



## **PROCEDURE FOR THE ACCOBAMS CALLS FOR PROPOSALS FOR PROJECTS TO BE FUNDED UNDER THE SUPPLEMENTARY CONSERVATION GRANTS FUND**

The procedure for the ACCOBAMS Call for Proposals for projects to be funded under the Supplementary Conservation Fund was adopted by Resolution 7.8 during the Seventh Meeting of the Parties to ACCOBAMS (Istanbul, Turkey, 5-8 November 2019).

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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 Permanent 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 Permanent 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 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, 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 project 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 Permanent 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 Organizations having among their employees or board, one or more members of the Bureau of the Parties, of the Scientific Committee, or of the Permanent Secretariat of ACCOBAMS are not eligible. Applicants should submit a declaration of non-conflict of interest.~~

Proposals from Organizations 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.

In the event that the Organizations, to which members of the Scientific Committee and the Bureau belong as staff, volunteers or board members, submit proposals as applicants or partners, the concerned members of the Scientific Committee or the Bureau shall disclose in the application whether there is a conflict of interest and 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 (Annex 1);
- Doc 2: the Project Presentation Form completed (Annex 2);
- Doc 3: a cover letter addressed to the Executive Secretary of ACCOBAMS;
- Doc 4: the 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 (Annex 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;
- Doc 6: a declaration of non-conflict of interest (Annex 4).

An applicant is allowed to submit a maximum of two proposals on a given call. No more than one project submitted by a given applicant shall be selected for the same call.

## 4. Selection procedure

The Permanent 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 (Annex 5) and the scoring system described hereafter:

### a. Scoring criteria

#### 1. *Potential impact on the conservation of cetaceans 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 programme.

#### 2. *Quality and efficiency of the methodology and team (Score max: 5):*

- skills and experience of the team leader as for the proposed activities;
- soundness of the proposed methodology and associated work plan;
- relevance of the proposed means (budget, staff, equipment) as for the proposed activities.

### b. 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 organise the evaluation of the 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 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 Permanent Secretariat, the scientific and technical evaluation of the project proposals by the Scientific Committee, and the consistency and the sustainability aspects of the proposal.

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

If necessary, the Permanent 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 reporting**

Once a project is approved and funding has been granted by the Bureau of the Parties, the ACCOBAMS Permanent 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 Permanent 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 Permanent Secretariat and the recipient Organization, 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 Permanent 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.

**Annex 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"/> Cetacean population estimates and distribution | <input type="checkbox"/> Population Structure   |
| <input type="checkbox"/> Monitoring cetacean's status                   | <input type="checkbox"/> Functional stranding networks and responses to emergency situation |
| <input type="checkbox"/> Interactions with fisheries / aquaculture      | <input type="checkbox"/> Anthropogenic underwater noise                                     |
| <input type="checkbox"/> Ship strikes                                   | <input type="checkbox"/> Cetacean watching  |
| <input type="checkbox"/> Marine litter                                  | <input type="checkbox"/> Chemical & biological pollution                                    |
| <input type="checkbox"/> Climate change                                 | <input type="checkbox"/> Captivity related issues   |
| <input type="checkbox"/> Area-based measures for cetacean Conservation  | <input type="checkbox"/> Information /Communication / Awareness about cetaceans             |

Project amount (Euro):

Project duration:

Geographical area of the project:

- |                                  |                                  |                                     |                                  |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Albania | <input type="checkbox"/> Algeria | <input type="checkbox"/> Bulgaria   | <input type="checkbox"/> Egypt   |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Montenegro | <input type="checkbox"/> Morocco |
| <input type="checkbox"/> Romania | <input type="checkbox"/> Tunisia | <input type="checkbox"/> Turkey     | <input type="checkbox"/> Ukraine |

Partnership if relevant:

Date:

Signature and Organisation stamp:

**Annex 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 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**

#### **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>				
...					
<b>Total</b>					
<b>GRAND TOTAL</b>					

**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 Permanent 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 Permanent 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

### Annex 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 and for 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 Grants Fund of ACCOBAMS and reviewed the above-mentioned project, and would herewith like to endorse it for support from the ACCOBAMS Supplementary Conservation Grants Fund.

Date:

Signature

**Annex 4: Declaration of non-conflict of interest**

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

Subject: Declaration confirming the absence of any conflict of interest

I, \_\_\_\_\_ the undersigned, representative of \_\_\_\_\_ submitting a project proposal for funding under the SCF in respect of declaring the non-conflict of interest, hereby confirm:

- that I do not have any conflict of interest in connection with the submitted project proposal. A conflict of interest could arise in particular as a result of economic interests, political or national affinities, family, emotional life or any other relevant connection or shared interest with any employee or board member of the Bureau of the Parties, of the Scientific Committee, or of the ACCOBAMS Permanent Secretariat;
- that I will inform the ACCOBAMS Permanent Secretariat, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

Signed:

Date signed: \_\_\_\_\_

**Annex 5: Project Evaluation Form**

*Reserved to ACCOBAMS Permanent 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

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The project cannot be accepted

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

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**To Summarise:**

**Potential impact on the conservation of cetaceans 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 (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:**