

# IUCN SAVE OUR SPECIES: CALL FOR PROPOSALS



## **1<sup>st</sup> CALL FOR PROPOSALS FOR STURGEONS - 2022**

**MARCH 4<sup>th</sup> 2022 – MAY 4<sup>th</sup> 2022**

**Threatened Species Grants**

**GUIDELINES FOR APPLICANTS**

*Applicants are strongly recommended to read this guidance document in full before completing and submitting a proposal.*

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## 1. Background

IUCN Save Our Species supports direct action on species conservation priorities informed by the IUCN Red List of Threatened Species™ and Species Survival Commission (SSC). With specific portfolios of projects across the globe, we contribute to the long-term survival of threatened species, their habitats and the people who depend on them.

This call for proposals aims to support **on-the-ground conservation actions** with the goal of improving the status of **threatened sturgeon species** and their habitats in the Black Sea basin, specifically supporting remaining spawning habitats in the Lower Danube and the Rioni<sup>1</sup> watersheds.

Sturgeons are among the most threatened taxonomic groups, with 23 species out of 27 recognized by the IUCN Red List as globally threatened, most faced with the highest risk of extinction (CR - Critically Endangered). The Black Sea basin is one of the highest priority areas in terms of the number of threatened sturgeon species present and the urgency of conservation needs.

To that effect, applications for this Call for Proposals can be submitted [here](#).

Please go through this guidance document carefully, and for any further questions, please contact the IUCN Save Our Species Secretariat at [SaveOurSpecies@iucn.org](mailto:SaveOurSpecies@iucn.org).

## 2. Objective

The objective of this Call for Proposals is to enable and support conservation projects that can apply sustainable conservation measures to protect threatened sturgeon species, their habitats and to improve the livelihoods of the people who depend on them. The portfolio of this initiative aims to achieve a synergistic approach in preserving shared natural resources across multiple countries, and build upon previous and ongoing efforts in species conservation.

## 3. Financial allocation

**Indicative financial support made available for grants is CHF 548,000 in total.**

The final allocation of funds may differ from the above indicative distribution depending on the quality of the projects submitted. The Donor and IUCN Save Our Species reserve the right to reallocate funds at their sole discretion.

## 4. Project amount

**Threatened Species Grants** can amount to a minimum of **CHF 50,000** and a maximum of **CHF 150,000**

Co-funding by the applicant using its own resources is encouraged but is not a requirement. Should co-funding to the action funded by IUCN be received from a third party, such co-funding will need prior approval from IUCN.

The proposed project activities should be consistent with the amount requested and include a realistic work plan that can be achieved with the available amount and within the implementation period.

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<sup>1</sup> See eligibility criteria for details

## 5. Project duration

The **maximum duration of the project can be 36 months**. The start date of the project will be determined by the date of the signature of the grant contract. The performance of the contract cannot start before its entry into force. Project Results and Activities need to be attainable within set timeframe.

## 6. Eligibility criteria

There are three sets of eligibility criteria, relating to the actors, the activities and the costs.

### a. Eligible actors

In order to be eligible for a grant, the lead applicant and co-applicants must be:

- i. a legal person **and**;
- ii. be non-profit-making **and**;
- iii. be a local or national civil society organisation (CSOs<sup>2</sup>), a local or an international non-governmental organisation (NGOs), or a university/ research institution;  
Projects presented by local and national CSOs including community-based organizations will be favourably considered. International NGOs applying will be required to work closely with national stakeholders, local communities and with the consent and all required authorizations from the government, with minimal travel costs, and office charges applied only in the case of existence of a local office. In the case of international NGOs having a legally registered office in the country where the project is implemented, IUCN Save Our Species will privilege the signature of a grant agreement and direct transfer of funds to their local registered office. Working with governments is encouraged although governments and government-affiliated entities (with the exception of state-affiliated universities or research institutions) are not eligible to receive grants directly.
- iv. be directly responsible for the preparation and implementation of the grant project. Applications submitted by a body acting as an intermediary for a third party are not eligible;
- v. have a bank account in the name of the organisation;
- vi. be authorized under relevant national laws to receive charitable contributions, including from sources outside their respective countries.

The lead partner may act individually or with co-applicant(s). If awarded a grant, the lead partner will become the beneficiary identified as the “Grantee” in the grant contract. The Grantee is the main interlocutor of the IUCN Save Our Species Secretariat. The Grantee represents, and acts on behalf of any other co-applicant (if any) and coordinates the design and implementation of the action. The Grantee will bear full responsibility for the technical and financial implementation of the project.

An applicant can submit a **maximum of two proposals** as lead partner and can be a partner organization in any number of applications. Nonetheless, an organisation can **only be awarded one grant** as lead partner. If two proposals where an organisation is lead partner successfully pass the assessment steps, only the proposal with the highest score will be retained for the award of a grant. An applicant can participate in multiple awarded grants of other lead partners.

<sup>2</sup> A Civil Society Organisation (CSO) is a non-state and not-for-profit voluntary association.

## Conflict of interest and ineligibility

- i. Applicants cannot have a conflict of interest in applying for this call. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- ii. Applicants cannot apply if they work for an entity – private or public - using sturgeon for commercial purposes.

## b. Eligible conservation action

### • Eligible species

- i. Projects must focus on improving the status of **threatened sturgeon species** in the Black Sea basin - those listed as Vulnerable (VU), Endangered (EN) or Critically Endangered (CR) on the [IUCN Red List of Threatened Species](#):
  - **Beluga** - *Huso huso*, (CR)
  - **Russian Sturgeon** - *Acipenser gueldenstaedtii*, (CR)
  - **Ship Sturgeon** - *Acipenser nudiventris*, (CR)
  - **Stellate sturgeon** - *Acipenser stellatus*, (CR)
  - **Sterlet** - *Acipenser ruthenus*, (VU)
  - **Atlantic Sturgeon** - *Acipenser sturio* (CR)

In the case of a taxonomically disputed subspecies or sub-population, that differ from the above listed species and their taxonomic status on the IUCN Red List, please present elaboration with reference to the most recent relevant publications.

