

# REQUEST FOR APPLICATIONS

Support to the Kibira  
Foundation to Manage &  
Implement Conservation Actions

## TABLE OF CONTENTS

1. Executive Summary.....	2
2. Introduction.....	4
3. Purpose & Scope of Work.....	5
3.1 Scope of Work .....	5
3.2 Areas of Intervention.....	6
3.3 Collaboration with the Kibira Foundation & UNCDF.....	7
3.4 Target Beneficiaries.....	8
3.5 Expected Results.....	8
4. Eligibility for Application and Evaluation Criteria.....	10
4.1 Eligibility Requirements.....	10
4.2 Exclusionary Criteria.....	10
4.3 Evaluation Criteria .....	11
4.4 Eligible Costs .....	12
4.5 Ineligible Costs.....	12
5. Agreement Parameters .....	13
5.1 Applicants.....	13
5.2 Project Duration.....	13
5.3 Budget.....	13
6. Application Requirements and Process.....	14
6.1 Structure of the Application.....	14
6.2 Application Deadline.....	14
6.3 Selection Process .....	14
6.4 Timeline .....	15

# United Nations Capital Development Fund REQUEST FOR APPLICATION FOR

## Support to the Kibira Foundation to Manage & Implement Conservation Actions

230614 NAT\_B

### 1. Executive Summary

The United Nations Capital Development Fund (UNCDF) is the United Nations' flagship catalytic financing entity for the world's 46 Least Developed Countries (LDCs). With its unique capital mandate and focus on the LDCs, UNCDF works to invest and catalyse capital to support these countries in achieving the sustainable growth and inclusiveness envisioned by the 2030 Agenda for Sustainable Development and the Doha Programme of Action for the least developed countries, 2022–2031.

UNCDF builds partnerships with other UN organizations, as well as private and public sector actors, to achieve greater impact in development; specifically, by unlocking additional resources and strengthening financing mechanisms and systems contributing to transformation pathways, focusing on such development themes as green economy, digitalization, urbanization, inclusive economies, gender equality and women's economic empowerment.

To deliver the actions necessary to fulfil the targets outlined in the Global Biodiversity Framework, UNCDF has established a nature-based service line – the Nature Asset Team (NAT). In collaboration with UN agencies, national and international governments, non-governmental organizations (NGOs) and other local partners, NAT works to strengthen institutional capacities, catalyze resource flows, and improve access to technical expertise, thereby creating the context for sustained investment in nature assets and long-term distribution of co-benefits.

Since 2021, UNCDF has been working in collaboration with the UN Peacebuilding Fund and the Government of Burundi to address interconnected and transnational root-causes of instability and nature loss in the Kibira National Park and surrounding buffer zone. A critical pillar of implementation has been to establish the Kibira Foundation and structure the co-management agreement with the Office Burundais pour la Protection de l'Environnement (OBPE). With the agreement now in place and additional funding secured, UNCDF is seeking qualified organizations to support the management of the newly established Kibira Foundation and lead the implementation of activities under the co-management framework.

Candidates can apply as: **(1) A qualified non-governmental organization (NGO) organization with the necessary track record and expertise to equip the Foundation with sound management structure and support implementation of its key conservation actions; (2) Auxiliary non-profit organizations with specialist expertise in one or more areas of intervention to undertake designated activities.** Please clearly indicate the role targeted in your proposal.

The eligible organization(s) must demonstrate financial preparedness, including fundraising capacities and experience in conservation, culture, community development and livelihood generation. Please note only one lead organization will be selected, however additional organizations can apply to carry out specialized activities under a particular area of intervention as outlined in section 3.2.

**Scope:** Kibira National Park, Burundi (including the provinces of Kayanza, Cibitoke, Bubanza and Muramvya).

**Period:** 2023-2027. Following phase 1 (2023-2027) UNCDF would intend to commence a second phase for this project with an additional budget allocation for the period 2025-2027 and subject to positive performance appraisal and quality of deliverables submitted.

**Budget:** From USD 100,000 to USD 1,875,000 for the first phase and an additional USD 100,000 to USD 3,125,000 for the second phase, contingent on the positive performance appraisal of the grant subject and additional funding available.

