

# 2014 Call for Proposals GBIF Capacity Enhancement Support Programme

#### 1. Introduction

The Global Biodiversity Information Facility (GBIF) actively supports actions to enhance the capacity of its Participants to provide free and open access to biodiversity data<sup>1</sup>. The main goal of the Capacity Enhancement Support Programme is to address specific capacity needs identified by Participants by facilitating capacity transfer and collaboration at the regional and global levels. It builds on the previously successful mentoring and regional training support programmes, effectively combining and replacing them, while supporting integrated projects still based on the same principles.

Submission of proposals to this call is a two stage process. Node Managers from GBIF Participants are encouraged to contact potential partners and to submit short concept notes <u>by 26 May 2014</u>. A selection panel will assess those notes and will invite applicants to present full project proposals by 18 July. Selected projects will be announced 28 July.

The Capacity Enhancement Support Programme is a key component of the GBIF Capacity Enhancement Strategy currently under development. A Capacity Enhancement Strategy development plan<sup>2</sup> has been released together with this call, which provides relevant context for applicants to consider when preparing proposals.

# 2. Scope

This programme will provide <u>co-funding</u> to GBIF Participants to support capacity enhancement projects. The maximum amount that can be requested through this call is twenty thousand Euros (20,000 EUR) per project. Participants are invited to present proposals based on one or more of the following four types of action eligible for support (please note that each type of action has a funding limit as well):

- 1. **Mentoring activities**: Interactions among two or more Participants where the core objective is the transfer of information, technology, experience and best practices in small groups. This component can be funded for a maximum of 15,000 EUR per project.
- 2. **Regional training support**: courses and workshops with a regional (multi-national) component. These actions can only support the regional component of a training event or initiative (e.g. the costs associated with the participation of representatives from other GBIF Participants in a proposed training event).
  - This component can be funded for a maximum of 10,000 EUR per project.
- 3. **GBIF** advocacy actions: active participation in strategic events to promote GBIF. This should have the objective of increasing the GBIF membership and/or its relevance among a community not sufficiently exposed to GBIF that can help to advance GBIF's mission.

  This component can be funded for a maximum of 2,000 EUR per project.
- 4. **Documentation**: production of key learning and promotional resources or their adaptation to the national or regional context (e.g. by translation or including local/regional point of view). This component can be funded for a maximum of 2,000 EUR per project.

<sup>&</sup>lt;sup>1</sup> http://www.gbif.org/whatisgbif

<sup>&</sup>lt;sup>2</sup> http://links.gbif.org/cesdp

### 3. Conditions and eligibility

This call is open to GBIF Participants<sup>3</sup>. All project proposals must be jointly prepared and composed by all the partners involved in the project, with one Participant acting as the main contact point in each proposal.

All project activities must be planned to take place between 15 August 2014 and 31 August 2015. It is recommended to take the general calendar of GBIF related activities<sup>4</sup> into account when planning events.

Expenses relating to the four types of action (mentoring, regional training support, GBIF advocacy actions and documentation) are eligible for funding. Any other expenses, such as those related to purchase of hardware, licences for commercial software, or physical computer networking setup (e.g. internet access), are not eligible for funding under this call. However, these elements could be included in the projects and in the Participant capacity enhancement plans, as long as they are funded through other sources.

In 2014 this call is supported by grants allocated exclusively from the GBIF core funds, and therefore depends on payment of sufficient financial contributions to the 2014 budget by GBIF Voting Participants.

# 3. Suggested thematic focus for 2014

This call is seeking projects with a focus on enhancing the **long-term capacity of a Participant** (or group of Participants) to benefit from and contribute to GBIF's mission to provide free and open access to biodiversity data. The primary objective must be to cover specific capacity needs identified by the Participants themselves.

Additionally, applicants can align their proposals with the 2014 components of the GBIF 2014-2016 Work Programme<sup>5</sup>. The two main recommended areas from the 2014 Work Programme are:

- Addressing data quality related issues. With an optional focus on the update, completion and publishing of metadata catalogues.
- **Identification of content mobilization priorities.** With an emphasis on documenting best practices.

Linkages to other Work Programme items are also encouraged. Please include in your proposals a clear rationale and specific linkages to the Work Programme text.

