2016 Call for Proposals
GBIF Capacity Enhancement Support Programme

Introduction

The [Global Biodiversity Information Facility](#) (GBIF) supports actions to enhance the capacity of countries and partner organizations to continually contribute to and benefit from GBIF as an international open data infrastructure for biodiversity, supporting research and promoting evidence-based decisions affecting life on Earth and sustainable human development. The main goal of the Capacity Enhancement Support Programme is to address specific capacity needs identified by GBIF Participants by facilitating collaboration at regional and global levels. The [GBIF Capacity Enhancement Framework](#) provides further information to guide applicants when preparing proposals.

Proposals submitted through the 2016 call for proposals will proceed through a two-stage process.

1. Representatives of GBIF Participants are encouraged to contact potential partners and to submit short concept notes by **11 April 2016**.

2. A selection panel will assess the concept notes and invite selected applicants to present full project proposals by **20 May 2016**.

The panel will review these proposals and announce approved projects by **31 May 2016.**

Scope

This programme will provide **co-funding to [GBIF Participants](#)** to support capacity enhancement projects**. The maximum total funding request is fifteen thousand euros (€15,000) per project.** GBIF invites Participants to present project proposals based on one or more of the following five 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. *Maximum funding*: €15,000 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). *Maximum funding:* €10,000 per project.

3. **GBIF advocacy actions**: Active participation in strategic events to promote GBIF, with 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. *Maximum funding*: €4,000 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 perspectives). *Maximum funding*: €4,000 per project.

5. **Needs Assessment**: Self-assessment of capacity at the Participant level thorough strategic discussion between members of the Participant's GBIF delegation, node team and other relevant stakeholders. Such self-assessments should aim to prioritise capacity needs as input to capacity enhancement strategies on the Participant level and generate baseline measures of capacity from which to track progress. *Maximum funding*: €2,000 per project.

Conditions and eligibility

The 2016 call is only open to representatives of GBIF Participants. All project concept notes and proposals must be **jointly prepared by all the partners** involved in the project, with **one Participant acting as the main contact point** in each proposal. Only concept notes that have been endorsed by the Head of Delegation or Node Manager of a GBIF Participant and in which all partners have confirmed their participation will be considered eligible for evaluation.

All project **activities must be planned to take place between 16 June 2016 and 15 June 2017**. It is recommended to take the general calendar of GBIF-related activities into account when planning events.

This call is based on a **co-funding** model. All proposals submitted to this call must identify co-funding, either as cash or in-kind support for project activities.

Expenses relating to the five types of action (mentoring, regional training support, GBIF advocacy actions, documentation and needs assessment) 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, ineligible expenses may be included in the projects provided that they are funded through other sources. This call is supported by grants allocated exclusively from the GBIF core funds, and therefore depends on payment of sufficient financial contributions to the 2016 budget by GBIF Voting Participants.

The full project proposals and final activity reports of the funded projects will be published online as public documents.

Suggested thematic focus for 2016

The 2016 call has a focus on projects to enhance 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 support specific capacity needs identified by the Participants themselves.

Additionally, applicants can align their proposals with the 2016 components of the GBIF 2014-2016 Work Programme. The suggested themes from the current Work Programme are:

- Increase capacity around sample-based data mobilization (activities 1.2 & 3.4).
- Increase capacity around the mobilization of checklists via GBIF and the use of GBIF taxonomic data services (activity 1.4).
- Promote the use of DOIs in citation and tracking of use of data published via GBIF (activity 1.6).
- Promotion of the BID programme, especially in the Caribbean and Pacific regions (activity 2.1).
- Pilot experiences implementing certification schemas on GBIF-related topics as part of regional training events (activity 2.5).
- Implementation and dissemination of the recommendations produced by GBIF data fitness groups (activity 3.1).
- Increase capacity around how to identify and cover data gaps in GBIF (activity 3.5).

Links to other Work Programme items are also encouraged. Proposals should clearly describe the rationale and cite relevant links to the Work Programme.

Support and help to applicants

The GBIF Secretariat staff is available to address questions related to this call and help Participants considering a proposal submission. Please contact Alberto González-Talaván or

Mélianie Raymond from the participation group at the Secretariat via email (nodes@gbif.org) or telephone +45 35 32 14 70.

Procedure overview and calendar

CALL FOR APPLICATIONS, FIRST STAGE

22 February 2016 – 11 April 2016: Request for concept notes

The GBIF Secretariat requests that interested parties submit very brief **project concept notes** (see template). While preparing concept notes, applicants should:

- **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 improve it

Concept notes not exceeding two (2) pages —excluding contact information— should be emailed to nodes@gbif.org **by 11 April 2016**.

11 – 21 April 2016: Assessment of concept notes by the selection panel

A **selection panel** composed of members of GBIF committees and the Secretariat will use the following **evaluation criteria**:

(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 value of the project's deliverables

(4) The likelihood of the project achieving sustainable results

(5) Cost-effectiveness (including factors such as the number of Participants benefitting from the project, matching funds leveraged, etc.)

(6) The quality of the plans for monitoring and evaluation of the project outcomes

(7) Alignment with the current GBIF Work Programme

CALL FOR APPLICATIONS, SECOND STAGE

21 April – 20 May 2016: Request for full proposals

The selection panel will ask selected candidates 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 they address the self-identified needs

(3) A description of past and current projects involving the project partners that relate to the proposed activities

(4) A section about monitoring and evaluation of the project outcomes

(5) A general calendar

(6) A planned budget

(7) Other practical and contact information

Full proposals should not exceed five (5) pages, excluding contact information. The panel will provide selected candidates with specific instructions for preparing proposals. The Secretariat Participation team may provide direct support in preparing proposals upon

request.

21 – 31 May 2016: Selection of final granted projects

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

31 May 2016: Announcement of successful proposals

PROJECT IMPLEMENTATION

Before 15 June 2016: Signature of grant contracts

June 2016 – June 2017: Implementation of the projects

Grantees must send mid-term reports to the Secretariat before 1 December 2016.

30 June 2017: Final reports to be received by the Secretariat and closure of projects

NOTE: The GBIF Secretariat may permit deviations from this calendar to accommodate exceptional circumstances, but all projects funded through the 2016 call must be closed by 31 December 2017.