

RESOLUTION 8.5
PROCEDURE FOR THE ACCOBAMS CALLS FOR PROPOSALS FOR PROJECTS TO BE FUNDED UNDER THE
SUPPLEMENTARY CONSERVATION GRANTS FUND

The Meeting of the Parties to the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area:

Recalling Article IX, paragraph 3, of the Agreement, which provides that “the Meeting of the Parties may establish a supplementary conservation fund from voluntary contributions of Parties or from any other source in order to increase the funds available for monitoring, research, training and projects relating to the conservation of cetaceans”,

Aware that the implementation of the Agreement requires the development and implementation of conservation projects that are in line with the objectives and priorities of ACCOBAMS,

Recalling that many fundamental obligations of Parties require actions which may significantly benefit from small scale funding, but often do not meet the eligibility criteria of national or international project funds,

Reiterating its conviction that, in some countries, the implementation of the Agreement is severely constrained by the lack of adequate financial resources,

Considering Resolutions 1.7 and 2.4, relating to the Supplementary Conservation Grants Fund (SCF), and Resolutions 3.6 and 7.8, relating to the procedure for submission of projects,

Appreciating the successful operation of the SCF which has attracted both a significant number of project proposals as well as additional voluntary contributions,

Thanking the financial support from the Governments of Italy and Monaco for the replenishment of the SCF during the 2020-2022 triennium,

Taking into account similar procedures established by other International Organisations,

Recognising the need to improve the procedure on the basis of lessons learned from the previous calls for proposals,

Desirous to establish a fully transparent and efficient procedure for the evaluation and the selection of project proposals,

1. *Decides* that the goals and objectives of the SCF are as follows:

- to catalyze the development and implementation of concerted or cooperative actions that should clearly contribute to the implementation of the Agreement and the priorities adopted by the Parties;
- to support applied conservation projects;
- to provide seed money to initiate long-term projects that have a multiplying impact well beyond the funding period;

- to stimulate dialogue and cooperation at the local and regional level in order to improve the conservation status of the cetaceans in the ACCOBAMS Area;
 - to assist in the development of national capacities to conserve cetaceans and their habitats;
 - to raise awareness on the conservation and management needs of cetaceans and their habitats;
 - to make small funds available to communities and other conservation stakeholders with limited access to alternative funding sources;
2. *Decides* that the Fund is financed through voluntary contributions according to Resolution 8.2, Annex 4;
 3. *Urges* Parties and donor Organisations to provide voluntary contributions to the SCF;
 4. *Agrees* to transfer to the SCF, if appropriate, the unspent balance of previous triennium fund concerning voluntary contributions under the Trust Fund and *mandates* the Bureau to set the amount thereof on the basis of recommendations by the Secretariat;
 5. *Notes* that the SCF will be implemented within the Agreement area;
 6. *Encourages* transboundary projects between countries Party to ACCOBAMS;
 7. *Instructs* the Secretariat to:
 - manage and coordinate the SCF;
 - launch calls for proposals of projects to be funded under the SCF, in consultation with the Bureau of the Parties and the Scientific Committee;
 - inform the ACCOBAMS National Focal Points, the members of the Scientific Committee of ACCOBAMS, the ACCOBAMS Partners and other relevant Organisations, about the launch of a call for proposals;
 - inform the applicants about the results of the selection, and the Focal Point(s) of the countries in which the selected projects will be carried out;
 8. *Authorises* the Secretariat to facilitate contacts between potential applicants in order to establish partnerships;
 9. *Authorises* the Bureau to select the project proposals, taking into account the procedure for the ACCOBAMS calls for proposals for projects to be funded under the SCF and the budget available;
 10. *Adopts* the procedure for the ACCOBAMS calls for proposals for projects to be funded under the SCF in [Annex](#) to this Resolution;
 11. *Decides* that the present Resolution amends Resolution 3.6 and replaces Resolution 7.8.

ANNEX**Procedure for the ACCOBAMS calls for proposals for projects to be funded
under the Supplementary Conservation Grants Fund****Content**

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1. Introduction

The Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area (ACCOBAMS) is an intergovernmental legal instrument that aims to achieve and maintain a favourable conservation status for cetaceans through the implementation of coordinated conservation measures. Signed in Monaco in 1996 and entering into force in 2001, ACCOBAMS aims to reduce threats to cetaceans and improve knowledge on them.

