

## RESOLUTION 5.5

### PROCEDURE FOR THE ACCOBAMS CALLS FOR PROPOSALS FOR PROJECTS TO BE FUNDED UNDER THE SUPPLEMENTARY CONSERVATION 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 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 will be 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 Resolution 3.6, relating to the procedure for submission of projects,

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

*Thanking* the financial support from the governments of France and Monaco to replenish the SCF,

*Recognising* the need for further refinement of its framework as it was recommended by the Secretariat on the basis of lessons learned from the previous calls for proposals and comments from the Bureau and the Scientific Committee,

*Taking into account* similar procedures established by other international Organizations,

*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 development of capacities to conserve cetaceans and their habitats;
- to raise awareness of the conservation and management needs of cetaceans and their habitats;
- to make relatively small funds available to communities and other conservation stakeholders with limited access to alternative funding sources;

2. *Decides* that the Fund is mainly financed through voluntary contributions according to the Resolution 5.16, Annex 4;
3. *Urges* Parties and donor organisations to provide voluntary contributions to the SCF;
4. *Agrees* to transfer, if appropriate, the unspent balance of previous triennium fund (including the 2011-2013 unpaid pledges that could be received in 2014-2016) to the SCF, as stated in Resolution 5.16, and *mandates* the Bureau to set the amount thereof on the basis of recommendations by the Secretariat;
5. *Notes* that SCF will be implemented within the Agreement area;
6. *Encourages* transboundary projects between countries Parties to ACCOBAMS;
7. *Instructs* the Secretariat:
  - to manage and coordinate the SCF;
  - to launch calls for proposals of projects to be funded under the SCF in consultation with the Bureau of the Parties;
  - to 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;
8. *Authorizes* the Secretariat to facilitate contacts between potential applicants in order to establish partnerships;
9. *Authorizes* the Bureau, to decide upon applications received for grants, 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 replaces Resolution 2.4 and amends Resolution 3.6.

**ANNEX**

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

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## 1. Introduction

ACCOBAMS (Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area) is an intergovernmental legal instrument for cetacean conservation taking into account social and economic activities. Signed in Monaco in 1996 and entered 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 west of the Straits of Gibraltar. In 2010 the Parties adopted a Resolution to extend the ACCOBAMS area to cover the whole Exclusive Economic Zones of Portugal and Spain in the Atlantic.

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 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.

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

## 2. Functioning of the Supplementary Conservation Fund

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 development of capacities to conserve cetaceans and their habitats;
- To raise awareness of the conservation and management needs of cetaceans and their habitats;
- To make relatively small funds available to communities and other conservation stakeholders with limited access to alternative funding sources.

Submissions of projects to be funded under the SCF are made in the framework of calls for proposals launched by the Secretariat, in consultation with the Bureau of the Parties.

The eligible proposals will be sent to the Scientific Committee to be evaluated.

The cycle for submission of project proposals depends on the funding accrued for this purpose; thus, depending on the funds available, the ACCOBAMS Secretariat will 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 the call for proposals.

## 3. Submission and eligibility criteria

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.

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: a CV of the team leader;
- Doc 5: an endorsement form signed by the ACCOBAMS national Focal Point of the country where the proposed project will be implemented (Appendix 3). In case of transboundary projects, application should include endorsement forms signed by each of the ACCOBAMS national Focal Point of the countries where the proposed project will be implemented.

Only projects submitted from 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 contributions, will be eligible for funding.

In case of a transboundary project including 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 after consultation with the Bureau of the Parties.

Governmental Institutions and non-governmental organisations (NGOs) may submit proposals. Projects shall be submitted through any entity which is legally established at the national level and has as its main aim 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 team salaries.

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 and NGOs from other Parties to ACCOBAMS is encouraged provided that the receiver of the grant is a Governmental Institution or an NGO from one of the countries eligible to the SCF and the amount of budget allocated to the partner(s) from other Parties to ACCOBAMS doesn't exceed 30% of the requested grant.

The maximum normal duration of projects will be two years, in order to ensure the availability of results in a reasonable time frame.

An applicant is allowed to submit a maximum of two proposals on a given call.

The data from the project will have to be public data and, if relevant, will have to be communicated to the OBIS-SEAMAP and MEDACES databases upon completion of the project.

Proposals from Governmental Institutions and NGOs having among their employees or board, one or more members of the Bureau of the Parties, or one or more members of the Scientific Committee, or one or more staff of the Permanent Secretariat of ACCOBAMS are not eligible.

#### **4. Selection procedure**

The project proposals received before the deadline will be checked by the Secretariat as for their eligibility.