- ii. Projects that are slated to provide benefits to multiple eligible threatened species and their habitats will be viewed favourably in the selection process.

### • Eligible location

- iii. Projects must be implemented in the following countries: **Georgia, Bulgaria, Romania or Serbia**, on the Danube or Rioni watershed sites relevant to eligible sturgeon species. A proponent can however be based and registered in an ineligible country, as long as the project is implemented in the eligible territories.

### • Eligible activities

- iv. Projects must implement concrete conservation activities on the ground, that contribute to mitigating one or more of the biggest threats to sturgeon species – **natural system modifications** (causing flow alterations and changing habitat structure), **biological resource use** (poaching and illegal trade), and **pollution** (causing major deterioration of habitat quality).
- v. Research activities can be eligible as long as the proposal supports tangible conservation actions on-the-ground, using the results of the research within the timeframe of the project (pure research projects are not eligible).

- vi. Applications that envisage engaging local communities should include clear thinking on the "theory of change" or logical sequence that is likely to lead to a reduction in unsustainable natural resource exploitation, with attention to the underlying incentives facing community members and how the project intervention changes these. Where this is not known, the proposal should explain how this understanding would be increased in order to formulate such a theory of change<sup>3</sup>.
- vii. Examples of eligible activities include, but are not limited to: supporting hatcheries and stocking, improving habitat conditions (particularly in spawning areas), mitigating migration barriers, whole supply chain approaches to tackling poaching and illegal trade, generation of alternative incomes and conservation incentives for local resource users, addressing environmental issues including the effects of pollution and climate change, advocacy for integrating sturgeon conservation into developmental policies and projects, supporting research needed for conservation, education, raising awareness etc.
- viii. Proposed activities must observe all relevant environmental and social Principles and Standards. Please refer to the ESMS section in Annex 5 for further information.

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#### c. Ineligible activities

- i. The purchase of land, involuntary resettlement of people, or activities that negatively affect physical cultural resources, including those important to local communities;
  - ii. Activities adversely affecting individuals and local communities or where these communities have not provided their broad support to the project activities;
  - iii. The removal or altering of any physical cultural property (including sites having archaeological, paleontological, historical, religious, or unique natural values);
  - iv. Financial support to third parties through sub-grants;
  - v. Pure research activities or conservation planning.
- A small proportion of a grant budget can however be devoted to improving the knowledge base for conservation planning and/or monitoring in order to inform the conservation results of the project and provide evidence of the improvement of the conservation status of the target species. (refer to *c.v. Eligible activities*)

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#### d. Eligible costs

##### **Only eligible costs will be reimbursed by the grant. Eligible costs must be:**

- i. Necessary for the implementation of the project activities;
- ii. Reasonable and justified and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- iii. Generated during the lifetime of the project (costs incurred before the official starting date of the project or after the official end date of the project are not eligible);
- iv. Actually incurred by the beneficiary and be recorded in their accounts in accordance with the applicable accounting principle;
- v. Identifiable and verifiable;
- vi. Compliant with the requirements of the applicable tax and social legislation;

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<sup>3</sup> Relevant references can be found in Annex 3 of Beyond enforcement: communities, governance, incentives and sustainable use in combating wildlife crime. Symposium Report. <http://pubs.iied.org/G03903/> (English version only)

- vii. Incurred in compliance with the Procurement Policy and Procedure for IUCN Save Our Species Grant Recipients, available at our Useful Documents page of the portal or directly at: <https://drive.google.com/file/d/1ABeoD9pXT1UC8lSk33itqCzZOOscEhxq/view?usp=sharing>  
For costs with a value in excess of EUR 20,000 three price quotations from different suppliers will need to be obtained and kept with financial records.

- **Categories of eligible costs**

- i. Personnel costs (salaries, social charges, employer costs);
- ii. Subcontracting (external services);
- iii. Office costs (rent, utilities, telecommunication costs)<sup>4</sup>
- iv. Supplies (not office related);
- v. Equipment & maintenance;
- vi. Travel (international travel, local travel, accommodation, subsistence);
- vii. Meetings & workshops (venue costs, catering, speakers' fees);
- viii. Miscellaneous
- ix. Indirect costs<sup>5</sup> are eligible at the **flat-rate of up to 7%** of the estimated total eligible direct costs.

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**e. Ineligible costs**

The following costs are not eligible:

- i. Debts and debt service charges (interest);
- ii. Provisions for losses or potential future liabilities;
- iii. Purchases of land, buildings, firearms;
- iv. Financial support to third parties through sub-grants;
- v. Reckless and excessive spending;
- vi. Any cost incurred in realization of ineligible activities;

## 7. How to apply

Applications can be submitted **only** through the [IUCN GRANTS PORTAL](#). The reference application template can be downloaded [here](#) and the reference budget template can be downloaded [here](#), but please note these serve as helpful references and to enable offline access to the forms but **ONLY applications submitted online through the IUCN Grants Portal will be considered**. Applicants can submit applications only in **English**.

**Kindly take into consideration the appropriate time required to complete your proposal. We strongly encourage applicants to familiarize with the portal, consult reference templates, and initially run through the whole application process on the portal to avoid underestimating the time required to complete the proposal, and prepare mandatory documents, as well as to provide time to inquire about any potential issues in the portal use.**

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<sup>4</sup> Office costs should be covered by 7% indirect costs. Only in exceptional cases may project-specific office costs be allowed (for example if a new office needs to be set up for the project), and only if adequate justification and proof can be given

<sup>5</sup> Indirect costs are costs that are not directly accountable to a cost object (such as a particular project, facility, function or product) and may include administration, office costs, personnel and security costs.

The proposal must indicate how the project will be structured, staffed, and managed. Applicants must demonstrate capacity to manage and implement successful projects. Strategies for continuation and/or replication after initial funding must be spelled out. Proposals should include concrete impacts and a project monitoring plan with clear measurable indicators related to the target species, their habitat and the people who depend on them. Please note that the [IUCN Grants Portal proposes a list of indicators](#) and allows for the entry of customized indicators too (see details in Annex 3: Guidance on monitoring and indicators). Applicants should outline the measures they have or will put in place to ensure project implementation and results are sustained despite challenges associated with the COVID-19 pandemic and any other potential risks.

