

**CITES Tree Species Project: Call for Project Proposals (concept notes) / Due before 25 June 2025**

This form is designed to capture key information about your proposed project, including its goals, activities, and alignment with CITES mandate and CITES Tree Species Project objectives. Please fill out each section of the form carefully and provide clear, concise, and specific responses to ensure a thorough evaluation of your proposal.

If you have already submitted an expression of interest in response to the *CITES Tree Species Project – Preliminary Expression of Interest* in May 2024 ([Notification No. 2024/60](#) of 6 May 2024), please do not submit the proposal again. The Secretariat will contact you directly regarding the next steps in the process.

Submitting a proposal does not guarantee selection for funding. Only selected projects will receive financial support. All applicants will be informed of the selection outcome by August 2025.

*Note: Any text in grey serves as guidance and can be deleted before submission*

**Project overview:**

<b>Title of the project</b>	
<b>Brief description of the project</b>	
<b>Country/ies or region</b>	
<b>Lead entity name</b>	
<b>Legal status</b>	<input type="checkbox"/> Governmental <input type="checkbox"/> Not-for-profit <input type="checkbox"/> Research institution <input type="checkbox"/> Academic institution

<b>Contact person in the lead entity</b>	<i>Please indicate name, title, email, and phone number</i>
<b>Partner entities</b>	<i>List the names of the organizations you intend to partner with (if any)</i>
<b>Target CITES tree taxa</b>	<i>Provide the scientific names of the CITES-listed tree species that will be the target of the project</i>
<b>Target group(s)</b> <i>Select one or more</i>	<input type="checkbox"/> Management Authority <input type="checkbox"/> Scientific Authority <input type="checkbox"/> Enforcement Authority <input type="checkbox"/> Others (please specify):
<b>Project budget</b> <i>Select the proposed range</i>	<input type="checkbox"/> USD 100,000 – 250,000 <input type="checkbox"/> USD 250,000 – 500,000 <input type="checkbox"/> More than USD 500,000 (for multi-country projects only)
<b>Project duration</b> <i>Projects are expected to start activities in 2025-2026 and run until mid-2029.</i>	
<b>Expected project outcomes</b>	<i>Please elaborate on 1-3 main project outcomes, ensuring they are specific, measurable, achievable, relevant, and time-bound (SMART).</i>
<b>Description of project activities</b>	<i>List the main project activities that will lead to the outlined outputs. Activities should be clear and actionable.</i>

### Key Project Information and Details:

<b>Impacts on trade of CITES listed trees</b>	<i>Explain how the project will</i> <ul style="list-style-type: none"> <li>A) Enhance effective regulation of trade in specimens of CITES-listed tree species; and/or</li> <li>B) Contribute to combat illegal trade in CITES-listed tree species; and/or</li> <li>C) Link with compliance procedures, such as Article XIII processes or the Review of Significant Trade (RST)</li> </ul>
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<b>Linkages to ecosystems conservation</b>	<i>Explain how the project will align with efforts to prevent or mitigate deforestation while aligning with global commitments such as NBSAPs, climate change frameworks, and SDGs.</i>
<b>Project sustainability</b>	<i>Outline the strategies for sustaining the project's impacts beyond its duration (e.g., institutional capacity-building, policy integration).</i>
<b>Project visibility and advocacy impact</b>	<i>Describe the communication plan, including outreach strategies (e.g., media engagement, social media, policy briefs), and how the project will demonstrate political and advocacy impact.</i>
<b>Impacts on Livelihoods</b>	<i>If appropriate, identify the benefits for and effects on Indigenous Peoples, Marginalized Groups, and Local Communities (IPLCs), with an emphasis on enhancing their participation, and receipt of benefits from sustainable forest management and trade practices.</i>
<b>Gender Mainstreaming</b>	<p><i>Explain how gender considerations will be integrated and promoted throughout the project, ensuring equal participation in project design, decision-making, and capacity-building efforts.</i></p> <p><i>Examples of how gender can be mainstreamed into the project include:</i></p> <ul style="list-style-type: none"> <li>• <b>Gender-Disaggregated Data Collection:</b> <i>Ensure that all data related to project activities are disaggregated by gender to identify any disparities.</i></li> <li>• <b>Equal Access to Capacity-Building Opportunities:</b> <i>Ensure that training sessions, workshops, and decision-making roles are accessible to all genders, with a target of equal or improved participation of women and marginalized gender groups.</i></li> </ul>

<b>Local Content<sup>1</sup></b>	<i>Estimate the percentage of the project funds received that will be allocated to local organizations and describe their role in project implementation.</i>
<b>Risk management and safeguarding measures <sup>2</sup></b>  <i>All Implementing Partners are required to ensure compliance with the <u>IKI Safeguards Policy</u> and related environmental and social standards, when planning and implementing their projects.</i>	<p>Are there any environmental and social risk(s) associated with the proposed project activities based on <u>IFC Performance Standards</u>. If yes, please tick the applicable provide a brief description of safeguard measures to prevent, minimize, mitigate, or remedy potential adverse impacts.</p> <p><input type="checkbox"/> Labour &amp; Working Conditions  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> Community Health, Safety, and Security  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> Land Acquisition and Involuntary Resettlements  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> Indigenous Peoples and Marginalized Groups  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> Cultural Heritage  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> Other <i>(please specify)</i>:  <i>Describe identified risks and safeguard measures:</i></p> <p><input type="checkbox"/> No risks expected in relation to the proposed activities  <i>Please explain why</i></p>

<sup>1</sup> Local organizations are those that have their own entity under the applicable national law in the partner country or, in the case of regional organizations, focus their activities on the respective project region.

<sup>2</sup> The CITES Secretariat will organize safeguarding webinars to inform selected project beneficiaries on the safeguarding practices.

**Attachments:****Draft Project Budget and Activities**

Please use the table below to provide a tentative draft outline of the project activities and estimated amounts for each.

Proposed activities	Timeline (start – end month/yr)	Lead entity	Budget (USD)
<i>Please describe the type of activity</i>	<i>Please outline the estimated start and end date for the activity</i>	<i>Specify the lead organization responsible for the activity</i>	<i>Outline the allocated budget for the activity</i>

**Name: Title: Date: Signature:**

*If the person submitting the proposal is different from the Management Authority, please add the below:*

**Endorsement of the Management Authority**

**Name: Title: Date: Signature:**