



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

# **GUIDELINES FOR PREPARATION OF PROJECT PROPOSALS AND PROCEDURES FOR MAKING GRANTS**

Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area,  
Kingalu Road,  
P.O. Box 6053,  
**Morogoro, Tanzania.**

Telephone: +255 23 2613660

Cellphone: +255 755 330558

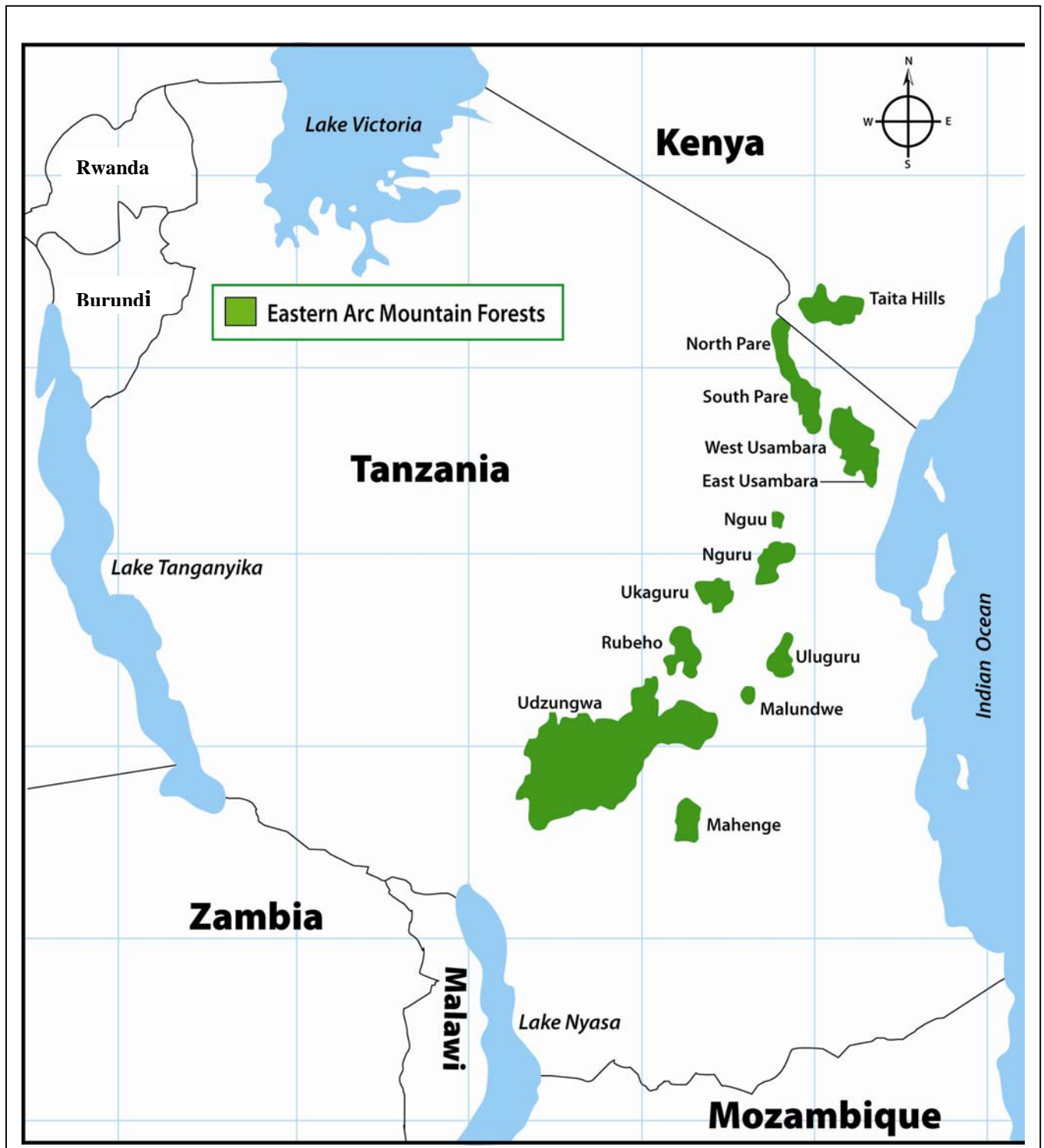
Fax: +255 23 2613113

E-Mail: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz); [eamcef@morogoro.net](mailto:eamcef@morogoro.net)

Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)

September, 2009

## LOCATION OF THE EASTERN ARC MOUNTAINS



First Edition – November 2005

Second Edition – May 2008

Third Edition – September, 2009

© Eastern Arc Mountains Conservation Endowment Fund

### ***List of Abbreviations***

BOT	-	Board of Trustees
CAP	-	Chapter
CEO	-	Chief Executive Officer
EAMCEF	-	Eastern Arc Mountains Conservation Endowment Fund
ED	-	Executive Director
EFS	-	Endowment Fund Secretariat
FBD	-	Forestry and Beekeeping Division
GEF	-	Global Environment Facility
GOT	-	Government of Tanzania
HA	-	Hectare
HIPC	-	Highly Indebted Poor Countries
IGAs	-	Income Generating Activities
KM	-	Kilometre
LAC	-	Local Advisory Committee
M&E	-	Monitoring and Evaluation
MIL	-	Million
NEMC	-	National Environment Management Council
NGO	-	Non-Governmental Organization
TAFORI	-	Tanzania Forestry Research Institute
TFCMP	-	Tanzania Forest Conservation and Management Project
TFS	-	Tanzania Forest Service
TTSA	-	Tanzania Tree Seeds Agency
TPRI	-	Tropical Pesticides Research Institute
TSHS.	-	Tanzanian Shillings
WB	-	World Bank

## Table of Contents

Cover Page.....	i
Location Map of the Eastern Arc Mountains.....	ii
List of Abbreviations .....	iii
Table of Contents.....	iv
Preface .....	vi
<b>Chapter 1 .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
1.1 General Overview .....	1
1.2 Organizational Set Up, Policy Framework and Guiding Principles .....	2
<b>Chapter 2 .....</b>	<b>4</b>
<b>PROGRAMMES AND FUNDING OPPORTUNITIES .....</b>	<b>4</b>
2.1 Rationale for Project Grants .....	4
2.2 General Grant Provisions .....	5
<b>Chapter 3 .....</b>	<b>7</b>
<b>PROJECT PROPOSAL PREPARATION AND SUBMISSIONS .....</b>	<b>7</b>
3.1 Types of Submissions .....	7
3.2 Proposal Submission .....	12
3.3 Instructions For Proposal Preparation .....	12
<b>Chapter 4 .....</b>	<b>14</b>
<b>PROJECT PROPOSAL PROCESSING AND REVIEW.....</b>	<b>14</b>
4.1 Overview Of The Process and Review Criteria .....	14
4.2 Revisions To Proposals During The Review Process .....	14
4.3 Award Recommendation .....	15
4.4 Copies of Reviews .....	15
4.5 Withdrawals, Returns and Declinations .....	15
<b>Chapter 5 .....</b>	<b>17</b>
<b>GRANTS ADMINISTRATION .....</b>	<b>17</b>
5.1 General Requirements .....	17
5.2 Suspension Or Termination Of Grants .....	17
5.3 Reporting Requirements .....	17
5.4 Supervision, Monitoring And Evaluation Of Grants .....	18
<b>Chapter 6 .....</b>	<b>20</b>
<b>MISCELLANEOUS .....</b>	<b>20</b>
6.1 Sharing Of Findings, Data And Other Research Products .....	20
6.2 Acknowledgment Of Support And Disclaimer .....	20
6.3 Release Of Grantee Proposal Information .....	20
6.4 Legal Rights To Intellectual Property .....	21
6.5 Potentially Disqualifying Conflicts Of Interest .....	21

<b>ANNEXES .....</b>	<b>22</b>
<b>Annex 1: General Principles for Project Selection .....</b>	<b>23</b>
<b>Annex 2: Guidelines for Identifying, Developing, Submitting and Selecting Community Development Projects .....</b>	<b>28</b>
<b>Annex 3: Format for Presenting Micro-Grant Project Proposals .....</b>	<b>33</b>
<b>Annex 4: Proposal Format for Non Micro-Grant Projects .....</b>	<b>36</b>
<b>Annex 5: Standard Call for Project Proposals .....</b>	<b>46</b>
<b>Annex 6: Priority Target Forest Sites .....</b>	<b>50</b>
<b>Annex 7: Project Proposal Preparation Checklist .....</b>	<b>54</b>
<b>Annex 8: Sample Letter of Proposal Receipt Notification .....</b>	<b>56</b>
<b>Annex 9: Assignment Letter for Review of Project Proposals .....</b>	<b>57</b>
<b>Annex 10: Terms of Reference for Project Proposal Reviews .....</b>	<b>59</b>
<b>Annex 11: Project Proposal Summary Sheet for Review and Approval .....</b>	<b>80</b>
<b>Annex 12: Sample Letter for Revision of Project Proposals .....</b>	<b>81</b>
<b>Annex 13: Sample Letter for Approved Project Proposals .....</b>	<b>82</b>
<b>Annex 14: Sample Memorandum of Agreements for EAMCEF Funded Projects.....</b>	<b>84</b>
<b>Annex 15: Sample Letter of Disbursement of Funds for Approved Projects ....</b>	<b>126</b>
<b>Annex 16: Sample Letter for Proposals Declined Funding .....</b>	<b>127</b>
<b>Annex 17: Sample Letter for Rejected Project Proposals .....</b>	<b>128</b>
<b>Annex 18: EAMCEF Organizational Structure .....</b>	<b>129</b>

## **PREFACE**

This Manual on Guidelines for Preparation of Project Proposals and Procedures for Making Grants provides guidance for the preparation and submission of project proposals to EAMCEF and describes the mechanisms through which funds may be disbursed to beneficiaries for project implementation in the Eastern Arc Mountains priority areas. Contact with EAMCEF programme personnel and visitation of the EAMCEF Website prior to proposal preparation is highly encouraged.

The Manual on Guidelines for Preparation of Project Proposals and Procedures for Making Grants provides a framework as to how the Fund make grant funds available to stakeholders in priority areas of the Eastern Arc Mountains. It provides an overview of the Fund's governance and management, and outlines funding opportunities and the mechanisms that are employed to ensure the flow of funds to projects in the target areas. The guidelines describe in detail the various funding programmes and eligibility for accessing funds. The EAMCEF has put in place a system that ensures competition for community development and research funds through an annual call for proposals. In addition the Fund targets funding for priority conservation needs in forest blocks of high biodiversity, providing grants to conservation managers, communities, NGOs, etc to ensure sustainable management of these conservation areas. The Fund normally solicits ideas and suggestions from various stakeholders to ensure that its funding has the desired conservation impact throughout the area. Also, given the economic situation in the area and many communities' lack of project implementation experience, the Fund has established a micro-grants program that facilitate flow of funds for projects under Tshs. 2.5 mil. It is expected that many community projects will benefit from small amounts of money and can best absorb small amounts of money to support small-scale conservation and community investment projects.

The EAMCEF promotes working alliances among diverse stakeholder groups, combining unique capacities and reducing duplication of efforts for a comprehensive, coordinated approach to conservation. The EAMCEF grants programme is unique among conservation funding mechanisms in that, it focuses on a landscape level for maximum return on the Fund's investment. It strives on institutional cooperation where areas rich in biological value straddle administration/geographical limits, or in areas where a multidisciplinary integrated approach is seen to be more effective than a single discipline approach. The EAMCEF in some cases seek to provide all relevant partners with an agile and flexible funding mechanism, complementing funding currently available to them.

The review process, criteria to be applied and grants recommendations are all detailed and the method for withdrawals, returns, declinations and administration of the grants are elaborated to provide for a smooth running environment for the grantee. EAMCEF has no programmes involving political or religious issues, and any support that is not directly related to conservation of the Eastern Arc Mountains of Tanzania is not entertained.

This Manual is the key working document and it contains information about EAMCEF programme areas, their objectives and timing for submission of proposals. As circumstance demands, the Manual will always be kept updated through necessary reviews and improvements.

*Francis B.N. Sabuni*

*September, 2009*

**EXECUTIVE DIRECTOR**

**Morogoro, Tanzania**

# Chapter 1

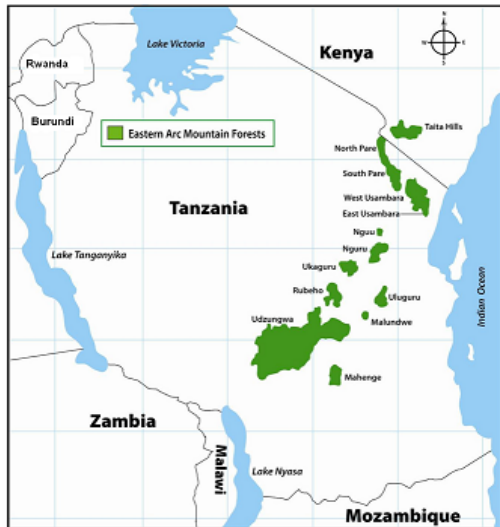
## INTRODUCTION

### 1.1 General Overview

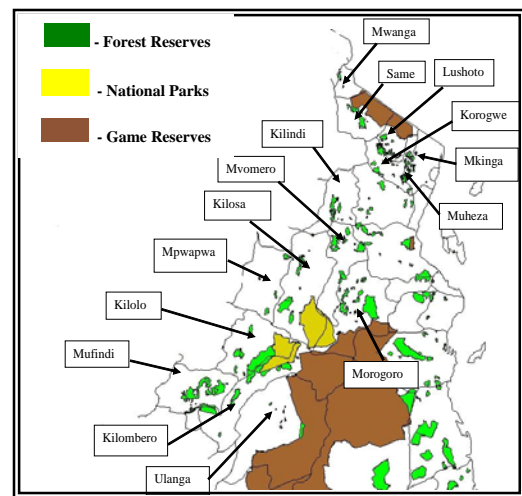
The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide long-term and reliable funding support for Community Development, Biodiversity Conservation and Applied Research Projects which promote the biological diversity, ecological functions and sustainable use of the natural resources in the Eastern Arc Mountains of Tanzania. Activities which contribute to the promotion of economic development and social welfare of the local communities in the target areas are given high priority for funding by EAMCEF.

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 and Rubeho Mountains), Iringa (Udzungwa Mountains) and Dodoma (Rubeho Mountains). The Mountain blocks in Tanzania cover a total land area of about 5,350 km<sup>2</sup>.

**LOCATION OF THE EASTERN ARC MOUNTAINS**



**DISTRICTS OF THE EASTERN ARC MOUNTAINS IN TANZANIA**



The Eastern Arc Mountains Conservation Endowment Fund is a joint initiative of the Government of the United Republic 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 Municipality and headed by an Executive Director.

During its first phase, EAMCEF operated as a component of the World Bank financed project under the Ministry of Natural Resources and Tourism – the Tanzania Forest Conservation and Management Project (TFCMP). It used a 3.2 million US\$ credit facility under the TFCMP to finance activities and operations of its first phase – the establishment phase. The establishment phase was planned to last for the first seven years (2002-2009) and concentrated mainly on getting the Endowment Fund Secretariat in place and

functional – staff recruitment, office accommodation, procurement of essential equipment and basic supplies/materials, mobilization of additional resources and establishment of operational procedures. Full funding for community development, biodiversity conservation and applied research projects was as well undertaken during the first phase.

This Manual has been prepared in order to provide the framework on how the funding is being solicited, processed and disbursed to the prospective beneficiaries in the following thematic areas:-

- **Community based conservation and development** activities for improvement of rural livelihoods of forest adjacent communities.
- **Applied biodiversity research** and feasibility studies relevant to the conservation of biodiversity in the priority Eastern Arc Mountains.
- **Protected areas and climate change management** initiatives to improve the ecological functions of the ecosystems, to mitigate and adapt for the effects of climate change and to strengthen the management capabilities of the responsible institutions.

Funding of the second phase – the implementation phase was planned to come mainly from incomes generated from the investment of the endowment capital secured from the GEF commitment of US\$ 7.0 million. The implementation phase is as well dominated by full scale funding of field activities in the three priority thematic areas.

## **1.2 Organizational Set Up, Policy Framework and Guiding Principles**

### **1.2.1 Motto**

The EAMCEF's Motto is "Conserving Biodiversity for Sustainable Development"

### **1.2.2 Vision**

A Conservation Fund sufficiently endowed to provide the financial resources necessary to ensure effective, long-term conservation and management of forest biodiversity in the Eastern Arc Mountains of Tanzania.

### **1.2.3 Mission**

Catalyze resources to foster conservation of forest biodiversity in the Eastern Arc Mountains of Tanzania through investment in sustainable community development, sustained financing for protected areas management and financial support to applied research.

### **1.2.4 Aims and Objectives**

1. To promote the protection of biological diversity in the Eastern Arc Mountains, targeting priority areas of significant diversity.
2. To promote the involvement of the local communities in the conservation and sustainable management of the natural resources and bio-diversity of the Eastern Arc Mountains and to assist them in benefiting from such conservation and sustainable management.
3. To ensure benefits, whether financial, technical or material arising from the Trust's activities, pass to local communities in its areas of operation.



4. To provide long-term reliable support for projects and research which promote the conservation of biological diversity and sustainable use of natural resources in the Eastern Arc Mountains and contribute to the promotion of the economic and social welfare of the communities in the area.
5. To promote the collection and dissemination of information and advice concerning the Eastern Arc Mountains and their global conservation value.
6. To engage in fund-raising activities to obtain resources that shall finance the objectives of the Trust.
7. To enter into covenants or agreements, including but not limited to; joint management agreements, leases; and licenses with other identified stakeholders, including: local communities, central and local governments, the business community, private sector and individuals, over any land and immovable property as may have been acquired by the Trust, **PROVIDED ALWAYS** that such agreements shall be in the long-term interests of the Trust.
8. To provide liaison between government agencies, civil society and the private sector in conservation and environment matters.
9. As an insubstantial part of the activities of the Trust and only to the extent permitted by a public charity organization, to advocate for policies, regulations and laws that are designed to promote sustainable development and conservation.
10. To co-operate with any person or organization with objectives similar to those of the Trust.

#### **1.2.5 Board of Trustees (BOT)**

Headed by a Chairperson elected from amongst the Trustees, the Board of Trustees (BOT) is the highest policy and decision making body of EAMCEF. The Trustees hold all land, monies and other properties of the Endowment Fund UPON TRUST and apply the same in accordance with the aims and objectives of the Trust for the benefit of present and future generations. The Board of Trustees governs the Trust and oversees its business in accordance with the provisions of the Trust Deed upon which it was established. The EAMCEF Executive Director serves as Secretary of the Board of Trustees.

#### **1.2.6 Endowment Fund Secretariat**

The Endowment Fund Secretariat is comprised of the Executive Director, a Programme Officer – Planning and Communication, a Finance and Administration Officer, two Field Project Officers and five Support Staff. The day-to-day operations of EAMCEF are undertaken by the Endowment Fund Secretariat that is headed by the Executive Director and located in Morogoro Municipality.

#### **Contact Details:**

The Executive Director,  
Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area,  
Kingalu Road,  
P.O. Box 6053, Morogoro, Tanzania.  
Tel: +255 23 2613660  
Fax: +255 23 2613113  
Cellphone: +255 755 330 558  
Email: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);  
[eamcef@morogoro.net](mailto:eamcef@morogoro.net)  
Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)

## Chapter 2

### PROGRAMMES AND FUNDING OPPORTUNITIES

#### 2.1 Rationale for Project Grants

The ultimate goal of EAMCEF is for an effective and efficient use of its resources to support conservation of the Eastern Arc Mountains. In working to realize this goal EAMCEF has developed priority areas and target themes so that areas of high biodiversity that have limited technical and financial support can access funds from the Trust. The following sections explain the various programme areas and the mechanisms for submitting and selecting projects for funding by the EAMCEF. More details can also be accessed through the EAMCEF website which is kept always updated.

##### 2.1.1 Categories of Projects and Priority Thematic Areas

EAMCEF utilizes a variety of mechanisms to generate proposals depending on the project category or thematic area. EAMCEF funds three categories or types of projects: 1) conservation and management of targeted priority forest sites 2) management-based research and feasibility studies that support the conservation of priority forest blocks, and 3) community-based sustainable development projects that contribute in some way to meeting conservation objectives. Based on the established procedures, EAMCEF allocates at least 50% of its available grant resources to community-based projects.

##### 2.1.2 Types of Grants

As a standard rule, EAMCEF provides three types of grants as part of its overall grants programme effort:

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

EAMCEF provides between 20 and 25% of its available resources for micro grants to support small-scale efforts within each of the project categories described above. Micro-grants can also be provided to conduct feasibility studies and analyses.

Micro-grant project proposals are subject to internal EAMCEF merit review and finally governed by the decision of the Executive Director. Renewed funding of micro - grant projects may be requested only under special cases otherwise the funding is done once. The maximum award amount does not exceed Tshs. 2.5 million. The Project's duration is normally six months, but may go up to one year.

###### (ii) Single Year or Discrete Project Grants (*amounts exceeding Tshs. 2.5 mil and up to Tshs. 35 mil*)

EAMCEF supports discrete, one-time projects whose project life does generally not extend more than 18 months within the three project categories. Generally a project will not exceed Tshs. 35 million and will most likely average between Tshs. 10 mil and Tshs. 20 mil. Discrete project proposals are subject to review by EAMCEF as well as an external technical team. All proposals under this category must be approved by the Board of Trustees prior to actual funding.

###### (iii) Multi-Year Programme Grants (*amounts exceeding Tshs. 2.5 mil and up to Tshs. 35 mil per year*)

EAMCEF provides 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 has set a maximum of up to Tshs. 35 million per year for multi-year

projects. Multi-year Project Proposals are subject to review by EAMCEF as well as an external technical team. The Board of Trustees must approve all proposals under this category.

## **2.2 General Grant Provisions**

Micro-grant applications should be submitted on the simple application form (Annex 3) that provide essential information about the project. These are submitted during the time of the general call for proposals and can, depending on the budgetary situation, be submitted during other times during the year. For the larger grants, interested parties follow the format provided in Annex 4.

All forest conservation and community development projects need to have some level of financial or in-kind input to complement the funding provided by EAMCEF. The level of contribution depend on the type of submission and project that is proposed, but at a minimum should equal at least 5% of the total project costs. EAMCEF discuss and agree on levels of commitment by its partners during the overall project negotiations.

Contributions for research projects do not have a fixed percentage and may not be required, depending on circumstances. Decisions regarding complementary contributions are made on a case by case basis between the EAMCEF and the applicants.

### **2.2.1 Eligibility for Receiving Grants**

Central Government Departments, District Councils, government agencies, NGOs, CBOs, Local Communities, Research Institutions, Academic Institutions and Individuals are all eligible for submitting Project Proposals. Before formal submission, the proposal may be discussed with appropriate EAMCEF Secretariat staff. Undergraduate students are encouraged to submit research proposals, but also can arrange to serve as research assistants to faculty members. In some cases EAMCEF may accept proposals to partly fund Doctoral Dissertations or Research Grants when submitted by a faculty member on behalf of the graduate student if the research is of great interest to the Fund. The Fund also provides support specifically for women and minority groups in the targeted communities in the aspects of Income Generating Activities (IGAs), Social Welfare as well as Community Development projects.

### **2.2.2 Categories of Project Applicants**

EAMCEF strives to identify groups, individuals, and organizations that can make an effective contribution to the conservation of the Eastern Arc Mountains. Moreover, EAMCEF seeks innovative ideas and approaches that can ensure the long-term sustainability of its conservation efforts, including contributing to improving livelihoods of communities affecting in some way the forests of the Eastern Arc Mountains. Contingent upon submission of feasible proposals the following entities are offered project grants.

#### **(i) Local community groups and registered NGOs**

Eligible NGOs and local community groups must be those working with local communities. A group of five or more people recognized by the village government is defined as a local community group in this context. Any applying NGO must have been registered at least 2 years before the proposing date.

#### **(ii) Universities and Colleges**

Tanzania's universities and two to four-year programme colleges (including community colleges) acting on behalf of their faculty members. Such organizations also are referred to as academic institutions.

**(iii) Non-profit, non-academic and research organizations**

Independent museums, research organizations, professional societies and similar organizations in Tanzania that deal or are directly associated with conservation or research activities.

