

Request for Proposals

Country:	IABIN Participating countries¹
Implementing Agency:	International Bank for Reconstruction and Development / World Bank
Executing Agency:	General Secretary of the Organization of American States
Project:	Building the Inter-American Biodiversity Information Network (IABIN)
Thematic Network	IABIN Invasive Species Thematic Network (I3N)
Period:	1-12 months
Type:	Data Content-Building Grants for Invasive Species

I. GENERAL INFORMATION

This Request for Proposals (RfP) seeks proposals from institutions that house high-quality invasive alien species (IAS) information and data. Proposals that are accepted will be awarded seed grants for making data available through the Inter-American Biodiversity Information Network (IABIN) Invasive Species Thematic Network (I3N). As one of the IABIN Thematic Networks, I3N provides access to metadata and data currently scattered and inaccessible, as well as tools for creating and managing information, so as to facilitate the information exchange on invasive species throughout the Western Hemisphere. The overall goal of I3N Content-Building Grants is to make IAS data accessible and interoperable through IABIN.

I.1. Rationale

Internet-accessible information systems can provide crucial resources for the early detection, eradication and containment of IAS. The exchange of information across national borders is key to the detection and management of this threat. Interoperable national, regional and sub-regional databases provide the building blocks for information exchange. The I3N Content-Building Grants seek to provide access to existing but currently difficult-to-access information and data so as to facilitate IAS information exchange and management. Making this digitized data available will open up new opportunities for scientific analysis and provide new sources of data for decision making, and will increase awareness about the impacts of biological invasions.

I.2. Responsible Officers

Andrea Grosse, IABIN Invasive Species Thematic Network Manager, and Rita Besana, IABIN Data Content Manager.

I.3. For further information

Contact Andrea Grosse at agrosse@usgs.gov or Rita Besana at rbesana@iabin.net.

I.4. Eligibility

Organizations from IABIN participating countries, vested with legal personality that have high-quality data and metadata on IAS in, such as:

- a. Non-Governmental Organizations,
- b. Government agencies (only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not dependent agencies of the GS/OAS or any Coordinating Institution of IABIN),
- c. Academic and scientific institutions

¹ The List of IABIN Participating countries can be found in http://www.iabin.net/english/governance/national_level.shtml

The grantees must explicitly agree to make data and metadata developed through the project available through the IABIN network and the I3N central website (<http://i3n.iabin.net/>) under conditions described in the section "ACCESS TO INFORMATION AND INTELLECTUAL PROPERTY REGULATION" found at <http://www.iabin.net/english/documents/governance.shtml>, and conditions found on http://www.iabin.net/english/bioinformatics/protocols/standards_&_formats.shtml.

I.5. Award Information

- **Size of awards:** Grants of up to a maximum award of \$10,000 US
- **Estimated number of awards:** Up to 4 awards.

I.6. Cost Sharing Requirements

There is a matching funds requirement of at least 1:1 in order to obtain an IABIN Content-Building Grant. The matching can be achieved through one or more of the following:

- Project funds from non-IABIN sources
- salaries of people involved in the project that are paid by non-IABIN funds (at a percentage equal to the percentage of their working week spent directly on the project)
- volunteer time spent directly on the project calculated at an hourly wage equivalent
- in-kind support to the project (donation of hardware, software, travel costs, etc.)

It should be noted that overhead will not be eligible as a cost to be covered with IABIN funds administered by the General Secretariat of the Organization of American States (GS/OAS), but it will be acceptable as matching funds.

I.7. Target Dates

1. RFP released by October 12, 2006.
2. Proposals due by November 13, 2006
3. Proposal reviewed by December 7, 2006
4. Successful Proposal applicants contacted by December 13, 2006

II. TO BE CONSIDERED FOR FUNDING, PROPOSALS MUST:

1. *Address the overall goal of creating and providing access to IAS datasets and metadata.* The overall goal of the I3N grants is to develop and provide access to metadata catalogs and datasets of information on invasive alien species in the Western Hemisphere, such as species checklists and species profiles, in a format that is interoperable (e.g. adheres to the IABIN-I3N standards and protocols) with data made available by other institutions through I3N.

2. *Support the IABIN philosophy by* demonstrating a commitment to making the resulting data freely available to the public and explicitly agreeing to conditions given under Section I.4.

3. Create metadata catalogs and databases *that contain at least the same data fields as those in the I3N Database on IAS.* (To review the I3N database on IAS, please go to http://www.iabin-us.org/projects/i3n/i3n_tools/tools.html and follow instructions.) Preferably, the grantee would use the I3N Database on IAS to create these metadata and data records. If alternative methods are used, a detailed explanation is required of how I3N standards will be met.

