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American States



**Organization of American States
Department of Sustainable Development
Cooperation in Conservation: Capacity Building under the Western Hemisphere Migratory
Species Initiative (WHMSI)
Requests for Proposals (RFP)**

Eligible Institutions:	Organizations vested with legal personality including non-governmental organizations (NGOs), government agencies, academic and scientific institutions in member states of the OAS ¹ .
Executing Agency:	General Secretariat / Organization of American States (GS/OAS)
Donor Agency:	U.S. Fish and Wildlife Service
Project:	Western Hemisphere Migratory Species Initiative (WHMSI)
Type:	Small Grants
Duration:	Work must be completed within 6 months from project start date
Amount:	Up to USD \$20,000 per project

I. INTRODUCTION

All of the countries in the Western Hemisphere share a common biological, cultural and economic heritage — our migratory birds, whales, bats, sea turtles, and butterflies. As these species' ranges span international boundaries, conservation stakeholders throughout the Americas need to work closely together to ensure the protection and conservation of their myriad habitats and migratory routes. In this context, the [Western Hemisphere Migratory Species Initiative \(WHMSI\)](#)² was developed by wildlife agency directors and other senior officials of the Americas as a cooperative hemispheric non-binding mechanism to conserve shared migratory species in response to needs identified at the First WHMSI Conference held in Chile in 2003. The conference participants agreed that current threats to migratory wildlife can only be effectively addressed if the key stakeholders interested in their survival can work together as a strategic alliance, sharing information, experiences, problems, and solutions. , WHMSI seeks to: i) build country capacity to conserve and manage migratory wildlife, ii) improve hemispheric communication on conservation issues of common interest, iii) strengthen the exchange of information needed for informed decision making; iv) and provide a forum in which emerging issues can be identified and addressed.

During the period 2008-2011, WHMSI completed 3 tranches of capacity building small grants financed by the Special Multilateral Fund of the Inter-American Council for Integral Development of the Organization of American States (OAS-FEMCIDI) with the purpose of enhancing the conservation of shared migratory species throughout the Americas by strengthening institutional and human capacity, political commitment, international cooperation, and public-private partnerships at regional, national and local levels³. Through the support of the U.S. Fish and Wildlife Service, the DSD will implement a 4th tranche of small grants focused on marine migratory species. In anticipation of financing these grants, the WHMSI Marine Group of the WHMSI Steering Committee

¹ Although Canada and the United States are Member States of the OAS, organizations in these countries are not eligible under this small grants program.

² Further information can also be found on http://www.whmsi.net/whmsi_pathway.cfm. Eco-Index offers a new tool to help conservation leaders easily share important information about migratory species in the Americas.

³ To learn more about the OAS-FEMCIDI capacity building small grants please go to: <http://www.oas.org/dsd/WHMSI/English/Indexv2.htm>



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conducted a survey⁴ with WHMSI stakeholders in April-May 2012 within the context of conservation of migratory marine species of the Western Hemisphere and to assist in establishing priorities for this Request for Proposals.

The results of the Survey indicated the following as migratory species categories and habitats of greatest concern:

1. Sea turtles⁵
2. Small marine mammals
3. Sharks and Rays
4. Large Marine Mammals
5. Coral reefs and mangroves
6. Beaches (including nesting beaches)

II. RATIONALE

2.1 Project Context

The *Second WHMSI Conference* entitled “Hands across the Hemisphere: Helping People to Help Wildlife” took place January 17-20, 2006 and was attended by over 100 participants, representing 30 countries of the hemisphere and more than 60 NGOs and Conventions. Hosted by the Minister of Environment and Energy of Costa Rica, the Conference reviewed the priority needs identified in the Chile WHMSI meeting in 2002, with a focus on capacity building. Participants were asked to identify and prioritize “Capacity Building Needs for Transboundary Migratory Species”. The result was a comprehensive, prioritized training matrix of needs for marine and terrestrial wildlife personnel in the hemisphere. The participants also provided guidelines on:

1. The geographic level at which each capacity building program should be delivered (nationally, regionally, hemispheric);
2. Existing programs that can deliver this training;
3. An assessment of the size of population to be trained and duration of courses;
4. The institutional support that already exists and is needed;
5. Existing curricula and whether it needs to be improved/consolidated;
6. Available scholarships/internships/mentoring opportunities and faculty/student/information exchange opportunities;
7. A demand driven procedure for procuring and delivering cost effective training utilizing a Request for Proposals (RFP) format.