The eligible proposals will be sent to the Scientific Committee to be evaluated using the evaluation sheet (Appendix 4) and the following scoring system:

#### Scoring criteria

1. Potential impact on the conservation of cetacean in the ACCOBAMS area (Score max: 5):
  - contribution to achieve the objectives of ACCOBAMS;
  - appropriateness of the proposed activity in relation to the priorities of the ACCOBAMS work plan.
2. Quality and efficiency of the methodology and team (Score max: 5):
  - quality and relevant experience of the team leader;
  - soundness of the proposed methodology and associated work plan;
  - appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment).

#### Scoring scale

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

- 0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- 1 - Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 2 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.
- 3 - Good. The proposal addresses the criterion well, although improvements would be necessary.
- 4 - Very good. The proposal addresses the criterion very well, although certain improvements are still possible.
- 5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question, any shortcomings are minor.

The Chair of the Scientific Committee will organize the evaluation of the project proposals by establishing and coordinating an evaluation group made 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.

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 by the Secretariat and the scientific and technical evaluation of the project proposals by the Scientific Committee.

If necessary the Secretariat will ask the applicants for further information, based on the comments and suggestions made by the Members of the Scientific Committee when evaluating the project proposals.

### **5. Transfer of funds and submission of Progress and Final Reports**

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

Each recipient Organisation is required to provide a mid-term Progress Report on the implementation of the funded project 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 should be submitted not later than three months after completion of the project. The deadlines for submission of both reports will be specified in the Small Scale Funding Agreement. Both Progress and Final Reports must be submitted with the endorsement of the

ACCOBAMS national Focal Point. The Final Report should include a statement of expenditure for the funds provided and copies of any materials produced under the project.

#### **6. Terms of Small Scale Funding Agreement to be concluded with Organizations receiving assistance**

In the Small Scale Funding Agreement which will be concluded between the ACCOBAMS Secretariat and the Organisation that will be granted financial assistance, the following will be specified:

- a) the extent and purpose of the financial assistance 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 printed 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 the ACCOBAMS Secretariat any portion of cash advance remaining unspent or uncommitted on completion of the activities of the Small Scale Funding Agreement within one month of presentation of the expenditures report.

#### **7. Reporting to donors**

The ACCOBAMS Secretariat provides donors with summary Reports of project results prepared on the basis of the Final Reports received from the beneficiaries.

## Appendix 1: Project Concept Form

Reserved to ACCOBAMS Permanent Secretariat  
Form reference:

Title of the project:

Project category:       Research and monitoring     Capacity building     Public awareness

Project topic(s):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bycatch/Depredation  | <input type="checkbox"/> Marine Protected Area | <input type="checkbox"/> Stranding         |
| <input type="checkbox"/> Climate change       | <input type="checkbox"/> Noise                 | <input type="checkbox"/> Survey            |
| <input type="checkbox"/> Conservation Plans   | <input type="checkbox"/> Photo-identification  | <input type="checkbox"/> Marine debris     |
| <input type="checkbox"/> Population structure | <input type="checkbox"/> Ship Strikes          | <input type="checkbox"/> Cetacean watching |
| <input type="checkbox"/> Emergency situation  |  |  |

*[Project topics relevant to the work programme of the triennium at the launch of calls for proposals.]*

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 Permanent 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 Organization founded, and when did it start its activities?

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2.2. What are the main activities of your Organization?

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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**

**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 the 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. Budget estimates**

Please provide for each activity a breakdown of

- personnel
- non-consumable equipments
- 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 equipments <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 equipments <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>				
...					
<b>Total</b>					
<b>GRAND TOTAL</b>					

**1.11. Issues relevant to transfer of technology**

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

**1.12. Links with other initiatives**

(Remark: the Secretariat might consult with other Organisations 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 ACCOBAMS Secretariat. I consent the information contained in this application being held on computer and circulated to the national Focal Point, the Bureau and the Scientific Committee.”

Date, Signature

**Appendix 3: Endorsement form**

***This form is to be completed and signed by the ACCOBAMS national Focal Point of the country where the proposed project will be implemented (host country). In case of transboundary projects, application should include endorsement forms signed by each of the ACCOBAMS national Focal Point of the countries where the proposed project will be implemented concerning the respective areas.***

Host country:

Project title:

Organisation submitting the application:

Title and name:

Contact details:

I have read the Procedure for the ACCOBAMS Calls for proposals for projects to be funded under the Supplementary Conservation Fund of ACCOBAMS and reviewed the above mentioned project, and would herewith like to endorse it for support from the ACCOBAMS Supplementary Conservation Fund.

Date:

Signature

**Appendix 4: Project Evaluation Form**

Reserved to ACCOBAMS Permanent Secretariat  
Form reference:

Project Title:

Applicant:

**Do you have collaboration relationship or conflicts 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 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 Resume:**

**Potential impact on the conservation of cetacean in the ACCOBAMS area (please choose a score):**

0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
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**Quality and efficiency of the methodology and team leader (please choose a score):**

0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
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**Name of the evaluator:**

**Date:**