**(iv) For-profit organizations**

For-profit organizations, especially small businesses with strong capabilities in linking conservation, local community and tourism. An unsolicited proposal from a commercial organization may be funded when the project is of special concern from a national point of view, special resources are available for the work, or the proposed project is especially meritorious or innovative. EAMCEF may have an interest in supporting projects that couple business resources and perspectives with those of universities and/or NGOs. Therefore, EAMCEF especially welcomes proposals for cooperative projects between the private sector and universities, NGOs and local communities.

**(v) State and Local Governments**

State offices, departments or organizations, district councils and other local institutions may submit proposals intended to broaden the impact, accelerate the pace, and increase the effectiveness of improvement in the field of biodiversity conservation in the three thematic areas for the Fund's project grants.

**(vi) Unaffiliated Individuals**

Scientists or educators in Tanzania and Tanzanian citizens may be eligible for support, provided that the individual is not employed by, or affiliated with, an organization, and:

- the proposed project is sufficiently meritorious and otherwise complies with the conditions of any applicable proposal-generating document;
- the project applicant has demonstrated the capability and has access to any necessary facilities to carry out the project; and
- the project applicant agrees to fiscal arrangements that, in the opinion of the EAMCEF, ensures responsible management of the grant monies.

Unaffiliated individuals should contact the EAMCEF before preparing a proposal for submission so as to determine the appropriateness of the submission

**(vii) Foreign Organizations**

EAMCEF rarely provide support to foreign organizations. EAMCEF considers proposals for cooperative projects involving Tanzanian and foreign organizations, provided the support is requested only for the Tanzanian portion of the collaborative effort.

**(viii) Other Government Agencies**

EAMCEF normally supports activities planned by Government agencies with shortage of funds. However, a scientist or educator who has a joint appointment with a university and a state agency (such as TAFORI, TPRI, NEMC, TTSA, etc) may submit proposals through the university/institution and may receive support if he/she is a bona fide faculty member of the university/institution. Preliminary inquiry should be made to EAMCEF before preparing a proposal for submission.

## **Chapter 3**

### **PROJECT PROPOSAL PREPARATION AND SUBMISSIONS**

#### **3.1 Types of Submissions**

The type of submission depend on the category of project that EAMCEF funds. Community development projects and research proposals are generally more competitive in nature. Conservation grants are developed more along collaborative lines of EAMCEF with those agencies, institutions and communities that will be responsible for the effective management and protection of forest/nature reserves in priority mountain blocks. Additional information about project proposals and submissions is available in Annex 1, General Principles for Project Selection.

##### **3.1.1 Projects to support conservation of Eastern Arc Mountain Blocks**

EAMCEF provides funding that will directly lead to the conservation of priority mountain blocks in the Eastern Arc Mountains. The anticipated need and demand for resources has led EAMCEF to focus initially on two mountain blocks, East Usambara and Udzungwa Mountains, until that time that new resource acquisition makes expansion realistic. Ideally EAMCEF spends up to 35% of its grant making resources to support conservation projects of the priority Eastern Arc Mountain blocks.

Projects eligible for funding under this category include all those directly related to the conservation of the blocks, and which are not deemed to fall into the category of community development. A non-exhaustive list of eligible projects include:

- a) mapping and surveying of boundaries;
- b) boundary demarcation and maintenance;
- c) sustainable management mechanisms to ensure the long-term viability of the selected forest /nature reserves;
- d) preparation of, and implementation of management plans and reserve business plans;
- e) training; and
- f) community management of protected areas.

#### **Project Solicitation and Development**

EAMCEF works directly with responsible institutions and the local district council representatives to identify priority activities in selected target blocks (starting with the two blocks). Most of the conservation projects are multi-year initiatives targeting forest sites with approved management plans.

In developing proposals for funding the parties follow the following steps:

1. EAMCEF and the responsible agency/reserve manager(s) meet to determine priority conservation needs and initiatives in the target forest/nature reserves for the next several years.

2. Once agreement on priorities is reached, EAMCEF requests that the responsible agency and/or district officers prepare a proposal, including a workplan and budget to complete the task. The proposal should include all relevant details, including the explanation of the role and level of participation of the communities. The project proposal should also discuss options for ensuring the sustainability of the particular action proposed and how success of the project will be measured. Where the project will require certain community action, the project should demonstrate that relevant agreements with communities are in place and documents to that effect included in the proposal (See Annex 4: proposal format).
3. As necessary the EAMCEF Field Project Officer work with the district officials to assist in the preparation of the proposal.
4. A completed proposal is submitted to EAMCEF for review and comment. At that time EAMCEF raise questions about the project and the budget and, as appropriate, request additional information from the proposal originator.
5. If needed, the EAMCEF Secretariat may request additional review input from an outside reviewer with expertise in the particular activity.
6. Once EAMCEF Secretariat is satisfied with the proposal and convinced of its feasibility, it forwards the proposal to the Board of Trustees for final approval and funding authorization.

Conservation projects are received by EAMCEF on an annual submission basis for approval by the BOT during its January Meeting. To ensure adequate time for review and project finalization, the projects are submitted by September 30<sup>th</sup> of each year. This arrangement allows EAMCEF to provide funding that can be linked to the annual development planning and budgeting cycles of the target districts.

Any conservation-related micro-project may be submitted at any time during the year for consideration by the EAMCEF Secretariat, with a decision dependent on available funding.

### **3.1.2. Projects to support community-based sustainable development**

EAMCEF provides up to 50% of its grant making funds to support community-level development and conservation projects. Funded projects aim to improve the quality of life of Tanzanians living around the targeted protected areas, while ensuring that the investments provide a conservation return. EAMCEF strives to build sustainability into each of the projects it funds and seek innovative solutions to problems of poverty and high dependence on the natural resources contained in the Eastern Arc Mountains' forests.

The types of projects that can be funded under this category are numerous and range from social infrastructure to income generating investments that result in both economic and conservation benefits in the communities. Annex 2 provides a comprehensive discussion of community development projects including the types of projects that EAMCEF is likely to fund. In many cases, EAMCEF work with communities to identify and develop good proposals, providing technical assistance and training as is required. Many of these efforts should complement on-going conservation efforts, including those already funded by EAMCEF. Also EAMCEF seeks a variety of partnerships with other stakeholder groups to explore joint funding ventures, thereby enhancing the impact of EAMCEF's funds.

## **Project Solicitation and Development**

EAMCEF currently undertake at least one call for proposals per year for community development grants, in July with a second call scheduled for early April, contingent upon the availability of funds. The availability of funds for a second call is known after funding decisions are made during the BOT's January Meeting. The schedule for the primary call for proposal process is as follows:

---

### **Schedule of Call for Proposals –Community Grants**

**July:**           **Announce call for proposals – use local media, newsletters, website, LACs, field officers, colleagues and others to distribute announcement**

**September:**   **Last week of September proposals due in offices of EAMCEF**

**December:**    **Review processes completed and projects selected and ranked for funding**

**January:**       **Board meets and reaches funding decision regarding projects**

**March/April:** **Funding negotiations and development of funding agreements**

**May/June:**     **Successful candidates contacted and fund disbursement initiated**

***Note: Micro-grants can be disbursed earlier at the discretion of the ED. The ED inform the Board of all micro-grant disbursements and progress during each of the BOT's meetings.***

---

The contingent call for proposals is made in April for final approval at the Board's July Meeting and it follows a similar schedule to that described above.

The following are the steps involved in applying for and obtaining a community development grant from the EAMCEF. These guidelines generally apply with slight modifications within the micro-grant process and follows the schedule provided above.

1. The EAMCEF issues a call for proposals. As part of this effort, the field project officers and programme staff of EAMCEF meet with district officials, the LAC, stakeholders and communities to discuss ideas and encourage people to apply. In some cases, EAMCEF provide assistance to organizations in preparing proposals, especially when local communities and community-based organizations request funds.
2. Interested parties request the relevant forms from the EAMCEF. Project application forms are made available at district offices, from LAC members, from the EAMCEF field officers and other points of contact deemed effective.
3. Project proposals are submitted by the September 30<sup>th</sup> deadline.

4. EAMCEF then undertakes an initial review and, if necessary, seek additional information from the project proponent prior to making a final recommendation. As part of the initial review, the proposal may be shared with the respective LAC for its comments and input.
5. In some cases, the type of project require additional technical review to determine the feasibility of what is proposed. In such cases, the EAMCEF send out proposals for external review by experts identified by the Secretariat.
6. Depending on the results of the review process, EAMCEF either decide to return the proposal to the proponent for more information or modification, or else decide to recommend for or against funding.
7. EAMCEF then prepare a list of received proposals and the priority for funding recommendation to be discussed with the LAC prior to its final determination.
8. Once all projects have been endorsed, the Secretariat then prepare for the Board a one to two-page summary of each project with the results of the reviews and recommendations for funding (including priority) for discussion at the January Meeting. At that Meeting the Board make the funding decisions based on its review and current available budget.
9. EAMCEF then advise the LACs and all project proponents of the final Board decision and begin to sign contracts and disburse funds. In some cases EAMCEF recommend certain project modifications and encourage a resubmission in the following year.

### **Micro-grant Issues**

Micro-grants provide a flexible funding mechanism that allow funds to move easily from EAMCEF to communities to support community-identified priority initiatives. Communities develop micro-grants with probable support from the field officer, other EAMCEF staff, and stakeholders working in the area. Micro-grants can be submitted at any time of the year, both during and outside the timeframe of the call for proposals. Initial grants are received during July - September along with the other solicited proposals, with approvals and disbursements by the Secretariat throughout the year until funding under the micro-grant line item is exhausted.

After its review, EAMCEF prepare a list of projects submitted and recommended action along with funding priorities for each District. The project list for each District is shared with the respective LAC for final information. EAMCEF then advise successful proponents and arrange for disbursement of funds. The EAMCEF urges the LACs to continue the promotion of the micro-grant programme until the annual allocation is depleted.

#### **3.1.3 Projects to support management-based, or applied research**

EAMCEF provides a portion of its grant resources for management-based research and feasibility studies. The funds provided support research activities that contribute to conservation priorities in the selected target areas, thereby complimenting overall area-wide investments. EAMCEF funding under this category may reach 15% of the available grant funds for a year.

The Secretariat determine on an annual basis the amount of funding that will be made available for research activities. Research proposals are developed in the following ways:



- Through a request for proposals that follow a process similar to that outlined in section 3.1.2 above. The proposal requests are advertised broadly including at Tanzanian universities, research organizations and scientific-based NGOs.
- Through a solicitation that outline the type of research desired in a particular forest block and requesting proposals to undertake that work.

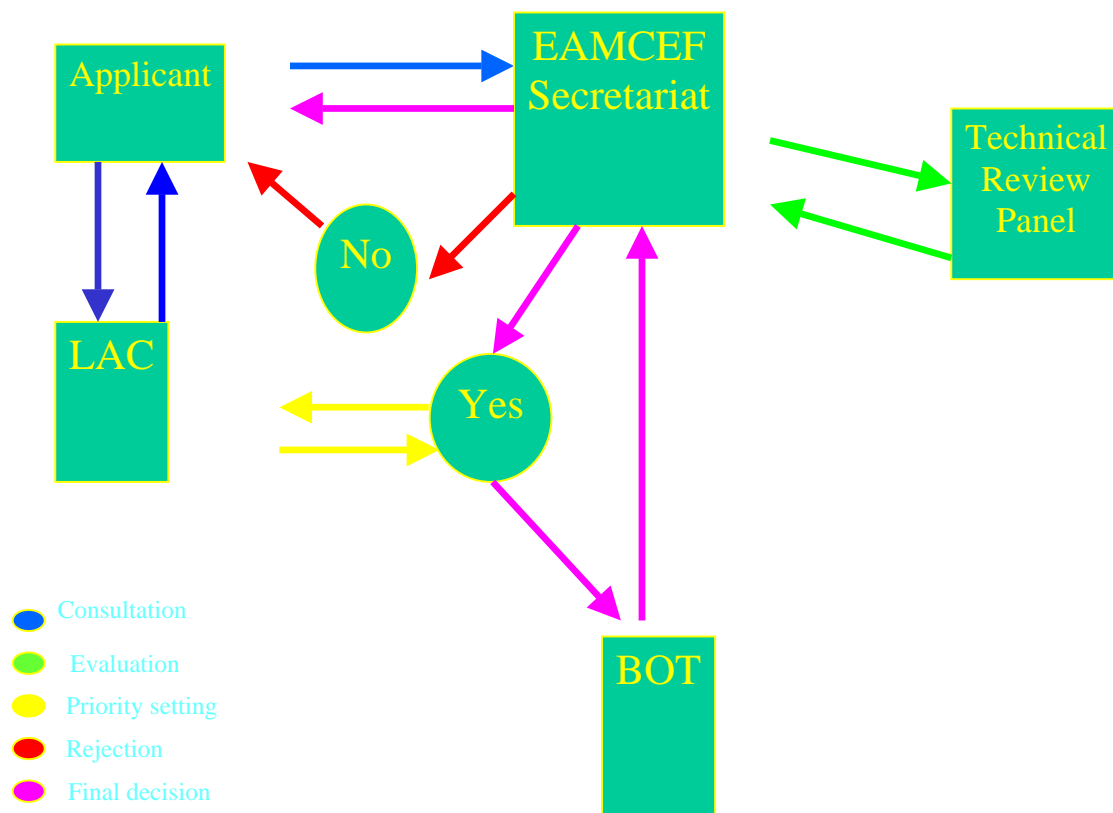
### Project Solicitation and Development

To the extent possible, EAMCEF follow the same schedule and procedures for soliciting research proposals as those defined for community development grants. In almost all cases, research proposals are sent out for peer review to ensure the quality of the research proposed. In some cases EAMCEF may solicit specific research outside the normal project cycle. This would occur in cases where specific research information may be considered timely and the Secretariat and stakeholders agree to avoid delay.

### Micro-grant Issues

Research and feasibility study proposals are also eligible for micro-grant funding. Any student requests for such funds require proposal approval by the student's research committee and supervision by a head professor.

Figure 1 demonstrates the overall grant review and approval process.



## **3.2 Proposal Submission**

### **1. Electronic Requirements**

Proposals to EAMCEF can be submitted by ordinary mail or fax; be submitted electronically via the EAMCEF email address; or via the LAC. All proposals submitted should use the requisite proposal form (micro-grants) or follow the format guidelines. Proposals submitted in soft copies should be followed by submission of the original hard copies within the application deadline.

### **2. Submission Instructions**

The applicant should submit a proposal only once to EAMCEF to avoid confusion. For all proposals received via mail or email, the Endowment Fund Secretariat will provide a Proposal Receipt Notification within 30 working days after proposal submission deadline.

### **3. Proposal Receipt**

Once the proposal is submitted, the applicant can view the project title via the “Recently Submitted Proposals” list in the EAMCEF Website. If the project title and relevant information is not reflected on the website, the applicant is advised to contact the Secretariat via [e-mail](#) or other communication means. Project applicants are strongly encouraged to use the website ([www.easternarc.or.tz](http://www.easternarc.or.tz)) to verify the status of their submissions to EAMCEF.

## **3.3 Instructions for Proposal Preparation**

Each proposing organization that has not received an EAMCEF grant before should be prepared to submit basic organization and management information and certifications, when requested, to the EAMCEF. In principle, the organization is required to be legally registered, operational and having ability to manage finance in a manner that the accounts can be audited any time when a need arise. The information contained in this Manual may assist the organization in preparing documents that the EAMCEF requires to conduct administrative and financial reviews of the organization. This Manual also serves as a means of highlighting the accountability requirements associated with EAMCEF grants.

When funding micro-grants, discrete grants or multi-year grants for community organizations or other agencies, EAMCEF may decide to administer project funds or purchase desired inputs rather than provide funds to grant recipients. This is especially true where the soliciting group or organization does not have a bank account, lacks the required procurement capacity and where EAMCEF is not working through an intermediary organization.

EAMCEF has developed specific guidelines for submission of proposals for review under its grant programme. In developing these guidelines the Fund has tried to balance simplicity with the need to have adequate information in order to judge the merits of the projects. Micro-grant proposals are designed to be simple to design and develop. A format for the presentation of micro-grant proposals appears in Annex 3 of this Manual. It is important that proposals provide all the information required to facilitate the review and analysis of projects.

Proposal standards for larger projects are more rigorous. All proponents are required to submit proposals following the format and instructions provided in Annex 4 of these guidelines, or other format as designated by the EAMCEF at the time of a project solicitation. EAMCEF may return without review proposals that are not consistent with these instructions. Appendix 7 contains a proposal preparation

checklist that may be used to assist in the review. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so that they will not be overlooked when the proposal is being prepared.

## Chapter 4

### PROJECT PROPOSAL PROCESSING AND REVIEW

#### 4.1 Overview Of The Process And Review Criteria

Proposals received by the EAMCEF Secretariat are assigned to the appropriate EAMCEF programmes; and, if they meet EAMCEF requirements for review, they are forwarded to the appropriate Committee for further review if necessary. EAMCEF normally make consultations for community development projects with the appropriate Local Advisory Committee (LAC) as necessary, and possibly with a technical review committee, if warranted. Protected areas and climate change management, and research projects are forwarded to the Technical Review and Research Review Committees respectively if input and expertise beyond that of EAMCEF is required.

All proposals are carefully reviewed by the respective review committees. The EAMCEF Secretariat take a leading role in facilitating the whole process, including organizing several outside reviewers who are expert in the particular fields of the proposals. Review experts are sought in Tanzania and abroad. Based on recommendations from the review committee the Endowment Secretariat then decide on the next course of action for each proposal as appropriate.

All EAMCEF proposals are evaluated through the use of approved *merit review criteria*, as detailed in Annex 1. In some instances, however, EAMCEF may employ additional criteria as required to highlight the specific objectives of certain programmes and activities. The two merit review criteria are listed below. While project applicants must address both merit review criteria, reviewers are asked to address only those considerations that are relevant to the proposal being considered and for which the reviewer is qualified to make judgments.

##### 4.1.1 What are the Intellectual Merits of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the project applicant (individual or team) to conduct the project? To what extent does the proposed activity suggest and explore new approaches to save biodiversity? How well conceived and organized is the proposed activity? Is there sufficient access to resources? Is the project innovative in its approach?

##### 4.1.2 What are the Broader Impacts of the proposed activity?

How well does the activity enhance the biodiversity conservation, and improved livelihood of the community? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, geographic, etc.)? To what extent will it enhance the infrastructure for conservation and awareness education, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance community understanding on the importance of conservation? What may be the benefits of the proposed activity to the society?

#### 4.2 Revisions To Proposals During The Review Process

In the event of significant changes in the proposals due to changed circumstances, e.g loss of personnel, funding, etc; that would materially alter the proposed project and affect the outcome of the review of a pending proposal, the project applicant must contact the Endowment Fund Secretariat to discuss the issue and determine a course of action.

During the review process, EAMCEF may contact the project applicant to discuss desired changes in the project, including specific budgetary changes. In some cases the EAMCEF ED may suggest reducing or eliminating costs for specific budget items that are clearly unnecessary or unreasonable for the activities to be undertaken. A revised proposal budget must also include a statement that shows the 'Impact Statement', that describes the impact of the budget reduction on the scope of the project.

For collaborative projects aimed at conservation, the EAMCEF Secretariat work closely with the project applicant to assist in redesigning the proposal to make it appropriate for meeting results and satisfying the funding criteria of the Fund.

### **4.3 Award Recommendation**

After scientific, technical and programmatic reviews, approvals and consideration of appropriate factors, the Executive Director take the appropriate action whether the proposal should be declined or awarded a grant. After the necessary approval and signing of Memorandum of Agreements, awards to winning project applicants are generally made within 60 days. Project applicants are cautioned that only the Executive Director or his/her appointed EAMCEF Officer can make commitments, obligations or awards on behalf of EAMCEF or authorize the expenditure of funds. No funding is provided until the applicant has signed an appropriate funding agreement with the EAMCEF ED.

### **4.4 Copies of Reviews**

When a decision has been made (whether an award or a declination), exact copies of reviews, excluding the identities of reviewers, and summaries of review panel deliberations, if any, can be provided to the project applicant if so required. The project applicant also may request and obtain any other releasable material from EAMCEF on his/her proposal.

### **4.5 Withdrawals, Returns and Declinations**

#### **4.5.1 Withdrawals**

A proposal may be withdrawn by the project applicant at any time before a funding recommendation if the project applicant feels that implementation of the project will be impossible for some reason. The proposal would be eligible for submission during a later round, if it meets the terms of any future calls for proposals.

#### **4.5.2 Return Without Review**

Competitive proposals may not be considered by EAMCEF for the following reasons. The proposal:

1. Is inappropriate for funding by the EAMCEF;
2. Is a duplicate of, or substantially similar to, a proposal already under consideration by EAMCEF from the same submitter;
3. Does not meet EAMCEF proposal preparation requirements;
4. Is not responsive to the programme announcement/solicitation;
5. Does not meet an announced proposal submission deadline;
6. Was previously reviewed and declined and has not been substantially revised.

### **4.5.3 Rejections**

A project applicant whose proposal for EAMCEF support has been rejected generally receive the information and an explanation of the reason(s) for the rejection along with the original copy of the proposal. If that explanation does not satisfy the applicant, he/she may request additional information from EAMCEF.

### **4.5.4 Reconsideration**

If the explanation provided does not satisfy the applicant, he/she may request that the EAMCEF ED reconsider the action to determine whether the proposal received a fair and reasonable review, both substantively and procedurally. An applicant whose proposal has not been accepted because it is inappropriate for consideration by EAMCEF also may request reconsideration of the determination. The request for reconsideration must be in writing and must be received within 30 days after the date of the declination letter or return.

### **4.5.5 Resubmission**

A rejected proposal may be resubmitted, but only after it has undergone substantial revision. A resubmitted proposal that has not clearly taken into account the major comments or concerns resulting from the prior EAMCEF review may be returned without review. The EAMCEF treat a revised proposal as a new proposal, subject to the standard review procedures and to the availability of funds. Most resubmissions generally await a new round of funding.

# Chapter 5

## GRANTS ADMINISTRATION

### 5.1 General Requirements

Grants for financial assistance are subject to certain statutory and other general requirements, such as compliance with the government rules, laws and regulations prohibiting discrimination; prohibition of research misconduct; restrictions on lobbying; patent and copyright requirements.

### 5.2 Suspension Or Termination Of Grants

EAMCEF grants may be suspended or terminated in accordance with the procedures contained in the grants agreement conditions. Grants may also be terminated by mutual agreement between the grantee and EAMCEF. Termination by mutual agreement shall not affect any commitment of grant funds that, in the judgment of EAMCEF and the grantee, had become firm before the effective date of the termination.

### 5.3 Reporting Requirements

#### First, Second and Third Tranches and Completion Project Reports

- **Micro-grants** - Micro-grant recipients are required to complete end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tranche funds and an end of the project reports indicating results of the project as compared to the original plan and objectives. The reports should also include project financial reports.
- **One-year projects** - Projects approved for one year submit an end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tranche funds reports, giving technical and financial details and a final report at the conclusion of the project. If the project extends beyond a 12-month period, the implementing organization continue to submit the required reports in the sequence as narrated above.
- **Multi-year projects** - Long-term projects also report on an end of tranche funds basis, providing both a technical and financial report. This process continue until the end of the project, at which time an end of project report is completed.

All requests for replenishment of funds (2<sup>nd</sup> and 3<sup>rd</sup> tranches) must be accompanied by satisfactory physical implementation reports as well as acceptable financial performance reports for the preceding tranche. This applies to all Micro-grants, Discrete and Multi-year Projects.

All implementing organizations are requested to carefully examine the approved project documents to ensure availability of the required information. The reports should provide information on project participants, activities implemented and findings; results and outcomes; publications; and, other specific products and contributions. Implementation performance should be measured against the planned targets.

Subsequent funding to a recipient is not effected unless the following are properly undertaken:

- Presentation of a comprehensive Physical Progress Report for all the activities already undertaken in the field, measuring the achievement against what was actually planned for each activity.
- Undertaking of a field visit in which EAMCEF monitoring staff will be able to verify what have actually been undertaken in the implementation of the planned activities.

- Submission of a comprehensive Financial Performance Report on the use of the funds issued earlier. The Financial Performance Report should contain among other things, the following:
  - (i) Actual expenditure against what was planned for each expenditure item/activity,
  - (ii) Cash Book Summary,
  - (iii) Bank Reconciliation statement per reporting date,
  - (iv) Monthly Bank Statements.
- It is also very important to always keep in mind that, the release of the 2<sup>nd</sup> and 3<sup>rd</sup> tranches of EAMCEF funds for approved Projects are neither automatic nor guaranteed but rather they can only be assured by satisfactory field performance and proper use and proper accounting of the funds earlier issued. This means that, it is very risky and it is against the Project Agreement to make commitments for funds the recipient has not yet received from EAMCEF.