Selected applicants will be expected to fund at least 25 percent (25%) of the total project cost in cash (for costs such as technical resources, staff, and operational expenses).

**Eligible candidates:** UNCDF is looking for an NGO or non-profit organization that will lead this assignment as well as auxiliary organizations with specialist expertise in particular areas of intervention. Applicants may apply independently or as part of a consortium, provided that the consortium was established prior to this request for applications being issued. Applicants with demonstrated experience implementing activities in the vicinity of the Kibira National Park and a proven track record of collaborating with the Government of Burundi will be given preference.

The selected institutions will be signing a UNCDF Performance-Based Agreement (PBA). All applications must be submitted via UNCDF's e-investment platform no later than 3 July, 2023 by 23:59 Eastern Standard Time. However, please visit UNCDF's Apply platform to check if the deadline has not been extended.

Inquiries to this request for applications may be submitted by email to [uncdf.rfa@uncdf.org](mailto:uncdf.rfa@uncdf.org) cc. [theo.way@uncdf.org](mailto:theo.way@uncdf.org).

## 2. Introduction

In Burundi, the mountain rainforest of the Kibira National Park straddles five provinces and encompasses an area of 40,000 ha along the Rwanda and DRC border. The Park is composed of several vegetation strata difficult to penetrate and rich in both animal and plant biodiversity: 644 plant species have been found in the park, as well as about 98 species of mammals (primates, servals, African civets, etc.), including critical populations of endangered chimpanzees. Bird life is also rich and varied, with 43 families and more than 200 species identified. Situated on the Congo-Nile ridge, the forest further plays a fundamental role in regulating the hydrological system and protecting against soil erosion.

However, the Kibira National Park continues to be degraded by a range of anthropogenic activities, including deforestation, poaching, bushfires, unsustainable harvesting of medicinal plants and overgrazing. At the same time, the impacts of climate change are increasingly wreaking havoc in the region, impacting food security and stable sources of income for local communities. Despite these challenges, the forest presents significant opportunities for reducing poverty, improving food security, and ensuring climate resilience for the region. To leverage these opportunities, park management requires collaborative governance, long-term benefit sharing, and effective impact monitoring, through (among other key activities): resource mobilisation, partnership building, policy engagement, capacity development, and conservation actions (I.e., Park rangers, training for reforestation, inclusive park delineation etc.).

In the past, engagement with local communities and Batwa in the management of the Kibira National Park has been limited. With an aim to achieve economic, environmental, and social revitalization of the Kibira and surrounding communities, the Kibira Foundation embraces a human needs and rights-based approach to implementation. Rather than employing top-down governance mechanisms, the Foundation focuses on building more effective, culturally appropriate, and sustainable bridges as part of an overall strategy for establishing peace and improving access to resources for local and Batwa communities. Given 65 per cent of Burundi's population are under the age of 25, this strategy further seeks to foster the capacity of women and youth to participate in processes of peace and conservation in order to strengthen their ability to act as agents of change.

UNCDF aims to address interconnected and transnational root-causes of instability and nature loss in the Kibira National Park and surrounding provinces by strengthening and supporting the operation of the Kibira Foundation. In collaboration with the UN Peacebuilding Fund, UNCDF has supported the process to install a formal co-management agreement between the Kibira Foundation and L'Office Burundais pour la Protection de l'Environnement (OBPE) for the management of the Kibira National Park. Through a hybrid co-management agreement, it is expected that the Government of Burundi will maintain all the regalian functions while the Foundation accelerates fundraising, implementation of core conservation activities, and development of public/private partnerships. For this reason, **UNCDF is seeking to engage: (1) A qualified non-governmental organization (NGO) or non-profit organization with the necessary expertise to equip the Foundation with sound management structure and support implementation of its key conservation actions; (2) Auxiliary non-profit organizations with specialist expertise in one or more areas of intervention to undertake designated activities.**

The co-management structure includes the following key components:

- The Government appoints the park manager based on criteria jointly defined by OBPE and the foundation. The foundation will recruit a technical advisor to serve as counterpart to the park manager. The eco-guards will remain the staff of OBPE (Government staff) while the tour guides will be employed by the foundation.
- OBPE will retain the responsibility to manage the anti-poaching department while the foundation will lead the departments of tourism and community relations. Ecological monitoring will be a shared responsibility between OBPE and the foundation.

