



昆明生物多样性基金
Kunming Biodiversity Fund

Guidelines on the 2024 Full-Size Project Application

November 2024



1 Introduction

These Guidelines on the 2024 Full-Size Project Call for Proposals have been produced based on the Terms of Reference of the Kunming Biodiversity Fund (KBF) to support Parties to the Convention on Biological Diversity (CBD) in developing their applications to the Fund under its first full call for proposals. The guidelines cover thematic areas for project funding, project budget and duration, requirements for application, and operational procedures such as application, review and selection, and fund transfer.

2 Programmatic Scope

The KBF aims to support developing countries to accelerate and upscale actions to strengthen and advance implementation of their National Biodiversity Strategies and Action Plans (NBSAPs) in line with the Kunming-Montreal Global Biodiversity Framework (KM-GBF) and to support the achievement of the Framework's Goals and Targets. This call for proposals seeks projects which would contribute to the KBF's goals:

1. Inclusive and effective whole-of-society approach.
2. Improved policies at international, national and subnational levels coherently enabling progress towards the biodiversity goals and targets.
3. Enhanced human, technical and financial capacities and cooperation to support the implementation and monitoring of the KMGBF.
4. Increased and diversified financial resources directly supporting implementation of the KM-GBF.

2.1. Thematic Areas

Proposed projects are required to contribute to at least one of the KBF's thematic areas below. Projects which contribute to multiple thematic areas will be viewed favourably. Details on thematic areas are described in greater detail in Annex 1.

1. Restored and protected ecosystems to improve biodiversity and ecosystem services
2. Biodiversity effectively mainstreamed into policies, regulations, planning and strategies
3. Sustainable use of biodiversity enhanced.
4. Biodiversity mainstreamed among businesses and consumers to drive positive behaviours.
5. Benefits shared from genetic resources and digital sequence information on genetic resources



6. Prevention and control of invasive alien species for enhanced biosecurity
7. Strengthened resource mobilization for biodiversity conservation.

2.2 Project budget and duration

Proposed projects should focus on country-level implementation of the KMGBF. The project budget for each country-level project is \$1,000,000 - \$1,500,000.

Regional projects with multiple countries will also be considered, particularly for Small Island Developing State (SIDS) and large cross-boundary ecosystems e.g. forests, river basins. The project budget for each regional project is \$2,000,000 to \$3,000,000.

The project duration should be 24 to 30 months.

This call for proposals plans to support up to 20 projects.

3 Application Procedure

3.1. Application

Applications will be received and reviewed in two stages:

1. Project Concept Note (Annex 2): Deadline 10th February 2025

All concept notes submitted will be reviewed and a longlist of projects will be invited to submit full project proposals.

2. Full Project Proposal (Annex 3): Q2 2025 (TBC)

Full project proposals will be reviewed, and a shortlist of projects will be selected to receive funding.

All submissions must be made to the KBF Secretariat by 23:59 EAT on the day of the respective deadline. Submissions should be emailed to kbf@un.org.

3.2. Application Requirements

1. The project should be relevant to **at least one of the Thematic Areas above**. Relevance to more than one thematic area is an advantage.
2. Projects should provide **complete project information** requested in the template of Project Concept Note (Annex 2), and, if requested, full project proposal (template to be shared directly with longlisted applicants).
3. Projects must fit within the **indicated duration and budget windows, including**



- permissible PSC**, and provide a **clear budget breakdown** in the template (Annex 2).
4. For this Call for Proposals, the **KBF can only fund UN entities**. Therefore, the **Implementing Entity for all projects should be a UN entity**. Beneficiary countries will access funding through the Implementing Entity. The **programme support costs (PSC)** of the implementing agency should be **no more than seven percent (7%)**.
 5. The project must be co-developed between the country and any UN implementing entity of the country's choice and submitted through the UN agency.
 6. All proposals should be supported by an **endorsement letter(s)** signed by the **CBD national focal point or Designated Official in the Lead Ministry** and submitted together with Project Concept Note. Endorsement letters from multiple ministries is an advantage. For projects implemented directly in multiple countries (multi-country projects), each country should provide an endorsement letter. For regional and international activities, an appropriate endorsement letter should be attached from the government of a country relevant to the proposed activities.

Proposals that do not meet these requirements will not be evaluated.

[3.3. Review and selection](#)

The KBF Secretariat will coordinate an assessment of all project concept notes submitted by the deadline and compile a longlist of projects for consideration of the full proposal.