Please note that the following documents are required and necessary for submission

- Articles of Incorporation, Constitution, Statutes, Government Decree, as appropriate (certificate of registration or bylaws)
- Organisation in-country registration certificate (if applicable)
- Location map
- CVs of key project staff

Confirmation letters from your partners (if applicable) can be submitted in the "Additional Documents" section. Other documents may be requested at a later date if the project is shortlisted.

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## Use of the grants portal

The grants portal is accessible [here](#). (See portal instructions in Annex 1)  
Applicants need to **first create an account** they will further use to apply for a grant.

**The application has to be filled out in appropriate sections of the grant portal.** You can save progress at any time, work out of the order of application sections and come back to your profile to continue. Applicants may fill in the project proposal in the Word template if they prefer to work offline, however, all information will then need to be copy-pasted into the online application form to enable submission through the portal, as the whole application template cannot be imported into the portal.

**For the project budget**, applicants can “generate a template” from the portal, fill it in offline, and then “import” it back onto the portal. Alternatively, you can fill in the budget directly in the online template on the portal. You can then export it for saving outside the portal (see details in Annex 1). Please also indicate in the Period 1 column what would be your first requested instalment should your project be selected (project periods are usually 6 months, unless agreed otherwise). For reference on how the budget table entries should be made you can consult the sample budget available [here](#).

Before submitting, you should ensure that you have entered all the requested information and that all the required documents have been uploaded successfully.

Once ready to submit, a function at the top right of the page allows you to **SUBMIT** your application once completed. Please note that once submitted, applications cannot be modified in any way although all the information provided and the files uploaded will be available for download. Applications can also be **DELETED** if the applicant desires to do so. Please note that deleting an application cannot be undone and is therefore final. If an application is deleted by mistake, a new application will need to be submitted.

## 8. Deadlines

Clarification questions on the Call for Proposals should be sent by email to the IUCN Save Our Species Secretariat ([SaveOurSpecies@iucn.org](mailto:SaveOurSpecies@iucn.org)) **by April 20<sup>th</sup> 2022, 23:59 (Central European Summer Time – CEST)**, indicating clearly the reference of the Call for Proposals. The clarification questions and their answers will be published on the IUCN Grants Portal in the FAQ document.

The **deadline** to submit proposals under this call is **May 4<sup>th</sup> 2022, 23:59 (Central European Summer Time - CEST)**.

## 9. Evaluation of proposals and selection criteria

The review process, final decision and awarding of the grant are expected to take up to 3 months following the deadline of the Call for Proposals. It is therefore expected that the projects cannot be planned with a start date earlier than 1<sup>st</sup> of August of 2022.

The evaluation of the proposals consists of the following process:

### Step 1: Eligibility check

Done by the IUCN Save Our Species Secretariat to ensure that the proposal satisfies all the criteria specified in section 6 of this document. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the proposal will be rejected on that sole basis and will not be evaluated further.

### Step 2: Technical review

Projects will be evaluated by a Selection Committee. The main criteria against which proposals will be evaluated are presented in Annex 6 – the Review form. Based on the Selection Committee's evaluation, proposals will be shortlisted. The shortlisted applicants may be contacted and asked to provide additional information as required.

### Step 3: Contract negotiation

The IUCN Save Our Species Secretariat will inform the successful applicant that the project has been selected for funding. The applicant will be asked to address any of the issues raised during the project evaluation and it may be necessary to modify the proposal. Once the key issues have been addressed, IUCN will ask the applicant to sign a grant agreement.

Applicants will be informed in writing by the IUCN Save Our Species Secretariat about the results of the evaluation of their proposal. The IUCN Save Our Species Secretariat will provide an explanation to all applicants whose proposals are unsuccessful as part of its focus on building capacity. Applicants are encouraged to contact the relevant focal person or the Secretariat at [SaveOurSpecies@iucn.org](mailto:SaveOurSpecies@iucn.org) if they have additional questions about the decision. If the applicant is not satisfied with the response, a grievance may be submitted to the Secretariat at [SaveOurSpecies@iucn.org](mailto:SaveOurSpecies@iucn.org) up to one month after having been informed of the decision.

## 10. Indicative timetable

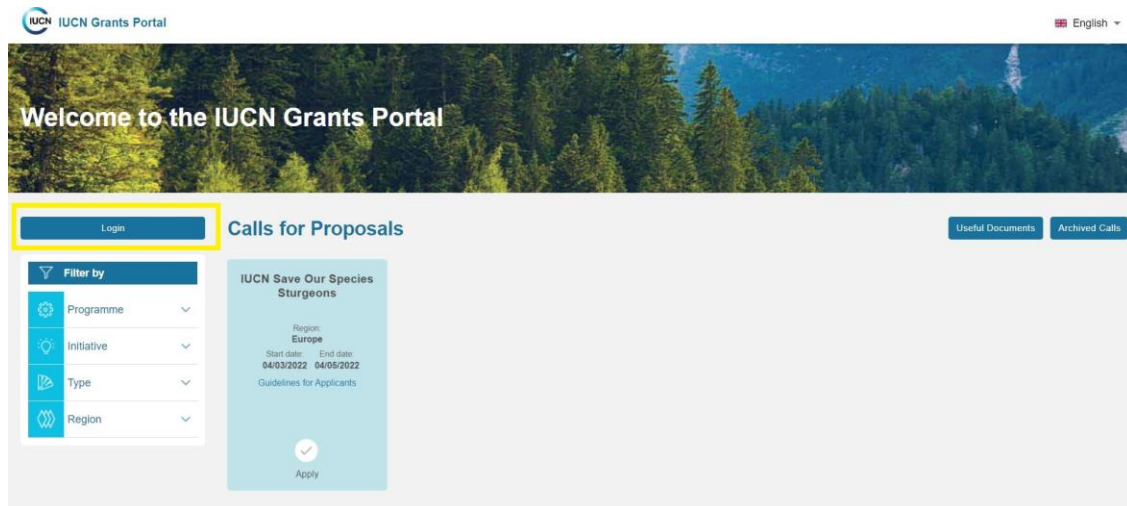
<b>Launch of the Call for Proposals</b>	March 4 <sup>th</sup> 2022	
<b>Deadline for requesting any clarifications from the IUCN Save Our Species Secretariat</b>	April 20 <sup>th</sup> 2022	23:59 CEST
<b>Deadline for submission of proposals</b>	May 4 <sup>th</sup> April 2022	23:59 CEST
<b>Notification of applicants of the review process</b>	Expected between 20 <sup>th</sup> of June 2022 and 1 <sup>st</sup> of July 2022	
<b>Signature of Grant Agreements</b>	Expected during July 2022	

## Annex 1: Grants portal

The grants portal is accessible [here](#).