### 3. Purpose & Scope of Work

#### 3.1 Scope of Work

UNCDF is seeking to engage: (1) A qualified non-governmental organization (NGO) with the necessary expertise to equip the Foundation with sound management structure and support implementation of its key conservation actions; (2) Auxiliary non-profit organizations with specialist expertise in one or more areas of intervention to undertake designated activities.

The grant will support the selected lead organization to improve its capacities and quality of work to deliver the following services:

- Establish the management capacity of the Kibira Foundation by supporting the installation of policy structures, operational processes, and conservation programmes. Under the direction of the Kibira Foundation's board of directors, the grantee will support financial management, monitoring and evaluation, and stakeholder engagement to strengthen the Foundation's track record and network of partners;
- Support the development of the Kibira Foundation's strategic plans, including the land use and restoration plan, gender strategy, resource mobilization plan, and other relevant guiding frameworks. The grantee will support the identification of necessary actions, resources, and timelines required to achieve conservation and fundraising goals;
- Facilitate fair and equitable distribution of benefits for local communities, including a focus on women, youth and Indigenous peoples, in order to elevate socioeconomic status and empower local peoples to become agents of change;
- Foster inclusion by promoting the active involvement of local community members in conservation actions. The grantee should facilitate knowledge exchange and learning opportunities to strengthen community ties by organizing workshops, training sessions, or peer-to-peer exchanges;
- Expand the Kibira Foundation's network of local or regional implementers with specialist expertise in one or more areas of intervention;
- Work closely with members of the Kibira Foundation and UNCDF Nature Assets Team to understand existing programming, structures, and processes. The grantee should engage collaboratively with various members of the Foundation, UNCDF, and the Government of Burundi through regular consultations and information sharing sessions.

### 3.2 Areas of Intervention

In addition to selecting a lead grantee to manage and implement key conservation actions across the following four areas of intervention, UNCDF invites applications from registered entities that can offer specialized solutions addressing at least one area of intervention.

Areas of intervention	Problem Statement and Objectives for Solution
<p><b>1</b></p> <p><b>Forest conservation and restoration</b></p> <p><i>Total available award: Up to USD 1,800,000</i></p>	<p><b>Problem Statement:</b> The Kibira National Park faces significant pressures due to extensive deforestation, primarily driven by the unsustainable extraction of trees for firewood, charcoal production, bamboo extraction, and harvesting of medicinal plants. These activities, carried out by individuals for personal or commercial purposes, have resulted in the depletion of numerous tree species within the park.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Implement measures to halt further deforestation and ensure the protection of the forest;</li> <li>• Restore degraded areas by implementing reforestation initiatives to increase tree cover and biodiversity;</li> <li>• Promote sustainable practices for fuelwood, charcoal, and bamboo extraction, ensuring responsible and regulated harvesting methods;</li> <li>• Empower local youth, women and Indigenous peoples to participate in protection and reforestation activities.</li> </ul>
<p><b>2</b></p> <p><b>Biodiversity conservation and protection of endangered species</b></p> <p><i>Total available award: Up to USD 1,000,000</i></p>	<p><b>Problem Statement:</b> Kibira National Park is the home of many endemic and threatened species. Once well established, it is estimated that only 500 chimpanzees remain in the Kibira. As important seed dispersers and germinators, loss of chimps will negatively impact many plant and animal species.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Implement measures to halt the decline in endangered primate populations within the Kibira National Park;</li> <li>• Combat deforestation and habitat fragmentation by ensuring reforestation programmes prioritize key primate habitats;</li> <li>• Work with local communities to deepen awareness and application of sustainable resource use practices in line with primate protection.</li> </ul>
<p><b>3</b></p> <p><b>Sustainable livelihood generation and economic development</b></p> <p><i>Total available award: Up to USD 1,200,000</i></p>	<p><b>Problem Statement:</b> Coupled with a lack of economic opportunities, overpopulation has contributed to increased competition over natural resources and resulting degradation of the forest. Sustained protection will require the promotion of sustainable and profitable trades that can meet daily needs and allow communities to reclaim their sacred spaces whilst achieving development outcomes.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Improve access to sustainable and diversified livelihood opportunities for local communities, including a focus on women, youth and Batwa peoples;</li> <li>• Empower local communities to adopt sustainable livelihood practices and income-generating activities that are compatible</li> </ul>