## **5.4 Supervision, Monitoring And Evaluation Of Grants**

### **5.4.1 Supervision**

EAMCEF reserves the right to visit any funded project during its implementation to meet with stakeholders, in particular the village government, and beneficiaries and or their representatives. The project progress is reviewed against the time schedule, physical and financial plan contained in the project document. Findings are shared with project staff, beneficiaries and relevant authorities as appropriate. Supervision visits by EAMCEF may or may not be announced in advance.

### **5.4.2 Flow of Funds**

EAMCEF annual funding of projects is in three tranches: 40 percent, 30 percent, and 30 percent. The funds are deposited into a bank account opened by the grant recipient exclusively for the implementation of the approved project. The funding commence once the project has been approved. The second tranche is only disbursed upon receipt of an accounting for at least 70 percent of the first tranche. Disbursement of the third tranche is contingent upon accounting for 70 percent of the second tranche and 100 percent of the first tranche. Any balance of funds received from EAMCEF for implementation of the project should be returned to EAMCEF on completion of the project, unless informed otherwise by the EAMCEF ED.

The project must be implemented in accordance with the project document. Request for modification in the project workplan and/or budget must be submitted to EAMCEF for approval prior to using any funds for non-approved expenditures. Due to the varied nature of projects, with some being short-term/once-off activities, disbursement is made on an activity-based tranche system as described above and may require a different fund allocation formula. In some cases the EAMCEF may actually purchase the inputs on behalf of grant recipients to facilitate acquisition and fund accounting.

### **5.4.3 Monitoring and Evaluation**

EAMCEF has put in place effective Monitoring and Evaluation arrangements to assess the effects and project's outcomes, establishing a knowledge base and incorporating the lessons into the design and implementation of future projects. Appropriate indicators are developed to monitor the progress and quality of activities and projects being implemented.



Through a Monitoring and Evaluation system (M&E), EAMCEF monitor the inputs, outputs and process indicators embedded into the design to enhance decision-making aimed at improving the project performance and achieving the stated objectives. The M&E system draws on a wide range of information sources, including participative monitoring and evaluation activities and survey results generated out of the national poverty-monitoring programme. The M&E mechanism support strengthening capacities of the local governments and communities to monitor interventions in their respective areas of operations by putting in place methodologies and tools for data collection, processing, analyzing and dissemination.

The aim of the M&E system is to provide easily accessible and timely information of the results of the project vis a vis inputs, outputs, processes, outcomes and impact so that corrective strategic actions can be taken. The M&E ensures that community and other activities are implemented as per plan. The system is useful for measuring and improving performance of projects. M&E activities are carried out at three levels namely, the Eastern Arc Mountains area as a whole, district (including specific forest blocks) and community levels where implementation is taking place. Monitoring and evaluation is done by the EAMCEF team in collaboration with relevant authorities, researchers, and donor funded projects operating in the Eastern Arc Mountains.

#### **5.4.4 Monitoring and Evaluation Setup**

A bottom-up approach has been adopted by EAMCEF to provide for a participatory monitoring and evaluation system, and opportunities for reporting and feedback that reflects the views of the communities. Clear reporting requirements had been established for the implementation of each of the research, community development and protected area management projects. The EAMCEF M&E system monitor the physical progress and link it with financial expenditures. The M&E also monitor the overall performance of EAMCEF at the project sites as well as the whole Eastern Arc mountains area.

Within a month of completion of each project, each project implementing organization must prepare a project completion report, in close consultation with the beneficiaries, sector experts, the village government/council, the contractor, the supervisors, and other interested parties that include an in-depth evaluation of the project, and forward it to the EAMCEF ED. The project completion report should evaluate the project achievements comparing the stated objectives with the final outcome and draw lessons for the design and implementation of future projects. Specifically the completion report examine in detail key outcome/impact indicators. Examples of those include:

- Level of satisfaction of beneficiaries with community level outcomes (measured by a beneficiary assessment rating satisfaction from 1-5);
- Amount of income, or other non-income benefits, generated as a result of the project (planned against actual);
- Number of people with increased access to the service;
- Reduction in walking distance to the nearest infrastructure providing similar services;
- Percentage of women participating in operating and maintaining water points, bee apiaries, fuelwood efficient stoves, etc, created;
- Intensity of use of the forest for specific products;
- Level of management and protection in place at the forest/nature reserve as compared to previous years;
- Change in threat status of the target forest site;
- Number of hectares for Eastern Arc Mountains under greater conservation management and protection;
- Number of kilometres of forest boundary resurveyed, cleared or maintained.

## **Chapter 6**

### **MISCELLANEOUS**

#### **6.1 Sharing Of Findings, Data And Other Research Products**

EAMCEF advocates and encourages open and transparent communication. EAMCEF expects significant findings from supported research and conservation achievements to be promptly submitted for publication or storage with authorship that accurately reflect the contributions of those involved. It expects researchers funded by EAMCEF to share with other researchers, at no more than incremental cost and within a reasonable time, the data, samples, physical collections and other supporting materials created or gathered in the course of the work. It also encourages grantees to share software and inventions, once appropriate protection for them has been secured, and otherwise act to make the innovations widely distributed and usable.

#### **6.2 Acknowledgment Of Support And Disclaimer**

An acknowledgment of EAMCEF support and a disclaimer must appear in technical reports, publications and web postings of any material, whether copyrighted or not. A statement as the following may suffice, “This material is based upon the work supported by EAMCEF under Project Grant No.-” EAMCEF support also must be orally acknowledged during all seminars, workshops, meetings, news media interviews, including popular media such as radio, television and news magazines. Except for articles or papers published in scientific, technical or professional journals, the following disclaimer must be included: “Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the EAMCEF”.

#### **6.3 Release Of Grantee Proposal Information**

A proposal that results in an EAMCEF award can be made available to the public on request, except for privileged information or material that is personal, proprietary or otherwise exempt from disclosure under the law. Appropriate labeling in the proposal aids identification of what may be specifically exempt. Such information is withheld from public disclosure to the extent permitted by law. Without assuming any liability for inadvertent disclosure, EAMCEF seek to limit disclosure of such information to its employees and to outside reviewers when necessary for merit review of the proposal.

Portions of proposals resulting in grants that contain descriptions of inventions in which either the Government or the grantee owns a right, title, or interest (including a non-exclusive license) are normally not made available to the public until a reasonable time has been allowed for filing patent applications. EAMCEF notify the grantee of receipt of requests for copies of funded proposals so that the grantee may advise EAMCEF of such inventions as described, or other confidential, commercial or proprietary information contained in the proposal.

A proposal that does not result in an EAMCEF grant is retained by EAMCEF for a prescribed time (currently five years), but can be released to the public only with the consent of the project applicant or to the extent required by law.

## **6.4 Legal Rights To Intellectual Property**

EAMCEF normally allow grantees to retain principal legal rights to intellectual property developed under its grants. This policy provide incentive for development and dissemination of inventions, software and publications that can enhance their usefulness, accessibility and upkeep. It does not, however, reduce the responsibility of researchers and organizations to make results, data and collections available to the research community.

## **6.5 Potentially Disqualifying Conflicts Of Interest**

Unless a waiver has been granted by EAMCEF, a reviewer cannot review a proposal if:

- the reviewer is related to the project applicant as the reviewer's spouse, minor child, or business partner,
- the organization where the reviewer is employed, has an arrangement for future employment or is negotiating for employment with the project applicant or, the organization where the reviewer is an officer, director, trustee, or partner, has a financial interest in the outcome of the proposal,
- unless a waiver has been granted by EAMCEF, a potential reviewer may also be barred from reviewing a proposal, if it involves individuals with whom he/she has a personal relationship, such as a close relative, current or former collaborator, or former thesis student/advisor,
- unless a waiver has been granted by EAMCEF, a disqualifying conflict may exist, if a proposal involves an institution or other entity with which the potential reviewer has a connection. Such potentially disqualifying connections include:
  - (a) a reviewer's recent former employer;
  - (b) an organization in which the reviewer is an active participant;
  - (c) an institution at which the reviewer is currently enrolled as a student, or at which he/she serves as a visiting committee member; or
  - (d) an entity with which the reviewer has or seeks some other business or financial relationship (including receipt of an honorarium).

# ***ANNEXES***

## ***Annex 1. General Principles for Project Selection***

### **1.1 SELECTION PRINCIPLES AND CRITERIA**

The over-riding principle governing selection of any project for funding by the Endowment Fund 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 guide project selection include:

- The extent to which the proposed activity is in line with existing forest management plans and priorities (Plans need to be developed prior to funding of specific projects. However, the Fund may also be involved in funding the development of the plans which are expected to be developed with the participation of communities, FBD, other concerned groups and the Fund);
- The extent to which the proposed activity contribute to improved management of forest resources, including support for the development of management plans for village forest reserves or programs that support co-management of forest resources;
- The extent to which the proposed activity can show replicability or demonstration for similar activities elsewhere in the Fund's target area or the Eastern Arc Mountains, in general;
- Demonstrable positive impact on the conservation of the Eastern Arc Mountain 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 essential resources;
- The extent to which the protection of the environment and natural resources contribute to the reduction of poverty or to income generating possibilities, including the management of available resources to support economic development activities (e.g. hydro-power for machinery or electricity).

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

- Consistence with existing Community Based Forest Management Guidelines,
- 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 or from the wildlife.
- 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** are selected on the basis of their relevance to the conservation of biodiversity in the Eastern Arc Mountains. Monitoring and evaluation projects (under research grants), including socio-economic research, and areas that are least studied in the Eastern Arc Mountains are rated very highly. Priority is also given to projects submitted by Tanzanian students conducting relevant research in the pursuit of their Masters and Doctoral degrees. All student submissions must be approved first by the research committee. Of secondary importance in selecting research projects is their contribution towards relieving pressure on the protected areas (e.g. providing alternative sources for forest products).
- (c) **Protected Areas and Climate Change Management projects** should strengthen the 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 and mitigation and adaptation for climate change effects are of paramount importance. Priority forest management projects for funding under the Endowment Fund include improvement of staff capabilities (e.g. training, modern skills development of protected area staff), forest management and ecotourism infrastructure (e.g; trails, community lodges, access roads, ranger stations, etc.), conservation education, and management planning, among others. Where appropriate, projects should include a training component in the priority fields.

## 1.2 PROJECT APPROVAL METHODOLOGY

The following sets out the methodology and general framework for submitting project proposals for approval to the Eastern Arc Mountains Conservation Endowment Fund. For the sake of efficiency, the Endowment Fund have established an annual funding round that results in project disbursements occurring between July through June each year. Larger projects requiring multi-year budgets do get their budgets approved in the first year and annual installments made based on project performance. Any projects submitted to the Secretariat after the cut-off date established in the call for proposals are not reviewed during that round but submitted for the subsequent round of funding.

### Community Based Conservation and Development Projects

The community, district council or an NGO working with local communities prepare all community proposals and obtain recommendations from the authorities responsible for the target forest site and the priority district council. Projects may also be prepared with the assistance of the EAMCEF Secretariat, if communities require such assistance. Any proposed project or activity, which the Secretariat determine to have a significant technical component and/or potentially significant environmental impact, is forwarded to a technical review committee for review, comments and recommendations.

The review process follow the following program:

1. The community, district council or NGO develops the proposal (maybe with assistance from Secretariat staff as needed) and submits it to the Secretariat by the cut-off date.
2. The Secretariat sorts out the proposals and makes all necessary preparations for review and comments.
3. The Secretariat takes the project proposals that have been received and submits them to the technical review committee (if necessary) for their review and comments. In some cases the Secretariat may need to contract specific technical expertise to review or modify the proposals.
4. The Secretariat receives the comments from the technical review committee and determines whether to:
  - approve recommended projects to fund Tshs. 2.5 mil or less; or,
  - request additional information from applicants prior to submission to the LAC and the Board;
5. After receiving information from the applicants, the Secretariat prepares a summary of the proposals reviewed for presentation to the LAC for comments.
6. The Secretariat then prepares a package for the Board, with projects recommended for funding, those recommended for rejection and those of Tshs. 2.5 mil or less which it has agreed to fund for information.
7. The Board decides to endorse or modify the recommendations of the Secretariat.

Board Members may decide to participate in the technical review of projects that cover areas of their expertise and may serve on the Technical Review Panel. Any project that is not approved by the Secretariat or the Board is returned to the proposing organization (group, society, association, etc.) with clear reasons for rejection.

Community Based Conservation and Development Projects are allotted at least 50% of the annual budget designated for grants (funds available after operating and administrative costs have been deducted). All projects are selected on a competitive basis using criteria defined in Annex 1<sup>1</sup>. Projects which meet the Fund approval are priority ranked and funded to the extent possible.

Those projects which meet approval but which cannot be funded due to limited resources are:

- returned to the proposing organization if the review committee have cited possible design improvements; or
- returned to the proposing organization with approval conditioned upon a reduction in the budget to meet funding availability during the current period; or,
- held by the Secretariat for resubmission for financing in the next funding round (one time only).

Phased funding is considered for multi-year projects, which are ranked highly, but for which funding may not be immediately available. Any organization may submit a proposal up to two times. No proposal will be considered if it has been rejected two times.

---

<sup>1</sup> Project financing depend upon the amount of funds available less Administrative and other Fund operational costs. That is, community development projects/activities receive at least 50% of available funds while research projects and forest protection projects share remaining funds available after all Fund operational costs are deducted.

## **Applied Research Projects**

Students or university and research organizations prepare all research proposals. In some cases the proposal may be prepared with the assistance of the Secretariat. As appropriate, research proposals are submitted first by the Secretariat to a technical review panel that can review and decide on the scientific validity of the proposal. The Fund Secretariat and Board determine the priority sites from time to time. The Board of the Endowment Fund approve all research proposals with budgets exceeding Tshs. 2.5 mil each.

Any individual, group, institution or organization can submit a research proposal not more than two times to the Fund for approval. If the proposal is rejected, it is returned to the applicant with reasons for rejection clearly stipulated. Any research proposal returned down two times by the Board become ineligible for further consideration.

Phased funding is considered for multi-year projects, which are ranked highly, but for which funding may not be immediately available. Major equipment e.g. vehicles, computers etc, purchased under a research grant remain the property of the Endowment Fund throughout the research period and have to be handed back to the Secretariat at the end of the contract period. All research proposals must comply with all national research requirements. Researchers must comply with any requirements prior to the disbursement of funds.

If insufficient funds are available for funding approved research proposals, the proposals can be:

- returned to the applicant if the review committee have cited possible research design improvements; or
- returned to the applicant with approval conditioned upon a reduction in the budget to meet funding availability during the current period; or,
- held by the Secretariat for resubmission for financing during the next funding round (one time only).

## **Protected Areas and Climate Change Management Projects**

All Protected Areas and Climate Change Management Project proposals should be prepared by the entity charged with the management of the forest or reserve area, whether this be for a Nature Reserve, as the case of Amani, a catchment forest, or village forest reserve. Climate change management proposals may also be submitted by expert entities well versed with climate change mitigation and adaptation aspects. Where communities or organizations need support, the proposals may be prepared with the assistance of the Fund Secretariat. Protected Areas and Climate Change Management Project proposals are submitted directly to the Secretariat by the proposing entity. For areas under government management, the proposal should carry any comments or recommendations from the lead ministry. As seen appropriate by the Secretariat, all proposals submitted to the Secretariat are subject to a technical review.

Following the technical review, the proposal is then forwarded with comments/recommendations to the Board for final approval. If the Board rejects the proposal, reasons for rejection are provided to the applicant. Any protected area or climate change management proposal rejected two times by the Board become ineligible for further consideration.



If insufficient funds are available for funding approved protected area or climate change management proposals, the proposals can be:

- returned to the applicant if the review committee has cited possible design improvements; or
- returned to the applicant with approval conditioned upon a reduction in the budget to meet funding availability during the current period; or,
- held by the Secretariat for resubmission for Trust financing in the next funding round (one time only).

Phased funding is considered for multi-year projects that are ranked highly, but for which funding may not be immediately available.

## ***Annex 2. Guidelines for Identifying, Developing, Submitting and Selecting Community Based Conservation and Development Projects***

### **General**

All community development proposals for financing by the Endowment Fund should meet certain criteria. These criteria are assigned weights by the Secretariat and then the Board when reviewing a proposal to determine whether to accept or reject the proposal. Proposals are scored on the basis of the following factors:

- The importance of the target site's conservation value to the forests of the Eastern Arc Mountains, especially protected areas within the area.
- The degree of sustainability and feasibility of the proposed activity.
- The degree to which the community suffers economic losses or hardship from wildlife or from lack of access to forest resources.
- How much revenue or benefits the community receives from other sources of conservation or development programs.
- The degree to which the community is organized and willing to make both an in-kind and financial contribution to the project.
- The size and economic status of the community, and the access, or lack of access thereof, to alternative sources of funding for the proposed activity.
- The extent to which the proposed activity can show replicability or demonstration for similar activities elsewhere.
- Other urgent or special factors affecting conservation.

The Secretariat sets a threshold (a minimum) of points for which proposals can be approved for financing.

### **Community Development Principles**

The first criterion the Secretariat looks for when considering a project for assistance is its conservation value to the biodiversity of the Eastern Arc Mountains. The ability of a group, association, or society to demonstrate a commitment to meet Fund conservation objectives, to reciprocate with the Fund to meet objectives (e.g. by practicing ecologically sound behaviour) and to act as a responsible partner to meet established objectives are additional pre-requisites for assistance.

Sustainability and viability are key concerns of the Fund. Some activities will have a short time horizon. However, they should still be viable; that is, they should meet articulated, well-understood needs, rather than be “ideas” generated to use funds. Sustainability requires planning, thinking through what the longer-term objectives of an activity will be, what the benefits from such an activity will be, and who will be the beneficiaries.

In each program the Fund require the existence of an organized group, association, co-operative, company, or any other legitimate, recognized entity. The existence of such a group is the only way the Fund can ensure transparency in decision-making and in benefit-sharing<sup>2</sup>.

---

<sup>2</sup> While the Trust is designed to fund development projects proposed by community groups, it can also fund individuals in special cases where the spirit of the project or activity, and its expected benefit to the community, is in keeping with the purpose of the Fund.

In most instances funds are made available to groups that are legally organized and registered with the appropriate authorities<sup>3</sup>.

A key principle behind support to communities under the Endowment Fund program is that “success breeds success”. That is, projects/activities which show the greatest potential for success and replicability (to other groups and areas) will receive higher priority for assistance than those, which do not (all other things being equal). Proposals that are not well thought out, which do not show demonstrated support at the local level, which do not set out mechanisms for sustainability, which are not financially feasible, can not be reviewed favourably.

Project support to communities follow the concept of additionality. That is, Fund assistance is intended to add or augment the necessary technical, financial and other support to help an eligible activity get off the ground and become operational. Wherever possible, the community projects and development assistance are used to leverage other (e.g. local NGO, other Government, other private sector) assistance for a particular project or activity.

Support from the Endowment Fund is not intended to replace other sources of support, credit or finance. If it can be demonstrated that other sources of credit, finance or support are more appropriate than support from the Fund, then assistance is either not provided, or it is provided on the condition that it complements, or adds to, other support rather than displaces or substitutes for it.

Fund assistance is not an entitlement or right for any particular community or region within target project areas of the Eastern Arc Mountains. Need for Fund support is a necessary condition, but is not sufficient to guarantee that assistance. Finally, the potential for long-term success and sustainability of the proposed activity, and the potential for the activity to serve as a model for similar activities and groups, are important criteria for support.

Endowment Fund assistance follow the Government of Tanzania’s focus on decentralization. That is, any project/activity funded by the Endowment Fund should fall clearly within district development priorities, and should have the support of all relevant local government authorities and agencies. In the situation where the priority sites have never been considered in the district plans, the Fund may first facilitate the exercise to prioritize the sites in the district plans before start funding. The funds are not intended to be utilized as parallel or competing resources to those available from other sources such as banks, NGOs, other Government agencies or individuals’ sources of funds.

A further principle for projects/activity funding is the degree to which the recipient group can demonstrate reciprocity and responsibility with regard to the Fund’s conservation objectives. That is, groups which can show that they are willing to cooperate with the Fund (and, by implication, the protected areas) to achieve the established conservation objectives, and that the proposed activity will help achieve those objectives, are viewed favourably. Their ability to act responsibly with regard to forest and wildlife conservation are very important.

A group’s/community’s ability to control the actions of their members with regard to conservation, and their ability to discipline members who do not follow agreed-upon guidelines and procedures are examined critically by the Secretariat when deciding upon Trust assistance. These guidelines are applied with a great deal of attention in all cases of tourism-related activities and activities involving any form of forest/protected area use (e.g. consumptive utilization).

---

<sup>3</sup> Traditional or other groups who are recognized by legal authority could conceivably be recipients of Fund’s community development assistance. But, the Secretariat need to work with such groups to ensure that they are legally constituted and organized in order to guarantee that costs and benefits are shared equitably and in line with proposals put forward.

## **Funding for Commercial Ventures**

Fund assistance differs from other sources of commercial finance in the fact that, the Fund can cover up-front identification, feasibility and other costs (e.g. marketing studies, management plans, etc.) to determine whether or not an enterprise is commercially viable and to put it on a commercial footing. These are costs, which most financial institutions are generally reluctant to finance, or, in which financial institutions insist upon obtaining an equity share in the enterprise. The Fund insist on ensuring good management and monitoring of the activity through a variety of means.

## **Representation, Transparency and Legal Status**

Groups that receive assistance from the Fund must demonstrate an open, transparent and representative form of governance. Officials should be elected and selected following clear, well-articulated rules and guidelines. Means for disciplining members who do not adhere to the groups'/communities' guidelines and rules should be set out and well established. Accountability of leaders, executives, employees and officers should also be set out and well understood.

Groups receiving financial assistance of the equivalent of Tshs. 2.5 mil and below should be registered (at least informally) with the local authorities. They must also operate (or open) a bank account to allow for the transfer and accounting of project funds.

In all cases, groups, which receive Fund assistance of the equivalent of more than Tshs. 2.5 mil must be duly constituted and registered under relevant Laws of Tanzania. These laws require any group, association or society eligible for Fund assistance to have constitutions, byelaws, membership rules, committees (e.g. management committees, disciplinary committees, etc.) and regular meetings. Technical assistance from the Secretariat may be used to help groups register and obtain the legal status to operate, but such groups must have demonstrated the ability and willingness to work with one another in such activities prior to receiving Fund assistance.

In general, the Trust insist that communities which qualify for finance (as opposed to technical assistance) of the equivalent of more than Tshs. 2.5 mil should have been duly-constituted (e.g. registered, licensed, etc.) and in operation for a full year prior to the first disbursement of funds. The Fund wish to be assured that groups, societies, associations that receive its financial assistance are well established and have experience in operating as a group<sup>4</sup>.

In all cases involving financing of the equivalent of more than Tshs. 2.5 mil, the Fund insist that a group open and operate a bank account in the group's name for six months prior to obtaining direct financial assistance. The principle behind this is that all recipients of financial assistance should demonstrate the fiscal and management experience and responsibility to handle funds from the Endowment Fund.

This undoubtedly means delays in funding certain needy groups through the Fund. However, extensive experience with financing self-sustaining community and enterprise development projects has shown that groups need to gain essential management and operational experience before they receive significant resources (in this case an amount over Tshs. 2.5 mil equivalent).

---

<sup>4</sup> While such a guideline may seem onerous and burdensome, especially to smaller groups, experience has shown that the cycle from conceptualization of a project to actual implementation (meaning first disbursement of funds) is generally more than six months.

The Fund may help groups gain that experience. But, the Secretariat insist that groups gain such experience prior to disbursing large sums for projects.

### **Screening Criteria Specific to Community Development Projects/Activities**

Key principles for determining the use of funds for community development projects/activities (in addition to those set out above) centre on the extent to which projects/activities:

- Address the needs of the group and have the approval of the group (i.e. represent the interests of the group);
- Unify the group to deal with economic and social issues to the benefit of members;
- Provide tangible and demonstrable benefits to the group (e.g. cash, improved health, improved education, etc.);
- Benefit group members in an open, transparent and easily understood manner (e.g. demonstrated representation and accountability);
- Are sustainable economically, socially and ecologically;
- Have cost recovery mechanisms to ensure the longer-term operation of the projects/activities (e.g. means for paying for maintenance, spare parts, labour, etc. necessary to operate the project/activities); and
- Provide examples and models for similar types of groups in other areas around the protected areas.