The geographical scope of the Agreement is constituted by all the maritime waters of the Black Sea and the Mediterranean and their gulfs and seas, and the internal waters connected to or interconnecting these maritime waters, and of the Atlantic area contiguous to the Mediterranean Sea at the west of the Strait of Gibraltar.

Taking into account Article IX, paragraph 3, of the Agreement, the Parties to ACCOBAMS decided to establish, at their First Meeting (Monaco, 28 February – 2 March 2002), a Supplementary Conservation Grants Fund (SCF) from voluntary contributions of Parties or from any other source in order to increase the funds available for monitoring, research, training and projects relating to the conservation of cetaceans in the Agreement area.

The SCF became operational as of the Second Meeting of the Parties (Palma de Mallorca, Spain, 9-12 November 2004) and has been playing a significant role in supporting ACCOBAMS conservation initiatives in developing countries and countries with economies in transition.

2. Functioning of the Supplementary Conservation Grants Fund

The goals and objectives of the voluntary contributions to the SCF are as follows:

- To catalyze the development and implementation of concerted or cooperative actions that should clearly contribute to the implementation of the Agreement and the priorities adopted by the Parties;
- To support applied conservation projects;
- To provide seed money to initiate long-term projects that have a multiplying impact well beyond the funding period;
- To stimulate dialogue and cooperation at the local and regional level in order to improve the conservation status of the cetaceans in the ACCOBAMS Area;
- To support development of national capacities to conserve cetaceans and their habitats;
- To raise awareness on the conservation and management needs of cetaceans and their habitats;
- To make small funds available to communities and other conservation stakeholders with limited access to alternative funding sources.

Projects to be funded under the SCF are submitted in the framework of calls for proposals launched by the Secretariat, in consultation with the Bureau of the Parties and the Scientific Committee.

The cycle for launching calls for proposals depends on the funding accrued for this purpose. Therefore, the ACCOBAMS Secretariat shall take into consideration the amount available for projects funding when informing the ACCOBAMS National Focal Points, the members of the ACCOBAMS Scientific Committee, the ACCOBAMS Partners and other relevant organisations, about the launch of a call for proposals.

3. Eligibility criteria and submission conditions

a. Eligible applicants

Only projects covering activities to be implemented in the Agreement area of low- and middle-income countries as classified by the World Bank that are Parties to ACCOBAMS, except countries more than three years in arrears with their ordinary contributions to the ACCOBAMS Trust Fund, shall be eligible for funding.

Project proposals must be submitted by Organisations legally based in the country where the activities are implemented.

In case of a transboundary project¹² that includes a non-eligible country, funding granted from the SCF will be devoted only to activities carried out in the eligible country.

List of ACCOBAMS National Focal Points, list of eligible countries, deadlines for project proposal submission and any restriction depending on the requirements set by the respective funding body will be communicated by the Secretariat through the ACCOBAMS webpage dedicated to the call for proposals and after consultation with the Bureau of the Parties.

Governmental institutions, research institutes and Non-Governmental Organisations (NGOs) may submit proposals. Projects shall be submitted through entities that are legally established and have among their objectives the study, conservation and sustainable use of biodiversity.

Projects can receive a maximum grant of €15.000. No more than 10% of the requested funds can be allocated to project personnel expenses.

Projects that can demonstrate that co-funding is available, either provided by the applicants themselves or from another sources, will be favored.

Partnership and collaboration with Governmental Institutions, research institutes and NGOs from other Parties to ACCOBAMS are encouraged, provided that the amount of budget allocated to the partner(s) does not exceed 30% of the requested grant.

The maximum duration of projects shall be two years.

The data produced by the project will be public and, if relevant, will be communicated through NETCCOBAMS, OBIS-SEAMAP and MEDACES databases upon completion of the project.

Proposals from Organisations having among their employees, including as volunteers, or board one or more members of the ACCOBAMS Secretariat are not eligible.

Applicants shall submit a declaration of non-conflict of interest.

¹² Transboundary projects are defined as projects which include activities that are implemented in at least two countries Party to ACCOBAMS. Involvement of a partner from a country different from the applicant's one does not necessarily mean that the project is transboundary.

In the event that an Organisation, to which one, or more members, of the Scientific Committee or the Bureau belong as staff, volunteers or board members, submits a proposal as applicant or partner, the concerned members of the Scientific Committee or of the Bureau shall not be involved in any way in the selection procedure.

b. Submission

Project proposals can be submitted in English or in French.