		with the conservation goals of the Foundation.
4	<p><b>Community engagement, indigenous empowerment and cultural preservation</b></p> <p><i>Total available award: Up to USD 1,000,000</i></p>	<p><b>Problem Statement:</b> While a renewed interest in the forest by certain populations has been observed, particularly from communities around the Kibira forest, there are few real structures on which to rely. Those involved in cultural dissemination and ecological awareness are not equipped with the tools necessary to foster responsible action.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Improve land access and rights of Batwa communities in order to allow Batwa communities to access conservation benefits and reduce land speculation;</li> <li>• Effectively integrate communities and empower Batwa and local peoples to be self-determining and responsible for the Forest</li> <li>• Enable long-term social cohesion, community resilience and development through enhanced social and cultural linkages with the forest.</li> </ul>

The examples of solutions in the identified areas of intervention are not exhaustive.

The UNCDF Nature Assets Team is open to hear what potential applicants have in mind outside these examples as long as the scale, viability and impact objectives are aligned.

### 3.3 Collaboration with the Kibira Foundation & UNCDF

The grantee will be expected to prioritize and actively engage with the focal points from UNCDF and the Kibira Foundation. The grantee should maintain clear lines of communication and engage regularly to discuss project progress, share insights, and address any challenges or concerns. In accordance with the programmatic framework, the grantee will be required to provide a quarterly and annual narrative report summarizing results, key milestones and project updates.

UNCDF takes a tailored approach to engagement with partners, working with each throughout to identify stakeholder needs, and helping to design, pilot and scale up solutions along the way. Some examples of the ways in which UNCDF could work with grantees in this project include:

- **Provisioning:** Providing technical assistance to help design, pilot, deploy, and scale up solutions for impact. Technical assistance is provided by digital finance experts who are experienced in product design, business model development and go-to-market strategies in some of the most challenging markets in Africa and Asia.
- **Partnerships:** Identifying co-financing opportunities and facilitating strategic partnerships with stakeholders to support resource mobilizations efforts. UNCDF is uniquely positioned to be a neutral broker of partnerships and has a record of building strong relationships with private and public organizations across Africa, Asia, and Pacific. This can also include supporting broader stakeholder participation to build consensus and ensure the expected dividends.
- **Policy and Advocacy:** Convening efforts to support an enabling environment and build policy and advocacy capacity for human-centred products and services to be piloted and potentially scaled.
- **Data collection, monitoring and evaluation:** Ensure results indicators are designed and implemented in alignment with applicable global and regional frameworks, such as the Global Biodiversity Framework, national biodiversity strategies, etc.

In the RFA, applicants may identify and suggest areas where the technical support from UNCDF and its network of expertise is sought.

The UNCDF Head of Nature Assets as well as the UNCDF global/regional Financing and Investment team will provide the overall oversight and technical financial support for grant disbursement. A programme manager covering the two countries, currently based in Burundi and overseeing the implementation of PBF programmes, will oversee and support the implementation of the programme activities on the ground and serve as a direct focal point for the grantees.

### 3.4 Target Beneficiaries

UNCDF will ensure that selected applicants apply a gender lens and gender-sensitive methodologies in their interventions. Applicants will be further encouraged to analyze and propose ways to resolve the differentiated experiences of women and men using their interventions. Every effort will be made to ensure that women and men can benefit equally from solutions proposed by applicants.

Sex and age disaggregation of data will be mandated.

Inclusion of minority, marginalized, and indigenous populations will be a core requirement. Applicants will have to highlight concrete policies (both existing and planned) to promote inclusion within their organization and in their interventions.