# 4. Support and help to applicants

The GBIF Secretariat staff is available to solve any questions related to this call and help those considering presenting proposals. Please contact Alberto González-Talaván or Mélianie Raymond from the participation group at the Secretariat via email (nodes@gbif.org), telephone +45 35 32 14 70, or fax +45 35 32 14 80.

http://www.gbif.org/participation/list

<sup>4</sup> http://www.gbif.org/newsroom/events

http://www.gbif.org/resources/2970

#### 5. Procedure overview and calendar

#### CALL FOR APPLICATIONS, FIRST STAGE

#### 30 Apr-26 May 2014: Request for concept notes

Interested parties are requested to submit very brief **project concept notes** (see template). While preparing concept notes, applicants are requested to:

- **Contact ALL partners** that will be participating in the project and agree on the general principles of the collaboration;
- Contact the Participation team of the GBIF Secretariat as early as possible to receive guidance on the feasibility of the project and on ways to increase its chances of being funded:

The complete application form should not exceed 2 pages. It should be sent electronically to nodes@gbif.org or by fax at (+45) 35321480 before 26 May 2014.

#### 27-30 May 2014: Assessment of concept notes by the selection panel.

The selection panel will be composed of members of GBIF committees and the Secretariat. The panel will use the following evaluation criteria, listed in order of importance: (1) the relevance, urgency and scale of the targeted capacity needs; (2) the perceived effectiveness of the proposal to address the declared needs; (3) expected products to be produced during the project; (4) cost-effectiveness (including factors such as the number of Participants benefitting from the project, matching funds leveraged, etc); and (5) alignment with the GBIF Work Programme 2014.

#### CALL FOR APPLICATIONS, SECOND STAGE

#### 2 June - 18 July: Request for full proposals.

Selected candidates will be requested to prepare **full project proposals**. These proposals should expand on the concept notes to include: (1) a statement of capacity needs from the recipient(s) of the support; (2) a summary of the project work plan, including a description of the different actions planned and how these will address the identified needs; (3) a section about monitoring and evaluation of the project outcomes; (4) a general calendar; (5) a planned budget; and (6) other practical and contact information.

Full proposals should not exceed 5 pages. Specific instructions on the preparation of proposals will be provided to selected candidates. Direct support in the preparation of proposals will be available from the Participation team of the Secretariat if requested.

#### 21-25 July 2014: Selection of final granted projects

The selection panel will use the same criteria listed above to evaluate the final proposals.

28 July 2014: Announcement of successful proposals.

#### **EXECUTION OF PROJECTS**

Before 15 August 2014: Signature of grant contracts.

#### 15 August 2014 - 31 August 2015: Implementation of the projects.

Mid-term reports will have to be sent to the Secretariat before the 31 January 2015.

31 August 2015: Final reports to be received by the Secretariat and closure of projects.

NOTE: deviations from this calendar may be permitted to accommodate exceptional circumstances, but all projects funded by this call must be closed by 18 December 2015.

# GBIF Capacity Enhancement Support Programme 2014 Call for Proposals



#### ANNEX I - CONCEPT NOTE TEMPLATE

# 1. Name of the project

[Insert your text here...]

#### 2. Contact information

#### 2.1. Main contact point

Please remember that only one main contact point is allowed per project.

Name of the contact	
person	
Institutional affiliation	
Mailing address	
City and country	
E-mail	
Telephone	
Fax	
Role(s) in this project	

#### 2.2. Representatives from other Participants

Name of the representative	GBIF Participant represented	Role(s) in the project	Confirmed participation?

# 3. Brief description of the project

Please describe the project in a few paragraphs. It should clearly state which capacity needs have been identified by the Participant(s) as barriers to the implementation of their GBIF relevant activities, how the project plans to tackle them and an indication of plans to measure the impact of the activities.

[Insert your text here...]

#### 4. General calendar

Please include a general summary of all the relevant dates for the proposed project.

Dates	iteiii

# 5. Planned budget

Please only include the types of actions that you have selected to include in your project (mentoring, regional training support, advocacy and/or documentation). Please remember that there are limits to the amounts that can be requested for each type of action (check the call for applications for more details). Please indicate an initial estimate of matching funds that can be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis.

Type of action	Matching funds (EUR)	Requested funds (EUR)
TOTALS		