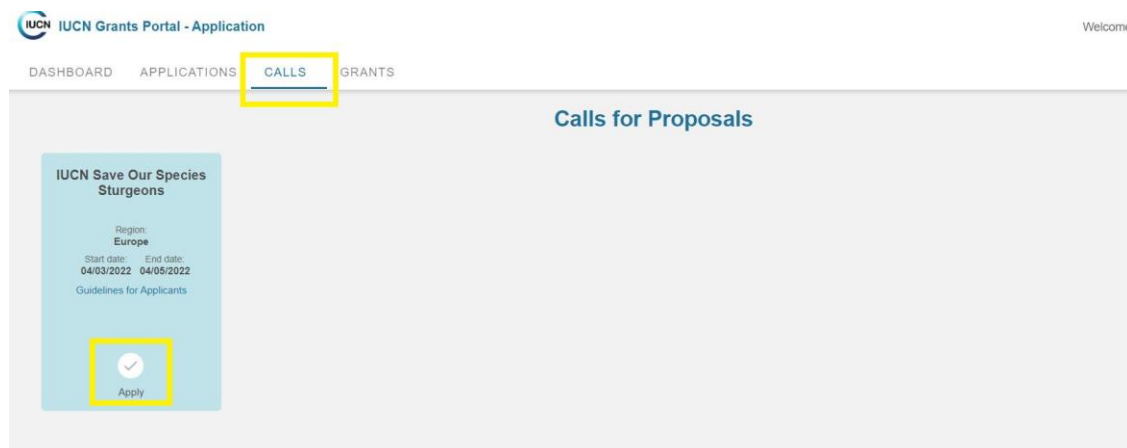
### INITIAL STEPS

Applicants first need to create an account by clicking on **LOGIN** (button on the top left of the online portal).



Following registration, you will **receive an email** (check the spam folder) **with your username and password**. Please use these credentials for your first login. Note that you will be able to update your password and contact details once logged in with your initial username and password. If you already have an account but have forgotten your credentials, you can request a new password. This will be sent in a separate email. Please pay attention to your credentials, and especially be careful not to add a space when copying in your password, as entering wrong credentials three times will lock the created account.

To prepare your application and apply/submit, please go to the **CALLS** section at the top and select the **IUCN Save Our Species Sturgeons** call, then click on **APPLY**.



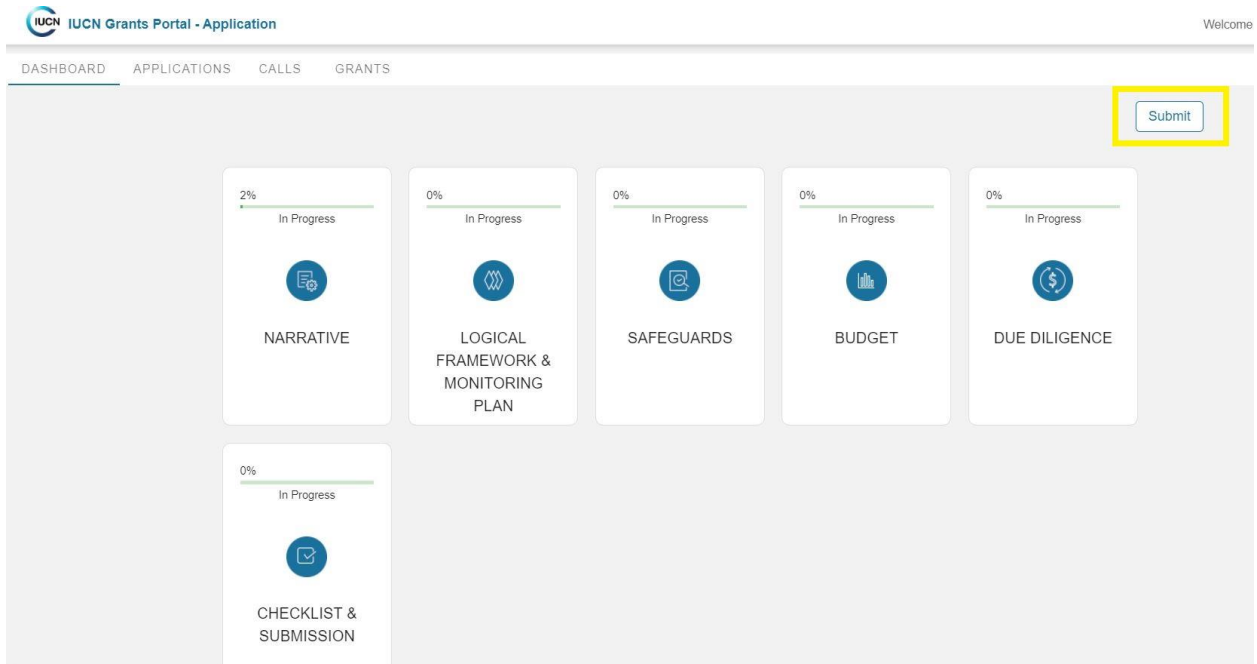
## CREATING AN APPLICATION

**Please fill in all fields / answer every question in sections:** the applicant declaration, the narrative, the logical framework and monitoring plan, safeguards, budget and the due diligence questionnaire. Once you agree with your applicant's declaration you can continue working on your application in no particular order regarding the individual sections, and save your progress as your work, and/or when moving on to another section. You can save your work, log out and come back to your application later to continue. You can also download a pdf version of your application if you want to review your progress offline.

