



## **EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

**MFUKO WA HIFADHI YA MILIMA YA TAO LA MASHARIKI**

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# **CALL FOR PROJECT PROPOSALS FOR FUNDING BY EAMCEF**

## **1. Introduction**

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide long-term reliable funding support for Community Development and Conservation Projects and Research Activities which promote the biological diversity, ecological functions and sustainable use of natural resources in the Eastern Arc Mountains of Tanzania. The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a joint initiative of the Government of Tanzania, the World Bank and the Global Environment Facility (GEF). EAMCEF was officially registered in Tanzania on 6<sup>th</sup> June 2001 under the Trustees' Incorporation Ordinance No. 375 of 1956. Governed by a Board of Trustees, the Fund operates as a Not-for-Profit Non-Governmental Organization (NGO) with its day to day operations being run by the Endowment Fund Secretariat based in Morogoro – Tanzania and headed by an Executive Director.

Major Mountain blocks of the Eastern Arc spread over fifteen districts in five regions of Tanzania namely, Tanga (East and West Usambara and Nguu Mountains), Kilimanjaro (North and South Pare Mountains), Morogoro (Uluguru, Ukaguru, Nguru, Udzungwa, Malundwe, Mahenge and Rubeho Mountains), Iringa (Udzungwa Mountains) and Dodoma (Rubeho Mountains).

## **2. Target Sites**

The first round of funding by EAMCEF started in 2006/2007 financial year for eligible projects targeting only four forest sites namely;

- Amani Nature Reserve (East Usambara Mountains Block) in Korogwe and Muheza Districts.
- Nilo Nature Reserve (East Usambara Mountains Block) in Korogwe, Mkinga and Muheza Districts.
- Kilombero Nature Reserve (Udzungwa Mountains Block) in Kilombero and Kilolo Districts.
- Uzungwa Scarp Forest Reserve (Udzungwa Mountains Block) in Kilombero, Kilolo and Mufindi Districts.

The same forest sites will be targeted under subsequent rounds of funding that will be covered during each of the ensuing Financial Year.

## **3. Who Can Apply**

Suitable project proposals for any of the target sites each addressing one of the three EAMCEF thematic areas are invited for immediate submission from Government Departments (Central and Local Governments), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Local Communities, Research Institutions, Academic Institutions, Private Companies as well as interested Individuals. Proposals submitted by individuals and institutions locally based in the target districts will favourably be considered.

## **4. Thematic Areas for Funding**

- **Community Based Conservation and Development** activities for improvement of rural livelihood of forest adjacent communities in the target sites.

- **Protected Areas and Climate Change Management** so as to improve the forest ecological conditions and strengthen the management capability of the responsible institutions for the target sites.
- **Applied Biodiversity Research** relevant to the conservation of biodiversity in the priority Eastern Arc Mountain forests.

## **5. General Principles for Project Selection**

The over-riding principle governing selection of any project for funding by the Endowment is that, the project activity must result in some demonstrable (direct or indirect) benefit to conservation of biodiversity in the Eastern Arc Mountains, especially in the designated target areas. A secondary principle, which should influence project funding, is that, such funding should be complementary to other conservation and/or development activities in the area. That is, Endowment Fund monies are not intended to substitute for funds, which are already available.

Other, more specific, principles, which will guide project selection include:

- The extent to which the proposed activity is in line with existing forest management plans and priorities;
- The extent to which the proposed activity will contribute to improved management of forest resources of the selected sites;
- The extent to which the proposed activity can show replicability or demonstration for similar activities elsewhere in the Fund's target areas or the Eastern Arc Mountains, in general;
- Demonstrable positive impact on the conservation of the Eastern Arc forests (e.g. by reducing resource demands on those forests);
- Social soundness (e.g. representation, degree of community involvement in activity identification, development and implementation);
- Environmental soundness, especially with regard to the protection of biological diversity and overall impacts on the protected areas and other essential resources;
- The extent to which the protection of the environment and natural resources will contribute to the reduction of poverty or to income generating possibilities;

(a) **Community Based Conservation and Development projects** will be further guided by the following criteria:

- The degree to which the project will provide for and/or will lead to community management of the local forest resources;
- The importance of the area's conservation value to priority protection forests;
- The degree of sustainability and viability of the proposed activity as measured by such indicators as:
  - Adequacy of management;
  - Operational feasibility;
  - Market potential;
  - Financial soundness;
  - Level of local contribution and commitment;
  - Level of priority within the community;
  - Other factors affecting feasibility.
- The degree to which the community suffers economic losses or hardship as a result of forest management policies.
- The degree to which the community is organized.
- The size and economic status of the community, and the access, or lack of access, to alternative sources of funding for the proposed activity.

- Other urgent or special factors affecting conservation.

- (b) **Applied Research projects** will be selected on the basis of their relevance to the conservation of biodiversity in the Eastern Arc Mountains. Monitoring and evaluation projects, feasibility studies, socio-economic research, and areas that are least studied in the priority sites will be rated very highly. Of secondary importance in selecting research projects will be their contribution toward relieving pressure on the protected areas (e.g. providing alternative sources for forest products, providing efficient resource use technologies, etc.).
- (c) **Protected Areas and Climate Change Management** projects should strengthen the management capabilities of the Forestry and Beekeeping Division/Tanzania Forest Service (TFS) or the entities in-charge of the forest in question. Improving forest ecological and economic viabilities, mitigating and adapting for the climate change effects, will be of paramount importance. Priority forest management projects for funding under the Endowment Fund would include improvement of staff capabilities, forest management and ecotourism infrastructure, conservation education, and management planning, among others.

## 6. Other Useful Hints for Proposal Preparation

### 6.1 Types of Grants Available

EAMCEF will provide three types of grants as part of its overall programme efforts:

(i) **Micro – Grants** (*Amounts not exceeding Tshs. 2.5 million*)

EAMCEF will provide a significant amount of its available resources for micro grants to support small-scale efforts within each of the three Thematic Areas described above. Micro-grants can also be provided to conduct feasibility studies and analyses. Renewed funding of micro - grant projects may be requested only under special cases otherwise the funding is done once. The maximum award amount will not exceed Tshs. 2.5 million. The Project's duration will normally be six months, but may go up to one year.

(ii) **Single Year or Discrete Project Grants**  
(*Amounts exceeding Tshs 2.5 million and up to Tshs. 35 million*)

EAMCEF will support discrete, one-time projects whose project life will generally not extend more than 18 months within the three Thematic Areas. Generally projects will not exceed Tshs.35 million and will most likely average between Tshs.10 million and Tshs. 20 million.

(iii) **Multi-Year Programme Grants**  
(*Amounts exceeding Tshs .2.5 million and up to Tshs. 35 million per year*)

EAMCEF will provide multi-year funding for projects, or programmes, that will require several years to yield results or which require multiple year funding to ensure sustainability and achievement of objectives. As with single year projects EAMCEF will set a maximum of up to Tshs.35 million per year for multi-year projects.

## 6.2 Application Deadline

All carefully thought and well written proposals should be submitted and reach the Executive Director during the period 1<sup>st</sup> July – 30<sup>th</sup> September of each year. Project proposals submitted after the application deadline will not be considered for funding by EAMCEF during the concerned Financial Year.

## 6.3 Linkage to District Planning

Non research community development and conservation projects will usually be funded as elements of Strategic Plans of the concerned districts, that is, project proposals must comply with development priorities of the target districts.

## 6.4 Project Proposal Content

Each Project Proposal should not exceed ten (10) pages (excluding annexes and cover sheet) and should contain sufficient relevant details on each of the following items:-

### 6.4 (i) **Format For Micro-Grant Project Proposals**

1. Date of Application:-----
2. Project No: .....(To be assigned by EAMCEF)
3. Proposed Project Location (Villages, Wards, Districts and Regions): -----
4. Target/Focal Forest Site: -----
5. Description of Applying Entity -----
  - (i) Name and Address: -----
  - (ii) Legal Status:-----
  - (iii) Year Created: -----
6. Name, qualification and title of responsible person (if research include name of advisor/supervisor):  
-----
7. Title of Project Proposal: -----
8. Proposal Thematic Area: -----