Applicants are encouraged to submit their project proposal in English for facilitating the evaluation by the Scientific Committee. However, submitting proposals in French will not be a disadvantage.

Application must include the following documents:

- Doc 1: the Concept Form completed (Appendix 1);
- Doc 2: the Project Presentation Form completed (Appendix 2);
- Doc 3: a cover letter addressed to the Executive Secretary of ACCOBAMS;
- Doc 4: the CV of the team leader;
- Doc 5: a Declaration signed by the ACCOBAMS national Focal Point¹³ from the country where the project is proposed to be implemented (Appendix 3). In the case of a transboundary project, the application should include Declarations from each ACCOBAMS national Focal Point of the countries where the proposed project will be implemented¹⁴ (Appendix 3);
- Doc 6: a Conflict of Interest Declaration Form (Appendix 4).

An Organisation is allowed to be involved in a maximum of two proposals on a given call as applicant or partner. No more than one project submitted by a given applicant shall be selected for the same call.

4. Selection procedure

The Secretariat will check the project proposals' eligibility upon their submission.

The eligible proposals will be sent to the Scientific Committee to be evaluated using the evaluation sheet (Appendix 5) and the scoring scale described hereafter:

Scores must be in the range 0-5. Half marks may be given.

- **0:** The proposal is not relevant.
- **1:** Poor. The quality of the proposal is poor as essential information is missing.
- **2:** Fair. The relevance of the proposal is very limited and the quality of the proposal is low.
- **3:** Good. The proposal is relevant and of good quality.

¹³ The List of Focal Points is available on the web site of ACCOBAMS. Declarations by any Focal point acting on or after the date of the publication of the call for project shall be considered.

¹⁴ Applicants are encouraged to contact respective Focal Points and invite them to provide the signed Declaration. If this document is not provided with the application, the Secretariat shall send, by email, the proposed project document to the relevant Focal Point(s) seeking her/his/their opinion(s) whether the proposed project deserves to be financially supported by the SCF. The opinion expressed by the Focal Point and its justification shall be considered by the Bureau in the selection of projects. However, if no written objection is received from the Focal Point within two weeks following the email from the Secretariat, the proposed project shall be considered for evaluation.

- **4:** Very good. The proposal is very relevant and of very good quality.
- **5:** Excellent. The quality of the proposal is very high, addressing properly all issues required.

The Chair of the Scientific Committee will organise the evaluation of project proposals by establishing and coordinating an evaluation group composed of Scientific Committee members.

The composition of the evaluation group shall be decided by the Chair of the Scientific Committee in consultation with the other Members of the Scientific Committee. Each project proposal should be assessed by at least three members of the evaluation group. To ensure a fair evaluation process, all proposals should be assessed by the same number of members of the evaluation group.

The final decision about the projects to be financially supported by the ACCOBAMS SCF will be made by the Bureau of the Parties, taking into account the eligibility check performed by the Secretariat, the scientific and technical evaluation of project proposals by the Scientific Committee, as well as the consistency and the sustainability aspects of the proposal.

The final decision shall be communicated to the National Focal Points.

If necessary, and upon Bureau request, the Secretariat requests further information to applicants, based on comments and suggestions by Scientific Committee Members when evaluating the project proposals.

5. Transfer of funds and reporting

Once a project is approved and funding has been granted by the Bureau of the Parties, the ACCOBAMS Secretariat shall prepare the Small-Scale Funding Agreement with the selected applicant.

During the project implementation, each recipient Organisation shall provide:

- a mid-term Progress Report on the implementation of the funded project, including a financial report, not later than 12 months after receipt of the initial payment for projects with duration of up to 24 months, and not later than 6 months for projects with duration up to 12 months.
- a Final Report, not later than three months after completion of the project. The Final Report shall include a statement of expenditure for the funds provided and copies of any materials produced under the project.

The exact deadlines for submission of both reports will be specified in the Small-Scale Funding Agreement.

Progress and Final Reports shall be sent to the relevant ACCOBAMS National Focal Points and to the Secretariat.