Beneficiary Group	Rationale	Target Impact
Barundi (others ethnic groups)	Rural communities surrounding the National Park will participate in cultural activities and reforestation and will benefit directly from livelihood opportunities	The project will specifically target communities in the province of Bubanza where there are 20,000 direct beneficiaries  An estimated 1,000 permanent and temporary jobs are expected to be created through project activities.
Twa Community	Forest Indigenous Peoples, will be included and mainstreamed in all conservation related activities and in some of the livelihood models directly related to forest product transformation (Medicinal and Bamboo etc)	The project will target support to 3,000 households of Batwa and 9,000 children, including 2,700 girls
Women	Women from both communities that are at high risk of food insecurity will be of high priority.	Goal of 50% of job opportunities to be provided to women (estimated at 500 jobs)
Youth	Youth lack access to jobs and others economic opportunities. Recently, some youth groups have turned into poachers, threatening the survival of chimpanzees in the park. Youth have a great knowledge of the Forest and can be trained and deployed as community liaison	Goal of 30% of job opportunities to be provided to youth (estimated at 300 jobs)

### 3.5 Expected Results

All applications for the lead organization must include targets on the indicators in the table below. The targets must be disaggregated for the selected target groups. Applicants who are not able to report on

one or multiple indicators or provide disaggregated data should include a note with the reason. Applicants applying for a specialized area of intervention (AOI) must include targets on the relevant indicators.

The targets will be considered in the evaluation of the applications. During the negotiation process of the performance-based agreement, selected applicants and UNCDF shall develop a monitoring framework. This may include additional indicators and targets, tailored to the scope of the proposed solution, activities and expected results. In the application form, candidates will have to set reliable and attainable targets for each of the following indicators.

AOI	Indicators	Disaggregation	Current (if applicable)	Target
1	Number of hectares of forest protected and effectively managed	Total:		
	Proportion of implementation area (ha) under effective restoration	Total:		
	Number of trees planted	Total:		
2	Population of primates in target site following interventions	Total: Chimps:		
	Net change in the reported incidences of poaching and illegal wildlife trafficking	Total: Women: Batwa:		
3	Number of jobs created through activities (Distinguish direct and indirect)	Total:		
	Number of trainings held with local members of the community	Total: Women:		
	Number of people with access to new sustainable livelihood opportunities	Total: Youth: Women:		
4	Number of hectares of land acquired and secured for Batwa communities	Total:		
	Number of cultural heritage stories/symbolics collected from communities and amplified through communication tools & supports	Total:		
	Percentage of people within communities relying on target ecosystem products and services with improved perception of nature conservation	Total:		

Please note that during the negotiation process of the Performance based- Agreement, applicants shall be required to integrate the monitoring framework with additional KPIs.

## 4. Eligibility for Application and Evaluation Criteria

### 4.1 Eligibility Requirements

Only applicants that meet the eligibility requirements and minimum criteria for the submission will be scored:

- The applicant or lead applicant must be a registered entity
- The applicant or lead applicant must be a non-profit organization
- Applicants may apply independently or as part of a consortium, provided the consortium partnership was established prior to issuance of this request for applications
- The lead applicant must be a registered entity with at least five years of operations and must have statutory accounts and financial statements for at least four operating years.
- Applicants applying within a specialized area of intervention must be a registered entity with at least three years of operations and must have statutory accounts and financial statements for at least two operating years.
- **Country of operation:** Eligible organizations will be duly registered, headquartered in or otherwise have substantive operations in Burundi.

Applicants can apply **only once** under this RFA, whether independently or in a consortium.