9. Project Grant Type: -----
10. Project Objectives and Performance Measures: -----
11. Planned Activities (with physical, measurable targets): -----
12. Justification and Rationale for the Proposal (Indicate how your project will help contribute to the conservation of the target forest site): -----
13. Anticipated Beneficiaries from the Proposal: -----
14. Brief Description of the expected outputs and deliverables of the Project: -----
15. Status of the Proposed Activity (e.g., has work already commenced, is the Proposed Activity being continued, or is it building upon previous work?): -----
16. How will you Implement the Proposed Activity?: -----
17. Time, Duration and Implementation Schedule/Plan: -----
18. Total Budget for the Project (with breakdown into components) and include any in-kind contributions and their value:

Item (Activity)	Amount of Units Required	Unit Cost (Tshs.)	Total Cost (Tshs)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
	Total		
	Requested from EAMCEF		
	Provided by Others		
	In-Kind		

Indicate the sources of funds provided by others below:

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19. Comments and Recommendations by the Ward Executive Officer(s):

Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

20. Comments and Recommendations by the District Executive Director:

Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

21. Comments and Recommendations by the Head of Institution responsible for the Target Forest Site:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

22. Comments and Recommendations by the Head of Institution applying for funding:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6.4 (ii) Project Proposal Format for Single and Multi-year Grants

### 1. Cover Sheet

Project Title: Project Number: (To be assigned by EAMCEF)		Date:
Applicant /Organization Name:	Name, Qualifications and Title of Responsible Person and Address:	Phone:
		Fax:
		Email:
Legal Structure/Type of Organization:		Year that Organization Created:
Project Location: Target Forest(s), Region(s), District(s), Wards, Villages, etc.		Mode of Project Implementation and Information about collaborators (if any):
Proposal Thematic Area:		
Project Grant Type:		
List Purpose and objectives of project/research and expected outcomes (100 words or less): <ul style="list-style-type: none"> <li>Purpose:</li> <li>Objectives:</li> <li>Expected Outcomes:</li> </ul>		Number of Project Beneficiaries by Type, Category and Gender:
		<b>Project status:</b> New Proposal/ Re-submission of Revised Proposal/Ongoing Project:
Planned Activities and Measurable Targets:		Project Number and Date of approval (if ongoing Project):
Expected Outputs and Deliverables:		Main reasons for continuation of the Project (if ongoing):
Total Project Cost (Tshs.):	Total Amount Requested from EAMCEF (Tshs.):	List Other contributions including in-kind (Tshs.):
Length of Project Duration in months, proposed start and end months and years:	Amount Requested from EAMCEF for the coming Financial Year (FY.....): Tshs.	List Project Merits , Rationale and Justification:

**2. Recommendations by Responsible Institutions**

**(a) Comments and Recommendations by Ministry of Natural Resources and Tourism (MNRT)/ Regional Secretariat (RS)/Other Institution Responsible for the Target Forest Site (Specify).**

- i. Director, Forestry and Beekeeping Division/ Other Responsible Institution (Specify).

Comments/Recommendations: .....

.....

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ii. Permanent Secretary, MNRT/ Other Responsible Institution Accounting Officer (Specify).

Comments/Recommendations: .....

.....

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(b) Comments and Recommendations by Regional Administration and Local Governments for the Target Forest Site:**

- (i) District Executive Director Comments and Recommendations:.....

.....

Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(ii) Regional Administrative Secretary Comments and Recommendations:.....

.....

Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(c) **Comments and Recommendations by Head of Applying Entity/Institution:** .....

.....

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **3. Main Text**

#### **I. Project Summary**

The proposal must contain a summary of the proposed activity suitable to give out main issues to be addressed and expected outcomes. The summary should clearly address the following two merit review criteria: (1) the intellectual merit/ logical approach of the proposed activity; and (2) the broader impacts resulting from the proposed activity, especially detailing how the project will contribute to the conservation of the selected forest area of the Eastern Arc Mountains.