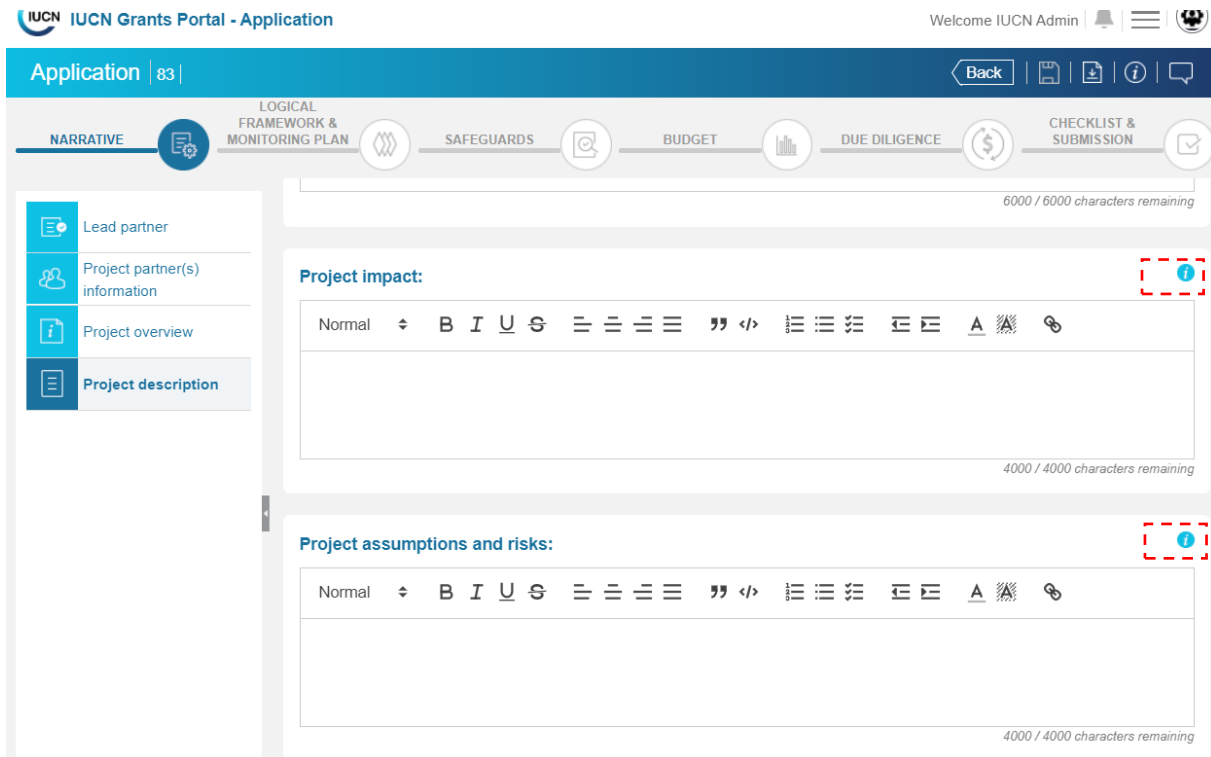
### APPLICANT DECLARATION

*The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, hereby declares that:*

- the applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the applicant certifies the legal statutes of the applicant as reported in the application;
- the applicant has the professional competences and qualifications specified in the Guidelines for Applicants;
- the applicant undertakes to comply with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary;
- the applicant is not in any of the situations, which are listed below excluding them from participating in contracts. Furthermore, it is recognised and accepted that if the applicant participates in spite of being in any of these situations, they may be excluded from other contracts:
  - they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - they, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of the country of the contracting authority, of the country in which they are established and of the country where the contract is to be performed, which has the force of res judicata (i.e. against which no appeal is possible);
  - they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify, including by decisions of international organisations;
  - they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - they, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.
- the applicant is eligible in accordance with the criteria set out in the Guidelines for Applicants;
- if recommended to be awarded a grant, the applicant accepts all the contractual conditions as laid down in the Standard Contract;



There are instructions in the form of information tabs to provide maximum guidance to help you in their preparation (see screenshot below).



**Logical Framework and Monitoring Plan:**

The first part of this section offers a Logical Framework table you need to use to add your **results, and related outputs and activities** per each result. Once you save that, it will automatically populate the next sections of Project Monitoring Plan and Project Timeline so you do not have to repeat the entries. The timeline table is also automatically created from your entered project start and end dates.

For your Project Monitoring Plan you will need to add appropriate **indicators** by clicking on “Add Indicator”. A window will appear with an exhaustive list of **standard indicators** to use (scroll down) and you can check the boxes next to the ones you might want to use for a particular result. You can choose one or more from this list of standard indicators for each result or create a custom one if what is available does not meet your needs. We ask you to **please review the available standard indicators carefully** to see what you could use, before adding a custom one. Once you select and/or add the indicators you can enter your baseline and targets. Also notice that some of the indicators have sub-indicators you can choose from a drop-down menu to more closely define your particular goals. If your project targets **multiple species** please add the results expected per species so you can assign the indicators toward each species targeted with the proposal actions.

Click “Add custom indicator” to create and define your own indicator as needed.