6. Terms of Small-Scale Funding Agreement to be concluded with Selected Applicants

In the Small-Scale Funding Agreement to be concluded between the ACCOBAMS Secretariat and the recipient Organisation, the following shall be specified:

- a) the extent and purpose of the funding granted;
- b) the obligations of the recipient towards the implementation of the project;
- c) the obligation of the recipient to display the ACCOBAMS logo on all correspondence or material produced in connection with meetings or activities financed under the project (such as invitations, announcements, agendas, reports, etc.) and to refer to the activity as being sponsored by ACCOBAMS;
- d) the obligation of the recipient to reimburse to ACCOBAMS any portion of any cash advance remaining unspent or uncommitted on completion of the activities of the Small-Scale Funding Agreement, within one month of presentation of the expenditure report.

7. Reporting to ACCOBAMS and other donors

Final Reports of the projects shall be presented to the Meeting of the Parties. They are also to be posted on the ACCOBAMS website.

The ACCOBAMS Secretariat shall provide donors with summary reports of project results, prepared on the basis of the Final Reports provided by the recipients, highlighting the effective results of the projects and of their contribution to the ACCOBAMS objectives and Work Programmes.

Appendix 1: Project Concept Form

Reserved to ACCOBAMS Secretariat
Form reference:

Title of the project:

Project category: Research and monitoring Capacity building Public awareness

Project topic(s):

[Project topics will be defined for each call]

Project amount (Euro):

Project duration:

Geographical area of the project:

[List of eligible countries at the launch of calls for proposals.]

Partnership if relevant:

Date:

Signature and Organisation stamp:

Appendix 2: Project Presentation Form*Reserved to ACCOBAMS Secretariat*

Form reference:

A. THE APPLICANT**1. Identity**

Full legal name	
Acronym	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	

2. Description of applicant

2.1. When was your Organisation founded, and when did it start its activities?

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2.2. What are the main activities of your Organisation?

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2.3. Will the project be implemented in collaboration with a partner organisation?

Yes No

If Yes, please indicate:

- the identity of the partner:

Full legal name	
Acronym	

Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	

- the role of the partner:

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B. THE PROJECT**1. Description****1.1. Title****1.2. Coordination**

Provide here a brief description of how the project coordination will be ensured - e.g., description of the project team, roles and functions of the different partners (if any), communication with external stakeholders, ...

1.3. Location

Provide here a brief description of the area in which the project will be carried out (Please attach a map to this document).

1.4. Duration**1.5. Countries participating in the project****1.6. Objectives (maximum 150 words)****1.7. Justification**

Please indicate how the activities contribute to ACCOBAMS objectives, with special reference to the ACCOBAMS Conservation Plan and reference of the appropriate ACCOBAMS Resolutions (maximum 250 words).

1.8. Activities to be carried out and timetable

1.9. Expected outputs and methodology (maximum: 400 words)

1.10. Impacts and sustainability

Please describe the expected impacts that the project will have and the plan to sustain and build upon them (maximum: 400 words).

1.11. Budget estimates

Please provide for each activity a breakdown of

- personnel
- non-consumable equipment
- consumables
- travel
- field work
- other (specify).

Please provide all budget costs in Euros. If the financial arrangements for the project include any other financial support for an extra-funding, please provide detailed information on the amount(s), the donor(s) and the relevant commitments. Please also indicate any "in-kind" contributions to the project and their value.

Activities	Categories	Applicant		Partner	
		Budget requested to ACCOBAMS	Co-funding (in-kind or from other sources)	Budget requested to ACCOBAMS	Co-funding (in-kind or from other sources)
Activity 1	Personnel <i>(Please specify)</i>				
	Non-consumable equipment <i>(Please specify)</i>				
	Consumables <i>(Please specify)</i>				
	Travel <i>(Please specify)</i>				
	Field work <i>(Please specify)</i>				
	Other <i>(Please specify)</i>				
Activity 2	Personnel <i>(Please specify)</i>				
	Non-consumable equipment <i>(Please specify)</i>				
	Consumables <i>(Please specify)</i>				
	Travel <i>(Please specify)</i>				
	Field work <i>(Please specify)</i>				
	Other <i>(Please specify)</i>				
...					
	Total				
	GRAND TOTAL				

1.12. Issues relevant to transfer of technology/capacity building

The project should include the concept of transfer of technology or capacity building, with detailed proposals. Please provide information.

1.13. Links with other initiatives

(*Remark:* the Secretariat might consult with other organisations to check if the Project activities were submitted to them for funding or are complementary to activities having received funding from them).

