



Convention on the Conservation of Migratory Species of Wild Animals

Secretariat provided by the United Nations Environment Programme



INFORMAL MEETING OF SIGNATORY STATES TO THE CMS MEMORANDUM OF UNDERSTANDING ON THE CONSERVATION AND MANAGEMENT OF DUGONGS AND THEIR HABITATS THROUGHOUT THEIR RANGE

19 August 2008, Bali, Indonesia

TERMS OF REFERENCE FOR SUBMITTING A PROPOSAL FOR A PILOT PROJECT TO CONSERVE AND MANAGE DUGONGS

Background:

1. A Memorandum of Understanding (MoU) on the conservation and management of dugongs (*Dugong dugon*) and their habitats throughout their range has been concluded under the auspices of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) in Abu Dhabi, United Arab Emirates, on 31 October 2007.
2. The agreement is designed to facilitate national level and transboundary actions to conserve dugong populations and their habitats. A detailed Conservation and Management Plan (CMP) is appended to the MoU.
3. UNEP/CMS and UNEP Regional Seas Programme (UNEP/RSP) have agreed to jointly promote the implementation of the MoU by making available financial resources aimed at supporting pilot projects designed to implement actions foreseen by the CMP. Additional funding is provided by the Australian Government through a voluntary contribution. The present Terms of Reference aims at guiding applicants in the conception and preparation of project proposals.

Goals and objectives:

4. The pilot projects should be designed to facilitate national and/or transboundary actions that will lead to the conservation of dugong populations and their habitats.

Eligibility Criteria:

5. The associated Conservation and Management Plan (CMP) to the MoU lists nine objectives and an annex containing examples of specific actions to protect the species. Proposals should be based on priorities identified on the CMP and implement actions provided by the CMP, which is attached in ANNEX II.
 6. Governmental institutions, non-governmental organizations, and independent conservationists and researchers engaged in the conservation of dugongs may submit proposals. To the extent possible, geographic balance will be considered in the selection of projects. Preference would be accorded as follows to:
 - a) Projects in developing countries which are Signatories of the Dugong MoU;
 - b) Projects in developing countries which are Parties to CMS;
 - c) Other dugong range states.
 7. Given the dugong's migrations across borders, coordinating management initiatives across these boundaries will be crucial to its long-term survival. Therefore, trans-boundary projects undertaken jointly in two or more countries, at least one of which is a UNEP/CMS Dugong MoU Signatory or a UNEP/CMS Party, are preferred.
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8. Besides this, priority will be given to proposals, which will promote public participation in activities by:
- i. Involving stakeholders, including policy makers, subsistence and customary users, and local communities, in particular, in planning and implementation of conservation and management measures
 - ii. Encouraging the participation of government institutions, intergovernmental organizations, non-governmental organizations, the private sector and the general community (e.g. students, volunteers, fishing communities, local communities) in research, conservation and management efforts

Format of the project proposals:

9. Project proposals should not exceed the length of 4 pages and should be submitted in electronic form. Submitted proposals should include the following elements:
1. Title
 2. Implementing agency
 3. Collaborating agencies (if any)
 4. Objectives
 5. Background
 6. Indicators of achievement
 7. Duration
 8. Activities
 9. Outputs
 10. Workplan and timetable
 11. Project Personnel
 12. Budget estimates/resource requirements

For a description of the single elements see ANNEX I.

Budget:

10. It is suggested that, as a general rule, individual project proposals be limited to a maximum of USD 10,000, but that some flexibility be retained in this regard. It is expected that matching funds (cash/in-kind) will be allocated by the implementing agency/applicant.

Project Duration:

11. The duration of the project should take about six to eight months, in order to be able, where necessary, to cover the migration cycle of the species concerned while at the same time ensuring the availability of results in a reasonable time frame.

Project Selection:

12. Project selection will be made by an ad hoc committee consisting of personnel of the donors.

ANNEX I

Format of project proposals

1. **Title:** The title should reflect the main thrust of the project and its orientation as per the criteria established by the ToR
2. **Implementing agency:** The organization/institution making the proposal, which would be responsible for the implementation of the project, if approved.
3. **Collaborating agencies:** Possible other organizations/institutions collaborating with the implementing agency in the conduct of the project.
4. **Objectives:** The project objective is an overall intended achievement, involving a process of change and aimed at meeting certain needs within a given period of time. Objectives are attained through achievement of expected results or outcomes.

This part should include one or two main objectives, possibly supplemented by more specific objectives (outcomes), which could provide more structure to the design of the project. Objectives are intended goals and should be clearly distinguished from outputs and activities.

5. **Background:** Issues to be addressed by the project should be described and analysed. Major recent legislation and other policy and planning instruments calling for action in the respective area may be cited. This part should also indicate whether the entity proposing the project has had prior involvement in issues related to the objective of the project. It is important to state here whether the proposed project is a new activity and its possible linkages with already ongoing/planned initiatives. Finally, the existing management, methodological and programme support capacity to effectively implement the project should be stated.
6. **Indicators of achievement:** Indicators are criteria to be used to measure to which extent the objectives of the project have been achieved.
7. **Duration:** Proposed duration of the project should be realistic and coincide with the proposed schedule for project implementation.
8. **Activities:** Under the heading of “Activities” the work or the tasks to be performed should be described. The description of activities is the main element of the project’s design. It should include a technical description of the methodologies to be employed (including, where appropriate, bibliographic references giving detail on the methodologies and their application in the past), personnel and equipment needs, location and expected duration of individual actions. Activities should be stated in terms of action rather than of products (outputs). Activities are the means by which inputs (e.g. personnel, equipment, money) are transformed into outputs. A well-devised correspondence between activities and expected outputs and results is crucial.
9. **Outputs:** These are the specific products or services (e.g. reports, publications) produced by the activities to achieve the project objectives. They include also interim products such as progress reports and interim financial reports.
10. **Workplan and timetable:** The workplan sets out the timetable for carrying out project activities and the delivery of outputs. The timetable must include the expected start date for each activity and the expected completion date. It must also state who is responsible for the implementation of each activity. The information is best presented as a table. The following is an example of this:

Activity	Start date	End date	Responsibility
Production of training manual	June 2008	August 2008	ABC
XYZ Meeting	October 2008	October 2008	XYZ
etc.			

11. **Project Personnel:** Name, position, affiliation, role within the project and a brief profile should be given for at least the most prominent members of the project team. Succinct C.V. can be attached to the project proposal.

12. **Budget estimates/resource requirements:** Every project proposal must include a detailed project budget. The budget should include not only the funds requested, but also possible other financial resources made available by other sponsors or collaborating agencies. A breakdown of the expected costs of the project should be prepared. The budget should be presented in a tabular format and, where applicable, should clearly indicate the expected source of the various amounts budgeted. In accordance with the UN Financial Rules and Regulations, resource requirements, proposed to meet the objective(s) of the project, should be properly justified. The indication of resource requirements in a tabular form should therefore be complemented where necessary by a supporting narrative in which justifications/analysis of the needs are presented.