Application | 136 | test

Back

NARRATIVE LOGICAL FRAMEWORK & MONITORING PLAN SAFEGUARDS BUDGET DUE DILIGENCE CHECKLIST & SUBMISSION

Save & Previous Save & Continue

Logical Framework  
Project Monitoring Plan  
Project Timeline

PROJECT MONITORING PLAN

Indicators	Frequency	Baseline	Target
R1.333			
Add Indicator			
R2.333			
Add Indicator			

Choose Indicator(s)

SELECT INDICATOR(S) ADD CUSTOM INDICATOR

Code C1 Description

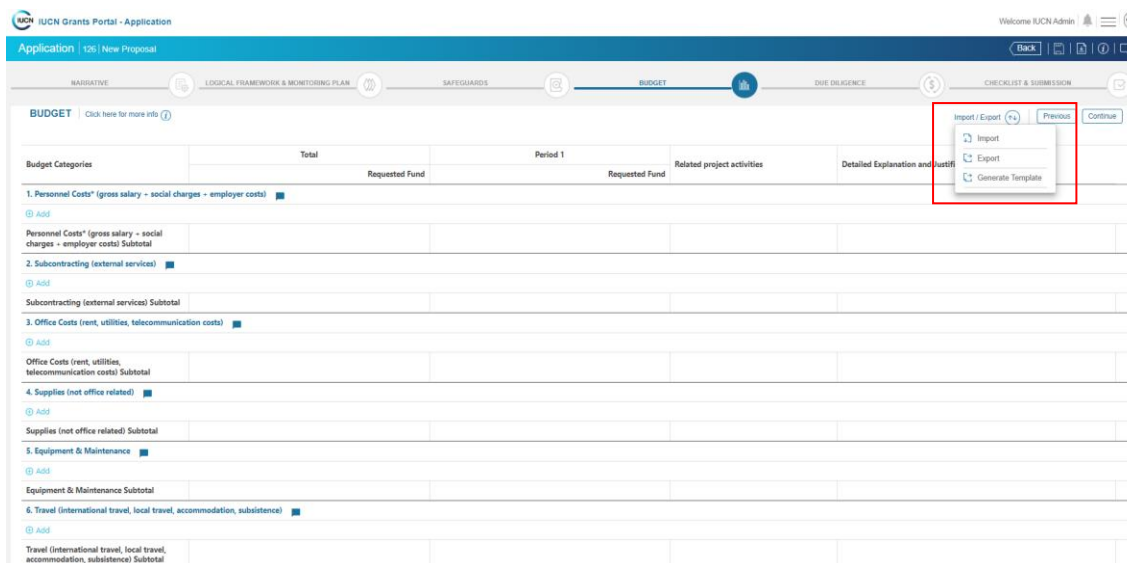
Frequency Data Type Numeric

Add

Save & Previous Save & Continue

## Budget

The budget can be populated directly in the portal and exported for offline storing. Alternatively, a template (excel) can be generated (see screenshot below) and filled in offline on your computer, and then imported back onto the portal.



To do this, you must:

1. Click on "Generate a template".
2. Fill in the budget on the excel file, please do not modify the budget categories (e.g. 1. Personnel Costs, 2. Subcontracting (external services), and make sure to **copy-paste** the exact name of the budget category when adding new line. If you modify the format of the template you will not be able to import it!

Budget Categories <i>(Please add /eliminate rows if necessary)</i>	Budget Line Item <i>(Please add /eliminate row)</i>	Budget Categories <i>(Please add /eliminate rows if necessary)</i>	Budget Line Item <i>(Please add /eliminate rows)</i>
1. Personnel Costs* (gross salary + social charges + employer costs)		1. Personnel Costs* (gross salary + social charges + employer costs)	
1. Personnel Costs* (gross salary + social charges + employer costs)		1. Personnel Costs* (gross salary + social charges + employer costs)	
1. Personnel Costs* (gross salary + social charges + employer costs)		1. Personnel Costs* (gross salary + social charges + employer costs)	
1. Personnel Costs* (gross salary + social charges + employer costs)		1. Personnel Costs* (gross salary + social charges + employer costs)	
1. Personnel Costs* (gross salary + social charges + employer costs)		1. Personnel Costs* (gross salary + social charges + employer costs)	
Personnel Costs Subtotal		Personnel Costs Subtotal	
2. Subcontracting (external services)** (Max 20% of Total project budget)		2. Subcontracting (external services)** (Max 20% of Total project budget)	
2. Subcontracting (external services)** (Max 20% of Total project budget)		2. Subcontracting (external services)** (Max 20% of Total project budget)	
2. Subcontracting (external services)** (Max 20% of Total project budget)		2. Subcontracting (external services)** (Max 20% of Total project budget)	

3. Click on "Import" and select the corresponding file.

The data from the excel file will be automatically transferred to the online budget.

## CHECKLIST AND SUBMISSION

Once your application is finalised, the "Checklist and Submission" section lists the documents requested with your application. The missing documents will appear in red and you would get a notification on it when trying to submit.

**CHECKLIST DOCUMENTS**

**Mandatory Documents**

- Articles of Incorporation, Constitution, Statutes, Government Decree, as appropriate, etc.
- Organisation in-country registration certificate (if applicable)
- Certification of tax and social security compliance (if required)
- Auditor Annual Report
- Annual Financial Statements

**Accounting, Procurement and Code of Conduct Policies**

- Accounting
- Procurement
- Code of Conduct

**Project location map**

- Location map**

**Timesheet document**

- Copy of Timesheet document

[CV's of key project staff](#)

**Additional Documents**

Please note that the following documents are required and necessary for submission

- Articles of Incorporation, Constitution, Statutes, Government Decree, as appropriate (certificate of registration or bylaws)
- Organisation in-country registration certificate (if applicable)
- Location map
- CVs of key project staff

Confirmation letters from your partners (if applicable) can be submitted in the "Additional Documents" section. Other documents may be requested at a later date if the project is shortlisted.

Before submitting, you should ensure that you have entered all the requested information and that all the required documents have been uploaded successfully. Once ready to submit, a function at the top right of the page allows you to **SUBMIT** your application once completed. Please note that once submitted, applications cannot be modified in any way although all the information provided and the files uploaded will be available for download. Applications can also be **DELETED** if the applicant desires to do so.

## Annex 2: Guidance on terminology

This section provides guidance for the completion of the Logical Framework and the proper use of the terms Result, Output and Activity in IUCN Save Our Species proposals.

**Activity:** Action taken or work performed by the project staff through which inputs, such as funds, technical assistance and other resources are mobilized to produce specific Outputs.

Activities are numbered in accordance with the Output they refer to: A.1.1.1, A.1.1.2 etc.

**Output:** Represent the tangible products, capital goods and services which result from an Activity. It may also include changes resulting from the intervention which are relevant to the achievement of Results. They are usually understood as short or mid-term effects from Activities, while Results refer to longer-term effects from Outputs.