### 4.2 Exclusionary Criteria

Only applicants that meet the eligibility requirements and minimum criteria for the submission will be scored:

- Applicants shall not have been the subject of bankruptcy, liquidation, judicial settlement, safeguarding, cessation of activity or any other similar situation resulting from a similar procedure.
- No applicant – including individual employees and members of its board of directors – shall be included on any United Nations financial sanctions lists, particularly in the fight against the financing of terrorism and against attacks on international peace and security.<sup>1</sup>
- Applicants must not be involved in any of the following activities:
  - Manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons
  - Manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment
  - Replica weapons marketed to children
  - Manufacture, sale or distribution of tobacco or tobacco products
  - Involvement in the manufacture, sale and distribution of pornography
  - Manufacture, sale or distribution of substances subject to international bans or phase-outs, and wildlife or products regulated under the CITES

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<sup>1</sup> See <https://www.un.org/securitycouncil/sanctions/information>

- Gambling including casinos, betting etc. (excluding lotteries with charitable objectives)
- Violation of human rights or complicity in human rights violations
- Use or toleration of forced or compulsory labor
- Use or toleration of child labor

UNCDF will conduct due diligence on selected applicants. Applicants must have documents ready for confirmation that they meet the eligibility criteria including financial statements.

### 4.3 Evaluation Criteria

The Evaluation Committee will score the applications according to the below evaluation criteria.

	Criteria	Max Score
1	<b>Capacity for providing managerial and operational support</b> Score if the applicant's proposed team structure and experience is suited for the purpose of the RFA (skills for management, technical know-how, on the field foot print, monitoring and RM capacities)	30
2	<b>Demonstrated experience in delivering conservation actions in the region</b> Score if the applicant's profile, track record, reputation, and experience demonstrates successful implementation of conservation actions through similar projects and in the region, also if the applicant has successfully implemented other projects with UNCDF.	30
3	<b>Methodology</b> Score the applicant's proposed methodology and approach: if it is suited for the purpose of the RFA, if the workplan is realistic, that the project strategy covers risk management, quality control, reporting and other project management good practices.	15
5	<b>Inclusiveness perspective</b> Score if the applicant has foreseen a marginalized group focus (i.e. women, youth and Batwa peoples) in the proposed intervention, to have marginalized groups both external (users) and internal (staff) benefited equally.	15
6	<b>Sustainability and business plan</b> Score if the applicant's proposal has a sustainable financial perspective and business plan.	10
<b>TOTAL</b>		<b>100</b>

#### 4.4 Eligible Costs

The criteria for eligible expenditure determine whether a cost qualifies for funding under UNCDF rules and procedures.

The general criteria for eligibility of costs under UNCDF funding include the following:

- Eligible costs must be incurred by the applicant during the project (after the signature of the Performance-based Agreement and up to the end of the Grant period).
- Eligible costs should be indicated in the estimated overall budget of the action attached to the Performance-based Agreement.
- Costs must be identifiable and verifiable, in particular being recorded in the accounting records of the applicant and determined according to the applicable accounting standards of the country where the lead applicant is established.
- Costs must comply with the requirements of applicable tax and social legislation.
- Costs must be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.
- Consultancy costs – under studies, technical assistance and other advisory services under the programme carried out by international and national consultants – are eligible as follows:
  - Professional and consultancy services are services rendered by people with a special skill, and who are not officers or employees of the organization applying for the grant. Consulting services must be justified, with information provided on their expertise, primary organizational affiliation, normal daily fee, and number of days of expected service.
  - Consultants' travel costs, including for subsistence, are to be shown as travel expenditure. The applicant may be required to justify the daily fee.
- Workshop costs are eligible, for the workshop venue, food and beverages, and publication material.
- Training expenditure (financial education, digital education, soft skills) for the project's final beneficiaries is eligible. If applicable, this will include all related expenditure, such as the cost of the venue, participant travel, and so on. Training for the employees of the institution applying for the grant is also eligible as long as it has been demonstrated that it will link directly to the project output.
- Investment costs directly attributable to the project, relating to research and innovation, are allowable.

#### 4.5 Ineligible Costs

The following costs are ineligible and not accepted:

- Returns on capital and dividends paid by a beneficiary;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Costs declared by the applicant in the framework of another action receiving a grant financed from another donor;
- Indirect costs, also called overheads.

## 5. Agreement Parameters

Potential applicants shall give evidence that their solutions are aligned to the following parameters.