4. *Provide a Thesaurus of the data,* which must include the scientific name and the common name(s) in the language of the data provider and the common name(s) in English, Spanish, and Portuguese (as the case may be).

III. PROPOSAL REVIEW CRITERIA

Overall, the selection of proposals will attempt to keep a geographical balance among grants. Previous experience working with IAS and submittal of budgets that reflect an appropriate balance among direct and indirect cost will be additional aspects taken into consideration during proposal evaluation.

1. Commitment to communicate with, and provide information to, the IABIN Focal Point and the I3N Lead of the institution's home country, if present, otherwise to the I3N Coordinating Institution responsible person. Please include the contact information (name, title, organization, phone, email) for the IABIN Focal Point in your country, and, if applicable, for the I3N Lead in your country. It is not necessary to have worked previously with the Focal Point and/or I3N Lead in your country, but you must make contact and keep a continuous relationship from the time of proposal submission.
2. The proposed digitization addresses the overall goal of providing public Internet access to IAS datasets and metadata and thereby supports the IABIN philosophy. Explanations should be provided where appropriate as to how the project meets these criteria. An understanding of the structure of the I3N IAS Database must be evident.
3. Cost-efficiency and Metrics. Projects that will produce large, high-quality datasets will be favored. This includes the number of species included, the number of records for species occurrences as well as the number of fields to be completed for each record, and geographic coverage.
4. Demonstrated commitment to I3N standards and IABIN principles. (To review these, please examine http://www.iabin.net/english/bioinformatics/protocols/standards_&_formats.shtml, http://www.iabin.net/binary_docs/documents/meetings/ic4/IABIN_standards_and_protocols.pdf and http://www.iabin-us.org/projects/i3n/i3n_tools/i3n_standards.html)
5. Data to be digitized fills major needs in the proponent's country, as described by the proponent.
6. Data to be digitized meets the following criteria of "new data", as approved by the IEC, to ensure proposals indeed digitize new data and also for the purpose of measuring the indicators in the GEF project:
 - Data that have never been digitized before;
 - Data that are digitized but not accessible in the internet ;
 - Data accessible in internet but that needs new fields in order to comply with IABIN standards.
7. Availability of co-financing (desirable, at least 1:1).
8. Availability of qualified personnel.
9. Relevance for conservation and sustainable use.
10. Projects will be favorably considered if, in addition to the above, they demonstrate a potential for at least one of the following:
 - Leveraging additional funding to continue the cataloguing and digitizing activities after the I3N grant runs out.
 - Bringing together datasets from several institutions.

11. Data quality provisions. Proposals should show how the quality of the data will be ensured.
12. Performance and impact indicators. How and when these will be measured should be clearly stated in the proposal. Proposals that do not include this will be disqualified.
13. Measures to ensure sustainability. The proposal should demonstrate how the maintenance of the database will be ensure after the grant funds run out.
14. Adherence to the preparation and submission instructions below.

Annex 1 describes the proposal evaluation procedure.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Proposal submissions should be sent via e-mail to Rita Besana at rbesana@iabin.net (with cc to Andrea Grosse, agrosse@usgs.gov, and Ben Wheeler, bwheeler@usgs.gov) in MS Word or PDF using the following outline. Please note that proposals should be not more than seven (7) pages long and will only be accepted if they follow the format indicated.

IV.1. REQUIRED FORMAT OF PROPOSAL:

Proposals may be submitted in Spanish, English, or Portuguese; abstracts are required to be in both the original language as well as in English and Spanish.

PAGE 1:

A. Title of Proposed Project

B. Contact Information for Principal Investigator(s)

- Name:
- Address:
- Country:
- Telephone:
- Fax:
- Email:
- Website:

C. Contact information for Managing Institution

- Institution Name:
- Address:
- Institutional Contact Person
- Name:
- Telephone:
- Fax:
- Email:
- Website:

D. If Applicable, a List of other participating Institutions

PAGE 2:

E. Project Summary: An abstract of the proposal (200 words or less). This must be submitted in the proponent's native language and in English and Spanish (as the case may be).

PAGES 3-6:

F. Project description (Maximum four pages) - A description of the proposed outcome (product) of the project. This should follow a basic scientific proposal content in which the following questions are addressed: what is proposed and its relevance (objectives and relevance), how this will be done (methodology), what will be achieved, what outputs will be delivered, what innovation will be generated, **how the project success will be measured** (in keeping with IABIN project monitoring and evaluation methodology. See www.iabin.net for the IABIN M&E Methodology). This should also include relevant information as to:

- **Specific description** of the ways in which the project possesses the characteristics listed above.
- Describe the project's value to your institution and other institutions in your country (or the country of origin of the data). Describe any overlap or complementarities with existing informatics or IAS activities in your country or neighboring countries. Describe how this data will fill existing gaps.
- **Metrics** (to demonstrate cost- and effort-efficiency) of the amount of IAS information made available through the project. Please specify the estimated number of species records (including location, bibliography and contacts) to be made available. The inclusiveness of the data (i.e., which fields of the I3N database will be completed for each species) should be specified. Specify the taxonomic and geographic coverage of the project, and how the species records and number of fields to be digitized will be measured.
- **Provide time frame/work plan (including preparation of technical and financial progress reports).** Projects are expected to last no more than one year.
- **Relevant literature cited as footnotes**
- **Answers to the following questions:**
 - i. What are the user communities in your country that would be interested in the product of this project?
 - ii. How will the data be updated and maintained into the future? If changes in information are made, how will this be carried into the publicly accessible record?
 - iii. How will you comply with I3N standards? The preferred method is to use the I3N database, which includes all desired fields. (The standards currently used by I3N are the Integrated Taxonomic Information Systems (ITIS) for taxonomy, several controlled vocabulary lists developed by I3N, and Dublin Core (for metadata on resources found on the web), in addition to the general IABIN standards (for links and protocols see <http://www.iabin.net/spanish/bioinformatics/protocols/protocols.shtml> and <http://www.iabin.net/english/meetings-workshops/meetings/ic4.shtml>).
 - iv. What is your institution's expertise in informatics and IAS?
 - v. How does your institution interact with other institutions in your country that manage data on IAS or related themes?
 - vi. What has been your involvement in IABIN activities? What is your relationship to the IABIN focal point and I3N lead in your country? (Note: any proposal submitted should have been sent ahead of time to the IABIN

- Focal Point in your country for their knowledge and some proof of this should be included in the proposal).
- vii. Provisions to ensure data quality.
 - viii. Monitoring and evaluation methodology.

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G. Project budget

A one-page project budget should be submitted. All costs should be presented in US dollars. The budget should show how IABIN’s data content grant would be spent, and how that support fits together with the 1:1 matching provided by the institution if applicable (please note the description of allowable cost-share items, above). Clearly indicate budget items for which IABIN funds would be used.

The Project Budget table should have one column for the requested IABIN funding, and one column for matching funds. Rows should represent all cost categories and associated amounts for the period of the project. An example budget table format:

Item	IABIN	“Matching funds”	Total
Total			

The categories of items to be financed by the IABIN are goods, consultant services, non-consultant technical services, training and operating costs.

(i) the term "Non-consultant technical services" means contractual expenditures incurred for logistics and printing services under the Project;

(ii) the term "Training" means expenditures incurred for logistic arrangements of meetings, reasonable transportation costs and per-diem of trainees and trainers (if applicable) and rental of training facilities and equipment under the Project; and

(iii) the term "Operating Costs" means reasonable recurrent expenditures that would not have been incurred by the Eligible Institution absent the Project, for transportation, and per-diem costs, salary for the Eligible Institutions' incremental staff, Project administration costs, operation and maintenance of office equipment, and non-durable goods, all needed for the implementation of the Project.

Note: Annex 1 describes the proposal evaluation matrix.

Annex 1 – EVALUATION TO AWARD GRANTS

PROCEDURE TO EVALUATE PROPOSALS

There will be an Evaluation Committee (EC) that will revise all proposals received. This EC will be made up of one expert from the I3N TWG (other than a member of I3N Coordinating Institution), the I3N Manager (or someone appointed by this person), one member of the Secretariat, and one person from GS/OAS.

Matching grants will be awarded to institutions with high quality data, to support their efforts to improve the availability of critical data and metadata through the network. Please use the following criteria to evaluate the proposals. Institutions with the highest scores will qualify to receive grants. It is important that a sub regional balance is achieved within each of the TNs during the life of the IABIN-GEF project.

Name of Institution: _____

Country: _____

Objective of Proposal:

Criteria	Points	Score	Remarks
Cost-efficiency. Projects that will produce large, high-quality datasets will be favored	10		
Metrics. Projects for databases whose records contain a large number of fields will be favored	10		
Impact of filling data needs	5		
Linkage to IABIN thematic priorities	5		
Availability of co-financing (at least 1:1)	5		
Availability of qualified personnel	5		
Relevance for conservation and sustainable use	5		
Projects demonstrate a potential for at least one of the following: <ul style="list-style-type: none">• Leveraging additional funding to support the cataloguing effort after the I3N grant runs out.• Bringing together datasets from several institutions.	5		
Project demonstrates data quality provisions	5		
Project has sound performance and impact indicators and shows how these will be measured	5		
Project shows sustainability – how the database will be maintained and updated after the grant funds run out	5		
Adherence to the preparation and submission instructions	5		
TOTAL SCORE	70		

Date of Evaluation: _____