Outputs are numbered in accordance with the Result they refer to: O.1.1, O.1.2 etc.

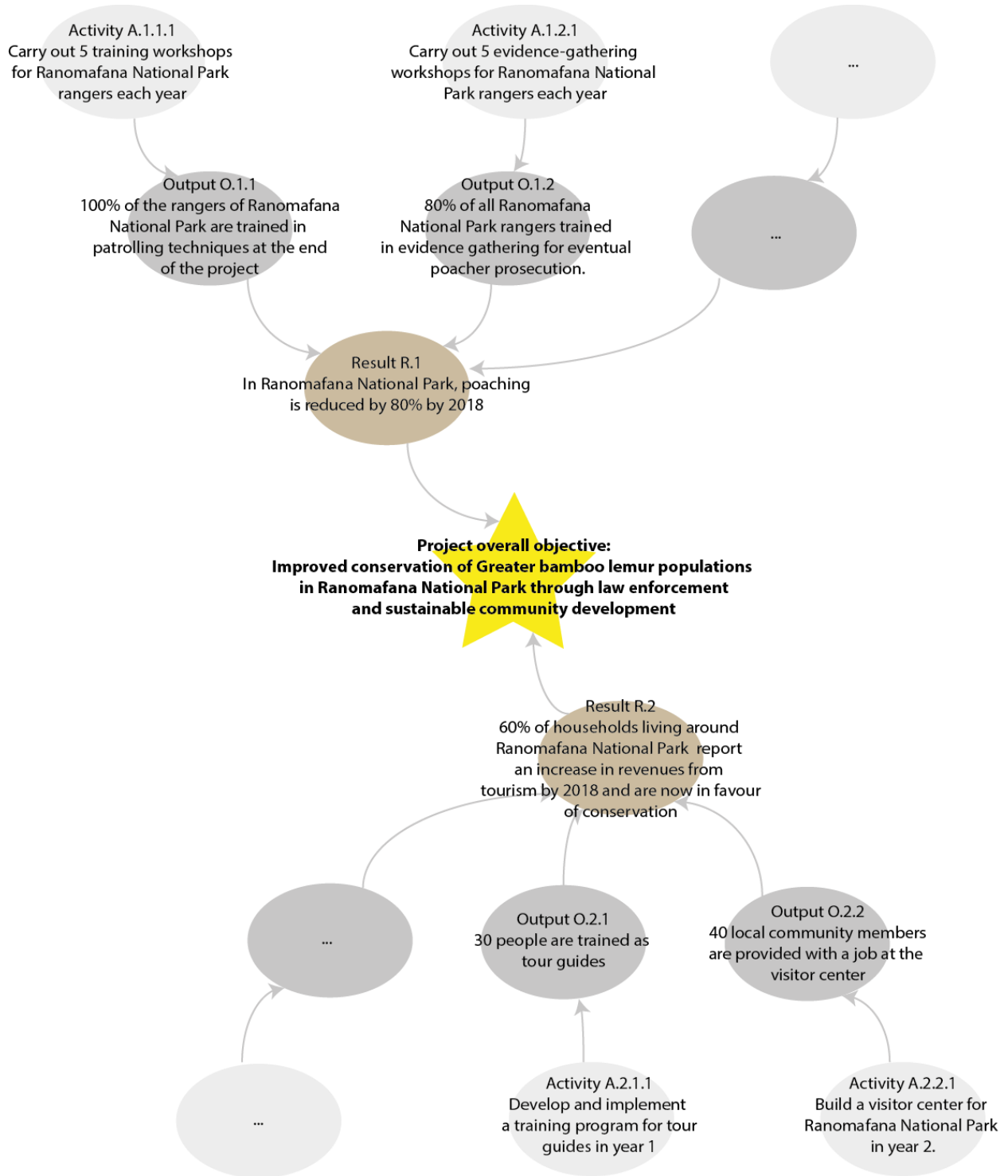
**Result:** Proponents should identify a limited number of Results that will help achieve the overall Objective of the project. The Results identified should present possible solutions to problems identified in the Conservation problem section of the Proposal. The Results should be expressed in a SMART format (see section on Monitoring Plan below for more details).

Results are numbered in incremental order: R.1, R.2 etc.

In general, each Activity leads to an Output. The combination of several Outputs leads to the achievement of a particular Result. Similarly, the combination of all Results of a project leads to the achievement of the overall project Objective.

**Overall project Objective:** the overarching rationale that drives the project and its activities in its entirety.

See next page a simplified example of this logic:



### Annex 3: Guidance on monitoring and indicators

The Project Monitoring Plan is intended to outline how the Results of the project intervention will be measured. A Monitoring Plan contains selected indicators, their baseline value/status at the beginning of the project and the target value/status the project aspires to achieve. The Monitoring Plan also contains information on the methods, cost and an indication of who will be responsible for collecting the data on the indicators.

Indicators are measures that show progress toward the intended Result. In its broadest sense, an indicator is a measurable entity related to a specific information need, such as the status of a species, the characteristic of a species population, change in a threat, or progress toward a Result. An indicator can be defined as “a quantifiable measure of a characteristic or condition of species, people, institutions, systems, or processes that may change over time.” The IUCN Grants Portal proposes a list of indicators and also allows for customized indicators.

Results should be expressed in a SMART format. SMART is an acronym that stands for:

**(S)pecific** – The information captured measures appropriate change. The data collected clearly and directly relates to the achievement of a specific objective. If the information collected is specific, it can tell whether the change we seek to create is happening or not.

**(M)easurable** – Before starting monitoring, staff must make sure that the information required can be practically collected using measurable, robust indicators.

**(A)tttributable** – Any changes measured must be attributable to the intervention.

**(R)elelevant** – Monitoring results must make a contribution to selected priorities, i.e. they must fit with the Results and timescale of the project.

**(T)ime-bound** – Monitoring is not open-ended but allows change to be tracked at the desired frequency for a set period of time and yields information at pre-specified periods.