Additionally, the *Third WHMSI Conference* took place in Asuncion, Paraguay, July 22-25, 2008. The Conference, hosted by Paraguay’s Ministries of Tourism and Environment and the non-governmental organization Guyra Paraguay, was attended by more than sixty public and private-sector representatives from twenty-seven countries in the hemisphere and twenty-six NGOs and Conventions. The Conference:

1. Facilitated coordination among migratory species initiatives, to foster synergies for better collaboration and more efficient use of resources, and to enhance Latin American participation in these initiatives.
2. Updated participants on WHMSI activities undertaken since the second WHMSI Conference

⁴ To see survey results please go to: <http://www.surveymonkey.com/s/6DNDTS9>

⁵ Efforts for sea turtle conservation will be handled under separate funding and therefore will not be eligible under this Request for Proposals.



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3. Refined the methodology for the capacity building workshops funded by the Organization of American States (OAS) FEMCIDI.
4. Conducted thematic sessions on priority hemispheric issues, including: Neotropical Migratory Bird Conservation Program, Sea turtle conservation, how to adapt habitats of importance to migratory species in the face of climate change.
5. Refined the collaborative mechanism under which WHMSI functions.

Furthermore, the *WHMSI Interim Steering Committee Meeting* was held at the OAS in Washington D.C. in March 2009. The outputs from the 1st set of OAS-FEMCIDI small capacity building grants were reviewed at this meeting and additional guidelines were established for the 2nd set of small grants where projects should consider:

1. A concept of a flagship region wide, multi-taxa, leveraged initiative, that entails multi-habitats
2. An improved policy/management application for the of monitoring activities
3. More attention to Conventions (e.g. Sharks)
4. Better quantitative time-bound performance indicators to evaluate outputs
5. Inclusion of policy issues relevant to participants' conservation and research activities (including general aspects of key treaties and initiatives such as Ramsar, CBD, CITES, the Cartagena Convention and the SPAW Protocol, etc.)
6. Linkages between the proposed training and protected area systems, conservation strategies, and larger-scale management / conservation tools.

Finally the *Fourth WHMSI Conference*, co-sponsored by the USFWS and the OAS, took place in Miami, Florida from December 6th to 9th, 2010. The meeting gathered governmental wildlife officials, representatives of international Conventions, and non-governmental organizations (NGOs), all interested in international dialogue and cooperation on migratory species conservation. Seventy-six government and non-governmental sector representatives participated in the Miami Conference, representing 30 countries and 20 NGOs, four Conventions, and the OAS. The Conference sought to:

1. Take further steps towards establishing a permanent forum for the hemispheric conservation of migratory wildlife, both terrestrial and marine;
2. Explore regional and sub-regional collaboration regarding migratory species conservation initiatives;
3. Update activities since the 2008 conference in Paraguay; and
4. Set a direction for the future and sustainability of WHMSI.

2.2 Global importance of Migratory Species in the Americas

From the Arctic to Antarctica, fish, birds, mammals, sea turtles, cetaceans, bats, insects and other migratory species provide ecological and economic services shared by the countries and people of the Western Hemisphere. They are sources of food, livelihood and recreation, and have important scientific, economic, cultural, aesthetic and spiritual value. Despite these benefits, many migratory wildlife species are increasingly threatened by uncoordinated national level management, habitat degradation and loss, invasive alien species, pollution, over hunting and fishing, by-catch, unsustainable aquaculture practices and illegal harvesting and trafficking.

2.3 Threats and Barriers Identified during Project Development

The WHMSI Council meetings have defined a Vision for the Hemisphere in transboundary migratory species capacity building. In addition, these activities have enabled the region to identify the main migratory species and transboundary problems and their causes. These outputs, documented on the



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following sites: <http://www.oas.org/dsd/WHMSI/English/Indexv2.htm> and <http://www.fws.gov/international/wildlife-without-borders/western-hemisphere-migratory-species-initiative.html> create the first comprehensive overview of Hemispheric needs and priorities confirmed through a wide ranging participatory process. The transboundary analysis identified hemispheric constraints and risks facing the countries that include:

- Extreme hydrologic events linked to climate variability and change
- Watershed and Water quality degradation
- Biodiversity alteration through deforestation and wetland drainage
- Unsustainable management of fisheries resources

Underlying these risks, are barriers or impediments to change that potentially limit the effective response to these challenges by the hemisphere.