Examples of community projects and activities, which are considered for support include:

- Ecotourism activities (e.g. campsite, bird-watching safaris, walking safaris, cultural activities, handicrafts, birding and guiding services, tourist transport, training of local guides, marketing, eco-lodges, etc.);
- Forestry activities (e.g. on-farm forestry, woodlots, buffer zone enrichment and sustainable utilization, promotion of non timber forest products, among others);
- education project/activities such as school extensions/additions, educational trusts, scholarships/fellowships, conservation education activities, traditional elders and school pupils environmental awareness programmes, farmer to farmer exchange visits, local community networking, etc.
- Health projects/activities such as community health insurance schemes, additions to clinics/dispensaries;
- improved water access such as shallow wells, hand pumps, protected springs, other water points;
- livestock and veterinary projects such as cattle dips, and vaccination facilities, dairy;
- Productive projects such as marketing of honey, basket making for sale to tourists, inputs needed to improve/intensify agriculture (e.g. fungicides for tomatoes). Cooperatives may be eligible for this type of assistance; and,
- Agro forestry projects/activities that will encourage ecologically sound agricultural practices, e.g. manure utilisation, use of terraces etc;
- Other projects or activities such as improved infrastructure (rural roads, bridges, water, power) which will benefit local communities and groups.

All proposals should demonstrate tangible links between conservation and the participating group. Community proposals should have the approval of relevant community, district and other relevant local authorities.

## **Project Selection Process**

Many of the community proposals are prepared with the assistance of the EAMCEF Secretariat. Any proposed project or activity, which the Secretariat determine has a significant technical component and/or potentially significant environmental impact, is forwarded to a Technical Review Committee for pre-review comments and recommendations. The Secretariat may use some project funds to consult with an expert to verify a design or plan.

Any community project requiring a Trust contribution of the equivalent of Tshs. 2.5 mil or less can be approved by the Secretariat (subject to the availability of funds approved by the Board for disbursement). Any project calling for a contribution of more than the equivalent of Tshs. 2.5 mil is submitted to the Board through the Executive Director.

Community Development Projects are allotted at least 50% of the Fund grants budget assigned to the grant program, and are selected on a competitive basis using criteria defined above. Projects that meet Fund approval are priority ranked and funded to the extent possible. Those projects which are approved but which cannot be funded due to limited resources are:

- returned to the applicant if the technical review committee has cited possible design improvements; or,
- returned to the applicant with approval conditioned upon a reduction in the budget to meet funding availability during the current period; or,
- held by the Secretariat for resubmission to the Fund for financing in the next funding round (one time only).

Phased funding is considered for multi-year projects, which are ranked highly, but for which funding may not be immediately available.

Any project, which is not approved by the Secretariat or the Board, is returned to the applicant (group, society, association, etc.) with clear reasons for rejection. Any organization may submit a proposal up to two times. No proposal may be considered if it has been rejected two times.

### ***Annex 3. Format for Presenting Micro-Grant Project Proposals***

Date of Application:-----

Project No: .....(To be assigned by EAMCEF) -----

Proposed Project Location (Villages, Wards, District and Region): -----

Target/Focal Forest Site: -----

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:

-----

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: \_\_\_\_\_

## ***Annex 4. Proposal Format for Non Micro-Grant Projects***

### **Instructions**

The EAMCEF require all project proposals over Tshs. 2.5 mil submitted in a standard proposal format to be able to access project grants. The following provide basic instructions for completing the proposal. All projects must complete the cover sheet and provide the information required in the proposal. Each applicant is urged to follow the format provided and the instructions included under each section. Failure to do so may result in an EAMCEF decision to declare the proposal non-responsive and ineligible for review. Any applicant who have questions or concerns should contact EAMCEF as appropriate. Additional information can also be found on the EAMCEF website ([www.easternarc.or.tz](http://www.easternarc.or.tz))

### **1. Proposal Style**

#### **Proposal Pagination Instructions**

Applicants are advised that pagination of a proposal must be clear and consistent with number centered on the bottom of the page. The pagination should be linked to a Table of Contents.

#### **Proposal Margin and Spacing Requirements**

The proposal must be clear, readily legible, and conform to the following requirements:

- The font used in preparing the document must not be smaller than 10 point;
- Sentence spacing should be a minimum of 1.5 and a maximum of double spaced.
- Margins are to be set at 1.0 inch.

These guidelines are established to ensure the readability of each proposal. Adherence to type, size and line spacing requirements facilitate the review process and also is necessary to ensure that no applicant will gain an unfair advantage, by using smaller type or line spacing to provide more text in the proposal.

#### **Page Limitations**

The proposal may not exceed 10 written pages. The 10 page limit does not include the cover sheet, table of contents, list of acronyms, etc., but refers to the sections of the proposal that begins with the project summary through budget narrative. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are not included in the 10-page limitation and can be included in the Annex. The detailed budget sheet should also appear in a budget annex.

Conformance to the 10-page limitation is strictly enforced and may not be exceeded. Applicants should not use annexes to increase the length of the project description. Annexes should only contain supplementary information to ensure adequate background and bolster project arguments.

### **2. Other Issues**

#### **Group Proposals**

EAMCEF encourage submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary research projects. Also agencies can submit joint proposals to mitigate a conservation challenge by applying interdisciplinary approaches.

### **Proposals for Renewed Support**

EAMCEF may accept proposals for renewed support. The applicant will need to submit a new proposal, providing background and results from the previous proposal as part of the overall project description.

### **Information Requirements**

Certain categories of information that are submitted in conjunction with a proposal are for "EAMCEF Use Only." As such, the information is not provided to reviewers for use in the review of the proposal. A summary of each of these categories follows:

#### **(i) Information about Applicants**

EAMCEF is committed to providing equal opportunities for participation in its programmes and promoting the full use of the EAMCEF opportunities. To aid in meeting these objectives, EAMCEF may request information on the gender, race, ethnicity and disability status of individuals named as applicants, principal investigators or project team leaders on proposals and awards. Except for the required information about current or previous EAMCEF research support and the name(s) of the applicant and principal investigator, submission of the information is voluntary, and individuals who do not wish to provide the personal information may decline to do so.

#### **(ii) Proposal Certifications**

The "Authorized Organizational Representative (AOR) seal" must be used in submitting the proposal certifications. It is the applicant's responsibility to assure that only properly authorized individuals sign in this capacity. The required proposal certifications are as follows:

- **Certification for Authorized Organizational Representative (AOR) or Individual Applicant**

The AOR is required to complete certifications regarding the accuracy and completeness of statements contained in the proposal, as well as to certify that the organization (or individual) agree to accept the obligation to comply with award terms and conditions.

- **Certification Regarding Conflict of Interest**

The AOR is required to complete certifications stating that the institution has implemented and is enforcing a written policy on conflicts of interest, consistent with the provisions of this Manual; that, to the best of his/her knowledge, all financial disclosures required by the conflict of interest policy were made; and that conflicts of interest, if any, were, or prior to the institution's expenditure of any funds under the award, will be, satisfactorily managed, reduced or eliminated in accordance with the institution's conflict of interest policy. Conflicts that cannot be satisfactorily managed, reduced or eliminated must be disclosed to EAMCEF.

### 3. Project Proposal Format for Single and Multi-year Grants

#### 3.1 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:

### 3.2 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: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

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

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

Comments/Recommendations: .....  
.....

Name: \_\_\_\_\_ 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: \_\_\_\_\_

### **3.3 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, not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal was funded. 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. It should be informative to other persons working in the same or related fields and, in so far as possible, understandable to a scientifically or technically literate lay reader.

*Proposals that do not separately address the two merit review criteria within the one page Project Summary will be returned without review.*

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

In this section one should 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. It must 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. With this section the applicant should 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. In this section 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**

The applicant should use this section to describe and analyze the key factors that will ensure the success of the project and how he/she 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**

This section should identify project beneficiaries and 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**

This section should describe the sustainability of the project, indicating how the EAMCEF investment will yield long-term conservation benefits. The applicant should 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. In the proposal the applicant should 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. Specific categories budgeted must be consistent with the EAMCEF's cost accounting practices used in accumulating and reporting costs.

### **Eligible Budget Items**

The following budget items can be supported by EAMCEF.

#### **(a) Salaries and Wages**

##### **Policies**

As a general policy, EAMCEF recognizes that salaries of protected area staff, faculty members, NGOs and other personnel associated directly with the project are constituted appropriately in their institutional budgets. EAMCEF will be dealing primarily with direct costs to the project implementation and other associated labour input costs. EAMCEF regards projects as one of the normal functions of an institution /faculty members at institutions of higher education. Compensation for time normally spent on the project or research within the term of appointment is deemed to be included within the budget. Grant funds may not be used to augment the total salary or rate of salary of staff in the projects or faculty members during the period covered by the term of the project agreement.

In some cases EAMCEF may pay salaries, or honoraria, to support project implementation. These payments may be in the form of short-term consulting contracts and fees. Sometimes an independent institute or laboratory may propose to employ college or university faculty members on a part-time basis. However any costs for consultants and any short-term staff, will form part of the overall project proposal amount.

In most circumstances, particularly for institutions of higher education, salaries of administrative or clerical staff are included as part of indirect costs. However, salaries of administrative or clerical staff may be requested as direct costs, for a project requiring an extensive amount of administrative or clerical support and where these costs can be readily and specifically identified with the project with a high degree of accuracy. The circumstances for requiring direct charging of these services must be clearly described in the budget justification. Such costs, if not clearly justified, may be deleted by EAMCEF.

*EAMCEF will not be responsible for any employment contract the grantee will enter into with any person or institution, during the implementation of the project granted by EAMCEF.*



## **(b) Procedures for research grants**

The names of the principal investigator, faculty, and other senior personnel and the estimated number of full-time-equivalent academic-year, or calendar-year person-months for which EAMCEF funding is requested and the total amount of salaries per year must be listed. For post doctoral associates and other professionals, the total number of persons for each position must be listed, with the number of full-time-equivalent person-months and total amount of salaries per year. For graduate and undergraduate students, secretarial, clerical, technical, etc., whose time will be charged directly to the project, only the total number of persons and total amount of salaries per year in each category is required. Salaries requested must be consistent with the organization's regular practices and meet EAMCEF guidelines. The budget justification should detail the rates of pay by individuals for senior personnel, postdoctoral associates, and other professionals in line with their time in project activities. The project may request funds for support of graduate or undergraduate research assistants to help carry out the proposed research. Compensation classified as salary payments must be requested in the salaries and wages category.

## **(c) Equipment procurement**

Equipment is defined as an item of property that has an acquisition cost of Tshs. 50,000/= or more and an expected service life of more than one year. Items of needed equipment must be listed individually by description and estimated cost, and adequately justified. Allowable items will be limited to support project implementation and research equipment and apparatus not already available for the conduct of the work. General-purpose equipment, such as a personal computer, is not eligible for support. EAMCEF can support the cost of data analysis through academic institutions used in the actual conduct of scientific research. All equipment bought by using EAMCEF grant monies will remain the property of EAMCEF and will be reflected in the EAMCEF Inventory List until the end of the project(s) where EAMCEF will decide the mode of transfer or disposal of the equipment as seen appropriate.

In some cases, EAMCEF may purchase the equipment on behalf of the beneficiary entity rather than provide funds, depending on the approved projects and specific circumstances.

## **(d) Supplies, Inputs and Other Support**

EAMCEF provide funding to purchase supplies and project inputs required for implementation. All payments must be based on three quotations or other applicable procurement procedures. In some cases, depending on the type of materials and supplies, EAMCEF may purchase inputs rather than provide cash.

## **(e) Travel**

### **(i) General**

Travel inside Tanzania and its relation to the proposed activities must be specified and itemized by destination and cost. Funds may be requested for field work, attendance at meetings and workshops, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or workshops must enhance the applicants' ability to perform the proposed work, plan extensions of it, or disseminate its results. Allowances for air travels are normally not paid for by EAMCEF.

## **(ii) Foreign Travel**

### **In rare and exceptional cases EAMCEF may support foreign travels**

For any proposed foreign travel, the proposal must include relevant information, including countries to be visited, dates of visit, if known, and justification for any foreign travel planned in connection with the project. A strong argument must be made to EAMCEF for it to consider the request. In most cases, foreign travel grants are not available.

## **(f) Participant Support**

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not employees) in connection with EAMCEF-sponsored conferences, meetings, symposia, training activities and workshops. The number of participants to be supported must be clearly stated in the proposal budget. These costs must as well be justified in the budget justification section of the proposal.

## **(g) Other Direct Costs**

Any cost charged to an EAMCEF grant must be reasonable and directly designated for a supported activity. The budget must identify and itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services and consultant services. Examples include aircraft rental, space rental at establishments away from the grantee organization, minor building alterations, payments to human subjects, service charges, and construction of equipment or systems not available off the shelf. Reference books and periodicals may be charged to the grant only if they are specifically required for the project.

## **(h) Indirect Costs for Agencies, NGOs and Research Institutions**

The applicable indirect cost rate(s) need to be negotiated by the grantee and EAMCEF if it exceeds 20% of the total approved budget.

## **(i) Cost Sharing**

EAMCEF require that each grantee share in the cost of projects. Proposals submitted to EAMCEF must indicate the amount of funding that will be contributed by the applicant. In some cases the funding may only include an in-kind contribution. When valuing in-kind contributions the applicant should use wage rates in effect at the programme site for the type of work provided and local cost structures for donated materials.

## **(X) Annexes**

Additional information must be provided in annexes. The budget justification should be the first annex. Subsequent annexes may include any special or supplementary information to support the request for funding. Such information may include: maps, any previous studies completed, letters of support and commitment from collaborators, environmental impact statements, and other related information.

In addition, the supplementary documentation section should alert EAMCEF officials to the unusual circumstances that require special handling, including, for example, proprietary or other privileged information in the proposal, matters affecting individual privacy, or possible national security implications.

For all research proposals, reference information is required and should appear in an annex. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Applicants must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations.

## ***Annex 5. Standard Call for Project Proposals***



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

## **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 condition 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:-

- (i) **Format For Micro-Grant Project Proposals**  
(See/Insert Annex 3)
- (ii) **Project Proposal Format for Single and Multi-year Grants**  
(See/Insert Annex 4)

## **7. How to Apply**

Completed Project Proposals should be submitted in both 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 within two weeks from the application deadline.

**The Executive Director**  
**Eastern Arc Mountains Conservation Endowment Fund (EAMCEF)**  
**Plot No. 348, Forest Hill Area,**  
**Kingalu Road**  
**P.O. Box 6053**  
**MOROGORO – TANZANIA**

**Telephone:** +255 23 2613660  
**Cellphone:** +255 755 330558  
**Fax:** +255 23 2613113  
**E-mail:** [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);  
[eamcef@morogoro.net](mailto:eamcef@morogoro.net)

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

**YOU ARE ALL WELCOME**

**Annex 6: Priority Target Forest Sites**

Target Forest	Area (HA)	Mountain Block	Regions	Districts	Wards	No. of Villages	Villages	No. of House-Holds	Total Population
USFR	32,763.2	Udzungwa	Iringa	Kilolo	Bomalang'ombe	3	Mbawi	531	2,311
							Idegenda	815	4,128
							Masisiwe	420	1,784
					Idete	3	Ilutila	475	2,328
							Itonya	248	1,107
							Uluti	141	637
				<b>Sub Total (Kilolo)</b>	<b>2</b>	<b>6</b>		<b>2,630</b>	<b>12,295</b>
			Morogoro	Mufindi	Mapanda	3	Ihimbo	390	1,605
							Uhafiwa	300	1,036
							Ukani	685	2,819
				<b>Sub Total (Mufindi)</b>	<b>2</b>	<b>4</b>	Kipanga	577	2,374
				Kilombero	Chita	2	Chita	2571	13,360
					Mchombe	2	Udagaji	380	1,744
							Mkangawalo	1140	15,000
							Ikule	923	3,706
				<b>Sub Total (Kilombero)</b>	<b>2</b>	<b>4</b>		<b>5,014</b>	<b>33,810</b>
<b>Sub Total (USFR)</b>			<b>1</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>14</b>	<b>9,596</b>	<b>53,939</b>
KNR	134,511	Udzungwa	Iringa	Kilolo	Idete	3	Mhanga	400	1,429
							Kimala	506	3,108
							Idunda		1,780
					Ukwega	3	Ukwega	550	2,562
							Ipalamwa	600	2,230
							Mkalanga	400	1,902
					Udekwa	3	Wotarisolli	700	1,534



Target Forest	Area (HA)	Mountain Block	Regions	Districts	Wards	No. of Villages	Villages	No. of House-Holds	Total Population
							Ifuwa	700	1,503
							Udekwa	634	2,904
								<b>4490</b>	<b>18,952</b>
				Morogoro	Kilombero	3	Mchombe	2083	5,888
							Mngeta	613	4,820
							Njage	815	2,278
					Mbingu	3	Igima	1082	4,616
							Mbingu	9830	6,220
							Mpofu	948	2,705
					Idete	3	Idete	1268	5,203
							Kisegese	487	1,984
							Namawala	1685	8,320
				<b>Sub Total (Kilombero)</b>	<b>3</b>	<b>9</b>		<b>18,811</b>	<b>42,034</b>
<b>Sub Total (KNR)</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>18</b>		<b>23,301</b>	<b>60,986</b>
<b>Sub Total (UD)</b>	<b>167,274.2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>12</b>	<b>32</b>		<b>32,897</b>	<b>114,925</b>
ANR	8,380	East Usambara	Tanga	Korogwe	Mnyuzi	4	Shambakapori	194	505
							Mnyuzi	381	1,044
							Kwamzindawa	87	329
							Mkwakwani	261	1,038
					Kwagunda	4	Kwagunda	540	2,130
							Gereza	263	954
							Magunga-Cheke	320	1,116
							Ubiri	95	1,015
				<b>Sub Total (Korogwe)</b>	<b>2</b>	<b>8</b>		<b>2,141</b>	<b>8,131</b>

Target Forest	Area (HA)	Mountain Block	Regions	Districts	Wards	No. of Villages	Villages	No. of House-Holds	Total Population
				Muheza	Potwe	3	Potwe-Ndondondo	570	2,458
							Potwe-Mpirani	336	1,104
							Kimbo	242	690
					Kisiwani	7	Mashewa	700	2,179
							Kisiwani	627	1,532
							IBC-Msasa	670	2,987
							Shebomeza	151	1,599
							Mlesa	357	2,743
							Mikwinini	191	743
							Mbomole	463	1,989
				Misalai	1	Sakale		1,499	
				Sub Total (Muheza)	3	11		4,307	19,523
				Sub Total (ANR)		1	1	2	5
NNR	6,025	East Usambara	Tanga	Korogwe	Kizara	7	Kilangangua	151	700
							Kwenkeyu	820	1,483
							Kwemkole	565	2,983
							Magunga-Mziya	450	2,217
							Foroforo	350	1,994
							Bombo-Majimoto	420	2,016
							Kizara	340	2,034
					Kerenge	1	Makumba	556	2,635
					Magoma	2	Kitivo	280	1,144
				Kijango			825	2,635	
				Sub Total (Korogwe)	3	10		4,757	19,841
				Muheza	Zirai	2	Zirai	250	947

Target Forest	Area (HA)	Mountain Block	Regions	Districts	Wards	No. of Villages	Villages	No. of House-Holds	Total Population
							Kizerui	494	2,059
					Misalai	1	Kazita	195	1,072
				Sub Total (Muheza)	2	3		939	4,078
				Mkinga	Mhinduro	2	Bosha-Kwemtindi	610	2,619
							Kuzekibago	608	2,640
				Sub Total (Mkinga)	1	2		1,218	5,259
Sub Total (NNR)		1	1	3	6	15		6,914	29,178
Sub Total (EU)	14,405	1	1	3	11	34		13,362	56,832
GRAND TOTAL (UD+EU)	181,679.2	2	3	6	23	66		46,259	171,757

Notes:USFR=Uzungwa Scarp Forest Reserve, KNR=Kilombero Nature Reserve, ANR=Amani Nature Reserve, NNR=Nilo Nature Reserve, UD=Udzungwa Mountains Block, EU=East Usambara Mountains Block

## ***Annex 7. Project Proposal Preparation Checklist***

As stated in Chapter 3, it is important that all proposals conform to the proposal preparation and submission instructions provided in this Manual. Conformance is required and is strictly enforced unless a deviation has been approved. EAMCEF may return without review proposals that are not consistent with the instructions. Prior to electronic submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions, and in the format specified. This checklist is not intended to be an all inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- [ ] Proposal is responsive to the solicitation or to the guidelines. If previously declined, proposal has been revised to take into account the major comments from the prior EAMCEF review.
- [ ] Proposed work is appropriate for funding by EAMCEF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by EAMCEF from the same submitter.
- [ ] Project demonstrates contribution to conservation of the Eastern Arc Mountain target forest blocks.
- [ ] Interventions are likely to be successful.
- [ ] Proposal Format followed (ensure compliance with composition, font, margin and spacing requirements, bearing in mind that proposal readability is of utmost importance) .
- [ ] Information about availability of principal investigators/project leaders determined.
- [ ] Project Summary Completed.
- [ ] Project Description completed including strategic objectives, planned activities, outputs, deliverables, outcomes, performance measures, and project purpose.
- [ ] Merit Review Criteria addressed in the document (ensure both merit review criteria are described as an integral part of the narrative).
- [ ] Indicators provided and monitoring and evaluation plan sufficiently comprehensive.
- [ ] Proposal Budget and Budget Justification.

- [ ] All required budget information is provided and the amount requested consistent with projected Outputs.
- [ ] Results from Previous EAMCEF support received within last 2 years.
- [ ] Cost Sharing demonstrated.
- [ ] Current and Pending Support (required for all senior project personnel).
- [ ] Facilities, Equipment and Other Resources sufficiently indicated.
- [ ] References Cited.
- [ ] Any additional items specified in the Call for Proposals solicitation included.
- [ ] Proposal Certifications submitted as required.

## ***Annex 8: Sample Letter of Proposal Receipt Notification***



### **EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND (EAMCEF) MFUKO WA HIFADHI YA MILIMA YA TAO LA MASHARIKI**

Ref. No. EAMCEF/PP/.....

Date .....

Prof/Dr./Mr./Ms. ....  
.....  
.....

Dear Sir/Madam,

#### **RE: RECEIPT OF YOUR PROJECT PROPOSAL**

1. Warm greetings from the Endowment Fund Secretariat in Morogoro.
2. We hereby acknowledge the receipt of your project proposal titled ..... dated .....
3. Your proposal will be reviewed along with proposals from other applicants and we will let you know the status in due course.
4. Please make sure that you as well submit to EAMCEF a hard copy/soft copy of your Project Proposal Document as stipulated in the Call for Project Proposals.
5. I wish you good luck.

Yours Sincerely,

.....  
**EXECUTIVE DIRECTOR**

## ***Annex 9: Assignment Letter for Review of Project Proposals***



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Ref. No. EAMCEF/PP/.....

Date .....

Prof/Dr./Mr./Ms. ....

.....  
.....  
.....  
.....

Dear .....

**RE: ASSIGNMENT TO REVIEW PROPOSALS FOR COMMUNITY BASED  
CONSERVATION AND DEVELOPMENT/PROTECTED AREAS AND CLIMATE  
CHANGE MANAGEMENT/ APPLIED BIODIVERSITY RESEARCH PROJECTS**

1. The above subject heading and the discussion we had .....at  
..... on ..... refers.
2. The Endowment Fund Secretariat has agreed to entrust you with the activity to review all the  
.....proposals that have been received for .....Projects  
for funding by EAMCEF.
3. As earlier agreed, you will undertake the assignment as an insider but independent expert for a  
total of.....mandays at a DSA rate of Tshs. ....payable in one  
installment on the last day and upon submission of all the required outputs at a satisfactory  
rating.
4. Whereas the whole assignment is entrusted with you, you will not be restricted to seek  
additional assistance from other experts under private arrangements and own agreements with  
no direct or indirect commitment to EAMCEF.
5. You are strictly required to review each and all the project proposals in accordance with the  
Terms of Reference (TOR) hereby provided. A copy of the “Call for Project Proposals” and a  
copy of the “Guidelines for Preparation of Project Proposals and Procedures for Making  
Grants” are also attached for your important reference.

