

The Illegal Wildlife Trade Challenge Fund

FAQs & Common Issues: the 'easy wins'



Department
for Environment
Food & Rural Affairs



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UK Government

Administrative Eligibility

- Word counts are strictly enforced in Flexi-Grant
- Supporting docs including:
 - Letters of support *including applicant organisation* – in one pdf document
 - Last 2 sets of signed/audited accounts *in English*
 - Budget table (matches request and certification in application)
 - Past experience and awards (if new to IWT as a lead) including contacts for references
 - CVs for key personnel: *partners and project teams* – in one pdf document

IWT objectives

Make sure you clearly demonstrate how you will address the IWT objectives and do not try to cover more than the project requires

- Developing sustainable livelihoods and economic development, to benefit people directly affected by IWT
- Strengthening law enforcement
- Ensuring effective legal frameworks
- Reducing demand for IWT products

Finances

- Does the budget add up and do the figures in the application and the spreadsheet match?
- Large % matched funding unsecured – risky
- It is good to see a significant % of funds going directly to host country partners/costs – but no specific amount
- Project Leader normally 10% of time minimum – if not explain why
- % of funds on M&E (between 5% and 10%)
- Capital costs normally <10% or clearly justify
- ‘Consultancy costs’ and ‘Other’ – provide adequate detail
- Make sure you only include audit costs for the lead organisation and only in the last FY
- Refer to Finance for Darwin&IWT document
- Allow for exchange rates to fluctuation – but no ‘contingency’

Project team expertise

- Include CVs or ToRs of team members *critical* to delivery
- Ensure skills presented match the work proposed
- Tailor CVs to ensure *skills* are clear and avoid long lists of publications
- Relate CVs presented to budget table i.e. roles or names
- Avoid submitting teams with too many 'TBC' posts

Monitoring and evaluation

Common problems that could be avoided

- A weak theory of change – your solutions should match the problems outlined

“The stage 2 application should include a clear Theory of Change detailing how research outputs will lead to implementation, even if implementation must be scheduled post-project”

- Does not demonstrate how you will *measure* what has changed i.e. not SMART

“a number of indicators at output level should be SMARTened”

- Measure progress *throughout* not just the final few months

“Outputs 1-4 don’t have any interim milestones (i.e. start and end line only) and so tracking progress will be difficult”

Monitoring and evaluation

Common problems that could be avoided

- Including untested assumptions that are critical

“The assumption column could be revisited e.g. should ‘There is adequate political will’ read, ‘there continues to be adequate political will’?”

- Setting a target when there is no baseline

“with the exception of one outcome level income indicator, the logframe is devoid of targets. With no indication of project scope or targets, it is not possible to assess sustainability of the proposal”

- Not being clear *who* will undertake M&E or *when*

Attention to Risk - Financial

Ensure you fully consider the risks and threats to your project including:

- Fraud
- Bribery
- Natural disasters e.g. weather, disease, physical
- Staff retention and reliance on key people
- Change of government/partner personnel
- Exchange rates

These are *different* to the Assumptions in the logframe.

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Avoiding common issues on Flexi-Grant



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Matched Funding


Q5. Project dates

Start date:

dd/mm/yyyy 

*

End date:

dd/mm/yyyy 

*

Duration (e.g. 2 years, 3 months):

*

Q6. Budget summary

Year: 2019/20 2020/21 2021/22 Total request

Amount: * * * £0.00

Q6a. Do you have proposed matched funding arrangements?

Yes

No

*

What matched funding arrangements are proposed?

You have entered 0 words (100 words max)

Q6b. Proposed (confirmed and unconfirmed) co-financing as % of total project cost *

Ensure dates are eligible for funding under this round

For matched funding, the % should be of the **total** project cost (not compared to the IWT request)

Objectives



Q9. Which of the four key IWT Challenge Fund objectives will your project address?

Please tick all that apply.
(See Guidance Note 3.1)

- Developing sustainable livelihoods and economic development, to benefit people affected by IWT
- Strengthening law enforcement
- Ensuring effective legal frameworks
- Reducing demand for the products of the illegal wildlife trade

Q10. Which of the commitments made in the London Conference Declaration, the Kasane Statement and/or the Hanoi Conference does this project support?

Please provide the number(s) of the relevant commitments and some brief information on how your project will contribute to them. There is no need to include the text from the relevant commitment.

(See Guidance Notes 4.1 and Annex A)

You have entered 0 words (250 words max)

Only tick the objectives your project is directly contributing towards

Don't just list relevant commitments/
statements – sign-post **how** your project is contributing towards these

Staff names

Q14. Project staff

Please identify the core staff on this project, their role and what % of their time they will be working on the project.

Please provide 1 page CVs for these staff or a 1 page job description or Terms of Reference for roles yet to be filled. Please include more rows where necessary. These should match the names and roles in the budget spreadsheet.