For example, Results expressed in a SMART format include:

- “Legal rights to forest resources transferred to 8 community organizations by December 2019.”
- “Maintain a population of at least 200 individuals of the target species within the limits of the X Protected Area between January 2019 and December 2019.”

If your project proposal focuses on multiple sturgeon species please indicate any results expected to directly reflect on a particular species as separate lines for each of the species so that you could assign the relevant species related indicators (e.g. population size, evidence of breeding) to each species individually.

## Annex 4: Guidance on long term sustainability

The Project Proposal should describe its Exit Strategy outlining how project assets and achievements will be sustained beyond the lifespan of an individual grant. Describe the means by which Results will be sustained and how the project team will prepare stakeholders, partners and authorities to assume responsibility for maintaining the project achievements in the medium (2-5 years) to long term (5-10 years).

Sustainability refers to the extent to which the positive results of the project intervention will persist once the project implementation (and funding) ends. Sustainability is an often overlooked aspect of project design. There are a number of ways of ensuring sustainability, for example, through:

- Building capacity in local stakeholders and communities to continue conservation activities;
- Involving government agencies throughout the project so that key activities will continue beyond the project lifespan;
- Project results influencing long term changes in behaviour and local attitudes;
- Ensuring that benefits that emerge from good conservation results are shared equitably amongst stakeholder groups and across genders;
- Handing over responsibility to a capable organization for continued conservation activities;
- Integrate the project interventions into other long-term initiatives, involving government departments;
- Designing and implementing plans to manage potential conflicts between wildlife populations and the local community, in the long-term;
- Creating a policy or governance change, that places the project result permanently under the control of stakeholders or an appropriate government authority.

## Annex 5: Environmental and Social Management System

The main objective of IUCN projects is to realize positive environmental and social impacts, including benefits for women and men from communities that depend on natural resources. However, unwanted negative environmental and social side effects from the projects being implemented may occur. Within the context of its Mission, it is IUCN's policy to ensure that appropriate measures are taken to avoid or minimize these environmental and social impacts. Therefore, the main purpose of this Environmental and Social Management System (ESMS) is to provide the governance and policy framework for the managerial and operational measures to avoid or minimize environmental and social impacts of IUCN projects and enhance the positive impacts.

The ESMS is a methodological approach to identifying and managing environmental and social impacts in a structured way. Its application is closely related to the IUCN Project Guidelines and Standards and integrates the nature and scale of the project and the predicted impacts.

IUCN has a number of safeguards in place, structured through the ESMS. This ensures that appropriate measures are taken to avoid or minimize potential environmental and social impacts of projects while at the same time aiming to enhance the positive impacts. The ESMS is consistent with international frameworks such as the World Bank Operational Policies, GEF minimum standards on environmental and social safeguards, and IFC Performance Standards.

The ESMS incorporates the following four stages: (i) screening of impacts; (ii) scoping and assessment of impacts; (iii) development of environmental management plans, and (iv) monitoring and review.

**Awarded projects will be subjected to a full Environmental and Social Management System (ESMS) through the use of the ESMS questionnaire which will be provided at a later stage**

## Annex 6: Review form

Each reviewer is asked to review all the applications using the scoring form below. In the scoring form, reviewers will be asked to assess the project's conservation value. For each criterion, they will be asked i) to score the project from 1 to 5 (1 – Poor, 2 – Fair, 3 – Good, 4 – Very good, 5 – Outstanding) and, ii) to write comments explaining their scores.

The criteria that will be consider during review are detailed below:

Categories	Criteria (to what extent...)
1. Impacts on targeted species populations	<b>On a scale from 1 to 5:</b>
	What is the probability of the targeted species to persist as a result of the project and of its conservation status to improve? How much good will result from the project?
2. Impacts on habitats	<b>On a scale from 1 to 5:</b>
	Will the project benefit other species (other than the target species) and the functioning of the wider ecosystems?
3. Impacts on people	<b>On a scale from 1 to 5:</b>
	Have all the relevant stakeholders been identified and will they be involved in the project implementation? Are livelihoods made sustainable through the project by improving current practices or introducing alternatives? Does the project have appropriate community participation, including the empowerment of disadvantage groups (women, youth, indigenous people and other)? Have all social and socio-economic safeguards been detailed in a satisfactory manner?
4. Technical coherence	<b>On a scale from 1 to 5:</b>
	Are the project's overall objective, purpose and intended results appropriate, achievable and aligned with existing Conservation Strategies for the target species? Does the project include a sound logical framework with clear results and indicators? Is the proposed approach feasible? Does the project clearly identify any risks and provide solutions to mitigate/overcome them? Is the timeline for completing the work clear and realistic?
5. Technical competency of proponent	<b>On a scale from 1 to 5:</b>
	Do the skills of the consortium cover sufficient breadth of expertise to implement the project and communicate outputs? Is the proponent well positioned to implement the project? Does the proponent have a successful track record of similar projects in the region?

<b>6. Finances &amp; financial competency</b>	<b><i>On a scale from 1 to 5:</i></b>
	Is the budget adequate and cost efficient? Is the ratio between the estimated costs and the expected results satisfactory? Are all activities appropriately reflected in the budget? Can the proponent show evidence of good financial management?
<b>7. Sustainability</b>	<b><i>On a scale from 1 to 5:</i></b>
	Is there a clear approach for ensuring the sustainability of the project activities beyond the end of the project? How likely are the results to be sustained and or replicated?
<b>8. Regional cooperation</b>	<b><i>On a scale from 1 to 5:</i></b>
	Does the project foster regional cooperation and synergies at the regional and local levels? Does the project have the potential to establish or maintain long term relationships for collaboration in biodiversity conservation with relevant local, regional and national organisations? Does it ensure coordination and synergies with existing and future initiatives?
<b>9. Chances of success</b>	<b><i>On a scale from 1 to 5:</i></b>
	How likely is it that the project will reach its intended objectives?
<b>10. Lead partner organisation</b>	<b><i>Please answer yes or no:</i></b>
	Is the proponent a local or national organisation?

For any questions, please contact the IUCN Save Our Species Secretariat at [SaveOurSpecies@iucn.org](mailto:SaveOurSpecies@iucn.org).