Please indicate here if the proposed activities:

(i) were presented for funding under other initiatives/organisations:

Yes

No

If Yes please indicate the initiative/organisation.

- (ii) have direct links or are complementary to other activities having received funding from other organisations:

Yes

No

If Yes please indicate such link or complementary.

C. DECLARATION OF THE APPLICANT

“The information submitted in this application is true, to the best of my knowledge, information and belief. Should any significant developments arise after this application is made, I shall notify the ACCOBAMS Secretariat. I consent to the information contained in this application being held on computer and circulated to the National Focal Point, the Bureau, the Scientific Committee and other relevant bodies.”

Date, Signature

Appendix 3: National Focal Point Declaration

This declaration is to be completed and signed by the ACCOBAMS National Focal Point from the country where the project is proposed to be implemented (host country). In case of transboundary projects, application should include declarations from each ACCOBAMS National Focal Point from countries where the project is proposed to be implemented.

The List of Focal Points is available on the web site of ACCOBAMS. Declarations by any Focal point acting on or after the date of the publication of the call for projects shall be considered.

Applicants are encouraged to contact the relevant Focal Points and invite them to provide the signed Declaration. If this document is not provided with the application, the Secretariat shall send, by email, the proposed project document to the relevant Focal Point(s) seeking her/his/their opinion(s) whether the proposed project deserves to be financially supported by the SCF. The opinion expressed by the Focal Point and its justification shall be considered by the Bureau in the selection of projects. However, if no written objection is received from the Focal Point within two weeks following the email from the Secretariat, the proposed project shall be considered for evaluation.

Host country:

Project title:

Organisation submitting the application:

Title and name of the ACCOBAMS National Focal Point:

Contact details:

I have read the procedure for the ACCOBAMS calls for proposals for projects to be funded under the Supplementary Conservation Grants Fund of ACCOBAMS and reviewed the above-mentioned project.

I declare that this project deserves to be financially supported by the ACCOBAMS Supplementary Conservation Grants Fund.

Date:

Signature

Appendix 4: Conflict of Interest Declaration Form

This form is to be completed and signed by the applicant.

Subject: Declaration related to the conflict of interest

I, _____ the undersigned, representative of _____ submitting a project proposal for funding under the SCF in respect of the situation of conflict of interest, hereby confirm:

- that the submitted project proposal does not constitute a situation of conflict of interest;

- that the submitted project proposal may constitute a situation of conflict of interest because (*name(s) of the staff, volunteer(s) or board member(s) of the applicant or partners*) is a (are) member(s) of the Scientific Committee / Bureau of ACCOBAMS. I acknowledge that she/he/they shall not be involved in any way in the selection procedure for this call for projects.

Signed:

Date signed: _____

Appendix 5: Project Evaluation Form

Reserved to ACCOBAMS Secretariat
Form reference:

Project Title:

Applicant:

Do you have a collaborative relationship or conflict with the applicant or with its staff or the proposed project team?

Yes

No

If yes, please explain why.

1. Are the project objectives in line with the objectives of ACCOBAMS?

Yes

No

2. Will the proposed project clearly contribute to the implementation of the Agreement and the priorities adopted by the Parties?

Yes

No

If no, please explain why.

3. Do the proposed activities duplicate or overlap with previous or ongoing projects?

Yes

No

If yes please give details

4. General appreciation

The project is acceptable

The project needs improvements

Please specify

The project cannot be accepted

Please explain

5. Other suggestions and/or comments (if any)

To summarise:

Keeping in mind the goals and objectives¹⁵ of the Supplementary Conservation Fund, please provide an overall rating of the project proposal:

0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
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Please include here a short rationale for the rating

Name of the evaluator:

Date:

¹⁵ As defined in Resolution 8.5, the goals and objective of the SCF are as follows:

- to catalyze the development and implementation of concerted or cooperative actions that should clearly contribute to the implementation of the Agreement and the priorities adopted by the Parties;
- to support applied conservation projects;
- to provide seed money to initiate long-term projects that have a multiplying impact well beyond the funding period;
- to stimulate dialogue and cooperation at the local and regional level in order to improve the conservation status of the cetaceans in the ACCOBAMS Area;
- to assist in the development of national capacities to conserve cetaceans and their habitats;
- to raise awareness on the conservation and management needs of cetaceans and their habitats;
- to make small funds available to communities and other conservation stakeholders with limited access to alternative funding sources.