#### **II. Project Purpose**

Succinctly describe the purpose of the project and how it will contribute to the overall conservation objectives of the Eastern Arc Mountains. In particular the applicant should convey the importance of the project and provide justification for EAMCEF support. Describe the broader impacts resulting from the proposed activities, addressing one or more of the following as appropriate; (i) how the project will integrate biodiversity conservation by advancing discovery and understanding of sound approach while at the same time promoting their lessons learned, encourage training of trainers (TOT) ; (ii) ways in which the proposed activity will broaden the participation of under-represented groups (e.g., gender, under-privileged, geographic, etc.); (iii) how the project will enhance the biodiversity conservation, community livelihood or research and/or education, such as facilities, instrumentation, networks, and partnerships; (iv) how the results of the project will be disseminated broadly to enhance biodiversity conservation and understanding; and (v) what are potential benefits of the proposed activity to the society at large.

#### **III. Strategic Objectives and Performance Measures**

List and discuss the project's strategic objectives. After each objective outline the relevant performance indicators that you expect to use to measure how effectively the project will meet the established objectives.

#### **IV. Methodology for Implementing the Project**

Indicate your strategy for realizing the objectives. This section allows the applicant to describe the implementation strategy that will lead to successful results of the project. Provide a list of interventions and activities each with easily measurable targets, deliverables and outcomes that will be undertaken and demonstrate the timeframe for completing the project activities. For research grants, the applicant should provide a detailed research plan.

This section should provide a clear statement of the work to be undertaken and must include: (a) the period of the proposed work and expected significance; (b) relation to longer-term goals of the applicant's project; and (c) relation to the present state of knowledge in the field, to other work in progress related to the initiative. Here the applicant should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of methods/ interventions and plans for integrating conservation and development, documentation, and sharing of data/information and experiences with other stakeholders in the Eastern Arc Mountains and other related research and educational institutions.

#### **V. Key Success Factors**

Use this section to describe and analyze the key factors that will ensure the success of the project and how you will manage or ensure that these factors are in place. These factors should be analyzed in the context of the overall project and the capacity of the project implementing team.

#### **VI. Description of Beneficiaries**

Identify project beneficiaries and show how they are integrated into the overall project design. In addition, the project proposal should demonstrate how the project will integrate with local institutional structures in the specific area where the project will be implemented.

#### **VII. Monitoring and Evaluation Plan**

The monitoring and evaluation plan should be provided here. This should include the systems and mechanisms in place to collect data and information to measure progress toward meeting the objectives. The applicant should provide a table listing indicators and their respective measures as well as timeframe for collecting information. Information on the current situation (baseline data) which the project intends to improve should as well be provided here.

#### **VIII. Sustainability Plan**

Describe the sustainability of the project, indicating how the EAMCEF investment will yield long-term conservation benefits. Describe how the project will contribute to the long-term conservation objectives and assurance of financial sustainability of the efforts initiated under the project. The underlying assumptions about sustainability should as well be provided here.

## **IX. Budget**

The proposal must contain a detailed, itemized budget for each year of support requested. Submit a summary sheet outlining the cost involved in project implementation. The budget should include the amount requested from EAMCEF, amounts provided by other sources, as well as the amount that will be provided by the applicant. In-kind contributions should also be highlighted as both an input and as part of the total cost of completing the project. If the project proposes to result in any revenue generation, that revenue should also appear in the overall cash flow for the project.

A detailed budget justification should appear in a separate annex. The annex should include a budget justification of no more than 5 pages to justify the budget numbers provided in this section.

## **X . Annexes.**

### **7. How to Apply**

Completed Project Proposals should be submitted in soft and hard copies to the undersigned before the application deadline by hand, post, fax or e-mail. Applications submitted by e-mail or fax should be followed by submission of the duly signed original hard copies.

**The Executive Director  
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For further information and more clarification please do not hesitate to contact the EAMCEF Executive Director at the above address.

**YOU ARE ALL WELCOME**

**Issued By: THE EXECUTIVE DIRECTOR - EASTERN ARC MOUNTAINS CONSERVATION  
ENDOWMENT FUND (EAMCEF)**