- Lack of framework plans to manage the diverse demands for shared resources
- Weak institutions and limited budget for transboundary migratory concerns
- Lack of an integrated and hemispheric scope and management vision

III. OBJECTIVE

The goal of this WHMSI capacity building small grants program is to build upon existing WHMSI and other migratory species efforts to significantly enhance the conservation of shared migratory species throughout the Americas by strengthening institutional and human capacity, political commitment, international cooperation, and public-private partnerships at regional, national and local levels. The small grants will be awarded on a competitive basis and will support efforts in the following priority Migratory Species Categories and habitats of greatest concern:

1. Small marine mammals
2. Sharks and Rays
3. Large Marine Mammals
4. Coral reefs and mangroves
5. Beaches (including nesting beaches)

The small grants will finance the implementation of about 5 projects (up to US\$20,000 each) that will be selected on a competitive basis using the criteria detailed in Section XV. Co-financing of 1:1 is recommended in an effort to leverage funds from related initiatives. The small grants will also prioritize and encourage:

1. Multi-country and regional projects
2. Private/public/NGO partnerships

IV. PRIORITY AREAS

While the priority Migratory Species Categories and habitats of greatest concern are outlined in Section III above, proposals should nevertheless help WHMSI implement training priorities as indicated in the Costa Rica 2006 meeting⁶ and specifically **Appendix #3** of that document. Priority areas are:

⁶ The full proceedings of the Costa Rica 2006 meeting are available at:
<http://www.fws.gov/international/pdf/West%20Hemi%20Bird%20Conf.pdf>



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1. Subject Area: Monitoring & Evaluation

Audiences: Park Personnel, Protected Area Managers, Technical Conservation Personnel, Local NGOs, Upper Level Students

2. Subject Area: Administration (fundraising / financial mechanisms / organization administration and management and project development)

Audiences: Protected Area Managers, Local NGOs, Technical Conservation Personnel

3. Subject Area: Social and Economic Issues (law / policy understanding and compliance / conflict resolution / economic incentives for legislators, parliamentarians and political officials / sustainable development and ecotourism)

Audiences: Community Leaders, Legislators-Political Officials

4. Subject Area: Environmental Education and Outreach (public awareness, communication and extension skills)

Audiences: Teachers, Local NGOs, Community Leaders and Education Government Officials.

5. Subject Area: Sustainable Resource Use (sustainable harvest, sustainable collection and best practices)

Audiences: Hunters, Consumers, Fishers, Industry.

V. CLARIFICATIONS

The points of contact at the OAS for any clarification on this RfP or additional information are as follows:

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VI. VALIDITY OF PROPOSALS

Proposals must remain valid for at least 4 months.

VII. SCHEDULE OF PROCESS

Proposals must be received by **November 1st, 2012** and should be addressed to Richard Huber (rhuber@oas.org) with a copy to Luisa Neira (Lneira@oas.org).

1. Proposals evaluated and selected by November 15, 2012
2. Successful Proposal applicants contacted by December 1, 2012
3. The assignment to be commenced by December 10, 2012
4. The assignment to be completed by June 15, 2013



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VIII. ELIGIBILITY

This award is open to organizations vested with legal personality in member states of the OAS⁷ including non-governmental organizations (NGOs), government agencies, academic and scientific institutions. Firms or NGOs may associate with other firm(s) in the form of a joint venture or of an agreement to complement their respective areas of expertise, strengthen the technical responsiveness of their proposals and make available bigger pools of experts, provide better approaches and methodologies, and, in some cases, to offer lower prices. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. In the case of a joint venture, the association should appoint one of the firms to represent the association; all members of the joint venture shall sign the Grant Agreement and shall be jointly and severally liable for the entire assignment.