6. I wish you all the best of luck.

.....  
**EXECUTIVE DIRECTOR**

**NOTE OF AGREEMENT**

I, ..... hereby agree to undertake the said assignment to the best of my knowledge and ability and in accordance with the terms and conditions as provided above.

**Signature:** .....

**Date:** .....



## *Annex 10: Terms of Reference for Project Proposal Reviews*



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

### **TERMS OF REFERENCE FOR AN ASSIGNMENT TO REVIEW PROTECTED AREAS AND CLIMATE CHANGE MANAGEMENT/COMMUNITY BASED CONSERVATION AND DEVELOPMENT/APPLIED BIODIVERSITY RESEARCH PROJECT PROPOSALS TO BE FUNDED BY EAMCEF FOR FY**

.....

**Endowment Fund Secretariat  
Plot No. 348, Forest Hill Area,  
Kingalu Road  
P.O. Box 6053  
Morogoro, Tanzania  
Telephone: +255 23 2613660  
Cellphone: +255 755 330 558  
Fax: +255 23 2613113  
E-Mail: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);  
[eamcef@morogoro.net](mailto:eamcef@morogoro.net)  
Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)**

**Date .....**

## TERMS OF REFERENCE

### FOR A PROJECT PROPOSALS REVIEW EXERCISE

Title: Reviewing Project Proposals for Funding by the Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) For Financial Year .....

**Contact person: ....., Executive Director - EAMCEF**

Prepared Date: .....

#### 1.0 BACKGROUND

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, Biodiversity Conservation and Research Project Activities, which promote the biological diversity, ecological functions and sustainable use of the natural resources in the Eastern Arc Mountains of Tanzania. The main intention of establishing the Trust Fund is to address the need for a long-term sustainable approach to funding the conservation of forest biodiversity in the important ecosystem. Activities which contribute to the promotion of economic development and social welfare of the local communities in the target areas are given high priority for funding by EAMCEF.

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 (Nguru, Uluguru, Ukaguru, Udzungwa, Malundwe, Mahenge and Rubeho Mountains), Dodoma (Rubeho Mountains) and Iringa (Udzungwa Mountains). The mountain blocks in Tanzania cover a total land area of approximately 5,350 km<sup>2</sup>.

The Eastern Arc Mountains when combined with the Southern Rift, the Albertine Rift and the Ethiopian Highlands form the Eastern Afromontane Region which is recognized globally as one of the 34 biodiversity hotspots characterized by high concentrations of endemic species currently under great threat. The biodiversity of the Eastern Arc Mountains is of great value locally for mitigating the impacts of rural poverty. Forest and woodland products such as firewood, construction material, medicinal herbs, wild fruits and other food materials account for about 40% of total household consumption in some forest adjacent communities in the Eastern Arc Mountains.

Nationally, the Eastern Arc Mountain forests form major catchment areas which collectively provide water for most of the nation's coastal communities accounting for about 25% of Mainland Tanzania's population and most of the major industries in the country. Hydro-electricity energy production in Tanzania is heavily dependant on maintaining the integrity of these forests. About 60% of Tanzania's electricity is generated from water sources originating in the Eastern Arc Mountain Forests, e.g. Kidatu, Mtera, Kihansi, Nyumba ya Mungu and Hale hydropower stations.

The Eastern Arc Mountains Conservation Endowment Fund is a joint initiative of the Government of the United Republic 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 (BOT), 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 (EFS) based in Morogoro and headed by an Executive Director (ED).

During the initial years, EAMCEF operated as a component of the World Bank financed project under the Ministry of Natural Resources and Tourism – the Tanzania Forest Conservation and Management Project

(TFCMP). It used a 3.2 mil. US\$ credit facility under the TFCMP to finance activities and operations of its first phase – the establishment phase.

The establishment phase was planned to last for the first seven years (2002-2009) and concentrated mainly in getting the Endowment Fund Secretariat in place and functional - staff recruitment, office accommodation, procurement of essential equipment and basic supplies/materials, establishment of operational procedures and mobilization of additional resources. Full funding for forest reserve conservation, community development and applied research activities was as well undertaken during the first phase.

Funding of the second phase – the implementation phase is planned to come mainly from incomes generated from the investment of the endowment capital secured from the GEF commitment of US\$ 7.0 mil.

The implementation phase is planned to be dominated by full scale funding of field activities in three priority thematic areas namely;

- **Community based conservation and development** activities for improvement of rural livelihoods of forest adjacent communities.
- **Applied biodiversity research** relevant to the conservation of biodiversity in the priority Eastern Arc Mountains.
- **Protected areas and climate change management** to improve the ecological functions of the ecosystem and to strengthen the management capabilities of the responsible institutions.

## **2.0 EAMCEF POLICY FRAMEWORK AND GUIDING PRINCIPLES**

### **2.1 Motto**

The EAMCEF's Motto is "Conserving Biodiversity for Sustainable Development"

### **2.2 Vision**

A Conservation Fund sufficiently endowed to provide the financial resources necessary to ensure effective, long-term conservation and management of forest biodiversity in the Eastern Arc Mountains of Tanzania.

### **2.3 Mission**

Catalyze resources to foster conservation of forest biodiversity in the Eastern Arc Mountains of Tanzania through investment in sustainable community development, sustained financing for protected areas management and financial support to applied research.

### **2.4 Aims and Objectives**

1. To promote the protection of biological diversity in the Eastern Arc Mountains, targeting priority areas of significant diversity.
2. To promote the involvement of the local communities in the conservation and sustainable management of the natural resources and bio-diversity of the Eastern Arc Mountains and to assist them in benefiting from such conservation and sustainable management.
3. To ensure benefits, whether financial, technical or material arising from the Trust's activities, pass to local communities in its areas of operation.

4. To provide long-term reliable support for projects and research which promote the conservation of biological diversity and sustainable use of natural resources in the Eastern Arc Mountains and contribute to the promotion of the economic and social welfare of the communities in the area.
5. To promote the collection and dissemination of information and advice concerning the Eastern Arc Mountains and their global conservation value.
6. To engage in fund-raising activities to obtain resources that shall finance the objectives of the Trust.
7. To enter into covenants or agreements, including but not limited to; joint management agreements, leases; and licenses with other identified stakeholders, including: local communities, central and local governments, the business community, the private sector and individuals, all with respect to any land and immovable property that may have been acquired by the Trust, **PROVIDED ALWAYS** that such agreements shall be in the long-term interests of the Trust.
8. To provide liaison between government agencies, civil society and the private sector in conservation and environmental matters.
9. As an insubstantial part of the activities of the Trust and only to the extent permitted by a public charity organization, to advocate for policies, regulations and laws that are designed to promote sustainable development and conservation.
10. To co-operate with any person or organization with objectives similar to those of this Trust.

### **3.0 ACTIVITY CONTEXT**

#### **3.1 Background**

In .....EAMCEF issued a Call for Project Proposals to the general public seeking submissions from interested parties for any of the selected four focal sites each addressing one of the three thematic areas as detailed in the advertisement. Out of the .....proposals which were submitted to EAMCEF by the application deadline, .....were for research, .....for protected areas and ..... for community development activities. Whereas EAMCEF has a total budget of Tshs. ....for projects that will be approved for funding for the July ..... – June ..... period, the submitted proposals amount to a total request of Tshs..... for the year or nearly .....times the available resources.

#### **3.2 Rationale**

Given the number of project proposals received and the amount of resources requested, a non-biased, rigorous and rational review of the proposals is necessary so that the available resources can be efficiently allocated to only those projects whose implementation will lead to the most desired results and the intended conservation impacts. Well structured and strategically analysed proposals can only attract EAMCEF funding if they are to be managed and implemented by competent institutions and manpower whose management capacity, expertise and experience need not be doubted.

### 3.3 Personnel

A fair, non-biased and professionally focused review of the proposals can only be assured if undertaken by an independent, well experienced and knowledgeable expert with high integrity whose reputation is unquestionable. The selected Person need to be appointed according to professional merits and comparative advantages over other candidates.

## 4.0 REVIEW PROCESS

### 4.1 Objectives

#### 4.1.1 General Objectives

Deliberately, the process to review project proposals should be undertaken in an unbiased and transparent manner to the level possible and lead to the attainment of the following two general objectives;

- (i) To ensure that project proposals recommended for funding are only those which rank highest in intellectual merits. That is, how best the proposed activity addresses the following issues:-

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the project applicant (individual or team) to conduct the project? To what extent does the proposed activity suggest and explore new approaches to save biodiversity? How well conceived and organized is the proposed activity? Is there sufficient access to resources? Is the project innovative in its approach?

- (ii) To ensure that only those project proposals whose implementation will lead to the best realization of the broader impacts are recommended for funding. That is, how best does the proposed activity address the following issues:-

How well will the activity enhance the biodiversity conservation, and improved livelihood of the community? How well will the proposed activity broaden the participation of underrepresented groups (e.g., gender, geographic, etc.). To what extent will it enhance the infrastructure for conservation and awareness education, instrumentation, networks and partnerships? Will the results be disseminated broadly to enhance community understanding on the importance of conservation? What may be the benefits of the proposed activity to the society?

#### 4.1.2 Specific Objectives and Main Activities

Sufficiently go through all the ..... **Community Based Conservation and Development /Protected Areas and Climate Change Management/Applied Biodiversity Research Project Proposals** and critically do the following:-

- analyse and identify project proposals that are feasible for EAMCEF funding.
- review and identify project proposals and/or activities that are feasible but at the same time similar in design in a manner that their implementation would result into duplication of efforts and unwise use of resources. Thereafter, recommend for their merge, partial or complete deletion as appropriate.

- review and prioritize (priority ranking) project proposals recommended for funding according to their suitability in project design and the potential for delivery of best intellectual merits and most conservation impacts.
- review and identify weaknesses and gaps in each of the feasible proposals and suggest ways to improve the standing of each proposal. Identification of missing activities that can add value and identification of specific activities that are less important or not relevant for each project proposal should be central in addressing this objective.
- review and analyse budget allocation for each recommended activity in each of the feasible proposals and finally recommend a budget ceiling for each of the recommended projects so that the total budget for all the proposals equal the total grant funds available for the specific thematic area.
- analyse and recommend project proposals for revision and resubmission.
- analyse and recommend project proposals for complete rejection and provide strong reasons for each such a case.
- analyse and identify suitable conservation partners and implementation agents with whom EAMCEF can work with in the furtherance of its objectives in the target areas.

## **4.2 Outputs**

In addition to satisfying all the objectives of the assignment as stipulated in Section 4.1 above, the expert proposal reviewer is expected to produce at the end of the exercise; a comprehensive main report in soft copy and hard copy as the major output. Among other things, the comprehensive main report should describe in great detail all the activities undertaken, methods employed and the outcomes realized in the course of implementing the assignment. Recommendations for improvement on future project proposal solicitation, reviewing and awarding of grants should as well be provided here. Ideally, the report should comprise the following important elements, among others.

### **1. Project Proposal Summary Sheets for Review and Approval**

A brief summary for each project proposal reviewed with details presented in the format as hereby indicated in Annex 7.

### **2. Priority Ranking**

A summary of all projects recommended for funding chronologically arranged according to their suitability and budget ceilings (recommended estimates) that does not exceed the total amount available from EAMCEF for the given thematic area. Included here will be those proposals recommended for outright funding as well as those recommended for revision and resubmission. Project proposals seeking continuation or scaling up of ongoing projects should be favourably considered if all other factors and requirements are adhered to. Good proposals from applicants based in the target areas should be considered as carrying additional merits over good proposals from applicants based elsewhere.

### 3. Revision of Project Proposals

A summary of all activities recommended for inclusion in each of the project proposals earmarked for further review and resubmission. Details on how the weaknesses identified in the original proposals can be improved and on how the identified gaps can be filled up should be provided here for each concerned project. The same summary sheet used for output 1 (Annex 7) can as well be used to provide the information required under this output.

### 4. Rejection of Project Proposals

A summary of all project proposals recommended for total rejection with sound reasons for each should be presented here. The same summary sheet used for output 1 (Annex 7) can as well be used to provide the information required under this output.

#### 4.3 Methodology

##### 4.3.1 The Basis

The proposal expert reviewer will be provided with copies of all the project proposals already earmarked for his/her review with the identity of the applicant concealed. Each proposal should be critically reviewed and identified issues analysed according to the selection criteria, submission requirements and writing proposal format as far as provided for in the “Call for Project Proposals” (Annex 1) issued and as far as the project proposal conforms to the requirements and policies provided in the Manual of “Guidelines for Preparation of Project Proposals and Procedures for Making Grants” (Annex 2). Project Proposals recommended for funding should be only those targeting the priority forest sites and target villages (Annex 5).

##### 4.3.2 Budget Ceilings

Review and recommendation for funding should be undertaken in the most professional way and in the manner that will ensure maximum transparency at each and every stage of the process. Recommendation for funding and budget estimates for each proposal should further be guided by the resources available from EAMCEF, under the ceiling given for each thematic area as follows:-

- |  |            |
|--|------------|
| • Community Conservation and Development         | Tshs.....  |
| • Protected Areas and Climate Change Management: | Tshs. .... |
| • Applied Biodiversity Research:                 | Tshs. .... |

Budget allocation for Community Based Conservation and Development Projects should further be guided by the following District ceilings:

	<b>District (Villages)</b>	<b>Ceiling (Tshs)</b>	<b>%</b>
1.	Mufindi (4)	.....	6.06
2.	Kilolo (15)	.....	22.73
3.	Kilombero (13)	.....	19.70
4.	Mkinga (2)	.....	3.03
5.	Muheza (14)	.....	21.21
6.	Korogwe (18)	.....	<u>27.27</u>
	<b>Total (66)</b>	<b>.....</b>	<b><u>100.00</u></b>

### **4.3.3 Evaluation Methodology and Quality Assurance**

In order to have a fair competition among the various applicants, all project proposals need to be assessed against similar evaluation points each carrying equal scoring weights for each thematic area. The same methodological analysis and presentation of the performance of each application should be applied throughout the process. Similarly, presentation of the final results should be done using the same format for all the proposals so as to enable an easy comparison among the various proposals. A narrative description of the methodology used at each stage of the evaluation process and the mechanism adopted to provide for quality assurance of the outcomes of the evaluation can be supplemented with a set of questionnaires, checklists, tables, matrices and pictorials as may be seen appropriate.

## **5.0 REPORTING AND BACK UP SUPPORT**

The expert reviewer shall conduct an independent review of all the proposals presented to him/her but shall be allowed to hold unrestricted consultations with the Executive Director or other Secretariat staff as may be directed by the Executive Director from time to time.

One scheduled meeting will be organized at the commencement of the assignment to allow the expert to get the basic insights of the exercise from the Executive Director and other Secretariat staff. Other similar meetings will be organized as found appropriate from time to time. The expert reviewer will then be required to submit the complete Final Report in both soft and hard copies to the Executive Director within the time agreed upon by both parties at the beginning of the exercise.

## **6.0 AUTHORIZATION**

The expert reviewer and his/her team is entitled, and expected, to discuss with various authorities and other relevant parties any matters pertaining to the assignment. However, he/she is not authorized to make any commitment on behalf of EAMCEF and, communicating any information on the review process and/or the outcomes thereof to anybody without prior approval of the Executive Director will amount to gross violation of the Contract Agreement.



## **ANNEXES**

<b>Annex 1:</b>	Call for Project Proposals for EAMCEF Funding for FY .....
<b>Annex 2:</b>	Guidelines for Preparation of Project Proposals and Procedures for Making Grants
<b>Annex 3:</b>	..... Project Proposals on Community Conservation and Development/Protected Areas and Climate Change Management/Applied Biodiversity Research for review under the TOR.
<b>Annex 4:</b>	Database of submitted project proposals
<b>Annex 5:</b>	Database of Priority Target Forest Sites and Villages
<b>Annex 6:</b>	Brief status of ongoing projects funded by EAMCEF
<b>Annex 7:</b>	Project Proposal Summary Sheet for Review and Approval

**EAMCEF**  
**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND.**

**Place:** ..... **Date:** .....

**I. SAMPLE CHECKLIST/REVIEW FORM FOR COMMUNITY CONSERVATION AND DEVELOPMENT PROJECT PROPOSALS FOR EAMCEF FUNDING FOR FY.....**  
*(Optional – can be useful in ranking the proposals)*

Name of Applicant: .....  
 Target Mountains Block: .....  
 Target Forest/Nature Reserve:.....  
 Title of the Proposal: .....  
 Project Number: .....  
 Grant Type Requested: .....  
 Institution/Organisation of Applicant:.....  
 Thematic Area of the Project Proposal:.....  
 Name of Reviewer: .....  
 Designation/Title of Reviewer: .....  
 Institutional Affiliation of Reviewer:.....

**SELECTION CRITERIA.**

**A. Adherence to Application Procedures.**

1. Written Application to EAMCEF?	YES	NO
2. Is the Proposal targeting one of the priority Forest/Nature Reserves?	YES	NO
3. Is the Proposal falling within the three categories of grants?	YES	NO
4. Is the Proposal targeting Community Conservation and Development out of the three thematic areas?	YES	NO
5. Was the Application received before or on .....?	YES	NO
6. Does the Proposed activities aim to solve a clear Conservation Problem?	YES	NO
7. Will implementation of the proposed Project lead to direct and positive impacts to target Communities or Forest sites or enhancing Biodiversity Conservation of the targeted area?	YES	NO
8. Are the proposed activities replicable, adaptable or demonstrable?	YES	NO
9. Is the applicant organization/group eligible, organized and legally constituted?	YES	NO
10. Is there any evidence that the proposal is acceptable to the District, Forestry and Community authorities concerned?	YES	NO
11. Is the proposal written in accordance with the EAMCEF Format?	YES	NO

**TOTAL SCORES (A)**

YES	.....	NO	.....
-----	-------	----	-------

**B. Relevance of Project Proposal to EAMCEF Objectives**

- |   |  |     |    |
|---|--|-----|----|
| 1. Does the Proposal focus on Working at Local Community levels or at Protected Area Management levels?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 2. Does the Proposal intend to work with different stakeholders and partners – Local Communities, NGOs, CBOs, Research Institutions, Other Projects and Government Departments?     | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 3. Does the budget of the proposal contain a clear analysis of costs?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 4. Will the Project supplement ongoing efforts in the targeted areas?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 5. Is there any Capacity Building or Training of Trainers elements for knowledge transfer among community members and/or agency staff?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 6. Is there a clear Sustainability, Monitoring and Evaluation plan for the Proposed Project?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 7. Is there any clarity on how the Proposed Project will be administered?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 8. Is the proposing institution reputable and competent enough?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 9. Is the proposed project aim at working in a participatory manner?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 10. Is there any co-financing or own contribution?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 11. Is there any evidence that applicant knowledge is sufficient enough to solve the specific problems addressed?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 12. Does the Project proposal show how the economic status of the community in question will improve?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 13. Does the proposal lead to positive conservation impact on the priority Forest/Nature Reserve, e.g. by reducing resource demands on the target forest?                           | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 14. Does the proposal reduce conflict between the protected area and surrounding communities?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 15. Does the proposed activity in line with existing management plan and priorities or does it aim to develop a management plan for the target forest site?                         | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 16. Does the proposed activity directly or indirectly contribute to improved management of the target forest site?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 17. Is the proposed activity socially sound (e.g. degree of representation of various interest groups and community involvement in identification, development and implementation)? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |

18. Is the proposed activity environmentally sound (e.g. protection of biological diversity and positive conservation impact on the target forest site)?

YES	NO
-----	----

19. Will implementation of the Project contribute to the reduction of poverty or increase income generating possibilities for the target communities?

YES	NO
-----	----

**TOTAL SCORES (B):**

<b>YES</b>	.....	<b>NO</b>	.....
------------	-------	-----------	-------

**C. Relevance to Community Conservation and Development Criteria.**

1. Is the proposed activity in conformity with existing community based forest management guidelines?

YES	NO
-----	----

2. Will the Project lead to some degree of community management of the local forest resources?

YES	NO
-----	----

3. Does the Project area possess some important conservation value to one of the priority target forest/nature reserves?

YES	NO
-----	----

4. Does the proposing entity possess adequate management capacity?

YES	NO
-----	----

5. Is the proposed activity operationally feasible?

YES	NO
-----	----

6. Does market potential exist for the products, services and outcomes of the project?

YES	NO
-----	----

7. Is the proposed activity financially sound?

YES	NO
-----	----

8. Does some level of local contribution and commitment of the local community for the project exist?

YES	NO
-----	----

9. Is the proposed project a priority in the target community?

YES	NO
-----	----

10. Will the project reduce economic losses or hardships the community suffers as a result of forest or wildlife management policies?

YES	NO
-----	----

11. Is the beneficiary community sufficiently organized?

YES	NO
-----	----

12. Does the target community lack access to alternative sources of funding for the proposed activity?

YES	NO
-----	----

**TOTAL SCORES (C):**

<b>YES</b>	.....	<b>NO</b>	.....
------------	-------	-----------	-------

#### **D. Relevance to Writing Standards**

- |   |     |    |
|---|-----|----|
| 1. Does the Project proposal have a cover sheet?  | YES | NO |
| 2. Is the Project proposal written in 10 or less pages?   | YES | NO |
| 3. Is the hardcopy of the proposal available/submitted?   | YES | NO |
| 4. Does the proposal carry the required authorization from responsible institutions?  | YES | NO |
| 5. Are each of the required sections adequately covered or are there sufficient details for each of the sections of the proposal? | YES | NO |

**TOTAL SCORES (D):**

YES	.....	NO	.....
-----	-------	----	-------

**GRAND TOTAL SCORES (A+B+C+D):**

YES	.....	NO	.....
-----	-------	----	-------

#### **E. Additional Merits/Demerits**

- 
- 
- 

**ADDITIONAL SCORES (E):**

YES	.....	NO	.....
-----	-------	----	-------

**EAMCEF**  
**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND.**

**Place:** ..... **Date:** .....

**II. SAMPLE CHECKLIST/REVIEW FORM FOR PROTECTED AREAS AND CLIMATE CHANGE MANAGEMENT PROJECT PROPOSALS FOR EAMCEF FUNDING FOR FY.....**  
*(Optional – can be useful in ranking the proposals)*

Name of Applicant: .....  
 Target Mountains Block: .....  
 Target Forest/Nature Reserve:.....  
 Title of the Proposal: .....  
 Project Number: .....  
 Grant Type Requested: .....  
 Institution/Organisation of Applicant:.....  
 Thematic Area of the Project Proposal:.....  
 Name of Reviewer: .....  
 Designation/Title of Reviewer: .....  
 Institutional Affiliation of Reviewer:.....

**SELECTION CRITERIA**

**A. Adherence to Application Procedures.**

1. Written Application to EAMCEF?	YES	NO
2. Is the Proposal targeting one of the priority Forest/Nature Reserves?	YES	NO
3. Is the Proposal falling within the three categories of grants?	YES	NO
4. Is the Proposal targeting protected areas and climate change management out of the three thematic areas?	YES	NO
5. Was the Application received before or on.....?	YES	NO
6. Does the Proposed activities aim to solve a clear Conservation Problem?	YES	NO
7. Will implementation of the proposed Project lead to direct and positive impacts to target Communities or Forest sites or enhancing Biodiversity Conservation of the targeted area?	YES	NO
8. Are the proposed activities replicable, adaptable or demonstrable?	YES	NO
9. Is the applicant organization/group eligible, organized and legally constituted?	YES	NO
10. Is there any evidence that the proposal is acceptable to the District, Forestry and Community authorities concerned?	YES	NO
11. Is the proposal written in accordance with the EAMCEF Format?	YES	NO

**B. Relevance of Project Proposal to EAMCEF Objectives**

- |   |   |     |    |
|---|---|-----|----|
| 1. Does the Proposal focus on Working at Local Community levels or at Protected Area Management levels?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 2. Does the Proposal intend to work with different stakeholders and partners – Local Communities, NGOs, CBOs, Research Institutions, Other Projects and Government Departments?     | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3. Does the budget of the proposal contain a clear analysis of costs?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 4. Will the Project supplement ongoing efforts in the targeted areas?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 5. Is there any Capacity Building or Training of Trainers elements for knowledge transfer among community members and/or agency staff?  | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 6. Is there a clear Sustainability, Monitoring and Evaluation plan for the Proposed Project?  | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 7. Is there any clarity on how the Proposed Project will be administered?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 8. Is the proposing institution reputable and competent enough?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 9. Is the proposed project aim at working in a participatory manner?  | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 10. Is there any co-financing or own contribution?  | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 11. Is there any evidence that applicant knowledge is sufficient enough to solve the specific problems addressed?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 12. Does the Project proposal show how the economic status of the community in question will improve?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 13. Does the proposal lead to positive conservation impact on the priority Forest/Nature Reserve, e.g. by reducing resource demands on the target forest?                           | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 14. Does the proposal reduce conflict between the protected area and surrounding communities?   | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 15. Does the proposed activity in line with existing management plan and priorities or does it aim to develop a management plan for the target forest site?                         | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 16. Does the proposed activity directly or indirectly contribute to improved management of the target forest site?  | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 17. Is the proposed activity socially sound (e.g. degree of representation of various interest groups and community involvement in identification, development and implementation)? | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |

18. Is the proposed activity environmentally sound (e.g. protection of biological diversity and positive conservation impact on the target forest site)?