### 5.1 Applicants

Eligible candidates can apply alone or as lead applicant in a consortium, as long as they comply with the eligibility requirements set forth in section 4.1. In case of a consortium of entities applying to the RfA, the lead applicant shall comply with the eligibility requirements. The lead applicant will be responsible for:

- Submitting the application form on behalf of the consortium;
- Ensuring that each partner is fully aware of the composition of the partnership and of the contents of the Application Form;
- Signing the Performance-based Agreement with UNCDF;
- Fulfilling all obligations set out in the Performance-based Agreement;
- Ensuring the allocation and the fulfilment of the funds amongst the partners in the consortium in compliance with the Performance-based Agreement;
- Ensuring the allocation and the fulfilment of the tasks amongst the partners in the consortium in compliance with the Performance-based Agreement.

### 5.2 Project Duration

The project is expected to have a 60-month duration. Activities under this Financing Grant agreement are expected to be terminated no later than 31<sup>st</sup> December 2027. UNCDF would intend to commence a second phase for this project with a new budget allocation for the period 2025-2027 and subject to positive performance appraisal and quality of deliverables submitted.

### 5.3 Budget

UNCDF will provide a grant to the selected applicants in accordance to the Evaluation Criteria as set forth in section 4.3.

UNCDF contributions may range from USD 100,000 to USD 1,875,000 for the first phase and an additional USD 100,000 to USD 3,125,000 for the second phase.

Applications will need to describe how applicants will deploy the Grant and if any technical assistance or mentorship services are being sought. Additional technical assistance services will be provided by UNCDF through a separate budget line.

## 6. Application Requirements and Process

### 6.1 Structure of the Application

The applicant must submit a complete application form online.

Please be sure to have prepared the following documents:

- Certificate of incorporation
- Latest audited financial statements
- Latest management accounts
- Technical submission form (using UNCDF's template)
- Budget and workplan (using UNCDF's template)
- CV form (using UNCDF's template)

All submissions must be completed in **English or French**.

Only applications that follow the submission formats and include all the necessary documentation will be considered.

Applicants are requested to thoroughly review the programme document provided at the following link during the formulation of the application:

[https://apply.uncdf.org/prog/230614\\_natb -  
\\_support to the kibira foundation to manage important conservation actions](https://apply.uncdf.org/prog/230614_natb_-_support_to_the_kibira_foundation_to_manage_important_conservation_actions)

It is crucial to ensure a comprehensive understanding of its contents in order to prepare the submission accordingly.

### 6.2 Application Deadline

All applications must be submitted by 23:59 EDT TIME of 03/07/2023 at this link on Apply:

[https://apply.uncdf.org/prog/230614\\_natb -  
\\_support to the kibira foundation to manage important conservation actions](https://apply.uncdf.org/prog/230614_natb_-_support_to_the_kibira_foundation_to_manage_important_conservation_actions)

### 6.3 Selection Process

- **Step 1:** Eligibility screening – eligibility will be assessed according to the eligibility requirements as set forth in section 4.1.
- **Step 2:** Evaluation of eligible applications based on the evaluation criteria set out in section 4.3.
- **Step 3:** Due diligence – due diligence on the applications and their applicants will be conducted on applications that receive the minimum qualifying score (70/100).
- **Step 4:** Notification of applications – all applicants will be notified of the status of their applications.
- **Step 5:** Pre-Grant negotiation and Performance-based Agreement – the selected applicants will finalise the scope of the grant and finalise budgets, indicators and targets, workplan and disbursements of the Grant that will be released on achievement of each milestone.

- **Step 6:** Approval of the selected applications by the Investment Committee will be reviewed, discussed and approved by the Investment Committee. Any further due diligence requirements, risk analysis or milestone recommendations from the Investment Committee will be followed in later steps.
- **Step 7:** Notification of applications - all applicants will be notified of the status of their applications after final approval from UNCDF Board / Investment Committee.

#### 6.4 Timeline

14 June 2023	Application window opens
22 June 2023	Deadline for questions in writing
3 July 2023	Deadline for submission

**Real-time assistance from UNCDF:** For requests and queries, email [theo.way@uncdf.org](mailto:theo.way@uncdf.org) cc. [uncdf.rfa@uncdf.org](mailto:uncdf.rfa@uncdf.org)

The deliverables and any correspondence between the applicant organization and UNCDF must be in **English or French.**