Name (First name, Surname)	Role	% time on project	CV attached below?
<input type="text"/> *	Project Leader	<input type="text"/> *	<input type="checkbox"/>
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Do you require more fields?

- Yes
 No

Please provide a **combined PDF** of all 1 page CVs (or job description if yet to be recruited) for the Project staff listed above.

Choose your file(s) *or drag and drop files here to upload*

File name	Date uploaded	Action
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Make sure that the staff names here match the names in the budget

This is for project staff key for delivery – no need to list **all** staff

For anyone named here:

- 1 page CV must be provided
- If funded, permission needed to change

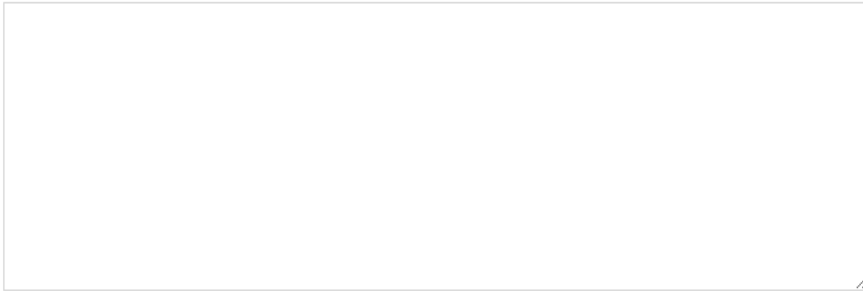
Additional materials

Q17. Methodology

Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on:

- How you have analysed historical and existing initiatives and are building on or taking work already done into account in project design
- How you will undertake the work (materials and methods)
- How you will manage the work (roles and responsibilities, project management tools etc.).

Please make sure you read the Guidance Notes, particularly Section 3, before answering this question. This may be a repeat of some information from Stage 1, updated or refined as necessary.



You have entered 0 words (750 words max)

Please provide supporting documentation e.g. maps, diagrams etc., using the File Upload below:

Choose your file(s) <i>or drag and drop files here to upload</i>		
File name	Date uploaded	Action

Methodology should be clear and link to logframe

Additional links/maps/ToC (for example) can be included as **one pdf** – but be reasonable!

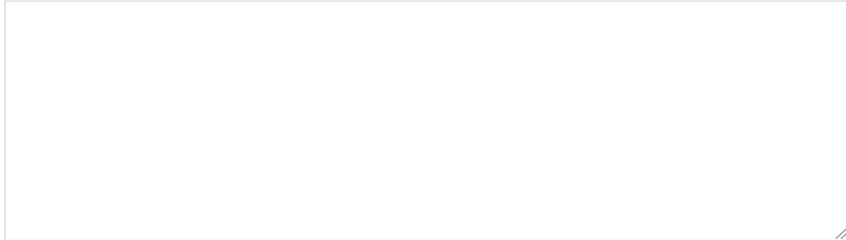
They must not be used as a means of providing additional information or avoiding word limits!

Gender and sustainability

Q19. Gender

(See Guidance Note 4.7)

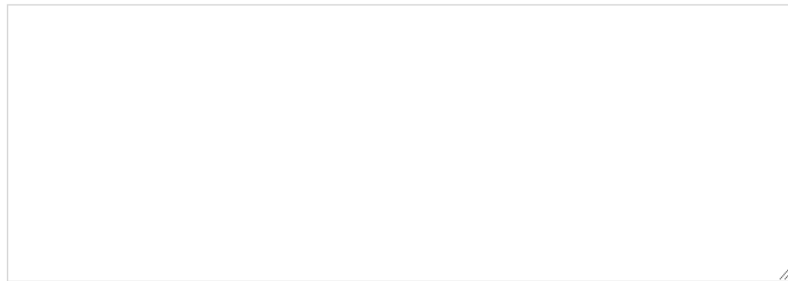
All applicants must consider whether and how their project will contribute to reducing inequality between persons of different gender. Explain how your project will collect gender disaggregated data and what impact your project will have in promoting gender equality.



You have entered 0 words (300 words max)

Q21. Exit Strategy

State how the project will reach a stable and sustainable end point, and explain how the outcomes will be sustained, either through a continuation of activities, funding and support from other sources or because the activities will be mainstreamed in to "business as usual". Where individuals receive advanced training, for example, what will happen should that individual leave?



You have entered 0 words (200 words max)

More on **gender** later – but make this specific to your project, not just your organisation!

Sustainability is important. Short term exit strategy could include additional funding, but also consider longer term sustainability if so.

Other common issues

- Partnerships take time – new partnerships vs old and time taken to establish working relationships
- Don't underestimate how long it may take at project start up to finalise agreements, visas, staff recruitment etc.
- Avoid 'template' letters of support
- Attribution vs contribution and measuring change
 - “high level of matched funding means attribution of achievements to IWT funding will be challenging”
- Research projects often have unclear communication strategies and should consider who the audience is, how will they use the results, when will they be engaged etc.

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Your questions!



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