YES	NO
-----	----

19. Will implementation of the Project contribute to the reduction of poverty or increase income generating possibilities for the target communities?

YES	NO
-----	----

**TOTAL SCORES (B):**

YES	.....	NO	.....
-----	-------	----	-------

**C. Relevance to Protected Areas and Climate Change Management Criteria.**

1. Is the proposed activity replicable or a replication/demonstration for a similar activity elsewhere in the target reserve or in the Eastern Arc Mountains?

YES	NO
-----	----

2. Does the proposed project clearly show a degree of sustainability and feasibility of proposed activities?

YES	NO
-----	----

3. Is the proposed project showing the degree to which the community suffer economic losses or hardships from wildlife or from lack of access to forest resources?

YES	NO
-----	----

4. Is the proposed project having activities from its respective forest management plan or is it addressing activities crucial to management planning priorities of the target forest?

YES	NO
-----	----

5. Will implementation of the proposed project help to find a solution to a special conservation problem currently lacking funding?

YES	NO
-----	----

6. Is the applicant competent and eligible for the proposed activities?

YES	NO
-----	----

7. Will the community receive any revenue or other benefits following implementation of the proposed project?

YES	NO
-----	----

8. Does the proposed project show elements to strengthen the capabilities of the Forestry and Beekeeping Division or the entities in-charge of the forest in question?

YES	NO
-----	----

9. Does the proposed activity improve forest management, ecological and economic viabilities of forest resources?

YES	NO
-----	----

10. Is the project proposal clearly innovative and that would enhance improvement of staff capabilities in forest management and ecotourism infrastructure (e.g; trails, community lodges, access roads, ranger stations, etc.), conservation education, and management planning, among others?

YES	NO
-----	----

11. Is the project proposal having a clear conservation priority in terms of species conservation, genes conservation or endangered species conservation?

YES	NO
-----	----

**TOTAL SCORES (C):**

YES	.....	NO	.....
-----	-------	----	-------



#### **D. Relevance to Writing Standards**

- |   |     |    |
|---|-----|----|
| 1. Does the Project proposal have a cover sheet?  | YES | NO |
| 2. Is the Project proposal written in 10 or less pages?   | YES | NO |
| 3. Is the hardcopy of the proposal available/submitted?   | YES | NO |
| 4. Does the proposal carry the required authorization from responsible institutions?  | YES | NO |
| 5. Are each of the required sections adequately covered or are there sufficient details for each of the sections of the proposal? | YES | NO |

**TOTAL SCORES (D):**

<b>YES</b>	.....	<b>NO</b>	.....
------------	-------	-----------	-------

**GRAND TOTAL SCORES (A+B+C+D):**

<b>YES</b>	.....	<b>NO</b>	.....
------------	-------	-----------	-------

#### **E. Additional Merits/Demerits**

- 
- 
- 

**ADDITIONAL SCORES (E):**

<b>YES</b>	.....	<b>NO</b>	.....
------------	-------	-----------	-------

**EAMCEF**  
**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND.**

**Place:** ..... **Date:** .....

**III. SAMPLE CHECKLIST/REVIEW FORM FOR RESEARCH PROJECT PROPOSALS FOR EAMCEF FUNDING FOR FY .....**  
*(Optional – can be useful in ranking the proposals)*

Name of Applicant: .....  
 Target Mountains Block: .....  
 Target Forest/Nature Reserve:.....  
 Title of the Proposal: .....  
 Project Number: .....  
 Grant Type Requested: .....  
 Institution/Organisation of Applicant:.....  
 Thematic Area of the Project Proposal:.....  
 Name of Reviewer: .....  
 Designation/Title of Reviewer: .....  
 Institutional Affiliation of Reviewer:.....

**SELECTION CRITERIA.**

**A. Adherence to Application Procedures.**

1. Written Application to EAMCEF?	YES	NO
2. Is the Proposal targeting one of the priority Forest/Nature Reserves?	YES	NO
3. Is the Proposal falling within the three categories of grants?	YES	NO
4. Is the Proposal targeting research out of the three thematic areas?	YES	NO
5. Was the Application received before or on.....?	YES	NO
6. Does the Proposed activities aim to solve a clear Conservation Problem?	YES	NO
7. Will implementation of the proposed Project lead to direct and positive impacts to target Communities or Forest sites or enhancing Biodiversity Conservation of the targeted area?	YES	NO
8. Are the proposed activities replicable, adaptable or demonstrable?	YES	NO
9. Is the applicant organization/group eligible, organized and legally constituted?	YES	NO
10. Is there any evidence that the proposal is acceptable to the District, Forestry and Community authorities concerned?	YES	NO
11. Is the proposal written in accordance with the EAMCEF Format?	YES	NO

**TOTAL SCORES (A)**

<b>YES</b>	<b>.....</b>	<b>NO</b>	<b>.....</b>
------------	--------------	-----------	--------------

**B. Relevance of Project Proposal to EAMCEF Objectives**

- |   |  |     |    |
|---|--|-----|----|
| 1. Does the Proposal focus on Working at Local Community levels or at Protected Area Management levels?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 2. Does the Proposal intend to work with different stakeholders and partners – Local Communities, NGOs, CBOs, Research Institutions, Other Projects and Government Departments?     | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 3. Does the budget of the proposal contain a clear analysis of costs?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 4. Will the Project supplement ongoing efforts in the targeted areas?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 5. Is there any Capacity Building or Training of Trainers elements for knowledge transfer among community members and/or agency staff?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 6. Is there a clear Sustainability, Monitoring and Evaluation plan for the Proposed Project?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 7. Is there any clarity on how the Proposed Project will be administered?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 8. Is the proposing institution reputable and competent enough?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 9. Is the proposed project aim at working in a participatory manner?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 10. Is there any co-financing or own contribution?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 11. Is there any evidence that applicant knowledge is sufficient enough to solve the specific problems addressed?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 12. Does the Project proposal show how the economic status of the community in question will improve?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 13. Does the proposal lead to positive conservation impact on the priority Forest/Nature Reserve, e.g. by reducing resource demands on the target forest?                           | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 14. Does the proposal reduce conflict between the protected area and surrounding communities?   | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 15. Does the proposed activity in line with existing management plan and priorities or does it aim to develop a management plan for the target forest site?                         | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 16. Does the proposed activity directly or indirectly contribute to improved management of the target forest site?  | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |
| 17. Is the proposed activity socially sound (e.g. degree of representation of various interest groups and community involvement in identification, development and implementation)? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES   | NO   |     |    |

18. Is the proposed activity environmentally sound (e.g. protection of biological diversity and positive conservation impact on the target forest site)?

YES	NO
-----	----

19. Will implementation of the Project contribute to the reduction of poverty or increase income generating possibilities for the target communities?

YES	NO
-----	----

**TOTAL SCORES (B):**

YES	.....	NO	.....
-----	-------	----	-------

### **C. Relevance to Research Criteria.**

1. Is the proposed activity replicable or a replication/demonstration for a similar activity elsewhere in the target reserve or in the Eastern Arc Mountains?

YES	NO
-----	----

2. Is the proposed research a monitoring and/or evaluation project?

YES	NO
-----	----

3. Is the proposed research a feasibility study?

YES	NO
-----	----

4. Is the proposed activity a socio-economic research?

YES	NO
-----	----

5. Is the target forest a least studied site in the Eastern Arc Mountains?

YES	NO
-----	----

6. Will the research help to find a solution to a special problem which its understanding is currently lacking?

YES	NO
-----	----

7. Is the candidate(s) a reputable researcher in the proposed activities?

YES	NO
-----	----

8. Is the research methodology easily adoptive?

YES	NO
-----	----

9. Does the proposal lead to increased survival potential of endangered or threatened species?

YES	NO
-----	----

10. Does the proposed activity suggest and explore new approaches to save biodiversity?

YES	NO
-----	----

11. Is the project clearly innovative in its nature or approach?

YES	NO
-----	----

12. Will the results of the research be disseminated broadly to enhance community understanding on the importance of conservation?

YES	NO
-----	----

**TOTAL SCORES (C):**

YES	.....	NO	.....
-----	-------	----	-------

### **D. Relevance to Writing Standards**

1. Does the Project proposal have a cover sheet?

YES	NO
-----	----

2. Is the Project proposal written in 10 or less pages?

YES	NO
-----	----

3. Is the hardcopy of the proposal available/submitted?

YES	NO
-----	----

4. Does the proposal carry the required authorization from responsible institutions?

YES	NO
-----	----

5. Are each of the required sections adequately covered or are there sufficient details for each of the sections of the proposal?

YES	NO
-----	----

**TOTAL SCORES (D):**

YES	.....	NO	.....
-----	-------	----	-------

**GRAND TOTAL SCORES (A+B+C+D):**

YES	.....	NO	.....
-----	-------	----	-------

**E. Additional Merits/Demerits**

- 
- 
- 

**ADDITIONAL SCORES (E):**

YES	.....	NO	.....
-----	-------	----	-------

## *Annex 11: Project Proposal Summary Sheet for Review and Approval*

<b>Project Number:</b>		<b>Date:</b>	
<b>Project Title:</b>			
<b>Applicant/Organization Name:</b>	<b>Name, Qualifications and Title of Responsible Person and Address:</b>		<b>Phone : Fax: E-mail:</b>
<b>Legal Structure/Type of Organization:</b>			<b>Year that Organization Created:</b>
<b>Project Thematic Area:</b>		<b>Project Grant type:</b>	
<b>Project Location: Target Forest, Region, District, Wards, Villages Region: District: Target Forest: Wards: Villages:</b>		<b>Mode of Project Implementation and Information about collaborators:</b>	
<b>Purpose, Objectives, expected Outcomes, Outputs/Deliverables and Main Activities: Purpose: Objectives: Expected Outcomes: Outputs/Deliverables: Main Activities:</b>		<b>Number of Project Beneficiaries by Type, Category and Gender:</b>	
<b>Total Project Cost (Tshs):</b>		<b>Project status:</b> New Proposal / Resubmission of Revised Proposal/Ongoing Project:	
<b>Total Amount Requested from EAMCEF (Tshs).....</b>		Project Number and Date of approval (if ongoing project):	
		Main reasons for continuation of the Project (if ongoing):	
		<b>Other contributions including in-kind (Tshs):</b>	
<b>Length of Project Duration in months, proposed start and end months and years:</b>		<b>Project Merits, Rationale and Justification: Merits: Rationale: Justification:</b>	
<b>Amount Requested this Financial year (.....) Tshs:</b>			
<b>Recommended Total EAMCEF grant (Tshs.):</b>		<b>Recommended EAMCEF grant this FY (Tshs.):</b>	

Comments/Recommendations by the Proposal Reviewer (Including recommended modifications or major reasons for recommended project approval/rejection): .....

Reviewer name: ..... Signature:..... Date: .....

Comments/Recommendation by the EAMCEF Executive Director (ED): .....

ED Signature:..... Date .....

Comments and Decision by the Board of Trustees:

Approved/Rejected by the Board

Signature (Chairperson): ..... Date .....

## ***Annex 12: Sample Letter for Revision of Project Proposals***



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Ref. No. EAMCEF/PP/.....

Date: .....

.....  
.....  
.....

Dear Sir/Madam,

**Re: STATUS OF YOUR APPLICATION FOR PROJECT FUNDING  
FROM EAMCEF**

1. Reference is made to the above heading and your Project Proposal we received in .....
2. Along with proposals from other applicants, your proposal titled ..... was critically reviewed against our selection criteria and submission requirements.
3. With much pleasure, I wish to inform you that, your proposal can only be considered for funding if extensively reviewed and modified so that it includes the following improvements;
  - (i) .....
  - (ii) .....
  - (iii) .....
4. The reconsideration to your proposal will be granted contingent upon submission of the revised proposal to EAMCEF as hereby required before .....
5. I wish you good luck.

.....  
**EXECUTIVE DIRECTOR**

### *Annex 13: Sample Letter for Approved Project Proposals*



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Ref. No. EAMCEF/PP./.....

Date:.....

.....  
.....  
.....  
.....

Dear Sir/Madam,

**Re: STATUS OF YOUR APPLICATION FOR PROJECT FUNDING  
FROM EAMCEF**

1. Reference is made to the above heading and your Project Proposal we received in .....
2. Along with proposals from other applicants, your proposal was critically evaluated against our selection criteria and submission requirements.
3. We are now pleased to inform you that, your Project proposal titled..... has been approved under the following terms:-
  - (i) That the Project Number of the Project will be:.....
  - (ii) That the budget ceiling for the project will be **Tshs. .... (Tanzanian Shillings .....)** only.
  - (iii) That you will be required to implement the project in accordance with the provisions of the Memorandum of Agreement (MOA) that will be signed by the Authorized Representatives of your institution and EAMCEF.
  - (iv) That you open a special Current Bank Account that will be used exclusively for EAMCEF funds at a Branch nearest to the Project site or use your EAMCEF Bank Account already existing for that purpose.



- (v) That you propose four names of your institution's officers who should be endorsed by EAMCEF for approving and authorizing payments for EAMCEF funds. The proposed officers can either be new ones or those already existing for that purpose.
  - (vi) That you propose four names from among your senior officers who should be endorsed by EAMCEF as Cheque Signatories for operating the Bank Account of EAMCEF funds. The proposed signatories can either be new ones or those already existing for that purpose.
4. It is our sincere hope that, the implementation of your project will result into the intended impact on biodiversity conservation of the Eastern Arc Mountains in general and the..... Forest/Nature Reserve in particular.
  5. Attached with this letter please find a Draft MOA for your thorough review and important comments that should reach our Office no later than .....

Congratulations!

Your's sincerely,

.....  
**EXECUTIVE DIRECTOR**

- Cc: 1. ....  
 ....  
 ....  
 ....
2. ....  
 ....  
 ....  
 ....
3. ....  
 ....  
 ....  
 ....
- 4.. ....  
 ....  
 ....  
 ....

**(i) Memorandum of Agreement (MOA) for Protected Areas and  
Climate Change Management Projects for  
EAMCEF funding**



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Project Number: .....

**IMPLEMENTER**

**RECIPIENT**

**MEMORANDUM OF AGREEMENT BETWEEN THE EASTERN  
ARC MOUNTAINS CONSERVATION ENDOWMENT FUND  
(EAMCEF) ON ONE PART AND ..... AND  
..... ON THE OTHER PART**

**FOR THE PROJECT:**

.....  
.....  
.....

Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area, Kingalu Road,  
P.O. Box 6053,  
**Morogoro, Tanzania.**

Telephone: +255 23 2613660

Cellphone: +255 755 330558

Fax: +255 23 2613113

E-Mail: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);

[eamcef@morogoro.net](mailto:eamcef@morogoro.net)

Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)

**Date.....**



**EAMCEF**

**IMPLEMENTER**

**RECIPIENT**

**Memorandum of Agreement Between the Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) on one part And ..... and ..... on the other part.**

**Whereas,**

The ..... (hereinafter referred to as “**the Recipient**”) and ..... (hereinafter referred to as “**the Implementer**”) are fully committed and agrees to jointly undertake the ..... (hereinafter referred to as “**the Project**”);

**And whereas,**

The **Eastern Arc Mountains Conservation Endowment Fund** or “EAMCEF” (hereinafter referred to as “**the Fund**”) has approved a request from the **Recipient** and **Implementer** collectively acting together, to partly finance the Project,

**The following is the Agreement between the three parties:**

## **1.0 GENERAL PROVISIONS**

### **1.1 Definitions**

The following terms have the following meanings;

- (a) “**Applicable Law**” means the laws of the United Republic of Tanzania
- (b) “**The Fund**” means the Eastern Arc Mountains Conservation Endowment Fund or “EAMCEF”
- (c) “**Secretariat**” means the Secretariat of the Eastern Arc Mountains Conservation Endowment Fund
- (d) “**Party**” means the Recipient, the Implementer or the Fund, as the case may be
- (e) “**Project**” means the investment and related activities to be jointly undertaken by the Recipient and Implementer
- (f) “**Grant**” means the funds made available by the Fund to the Recipient for the Project.
- (g) “**Beneficiary**” means the person or group of persons receiving benefits from the Project, and includes both the Recipient and the Implementer.
- (h) “**Recipient**” means the ..... acting in its capacity as accounting entity of EAMCEF funds for the Project.
- (i) “**Implementer**” means the ..... and its subsidiaries acting in its capacity as implementation agent for EAMCEF funded activities under the Project.

- (j) **“Target Forest”** means ..... in ..... District which is the focal area intended to be conserved through EAMCEF funding under the Project.
- (k) **“Target Village”** means a village adjacent to or bordering the Target Forest and included in the Project Document as one of the Project beneficiaries.
- (l) **“Target District”** means “.....” which is the geographical area constituting the administrative district of the government within which part of or all of the Target Forest is located and some or all the Target Villages are under the jurisdiction of the respective District Council.
- (m) **“Target Region”** means “.....” within which part of or all of the Target Forest is located.
- (n) **“Witness”** means the government authority or entity responsible for the Target Forest or the Target District but not directly involved in the implementation of the Project. The Witness can at the same time neither be the Recipient nor the Implementer organization.
- (o) **“Project Coordinator”** means the person appointed by the Implementer to lead the field implementation of the project activities.

## 1.2 Notice

Any notice, request or consent under this Agreement shall be in writing at the following addresses:

**For the Recipient:**

.....  
 .....  
 .....  
 .....

**For the Implementer:**

.....  
 .....  
 .....  
 .....

**For the Fund:**

Executive Director  
 Eastern Arc Mountains Conservation Endowment Fund  
 (EAMCEF)  
 P. O. Box 6053  
**MOROGORO - Tanzania**

## 2.0 OBJECTIVE OF AGREEMENT

- 2.1 **GRANT AMOUNT:** The **Fund** agrees to grant to the **Beneficiaries** the amount of Tshs. ....(Tanzanian Shillings ..... ) only under the terms and conditions explained below. The **Fund** will make the funds available in accordance with the procurement and disbursement guidelines as explained in attachment 2 (“Disbursement Schedule”). The funds will be provided under this Agreement for expenditures made in respect of the reasonable costs of works, goods and services required for carrying out the Project and to be financed out of the grant.

## 3.0 OBLIGATIONS OF THE BENEFICIARIES

- 3.1 Execution of the Project:** The **Recipient** and **Implementer** (the **Beneficiaries**) hereby declare that they will undertake and implement the Project in accordance with the implementation plan as described in Attachment I (“**Project Description**”) and Attachment 3 (“**Approved Project Document**”).
- 3.2 Agreement with Local communities:** The **Beneficiaries (Recipient and Implementer)** will make and enter into a binding agreement with each of the Target Villages on modalities of effecting this obligation (3.2) and will jointly and severally act sufficiently to ensure that local communities living adjacent to the Target Forest will;
- (a) directly benefit from the implementation of the Project,
  - (b) actively prevent all acts, tendencies and actions detrimental to the Target Forest,
  - (c) always be bound to participate fully in the protection of the Target Forest.
- 3.3 Beneficiaries’ Contribution:** The **Recipient and Implementer** will respectively perform the administration of funds and field activity implementation by providing the required staff and necessary technical, logistical and management support. It is expected that the Implementer’s representative will normally accompany EAMCEF monitoring staff to the field sites using the same transport equipment used in the implementation of the project and that the monitoring exercise will always be treated as part and parcel of the overall implementation process of the Project.
- 3.4 Bank Account:** The **Recipient** will use a bank account specially opened for EAMCEF funds in ..... City/Town to receive the grant funds from the **Fund**. The Account Name will be:..... with Account Number: ..... at the .....Bank, ..... Branch.
- 3.5 Procedure for Issuance of Funds:** The **Recipient** will make the grant funds available to the **Implementer** in a timely manner on the basis of written requests from the **Implementer** and in accordance with the implementation plan as described in Attachment 1 (**Project Description**). No further funds will be issued to the **Implementer** unless proper accounting of funds provided earlier is made by the **Implementer**.
- 3.6 Accounting Records:** The **Recipient** will separately and exclusively keep records of all expenditures involved in the undertaking of the Project. She/He shall keep for a period of three years after completion of the Project all invoices and other evidence of expenditure written in chronological order.
- 3.7 Procurement:**
- (i) Together with the **Implementer** the **Recipient** will ensure that, officially appointed regular suppliers and service providers are used as required by law or, unless otherwise agreed in writing prior to initiating the purchase of goods and services, at least three quotes are obtained from vendors and/or service providers to ensure the acquisition of quality products and services at a reasonable price. Any selection of a supplier or service provider that does not provide the lowest cost should be justified.
  - (ii) Each and every equipment/ physical asset procured using EAMCEF funds at a unit value in excess of Tshs. 50,000/= shall remain the property of EAMCEF throughout the project period, shall be loaned to the **Implementer** and exclusively be used for implementation of the approved project activities. Thus, proper marking and inventorying of such EAMCEF equipment/physical assets shall always be exercised. To that effect, EAMCEF reserves the right to decide the mode of disposal of such properties and equipment at the termination of the Project or at the end of their useful lifetime.

**3.8 Audit:** The **Recipient** and **Implementer** will respectively allow the accounting records and works for the Project to be verified by the **Fund's** representatives or auditors appointed by the **Fund** and answer all questions asked by such representatives or auditors.

**3.9 Reporting:**

- (i) Whereas the **Recipient** will be required to present an end of tranche funds financial reports, reports on physical performance of field activities shall be provided to EAMCEF on an end of tranche funds basis by the **Implementer** following expenditure of at least 70% of the funds issued earlier. No further funds shall be released by the **Fund** unless the two reports are received and endorsed by the **Fund**. Copies of the implementation reports shall as well be availed to the Regional Administrative Secretary of ....., the concerned Target Region by the **Recipient**.
- (ii) (a) The presentation of a comprehensive Physical Progress Report should be made for all the activities already undertaken in the field, measuring the achievement against what was actually planned for each activity. This shall be followed by a field visit in which EAMCEF monitoring staff will be able to verify what have actually been undertaken in the implementation of the planned activities.
- (b) The submission of a comprehensive Financial Performance Report on the use of the funds issued earlier should contain among other things, the following:
- Actual expenditure against what was planned for each expenditure item/activity,
  - Cash Book Summary,
  - Bank Reconciliation statement per reporting date,
  - Monthly Bank Statements.
- (iii) The **Implementer** shall also be required to present the status of implementation of the Project at least twice per year to the Local Advisory Committee (LAC) formed in each Target District for monitoring the implementation of EAMCEF funded projects and activities.
- (iv) It is also very important to always keep in mind that, the release of the 2<sup>nd</sup> and 3<sup>rd</sup> tranches of EAMCEF funds for approved Projects is neither automatic nor guaranteed but rather it can only be assured by satisfactory field performance and proper use and proper accounting of the funds earlier issued. This means that, it is very risky and it is against the Project Agreement to make commitments for funds the recipient has not yet received from EAMCEF.

**3.10 Lead Person/Project Coordinator:** Whereas the **Implementer** will be required to appoint a staff with relevant professional background to be a lead person for the project, the project **Lead Person/Project Coordinator** shall collaborate with the local and central government staff as well as other relevant stakeholders in the Target District in order to enhance the participation of all relevant parties and foster practical integration of the project into the district development plans.

**3.11 Project Marking:**

- (i) The **Implementer** shall ensure that, during the first tranche funds, proper markings are sufficiently erected at the Project sites to clearly depict the name of the Project, the Implementer/Recipient organizations, the funding agency and the Project period, preferably in Kiswahili.
- (ii) All paper works, publications, printed materials and reports produced under the Project should clearly signify, depict or acknowledge the support received from EAMCEF.
- (iii) EAMCEF support must also be signified/displayed during all meetings, workshops and seminars and must be orally acknowledged during all news media interviews, including popular media such as radio, television and newspapers and magazines.