Project focal points nominated in the concept note of longlisted projects will be contacted and invited to submit a full project proposal and notified of the deadline in Q2 2025.

Proposals will be reviewed for the project's strength, feasibility, sustainability and alignment with the selection criteria laid out above. Applicants may be invited to present their proposals in further detail and to respond to follow-up questions about their proposal before a final selection is made.

The final decision on project selection will be made by the Fund's Executive Council. Their decision may be: i) approval; ii) approval with recommendations; or iii) rejection. Projects approved with recommendations do not require re-submitting the proposal. The project implementing organization must demonstrate within fourteen (14) days how they will incorporate the recommendations in order to proceed. Funding cannot



be guaranteed to applicants who exceed the 14-day deadline.

The Secretariat of the KBF will not respond to requests for updates or feedback during the review process. Nominated project focal points will be notified of the final decision and any other communication from the Executive Council by email.

[3.4. Fund transfer](#)

The KBF Secretariat will prepare a Fund Transfer Request (FTR) for each project and budget allocation approved. The Multi-Partner Trust Fund Office (MPTFO) will carry out transfers approved based on the signed project documents and the decisions of the Executive Council no later than five (5) working days after the receipt of the FTR. Upon completion of the transfer, the representative of the KBF Participating Organizations and the KBF Secretariat will be notified by email.

Annex 1: Description of the thematic areas

Annex 2: Project concept note template



Annex 1: Description of the thematic areas

Thematic area 1. Restored and protected ecosystems to improve biodiversity and ecosystem services

Thematic area 1 will support activities at regional, national, sub national and local level to increase the area of natural ecosystems, to restore, maintain and enhance ecosystem functions and services, ecological integrity, connectivity, and resilience, to reduce pollution risks and the negative impact of pollution from all sources, and to minimize the impact of climate change on biodiversity and increase its resilience through the implementation of nature-based solution (NbS).

Thematic area 2. Biodiversity effectively mainstreamed into policies, regulations, planning and strategies

Thematic area 2 will promote the integration of biodiversity into policies, regulations, planning (include spatial planning) and development processes, poverty eradication strategies, strategic environmental assessments, environmental impact assessments, national accounting, and etc., within and across all levels of government and across all relevant sectors, in particular those with significant impacts on biodiversity, to significantly reduce extinction risk, conserve biodiversity and sustainable use and consumption of biodiversity, while respecting the rights of indigenous peoples and local communities, ensuring gender equality participation in decision-making.

Thematic area 3. Sustainable use of biodiversity enhanced.

Thematic area 3 will promote sustainable use of wild species, prevent overexploitation, reduce impacts on non-target species and ecosystems, and reduce the risk of pathogen spill-overs and other negative health effects, while respecting the customary sustainable use by local communities. To support sustainable management of agriculture, aquaculture, fisheries and forestry, promote the resilience and long-term efficiency and productivity of these production systems, promote food security, protect and restore biodiversity and sustain nature's contribution to humanity.

Thematic area 4. Biodiversity mainstreamed among businesses and consumers to drive positive behaviors.

Thematic area 4 will support legal, administrative or policy measures to encourage and facilitate regular monitoring, assessment and transparent disclosure of enterprises' risks, dependencies and impacts to biodiversity, report their compliance with access and benefit-sharing regulations and practices, and appreciate the value of biodiversity and ecosystem services, in particular large transnational corporations and financial institutions.



Thematic area 5. Benefits shared from genetic resources and digital sequence information on genetic resources

Thematic area 5 will support national, subnational and local governments in adopting effective legal, policy, administrative and capacity-building measures to ensure fair and equitable sharing of benefits arising from the use of genetic resources and genetic resource digital sequence information, as well as traditional knowledge related to genetic resources.

Thematic area 6. Prevention and control of invasive alien species for enhanced biosecurity

Thematic area 6 will support national, subnational and local governments, particularly in priority sites such as islands, to eliminate, minimize, reduce and/or mitigate the impact of invasive alien species on biodiversity and ecosystem services by identifying and managing the introduction pathways to prevent the introduction and establishment of priority invasive alien species. The KBF will fund projects to establish, strengthen capacity for, and implement biosafety measures in developing countries.

Thematic area 7. Strengthened resource mobilization for biodiversity conservation.

Thematic area 7 will support in identifying and eliminating, phasing out or reforming incentives, including subsidies that are harmful to biodiversity, and phasing down those incentives, mobilizing financial resources from all sources, including domestic, international, public and private resources, to implement national biodiversity strategies and action plans.