IX. GRANT AMOUNT

The Grant amount will be up to US \$20,000 per proposal. The period of the grant agreement is expected to be up to a maximum of six months, starting on the date the agreement is signed, or until June 15, 2013 – whichever comes first. Project proposals must include the cost of all logistic arrangements. Those proponents that include cost-sharing of 1:1 will be favorably evaluated (see Section X).

X. COST SHARING

Co-financing is recommended; it is highly recommended 1:1 meaning \$1 of co-financing must be provided for every \$1 received from GS/OAS. The co-financing can be from different sources or in different types such as:

- Project funds from non-WHMSI sources
- Salaries of people involved in the project that are paid by non-WHMSI funds
- Volunteer time spent directly on the project calculated at an hourly wage equivalent
- In-kind support to the project (hardware, software, travel costs, etc.)
- Grants from other institutions in support of the development of WHMSI capacity building tools

XI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Proposals should be sent via e-mail to the persons indicated in Section V. Proposals must be in either MS Word or PDF format, and should follow the “**Technical and Financial Project Proposal Template**”. The proposals can be prepared in English or Spanish and should be up to fifteen (15) pages long.

XII. AWARD NOTICES AND ADMINISTRATION

Following the evaluation and selection process, the GS/OAS will send a written notice by email to the successful applicants with proposal awarded for financing. Successful applicants will be invited to the negotiations where revisions to the scope and/or budget may be requested before an official Grant Agreement is issued. Successful applicants will be also informed of the approximate date they can expect to receive for review and signature the “Grant Agreement”, which is normally sent via e-mail.

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Unsuccessful applicants can expect to receive written notice, most often transmitted by e-mail, within 30 days after the final review decision. Administrative arrangements and disbursement of funds will be performed by GS/OAS through direct payments.

XIII. SUPERVISION

Supervision will be provided by the GS/OAS.

XIV. REPORTING REQUIREMENTS

Reporting requirements will be described in the Grant Agreement to be signed between the GS/OAS and each grantee. Disbursements will be made upon submission and approval of agreed outputs. Quarterly reports will also be expected. Products developed should be submitted according to work plan and made freely available through the OAS WHMSI web site and / or other agreed upon mechanisms.

XV. PROCEDURE TO EVALUATE PROPOSALS

WHMSI funds will be awarded to institutions submitting outstanding proposals to increase capacity to address the interest of WHMSI community on migratory species, biodiversity conservation, and sustainable development. The following criteria will be used to evaluate the proposals. Institutions with the highest scores will qualify to receive financial resources to develop from 1 to 3 of the certified capacity building courses. The objective will be to complete a first phase capacity building project for strengthening human, technical and institutional capacities through 3 formal GS/OAS certified migratory species courses and training materials, and the distribution of learning products and services throughout the region on a wide range of topics related to habitat management for migratory species and sustainable development.

Name of Institution: _____

Country: _____

Objective of Proposal: _____

Criteria	Scale	Score	Remarks
Administrative Aspects	15%		
The organization's experience and capabilities are relevant to the proposed tasks.	1-5		
Relevant technical experience of the proposed institution's staff in relation to the proposed tasks.	1-5		
The proposal was prepared following the instructions provided and includes a detailed and itemized budget.	1-5		
Subtotal/15 points			
Subtotal/15%			
Technical Aspects	85%		
Priority Areas: The proposal addresses at least one of the priorities laid out in Sections III and IV: "Priority Areas To Be Addressed By The Proposals" above.	1- 15		



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Tools: The proposal includes innovative multilingual tools such as train-the-trainer or tools that allow users to visualize data and information in an interactive manner.	1 - 10		
Need: The project is locally relevant and will fill a significant conservation need in the proponent's country.	1 - 10		
Project Rationale: The project's goals and objectives are clearly related to the outputs and proposed activities. Monitoring and evaluation procedures as well as qualitative and quantitative indicators are used.	1 - 15		
Integration of migratory species data in resolving key questions pertinent to Conventions (RAMSAR, CBD) and addressing pertinent issues in the Americas.	1 - 10		
Impact: The project has the potential to have a significant impact in a migratory specie category or habitat of greatest concern.	1 - 15		
The project targets more than 1 country or is regional	1 - 5		
The project promotes Private, Public and NGO partnerships	1 - 5		
Subtotal/85 points			
Subtotal/85%			
TOTAL SCORE/100%			