## 4.0 OBLIGATIONS OF THE EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

- 4.1 Payments:** The **Fund** will make available the grant funds in a timely manner, in accordance with the **Disbursement Schedule** (Attachment 2) and under the terms and conditions of this grant Agreement. No further disbursement or replenishment of funds will be made by the **Fund** unless proper accounting of funds earlier issued is provided by the **Recipient** and supported by satisfactory performance of field activities as supervised by the **Implementer**. Upon request signed by both the **Recipient** and **Implementer**, the **Fund** may make payments to a third party for works carried out or services or goods delivered, for the undertaking of the Project.

## 5.0 TERMINATION

- 5.1** The Project is expected to be completed by .....
- 5.2** The **Beneficiaries (Recipient and/or Implementer)** may terminate this Agreement at any time during the execution of the Project. In such a case, the **Recipient** will reimburse all funds advanced by the **Eastern Arc Mountains Conservation Endowment Fund**, which have not yet been spent.
- 5.3** The **Fund** may terminate the Agreement for the following reasons;
- (a) When the **Beneficiaries (Recipient and/or Implementer)** does not fulfill their obligations mentioned under paragraphs 3.1 to 3.11;
  - (b) When accounting of funds used for goods, services and works are not done according to the guidelines explained in Attachment 2;
  - (c) When the funds under the Agreement are misused or used for other purposes than the objective mentioned under paragraph 3.1 and described in Attachment I;
  - (d) When the Project or part of the Project is delayed in such a way that the grant amount becomes insufficient to fully realize the Project and/or that the **Beneficiaries** are considered unable to implement the Project;
  - (e) When one or all the **Beneficiaries (Recipient and/or Implementer)** ceases operations, or undergoes a change in management which causes considerable reduction in project implementation capacity;
  - (f) When the **Fund** has insufficient funds; and



- (g) For other reasons, not mentioned above, but considered important enough to cast doubts on the ability to continue this Agreement.

**5.3 Termination Procedure:** The Party terminating the Agreement has to notify in writing the other Party, providing the reasons for termination, which will be effective immediately upon endorsement of the notification by the other Party following sufficient consultations among the three Parties. Termination can be cancelled by an amendment to this Agreement or a separate letter of Agreement, which may include a modification in the contributions of each Party. Upon termination, the **Recipient** will reimburse all unspent advances received from the **Fund** and the **Implementer** shall handover to EAMCEF all the equipment and physical assets procured under the Project as described in paragraph 3.7 (ii) above.

## 6.0 EFFECTIVENESS

**6.1** This Agreement will become effective upon its signatures by the concerned Parties.

IN WITNESS WHEREOF, the Parties hereto, acting through their duly authorized representatives, have caused this Agreement to be signed in their respective names in ....., on ....., 200.....

### For the Recipient

Name: .....  
Designation: .....  
Signature:.....  
Date:.....  
Place:.....

### For the Implementer

Name: .....  
Designation: .....  
Signature:.....  
Date:.....  
Place:.....

### For the Fund

Name: .....  
Designation: **Executive Director**  
Signature:.....  
Date:.....  
Place:.....

### For the Witness

Name: .....  
Designation: .....  
Institution/Organization: .....  
Postal Address: .....  
Signature:.....  
Date:.....  
Place:.....

### Attachments

Attachment 1 “Project Description” (developed by **Implementer**)

Attachment 2 “Disbursement and Procurement Schedule”

Attachment 3 “Approved Project Document”

## Project Description

### (a) Project Brief

<b>Project Number :</b> <b>Project Title:</b>		<b>Approved date:</b>
<b>Recipient Organization Name:</b>	<b>Name, Qualifications and Title of Responsible Person and Address (For the Implementer):</b>	<b>Phone ( For Implementer):</b>
<b>Implementer Organization Name:</b>		<b>Fax (for Implementer):</b>
		<b>Email (For Implementer):</b>
<b>Project Target Theme:</b>		<b>Project Grant Category:</b>
<b>Project Location: Region, Target Forest, District, Villages, etc.:</b> <b>Region:</b> <b>District:</b> <b>Target Forest:</b> <b>Villages:</b>		<b>Mode of Project Implementation and Information about collaborators (if any):</b>
<b>List Purpose and Objectives of Project and expected outcomes (100 words or less):</b> <b>Project Purpose:</b> <b>Objectives:</b> <b>Outcomes:</b>		<b>Number of Project Beneficiaries by Type, Category and Gender:</b>
<b>Total Project Cost (Tshs.):</b>	<b>Total Amount Approved from EAMCEF (Tshs.):</b>	<b>List Other contributions including in-kind (Tshs.):</b>
<b>Length of Project Duration in months, proposed start and end months and years:</b>	<b>Amount Requested this Financial Year (.....) Tshs.:</b>	<b>List Project Merits, Rationale and Justification</b> <b>Merits:</b> <b>Rationale:</b> <b>Justification:</b>

**(b) Activity Implementation Schedule**

**(c) Implementation Targets and Costs Breakdown**

### Fund's Disbursement Schedule

	Tranche 1 (40%)	Tranche 2 (30%)	Trench 3 (30%)	Total (100%)	Remarks
Amount (Tshs)					
Tentative Disbursement month and year.					

**NB:** EAMCEF annual funding of projects will be in three tranches: 40 percent at the beginning, then 30 percent, and 30 percent. These funds will be deposited into a bank account opened by the project recipient exclusively for the implementation of the approved activities. The second tranche will only be disbursed upon receipt of a satisfactory accounting for at least 70 percent of the first tranche. Disbursement of the third tranche is contingent upon accounting for 70 percent of the second tranche and 100 percent of the first tranche. Any balance of funds received from EAMCEF for implementation of the project shall be returned to EAMCEF on completion of the project, unless informed otherwise by the EAMCEF Executive Director.

The project must be implemented in accordance with the project document. Request for modification in the project workplan and budget must be submitted to EAMCEF for approval prior to using any funds for non-approved expenditures.

EAMCEF will disburse funds directly to the project bank account opened by the project recipient organization for implementation of the approved activities. The funding will normally commence once the project has been approved and the Agreement signed.

Due to the varied nature of projects, with some being short-term/once-off activities, disbursement will be on an activity-based tranche system as described above and may require a different fund allocation formula. In some cases and especially where the amount involved exceeds Tshs. 500,000.00 per one lot, the EAMCEF may actually purchase the inputs on behalf of grant recipients to facilitate acquisition and fund accounting.

## **Attachment 3.**

### **Approved Project Document**

**(ii) Memorandum of Agreement (MOA) for Community  
Based Conservation and Development Projects for  
EAMCEF funding**



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Project Number: .....

**RECIPIENT**

**MEMORANDUM OF AGREEMENT BETWEEN THE EASTERN  
ARC MOUNTAINS CONSERVATION ENDOWMENT FUND  
(EAMCEF) ON ONE PART AND .....  
..... ON THE OTHER PART**

**FOR THE PROJECT:**

.....  
.....  
.....

Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area, Kingalu Road,  
P.O. Box 6053,  
**Morogoro, Tanzania.**

Telephone: +255 23 2613660

Cellphone: +255 755 330558

Fax: +255 23 2613113

E-Mail: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);

[eamcef@morogoro.net](mailto:eamcef@morogoro.net)

Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)

**Date.....**





**EAMCEF**

**RECIPIENT**

**Memorandum of Agreement Between the Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) on one part And ..... on the other part.**

**Whereas,**

The ..... (hereinafter referred to as “**the Recipient**”) is fully committed and agrees to undertake the ..... (hereinafter referred to as “**the Project**”);

**And whereas,**

The **Eastern Arc Mountains Conservation Endowment Fund** or “**EAMCEF**” (hereinafter referred to as “**the Fund**”) has approved a request from the **Recipient** and **Implementer** collectively acting together, to partly finance the Project,

**The following is the Agreement between the three parties:**

## **1.0 GENERAL PROVISIONS**

### **1.1 Definitions**

The following terms have the following meanings;

- (a) “**Applicable Law**” means the laws of the United Republic of Tanzania.
- (b) “**The Fund**” means the Eastern Arc Mountains Conservation Endowment Fund or “**EAMCEF**”.
- (c) “**Secretariat**” means the Secretariat of the Eastern Arc Mountains Conservation Endowment Fund.
- (d) “**Party**” means the Recipient, or the Fund, as the case may be.
- (e) “**Project**” means the investment and related activities to be undertaken by the Recipient.
- (f) “**Grant**” means the funds made available by the Fund to the Recipient for the Project.
- (g) “**Beneficiary**” means the person or group of persons receiving benefits from the Project, and includes the Recipient.
- (h) “**Recipient**” means the ..... acting in its capacity as accounting entity of EAMCEF funds and implementation agent for EAMCEF funded activities under the Project.
- (i) “**Target Forest**” means ..... in ..... District which is the focal area intended to be conserved through EAMCEF funding under the Project.
- (j) “**Target Village**” means a village adjacent to or bordering the Target Forest and included in the
- (k) Project Document as one of the Project beneficiaries.

- (l) **“Target District”** means “.....” which is the geographical area constituting the administrative district of the government within which part of or all of the Target Forest is located and some or all the Target Villages are under the jurisdiction of the respective District Council.
- (m) **“Target Region”** means “.....” within which part of or all of the Target Forest is located.
- (n) **“Witness”** means the government authority or entity responsible for the Target Forest or the Target District but not directly involved in the implementation of the Project. The Witness can at the same time neither be the Recipient nor the Implementer organization.
- (o) **“Project Coordinator”** means the person appointed by the Recipient to lead the field implementation of the project activities.

## 1.2 Notice

Any notice, request or consent under this Agreement shall be in writing at the following addresses:

**For the Recipient:**

.....  
 .....  
 .....  
 .....

**For the Fund:**

Executive Director  
 Eastern Arc Mountains Conservation Endowment Fund  
 (EAMCEF)  
 P. O. Box 6053  
**MOROGORO - Tanzania**

## 2.0 OBJECTIVE OF AGREEMENT

- 2.1 **GRANT AMOUNT:** The **Fund** agrees to grant to the **Beneficiary** the amount of Tshs. ....(**Tanzanian Shillings** ..... ) only under the terms and conditions explained below. The **Fund** will make the funds available in accordance with the procurement and disbursement guidelines as explained in attachment 2 (“Disbursement Schedule”). The funds will be provided under this Agreement for expenditures made in respect of the reasonable costs of works, goods and services required for carrying out the Project and to be financed out of the grant.

## 3.0 OBLIGATIONS OF THE BENEFICIARIES

- 3.1 **Execution of the Project:** The **Recipient** (the **Beneficiary**) hereby declare that s/he will undertake and implement the Project in accordance with the implementation plan as described in Attachment I (“**Project Description**”) and Attachment 3 (“**Approved Project Document**”).
- 3.2 **Agreement with Local communities:** The **Beneficiary (Recipient)** will make and enter into a binding agreement with each of the Target Villages on modalities of effecting this obligation (3.2) and will act sufficiently to ensure that local communities living adjacent to the Target Forest will;
  - (a) directly benefit from the implementation of the Project,
  - (b) actively prevent all acts, tendencies and actions detrimental to the Target Forest,
  - (c) always be bound to participate fully in the protection of the Target Forest.

- 3.3 Beneficiary's Contribution:** The **Recipient** will perform the administration of funds and field activity implementation by providing the required staff and necessary technical, logistical and management support. It is expected that the Recipient's representative will normally accompany EAMCEF monitoring staff to the field sites using the same transport equipment used in the implementation of the project and that the monitoring exercise will always be treated as part and parcel of the overall implementation process of the Project.
- 3.4 Bank Account:** The **Recipient** will use a bank account specially opened for EAMCEF funds in ..... City/Town to receive the grant funds from the **Fund**. The Account Name will be: ..... with Account Number: ..... at the .....Bank, ..... Branch.
- 3.5 Procedure for Issuance of Funds:** The **Recipient** will make the grant funds available to the **Project Coordinator** in a timely manner on the basis of written requests from the **Project Coordinator** and in accordance with the implementation plan as described in Attachment 1 (**Project Description**). No further funds will be issued to the **Project Coordinator** unless proper accounting of funds provided earlier is made by the **Project Coordinator**.
- 3.6 Accounting Records:** The **Recipient** will separately and exclusively keep records of all expenditures involved in the undertaking of the Project. She/He shall keep for a period of three years after completion of the Project all invoices and other evidence of expenditure written in chronological order.
- 3.7 Procurement:**
- (i) The **Recipient** will ensure that, officially appointed regular suppliers and service providers are used as required by law or, unless otherwise agreed in writing prior to initiating the purchase of goods and services, at least three quotes are obtained from vendors and/or service providers to ensure the acquisition of quality products and services at a reasonable price. Any selection of a supplier or service provider that does not provide the lowest cost should be justified.
  - (ii) Each and every equipment/ physical asset procured using EAMCEF funds at a unit value in excess of Tshs. 50,000/= shall remain the property of EAMCEF throughout the project period, shall be loaned to the **Recipient** and exclusively be used for implementation of the approved project activities. Thus, proper marking and inventorying of such EAMCEF equipment/physical assets shall always be exercised. To that effect, EAMCEF reserves the right to decide the mode of disposal of such properties and equipment at the termination of the Project or at the end of their useful lifetime.
- 3.8 Audit:** The **Recipient** will allow the accounting records and works for the Project to be verified by the **Fund's** representatives or auditors appointed by the **Fund** and answer all questions asked by such representatives or auditors.
- 3.9 Reporting:**
- (i) Whereas the **Recipient** will be required to present an end of tranche funds financial reports, reports on physical performance of field activities shall be provided to EAMCEF on an end of tranche funds basis by the **Recipient** following expenditure of at least 70% of the funds issued earlier. No further funds shall be released by the **Fund** unless the two reports are received and endorsed by the **Fund**.

Copies of the implementation reports shall as well be availed to the Regional Administrative Secretary of ....., the concerned Target Region by the **Recipient**.

- (ii) (a) The presentation of a comprehensive Physical Progress Report should be made for all the activities already undertaken in the field, measuring the achievement against what was actually planned for each activity. This shall be followed by a field visit in which EAMCEF monitoring staff will be able to verify what have actually been undertaken in the implementation of the planned activities.
- (iii) The submission of a comprehensive Financial Performance Report on the use of the funds issued earlier should contain among other things, the following:
  - Actual expenditure against what was planned for each expenditure item/activity,
  - Cash Book Summary,
  - Bank Reconciliation statement per reporting date,
  - Monthly Bank Statements.
- (iii) The **Recipient** shall also be required to present the status of implementation of the Project at least twice per year to the Local Advisory Committee (LAC) formed in each Target District for monitoring the implementation of EAMCEF funded projects and activities.
- (iv) It is also very important to always keep in mind that, the release of the 2<sup>nd</sup> and 3<sup>rd</sup> tranches of EAMCEF funds for approved Projects is neither automatic nor guaranteed but rather it can only be assured by satisfactory field performance and proper use and proper accounting of the funds earlier issued. This means that, it is very risky and it is against the Project Agreement to make commitments for funds the recipient has not yet received from EAMCEF.

**3.10 Lead Person/Project Coordinator:** Whereas the **Recipient** will be required to appoint a staff with relevant professional background to be a lead person for the project, the project **Lead Person/Project Coordinator** shall collaborate with the local and central government staff as well as other relevant stakeholders in the Target District in order to enhance the participation of all relevant parties and foster practical integration of the project into the district development plans.

### **3.11 Project Marking:**

- (i) The **Recipient** shall ensure that, during the first tranche funds, proper markings are sufficiently erected at the Project sites to clearly depict the name of the Project, the Recipient organization, the funding agency and the Project period, preferably in Kiswahili.
- (iv) All paper works, publications, printed materials and reports produced under the Project should clearly signify, depict or acknowledge the support received from EAMCEF.
- (v) EAMCEF support must also be signified/displayed during all meetings, workshops and seminars and must be orally acknowledged during all news media interviews, including popular media such as radio, television and newspapers and magazines.

## 4.0 OBLIGATIONS OF THE EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

- 4.1 **Payments:** The **Fund** will make available the grant funds in a timely manner, in accordance with the **Disbursement Schedule** (Attachment 2) and under the terms and conditions of this grant Agreement. No further disbursement or replenishment of funds will be made by the **Fund** unless proper accounting of funds earlier issued is provided by the **Recipient** and supported by satisfactory performance of field activities. Upon request signed by the **Recipient**, the **Fund** may make payments to a third party for works carried out or services or goods delivered, for the undertaking of the Project.

## 5.0 TERMINATION

- 5.1 The Project is expected to be completed by .....
- 5.2 The **Beneficiary (Recipient)** may terminate this Agreement at any time during the execution of the Project. In such a case, the **Recipient** will reimburse all funds advanced by the **Eastern Arc Mountains Conservation Endowment Fund**, which have not yet been spent.
- 5.3 The **Fund** may terminate the Agreement for the following reasons;
- (a) When the **Beneficiary (Recipient)** does not fulfill his/her obligations mentioned under paragraphs 3.1 to 3.11;
  - (b) When accounting of funds used for goods, services and works are not done according to the guidelines explained in Attachment 2;
  - (c) When the funds under the Agreement are misused or used for other purposes than the objective mentioned under paragraph 3.1 and described in Attachment I;
  - (d) When the Project or part of the Project is delayed in such a way that the grant amount becomes insufficient to fully realize the Project and/or that the **Beneficiary** is considered unable to implement the Project;
  - (e) When the **Beneficiary (Recipient)** ceases operations, or undergoes a change in management which causes considerable reduction in project implementation capacity;
  - (f) When the **Fund** has insufficient funds; and
  - (g) For other reasons, not mentioned above, but considered important enough to cast doubts on the ability to continue this Agreement.
- 5.4 **Termination Procedure:** The Party terminating the Agreement has to notify in writing the other Party, providing the reasons for termination, which will be effective immediately upon endorsement of the notification by the other Party following sufficient consultations between the two Parties. Termination can be cancelled by an amendment to this Agreement or a separate letter of Agreement, which may include a modification in the contributions of each Party. Upon termination, the **Recipient** will reimburse all unspent advances received from the **Fund** and the **Recipient** shall handover to EAMCEF all the equipment and physical assets procured under the Project as described in paragraph 3.7 (ii) above.

## 6.0 EFFECTIVENESS

6.1 This Agreement will become effective upon its signatures by the concerned Parties.

IN WITNESS WHEREOF, the Parties hereto, acting through their duly authorized representatives, have caused this Agreement to be signed in their respective names in ....., on ....., 200.....

### **For the Recipient**

Name: .....

Designation: .....

Signature:.....

Date:.....

Place:.....

### **For the Fund**

Name: .....

Designation: **Executive Director**

Signature:.....

Date:.....

Place:.....

### **For the Witness I**

Name: .....

Designation: .....

Institution/Organization: .....

Postal Address: .....

Signature:.....

Date:.....

Place:.....

### **For the Witness II**

Name: .....

Designation: .....

Institution/Organization: .....

Postal Address: .....

Signature:.....

Date:.....

Place:.....

### **Attachments**

Attachment 1 “Project Description” (developed by **Recipient**)

Attachment 2 “Disbursement and Procurement Schedule”

Attachment 3 “Approved Project Document”

## Project Description

### (a) Project Brief

<b>Project Number :</b> <b>Project Title:</b>		<b>Approved date:</b>
<b>Recipient Organization Name:</b>	<b>Name, Qualifications and Title of Responsible Person and Address (For the Recipient):</b>	<b>Phone ( For Recipient):</b>
		<b>Fax (for Recipient):</b>
		<b>Email (For Recipient):</b>
<b>Project Target Theme:</b>		<b>Project Grant Category:</b>
<b>Project Location: Region, Target Forest, District, Villages, etc.:</b> <b>Region:</b> <b>District:</b> <b>Target Forest:</b> <b>Villages:</b>		<b>Mode of Project Implementation and Information about collaborators (if any):</b>
<b>List Purpose and Objectives of Project and expected outcomes (100 words or less):</b> <b>Project Purpose:</b> <b>Objectives:</b> <b>Outcomes:</b>		<b>Number of Project Beneficiaries by Type, Category and Gender:</b>
<b>Total Project Cost (Tshs.):</b>	<b>Total Amount Approved from EAMCEF (Tshs.):</b>	<b>List Other contributions including in-kind (Tshs.):</b>
<b>Length of Project Duration in months, proposed start and end months and years:</b>	<b>Amount Requested this Financial Year (.....) Tshs.:</b>	<b>List Project Merits, Rationale and Justification</b> <b>Merits:</b> <b>Rationale:</b> <b>Justification:</b>

**(c) Activity Implementation Schedule**

**(c) Implementation Targets and Costs Breakdown**



### Fund's Disbursement Schedule

	Tranche 1 (40%)	Tranche 2 (30%)	Trench 3 (30%)	Total (100%)	Remarks
Amount (Tshs)					
Tentative Disbursement month and year.					

**NB:** EAMCEF annual funding of projects will be in three tranches: 40 percent at the beginning, then 30 percent, and 30 percent. These funds will be deposited into a bank account opened by the project recipient exclusively for the implementation of the approved activities. The second tranche will only be disbursed upon receipt of a satisfactory accounting for at least 70 percent of the first tranche. Disbursement of the third tranche is contingent upon accounting for 70 percent of the second tranche and 100 percent of the first tranche. Any balance of funds received from EAMCEF for implementation of the project shall be returned to EAMCEF on completion of the project, unless informed otherwise by the EAMCEF Executive Director.

The project must be implemented in accordance with the project document. Request for modification in the project workplan and budget must be submitted to EAMCEF for approval prior to using any funds for non-approved expenditures.

EAMCEF will disburse funds directly to the project bank account opened by the project recipient organization for implementation of the approved activities. The funding will normally commence once the project has been approved and the Agreement signed.

Due to the varied nature of projects, with some being short-term/once-off activities, disbursement will be on an activity-based tranche system as described above and may require a different fund allocation formula. In some cases and especially where the amount involved exceeds Tshs. 500,000.00 per one lot, the EAMCEF may actually purchase the inputs on behalf of grant recipients to facilitate acquisition and fund accounting.

**Approved Project Document**

**(iii) Memorandum of Agreement (MOA) for Applied  
Biodiversity Research Projects for  
EAMCEF funding**



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND  
(EAMCEF)**

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

---

Project Number: .....

**RECIPIENT**

**MEMORANDUM OF AGREEMENT BETWEEN THE EASTERN  
ARC MOUNTAINS CONSERVATION ENDOWMENT FUND (EAMCEF)  
ON ONE PART AND .....  
.....ON THE OTHER PART**

Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area, Kingalu Road,  
P.O. Box 6053,  
**Morogoro, Tanzania.**

Telephone: +255 23 2613660

Cellphone: +255 755 330558

Fax: +255 23 2613113

E-Mail: [eamcef@easternarc.or.tz](mailto:eamcef@easternarc.or.tz);  
[eamcef@morogoro.net](mailto:eamcef@morogoro.net)

Website: [www.easternarc.or.tz](http://www.easternarc.or.tz)

**Date.....**



**EAMCEF**

**RECIPIENT**

## **Memorandum of Agreement Between the Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) and**

.....

**Whereas,**

The ..... (hereinafter referred to as “**the Recipient**”) and ..... (hereinafter referred to as “**the Implementer**”) are fully committed and agrees to undertake the ..... (hereinafter referred to as “**the Project**”);

**And whereas,**

The **Eastern Arc Mountains Conservation Endowment Fund** or “**EAMCEF**” (hereinafter referred to as “**the Fund**”) has approved a request from the **Recipient** through the **Implementer** to partly finance the Project,

**The following is the Agreement between the three parties:**

### **1.0 GENERAL PROVISIONS**

#### **1.1 Definitions**

The following terms have the following meanings;

- (a) “**Applicable Law**” means the laws of the United Republic of Tanzania
- (b) “**the Fund**” means the Eastern Arc Mountains Conservation Endowment Fund or “**EAMCEF**”
- (c) “**Secretariat**” means the Secretariat of the Eastern Arc Mountains Conservation Endowment Fund
- (d) “**Party**” means the Recipient, the Implementer or the Fund, as the case may be
- (e) “**Project**” means the investment and related activities to be jointly undertaken by the Recipient and the Implementer
- (f) “**Grant**” means the funds made available by the Fund to the Recipient for the Project.
- (g) “**Beneficiary**” means the person or group of persons receiving benefits from the Project, and includes both the Recipient and the Implementer.

