager (if applicable) has a responsible officer |  |  |  |  |
| 4 | The co-manager (or the CSO, if applicable) has an operative Board of Directors with bylaws, member turnover, meetings, and minutes, which oversees the executive management |  |  |  |  |
| 5 | The co-manager (or the CSO, if applicable) has the last two external audit reports and year-to-date financial statements |  |  |  |  |
| 6 | The proponent (and the CSO, if applicable) has previous experience in the administration and management of similar projects and with the amount of funding requested. |  |  |  |  |
| **Requirements for the concept note (CN)** | | | | | |
| 1 | The project will be implemented in at least one of the 14 prioritized CMPAs |  |  |  |  |
| 2 | The CMPA has a current Master Plan/Management Program/Management Plan |  |  |  |  |
| 3 | It includes within its activities an evaluation of management effectiveness (one at the beginning, if the CMPA does not have one, and another at the end of its implementation) |  |  |  |  |
| 4 | The CMPA has a minimum staff trained to implement the project, headquarters/station, and a minimum budget |  |  |  |  |
| 5 | The proponent provides a matching contribution of at least 20% of the total budget of the proposed project (in cash and/or in-kind) |  |  |  |  |
| 6 | An amount within the established funding limits is requested |  |  |  |  |
| 7 | The project contributes to the required Phase III Logical Framework indicators  *Projects under funding line 1 ("Conservation") must 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") must contribute in a mandatory way to the following Phase III objective indicator: "O2: Area of relevant ecosystems with more sustainable use."*  *In addition, the project must contribute to at least two more indicators of the Phase III Logical Framework, which the proponent may select.* |  |  |  |  |
| 8 | Does not include items from the Exclusion List |  |  |  |  |
| 9 | The project has an environmental and social risk rating of C, B, or B+, and |  |  |  |  |
| 10 | The implementation time frame is within the allowed period |  |  |  |  |

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| **Section II Summary:**  The CN complies with all mandatory requirements ◻ Complies  ◻ Does not comply  COMMENTS: |

**Section III. Evaluation of the CN**

*Rate from 1 to 5 if the CN complies with each aspect, where 1 - does not or unclear, 2 - poorly, 3 - partially, 4 - satisfactorily, 5 - yes or fully. The maximum score for this section is 80 points.*

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| --- | --- | --- | --- |
|  | **Aspects to evaluate** | **Score** | **Comments** |
| 1 | Considers relevant alliances or collaborations with other CMPAs of the MAR (if any) |  |  |
| 2 | Foresees the participation of all relevant stakeholders in the project implementation (e.g., indigenous and traditional peoples, women, youths, associations, and community organizations) |  |  |
| 3 | Strategically addresses one or more current threats in the CMPA |  |  |
| 4 | Describes concisely and coherently the current situation, what it proposes to do and the expected situation at the end of the project |  |  |
| 5 | Establishes an objective that can be achieved within the time frame of the project and with the proposed resources (feasibility) |  |  |
| 6 | The objective contributes to the conservation and sustainable use of resources in and/or between the CMPAs of the MAR |  |  |
| 7 | The activities planned enable the achievement of the expected results of the project |  |  |
| 8 | The intervention logic of the project is presented in a clear and coherent manner |  |  |
| 9 | Aligns with the Master Plan/Management Program/Management Plan of the CMPA(s) |  |  |
| 10 | Aligns with or contributes to relevant national and/or regional priorities, plans, strategies and/or policies |  |  |
| 11 | Synergies with other relevant projects (if any) are considered |  |  |
| 12 | Potential environmental and social risks were properly identified |  |  |
| 13 | It has an environmental and social management system and a grievance mechanism. |  |  |
| 14 | Proportionality of the proposed budget |  |  |
| 15 | Quality (in cash / in-kind) and amount of matching funds |  |  |
| 16 | Demonstrates the proponent's ability to prepare a proposal with the expected quality |  |  |
|  | **TOTAL** |  |  |
|  | **Percentage** | **%** |  |