- (h) **“Recipient”** means the ..... acting in its capacity as accounting entity of EAMCEF funds for the Project.
- (i) **“Implementer”** means ..... acting in his/her capacity as implementation agent for EAMCEF funded activities under the Project. As well, the **Implementer** will normally be the **Principal Investigator**.
- (j) **“Target Forest”** means ..... in ..... District which is the focal area intended to be conserved through EAMCEF funding under the Project.
- (k) **“Partner Member”** means a member of the Research Team representing collaborating institutions other than the Recipient and the Fund.
- (l) **“Principal Investigator”** means the lead and responsible person for the research project or the Research Team Leader or the Research Project Coordinator for the Project for the time being an employee of the Recipient.
- (m) **“Target Villages”** means villages adjacent to or bordering the Target Forest and included in the Project Document as one of the Project beneficiaries.
- (n) **“Target District”** means ..... which is the geographical area constituting an administrative district of the government within which part of or all of the Target Forest is located and some or all the Target Villages are under the jurisdiction of the respective District Council.
- (o) **“Target Region”** means ..... within which part of or all of the Target Forest is located.
- (p) **“Witness”** means the government or other public entity responsible for the Target Forest or for the Target District or for the Implementer but not directly involved in the implementation of the project. The Witness can at the same time neither be the Recipient nor the Implementer organization/department.
- (q) **“Inventor”** means the discoverer of any patentable invention, the author of any copyrightable work, or the author of any licensable patent.
- (r) **“Intellectual Property”** means (1) all inventions, discoveries or conceived patentable ideas, and (2) all copyrightable material or data developed during the term of this Agreement.
- (s) **“Intellectual Property Costs”** means all costs directly associated with a particular Intellectual Property.
- (t) **“Royalty Income”** means all incomes of any kind received in exchange for a license to use any Intellectual Property.

## 1.2 Sharing of Findings, Data and Other Research Products

EAMCEF expects significant findings from supported research and conservation achievements to be promptly submitted for publication or storage with authorship that accurately reflects the contributions of those involved. It expects researchers funded by EAMCEF to share with other researchers, at no more than incremental cost and within a reasonable time, the data, samples, physical collections and other supporting materials created or gathered in the course of the work. It also encourages grantees to share software and inventions, once appropriate protection for them has been secured, and otherwise act to make the innovations widely distributed and usable.

## 1.3 Acknowledgment of Support and Disclaimer

An acknowledgment of EAMCEF support and a disclaimer must appear in technical reports, publications and web postings of any material, whether copyrighted or not. A statement as the following may suffice, “This material is based upon the work supported by EAMCEF under Project Grant No.-” EAMCEF support also must be orally acknowledged during all news media

interviews, including popular media such as radio, television and news magazines. Except for articles or papers published in scientific, technical or professional journals, the following disclaimer must be included: “Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the EAMCEF.

#### **1.4 Legal Rights to Intellectual Property**

EAMCEF normally allows grantees to retain principal legal rights to intellectual property developed under its grants. This policy provides incentive for development and dissemination of inventions, software and publications that can enhance their usefulness, accessibility and upkeep. It does not, however, reduce the responsibility of researchers and organizations to make results, data and collections available to the research community.

#### **1.5 Ownership of Intellectual Property**

Subject to the rights of other Members of the Research Team and the **Fund**, all rights, title, and interest in and to all Intellectual Properties shall be as follows:

- (a) All Intellectual Property conceived and/or developed solely by one Research Member shall belong solely to that Research Member.
- (b) All Intellectual Property conceived and/or developed jointly by personnel of two or more Research Institutions will belong to each such Institution. For purposes of sharing income or other financial rewards from joint sale or licensing of said Intellectual Property, each Research Institution shall share in proportion to the percentage contribution of the Inventors from each Institution. If the Inventors cannot agree among themselves as to their proportionate contribution in the Intellectual Property, then the applicable international laws shall attempt to mediate the dispute.

#### **1.6 License to Use Intellectual Property for Internal Use**

Each Party agrees to and does hereby grant to each of the other Parties and Members, subject to the terms of this Agreement, a non-exclusive, non-transferable, royalty-free license (without the right of sublicense) to (1) utilize any information and materials published by one Party and (2) practice any invention resulting from research funded in whole or in part during this or any subsequent term of this Agreement for educational and research purposes only.

#### **1.7 Publication, Sale and or Use of Research Results on Jointly Owned Intellectual Property**

- (a) Subject to this Agreement and normally operating procedures for review and approval for unlimited distribution of research reports by Research Members, each Institution shall have the right to publish research results on jointly owned intellectual property provided, however that the Institution desiring to publish such research results shall submit a draft of any such proposed publication to the other Institution(s) with whom ownership of such Intellectual Property is shared at least thirty (30) days prior to the submission of the research results for publication. Within this thirty day period and with good reason, the other Party shall have the right to further delay the publication for a period of not more than three (3) months. For purposes of this Agreement, the following shall be deemed to be publication: (1) cataloguing and placing reports of research results in the library of any

Institution, (2) electronic distribution of such reports and computer software in a form suitable for execution on a computer through public bulletin boards and file transfer directories.

- (b) Both EAMCEF and the Recipient Organization shall have the right to copy and distribute in a suitable form any reports and studies which have been submitted by the Implementer or the Research Team as part of the progress reporting.
- (c) No party shall conduct any activity or knowingly allow any activity to be conducted that would constitute a bar against filing a foreign or domestic patent without first giving the other parties sixty (60) days prior written notice.
- (d) All jointly owned Intellectual Property is deemed to be "Proprietary Information". Except as otherwise provided herein, each party agrees to keep all Proprietary Information confidential for a period of three (3) years from its date of disclosure. The obligation of non-disclosure shall not apply if:
  - 1. such information is, at the time of disclosure, in the public domain or such information thereafter becomes a part of the public domain with a breach of this Agreement by any party; or
  - 2. such information is known to the receiving party at the time of disclosure; or
  - 3. such information is independently developed by the receiving party; or
  - 4. such information is received by the receiving party from a third party who had a lawful right to disclose such information to the receiving party; or
  - 5. such information is disclosed with the written approval of the parties; or
  - 6. such information is obligated to be produced by the receiving party under the order of a court of competent jurisdiction or pursuant to state or state laws.

## **1.8 Administration of Intellectual Property**

Any Intellectual Property conceived or developed solely by one of the parties to this Agreement shall be administered solely by such party. Any Intellectual Property conceived or developed jointly by two or more Research Members shall be administered as hereinafter set forth. In the event that one Institution has contributed greater than any other Institution to the Intellectual Property, that Institution shall administer the Intellectual Property. In the event that the Institutions have contributed equally to an Intellectual Property then the **Fund's** Executive Director shall determine who shall administer the Intellectual Property. The Institutions shall jointly review any Intellectual Property, evaluate its commercial potential, and may enter into confidential non-disclosure agreements with third parties for the disclosure of the Intellectual Property. If one Institution elects to proceed with a patent application or other commercialization of the Intellectual Property and the other Institution elects not to proceed with a patent application or other commercialization of the Intellectual Property, then the Institution that has elected not to proceed with a patent application or other commercialization of the Intellectual Property shall receive ten percent of any royalty income received from such commercialization but shall incur no Intellectual Property Costs and shall have a perpetual, non-exclusive, royalty-free license, without the right to sublicense, to practice or use any Intellectual Property for educational or research purposes.



The parties further agree to cooperate with each other on any administrative or court proceedings involving any Intellectual Property. The party responsible for the administration of any Intellectual Property shall substantially comply with all enforceable regulations and valid agreements pertaining to that Intellectual Property.

### 1.9 Notice

Any notice, request or consent under this Agreement shall be in writing at the following addresses:

**For the Recipient:** .....  
.....  
.....  
.....

**For the Implementer:** .....  
.....  
.....  
.....

**For the Fund:** Executive Director  
Eastern Arc Mountains Conservation Endowment Fund (EAMCEF)  
P. O. Box 6053  
**MOROGORO, Tanzania**

## 2.0 OBJECTIVE OF AGREEMENT

**2.1 GRANT AMOUNT:** The **Fund** agrees to grant to the **Beneficiaries** the amount of **Tshs..... (Tanzanian Shillings .....)** only under the terms and conditions explained below. The **Fund** will make the funds available in accordance with the procurement and disbursement guidelines as explained in attachment 2 (“Disbursement Schedule”). The funds will be provided under this Agreement for expenditures made in respect of the reasonable costs of works, goods and services required for carrying out the Project and to be financed out of the grant.

## 3.0 OBLIGATIONS OF THE BENEFICIARIES

**3.1 Execution of the Project:** The **Recipient** and the **Implementer** (the **Beneficiaries**) declares that they will undertake and implement the Project in accordance with the implementation plan as described in Attachment I. (“**Project Description**”) and Attachment 3. (“**Approved Project Document**”).

**3.2 Agreement with Local Communities:** The **Beneficiaries (Recipient and Implementer)** will make and enter into a binding agreement (as found appropriate) with each of the Target Villages on modalities of effecting this obligation (3.2) and sufficiently act to ensure that local communities living adjacent to the Target Forest will;

- (a) directly benefit from the implementation of the Project,
- (b) actively prevent all acts, tendencies and actions detrimental to the Target Forest,
- (c) always be bound to participate fully in the protection of the Target Forest.

- 3.3 Beneficiaries' Contribution:** The **Recipient** and **Implementer** will respectively perform and undertake the administration of funds and field activity implementation by providing the required staff and necessary technical, logistical and management support. It is expected that the **Implementers'** representative will normally accompany EAMCEF monitoring staff to the field sites using the same transport equipment used in the implementation of the project and that the monitoring exercise shall always be treated as part and parcel of the overall implementation process of the project.
- 3.4 Bank Account:** The **Recipient** will use a bank account specially opened for EAMCEF funds in ..... **City/Town** to receive the grant funds from the **Fund**. The Account Name will be: ..... with Account Number: ..... at the .....**Bank**,..... **Branch**.
- 3.5 Procedure of Issuing of Funds:** The **Recipient** will make the grant funds available to the **Implementer** in a timely manner on the basis of written requests from the **Implementer** and in accordance with the implementation plan as described in Attachment 1 (**Project Description**). No further funds will be issued to the **Implementer** unless proper accounting of funds provided earlier is made by the **Implementer**.
- 3.6 Accounting Records:** The **Recipient** will separately and exclusively keep records of all expenditures involved in the undertaking of the Project. She/He shall keep for a period of three years after completion of the Project all invoices and other evidence of expenditure written in chronological order.
- 3.7 Procurement:**
- (i) Together with the **Implementer** the **Recipient** will ensure that, officially appointed regular suppliers and service providers are used as required by law or, unless otherwise agreed in writing prior to initiating the purchase of goods and services, at least three quotes are obtained from vendors and/or service providers to ensure the acquisition of quality products and services at a reasonable price. Any selection of a supplier or service provider that does not provide the lowest cost should be justified.
  - (ii) Each and every equipment/ physical asset procured using EAMCEF funds at a unit value in excess of Tshs. 50,000/= shall remain the property of EAMCEF throughout the project period, shall be loaned to the **Implementer** and exclusively be used for implementation of the approved project activities. Thus, proper marking and inventorying of such EAMCEF equipment/physical assets shall always be exercised. To that effect, EAMCEF reserves the right to decide the mode of disposal of such properties and equipment at the termination of the Project or at the end of their useful lifetime.
- 3.8 Audit:** The **Recipient** and **Implementer** will respectively allow the above accounting records and works to be verified by the **Fund's** representatives or auditors appointed by the **Fund** and answer all questions asked by such representatives or auditors.

### 3.9 Reporting:

- (i) Whereas the **Recipient** will be required to present end of tranche funds financial reports, reports on physical performance of field activities shall be prepared by the **Implementer** and the two reports will be combined and submitted to EAMCEF on an end of tranche funds basis by the **Implementer** upon endorsement by the **Recipient** following expenditure of at least 70% of the funds issued earlier. No further funds shall be released by the **Fund** unless the two reports are received and endorsed by the **Fund**. Copies of the implementation reports shall as well be availed to the ..... Regional Catchment Forestry Manager/Nature Reserve Conservator by the **Implementer**.
- (ii) (a) The presentation of a comprehensive Physical Progress Report should be made for all the activities already undertaken in the field, measuring the achievement against what was actually planned for each activity. This shall be followed by a field visit in which EAMCEF monitoring staff will be able to verify what have actually been undertaken in the implementation of the planned activities.
- (b) The submission of a comprehensive Financial Performance Report on the use of the funds issued earlier should contain among other things, the following:
- Actual expenditure against what was planned for each expenditure item/activity,
  - Cash Book Summary,
  - Bank Reconciliation statement per reporting date,
  - Monthly Bank Statements.
- (iii) The **Implementer** shall also be required to present the status of implementation of the Project at least once per year to a Research Review Committee (RRC) appointed by EAMCEF for monitoring the implementation of EAMCEF funded projects and research activities.
- (iv) It is also very important to always keep in mind that, the release of the 2<sup>nd</sup> and 3<sup>rd</sup> tranches of EAMCEF funds for approved Projects is neither automatic nor guaranteed but rather it can only be assured by satisfactory field performance and proper use and proper accounting of the funds earlier issued. This means that, it is very risky and it is against the Project Agreement to make commitments for funds the recipient has not yet received from EAMCEF.
- (v) Apart from close supervision of the research work being undertaken by the **Implementer** the **Recipient** will approve/endorse all reports and requests prior to the actual submission to EAMCEF. In cases of necessary and unavoidable need for change of the **Implementer** the **Recipient** will propose to EAMCEF a substitute who shall become effective upon endorsement by the **Fund**.

**3.10 Lead Person/Project Coordinator:** Whereas the **Implementer** will be required to appoint a team member with relevant professional background to be a lead person for the project, the **Project Lead Person/Project Coordinator** shall collaborate with the local and central government staff as well as other relevant stakeholders in the Target District in order to enhance the participation of all relevant parties and foster practical integration of the project into the district development plans.

### 3.11 Project Marking:

- (i) The **Implementer** shall ensure that proper markings are sufficiently erected at the Project site to clearly depict the name of the Project, the Implementer/Recipient organizations, the funding agency and the Project period, preferably in both English and Kiswahili.
- (ii) All paper works, publications, printed materials and reports produced under the Project shall clearly signify, depict or acknowledge the support received from EAMCEF.
- (iii) EAMCEF support must also be signified/displayed during all meetings, workshops and seminars and must be orally acknowledged during all news media interviews, including popular media such as radio, television and newspapers and magazines.

### 3.12 Project Output:

#### (i) Copies of Research Reports

At least three original hard copies and one soft copy of the final output (final research report) of the research project shall be made available to the **Fund** by the **Implementer** within three months after completion of the Project.

#### (ii) Writing Specifications

- Pagination of the Research Report must be clear and consistent with number centered on the bottom of the page. The pagination should be linked to a Table of Contents.
- The Research Report must be clear, readily legible, and conform to the following requirements:
  - The font used must not be smaller than 10 point.
  - Sentence spacing should be a minimum of 1.5 and a maximum of double spaced.
  - Margins are to be set at 1.0 inch.

## 4.0 OBLIGATIONS OF THE EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

- 4.1 Payments:** The **Fund** will make available the grant funds in a timely manner, in accordance with the **Disbursement Schedule** (Attachment 2) and under the terms and conditions of this grant Agreement. No further disbursement or replenishment of funds will be made by the **Fund** unless proper accounting of funds earlier issued is provided by the **Recipient** and supported by satisfactory performance of field activities. Upon request signed by the **Recipient** and **Implementer**, the **Fund** may make payments to a third party for works carried out or services or goods delivered, for the undertaking of the Project.

## 5.0 TERMINATION

5.1 The Project is expected to be completed by .....

5.2 The **Beneficiaries (Recipient and/or Implementer)** may terminate this Agreement at any time during the execution of the Project. In such a case, the **Recipient** will reimburse all funds advanced by the **Eastern Arc Mountains Conservation Endowment Fund**, which have not yet been spent.

5.3 The **Fund** may terminate the Agreement for the following reasons.

- (a) when the **Beneficiaries (Recipient and/or Implementer)** does not fulfill their obligations mentioned under paragraphs 3.1 to 3.12;
- (b) when accounting of funds used for goods, services and works are not done according to the guidelines explained in Attachment 2;
- (c) when the funds under the Agreement are misused or used for other purposes than the objective mentioned under paragraph 3.1 and described in Attachment I;
- (d) when the Project or part of the Project is delayed in such a way that the grant amount becomes insufficient to fully realize the Project and/or that the **Beneficiaries** are considered unable to implement the Project;
- (e) when one or all the **Beneficiaries (Recipient and/or Implementer)** ceases operations or undergoes a change in management which causes considerable reduction in project implementation capacity;
- (f) when one of or all the **Beneficiaries (Recipient and/or Implementer)** contravenes one or more of the requirements mentioned under paragraphs 1.2 to 1.8 of this Agreement;
- (g) when the **Fund** has insufficient funds; and
- (h) for other reasons, not mentioned above, but considered important enough to cast doubts on the ability to continue this Agreement.

5.4 **Termination Procedure:** The Party terminating the Agreement has to notify in writing the other Party, providing the reasons for termination, which will be effective immediately upon endorsement of the notification by the other Party following sufficient consultations among the three Parties. Termination can be cancelled by an amendment to this Agreement or a separate letter of Agreement, which may include a modification in the contributions of each Party. Upon termination, the **Recipient** will reimburse all unspent advances received from the **Fund** and the **Implementer** shall handover to EAMCEF all the equipment and physical assets procured under the Project as described in paragraph 3.7 (ii) above.

## 6.0 EFFECTIVENESS

6.1 This Agreement will become effective upon its signatures by the concerned Parties.

IN WITNESS WHEREOF, the Parties hereto, acting through their duly authorized representatives, have caused this Agreement to be signed in their respective names in ....., on ....., 200.....

### **For the Recipient**

Name: .....

Designation: .....

Signature:.....

Date:.....

Place:.....

### **For the Implementer**

Name: .....

Designation: .....

Signature: .....

Date:.....

Place:.....

### **For the Fund**

Name: .....

Designation: **Executive Director**

Signature:.....

Date:.....

Place:.....

### **For the Witness I**

Name: .....

Designation: .....

Institution/Organization: .....

Postal Address: .....

Signature:.....

Date:.....

Place:.....

### **For the Witness II**

Name: .....

Designation: .....

Institution/Organization: .....

Postal Address: .....

Signature:.....

Date:.....

Place:.....

### Attachments

Attachment 1 “Project Description” (developed by **Implementer**)

Attachment 2 “Disbursement and Procurement Schedule”

Attachment 3 “Approved Project Document”

## Project Description

### (a) Project Brief

<b>Project Number :</b>  <b>Project Title:</b>		<b>Approved Date:</b>	
<b>Recipient Organization Name:</b>	<b>Name, Qualifications and Title of Responsible Person and Address (for Implementer):</b>		<b>Phone (for Implementer);</b>
<b>Implementer Organization Name:</b>			<b>E-mail (for Implementer):</b>
			<b>Fax (For Implementer):</b>
<b>Project Target Theme:</b>			<b>Project Grant Category:</b>
<b>Project Location: Target Forest, Region, District, Villages, etc.</b> <b>Region:</b> <b>District:</b> <b>Target Forest:</b> <b>Villages:</b>		<b>Mode of Project Implementation and Information about collaborators (if any):</b>	
<b>List Purpose and objectives of project/research and expected outcomes (100 words or less)</b>  <b>Purpose:</b> <b>Objectives:</b> <b>Expected Outcomes:</b>			<b>Number of Project Beneficiaries by type, Category and Gender:</b>
<b>Total Project Cost (Tshs.):</b>	<b>Total Amount Approved from EAMCEF (Tshs.):</b>	<b>List Other contributions including in-kind (Tshs.):</b>	
<b>Length of Project Duration in months, proposed start and end months and years:</b>	<b>Amount Requested this Financial Year (.....) Tshs:</b>	<b>List Project Merits, Rationale and Justification</b>  <b>Merits:</b> <b>Rationale:</b> <b>Justification:</b>	



**(b) Activity Implementation Schedule**

**(c) Implementation Targets and Costs Breakdown**

### Fund's Disbursement Schedule

	Tranche 1 (40%)	Tranche 2 (30%)	Tranche 3 (30%)	Total (100%)	Remarks
Amount (Tshs)					
Tentative Disbursement month and year.					

**NB:** EAMCEF annual funding of projects will be in three tranches: 40 percent at the beginning, then 30 percent, and 30 percent. These funds will be deposited into a bank account opened by the project recipient exclusively for the implementation of the approved activities. The second tranche will only be disbursed upon receipt of a satisfactory accounting for at least 70 percent of the first tranche. Disbursement of the third tranche is contingent upon accounting for 70 percent of the second tranche and 100 percent of the first tranche. Any balance of funds received from EAMCEF for implementation of the project shall be returned to EAMCEF on completion of the project, unless informed otherwise by the EAMCEF Executive Director.

The project must be implemented in accordance with the project document. Request for modification in the project workplan and budget must be submitted to EAMCEF for approval prior to using any funds for non-approved expenditures.

EAMCEF will disburse funds directly to the project bank account opened by the project recipient organization for implementation of the approved activities. The funding will normally commence once the project has been approved and the Agreement signed.

Due to the varied nature of projects, with some being short-term/once-off activities, disbursement will be on an activity-based tranche system as described above and may require a different fund allocation formula. In some cases and especially where the amount involved exceeds Tshs. 500,000.00 per one lot, the EAMCEF may actually purchase the inputs on behalf of grant recipients to facilitate acquisition and fund accounting.

***Approved Project Document***

## *Annex 15: Sample Letter of Disbursement of Funds for Approved Projects*



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

Ref. No. EAMCEF/GM/.....

Date: .....

.....  
.....  
.....  
.....

Dear Sir/Madam,

### **Re: DISBURSEMENT OF FUNDS**

1. Warm greetings from the Endowment Fund Secretariat in Morogoro.
2. With much pleasure may I take this opportunity to officially inform you that, on .....200- EAMCEF disbursed funds totaling Tanzanian shillings ..... (Tshs. ....) only to your designated Account with the ..... Bank, ..... Branch.
3. This money has been provided for implementation of the agreed activities under the Project No. .... titled ..... and it only constitutes the .....tranche of the total budget approved for the project.
4. Kindly allow the implementation of the Project to be undertaken accordingly and let me know at the earliest when a replenishment of funds will be called for as specified in the Memorandum of Agreement you signed for the Project in.....
5. I will very much appreciate to receive your instant acknowledgement of receipt of the funds.
6. With best wishes.

.....  
**EXECUTIVE DIRECTOR**

Cc 1. ....  
.....  
.....  
.....

## ***Annex 16: Sample Letter for Proposals Declined Funding***



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

Ref. No. EAMCEF/PP/.....

Date: .....

.....  
.....  
.....  
.....

Dear Sir/Madam,

**Re: STATUS OF YOUR APPLICATION FOR PROJECT FUNDING  
FROM EAMCEF**

1. Reference is made to the above heading and your Project Proposal we received in .....
2. Along with proposals from other applicants, your proposal titled ..... was critically evaluated against our selection criteria and submission requirements.
3. We are however deeply constrained by a limited budget that we cannot sponsor your project this year as it is not one among the best proposals.
4. We take this opportunity to sincerely thank you for your interest in the conservation of the Eastern Arc Mountains and to encourage you to attempt another time upon a Call for Project Proposals by the EAMCEF.

Your's sincerely,

.....  
**EXECUTIVE DIRECTOR**

***Annex 17: Sample Letter for Rejected Project Proposals***



**EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND**

**(EAMCEF)**

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

---

Ref. No. EAMCEF/PP/.....

Date: .....

.....  
.....  
.....

Dear Sir/Madam,

**Re: STATUS OF YOUR APPLICATION FOR PROJECT FUNDING  
FROM EAMCEF**

1. Reference is made to the above heading and your Project Proposal we received in .....
2. Along with proposals from other applicants, your proposal titled ..... was critically reviewed against our selection criteria and submission requirements.
3. With much regret, I'm very sorry to inform you that, it has not been possible for us to fund your project proposal due to the following major reasons:-
  - (iv) .....
  - (v) .....
  - (vi) .....
4. May I therefore encourage you to seriously observe the guidelines and requirements provided upon another Call for Project Proposals that will be issued by EAMCEF. The original copy of your Project Proposal is hereby attached.

Yours sincerely,

.....  
**EXECUTIVE DIRECTOR**

## Annex: 18 EAMCEF Organizational Structure

