

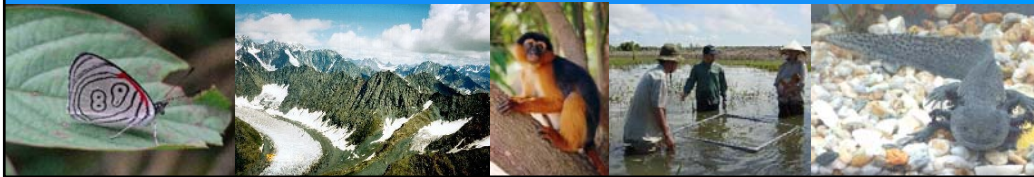


DARWIN200



## Project support, finances and administration

Lesley Brown and Eilidh Young,  
LTS International



## Expectations of a DI Project



As per the DI criteria

- Projects will be of high **quality** and **scientific (or other appropriate professional) excellence**;
- Projects funded under the Initiative will be **collaborative**, involving either local institutions or communities in the host country;
- To **assist countries rich in biodiversity but poor in resources** with the conservation of biological diversity and to meet their objectives under one or more of the three major biodiversity Conventions: CBD, CMS & CITES.



## Darwin Initiative & Accountability

- Projects have a number of requirements in terms of reporting to the DI to ensure the high standard of DI projects is maintained.
- These can broadly be divided into:
  - Project technical reporting
  - Project financial reporting



## Project Reporting (Technical)

- Projects required to report twice per year for the duration of their grant:
  - Half Year reports
  - Annual Reports
  - Final
- Project annual and final reports are reviewed by independent reviewers with relevant technical expertise.
- Project reports are posted on the website (minus contact details & financial details)
- Project reviews are only shared with the project & Defra (i.e. not public domain)
- Reminder sent 1 month before deadline



## Project Reporting Half Year Reports



- Provide a brief update on project progress
- Provide answers to specific requests from reviewers
- Opportunity to discuss queries/issues (available year round however from Portfolio Managers)
- Submitted by **31<sup>st</sup> October** annually
- Reviewed by Portfolio Manager & Darwin Projects Administrator (Eilidh Young)



## Project Reporting Annual Reports



- Using format provided projects are expected to detail progress against planned activities, outputs & purpose;
- Good use of indicators & evidence (means of verification) reduces reporting burden;
- Due **30<sup>th</sup> April** annually;
- Review should be returned within 8 weeks of submission.
- Annual reviews are confidential.





## Project Reporting Final Reports

- Final reports\* provide information on the overall success of the project against its proposed purpose, outputs and activities
- Good use of indicators and evidence (means of verification) reduces reporting burden;
- Review of Final Report is carried out by a different reviewer to previous annual reports;
- Review should be returned within 8 weeks of submission.
- Final reviews are confidential

\*Final report templates and review templates can be found on the Darwin website



## Wider Communications

Information provided in half year, annual and final reports is used to communicate widely the success of the Darwin Initiative via:

- The Darwin Initiative Website\*
- Briefing notes
- Thematic reviews
- Evaluation of Closed Projects
- Defra communications
- Parliamentary briefings



\* all project reports are shared on the Darwin website unless relevant justification is approved by the Darwin Secretariat via LTS.

## Financial Reporting Requirements



- Quarterly advance claims;
- An audit at closure of project;
- Defra retain the right to spot check;
- Projects must demonstrate a good value for money;
- Projects are expected to be responsive and communicative to requests.

## Quarterly Advance Claims



- Quarters 1, 2 and advance claims linked to reporting and return of Annual Grant Acceptance Form
- Quarter 4 Actual Claim is not an advance and is dependent on actual expenditure for the year
- A retention is made from the final claim pending a satisfactory final report review.





## Claim Process

- Hard copy with wet signature;
- LTS checks claim total correct and that related reporting has been received;
- Batched eligible claims to Defra for approval
- Agreed claims then sent for payment.



## Conditions for Payment

Claim	Reporting	Financial	Other
<i>Quarter 1 – advance</i>	n/a	n/a	Year 1 – signed Award Acceptance Form received From Year 2 onwards, signed Annual Grant Acceptance Form received
<i>Quarter 2 – advance</i>	From Year 2 onwards, prior year annual report received.	From Year 2 onwards, prior year Quarter 4 – actual claim received and verified.	n/a
<i>Quarter 3 – advance</i>	From Year 2 onwards, prior year annual report review finalised.	n/a	n/a
<i>Quarter 4 – actual</i>	Annual report received	Quarter 4 – actual claim received and verified.	n/a
<i>Final claim, less retention</i>	Final report	Final claim form	n/a
<i>Retention</i>	Satisfactory review of Final report	n/a	n/a



## Change Requests

- All projects looking to make changes (both technical and financial) should submit a change request form\*.
- This includes:
  - Virements
  - Carry forwards
  - Changes to logical framework
  - Staff changes (senior staff) including CV
  - Timing changes (e.g. extensions)



\* Change request forms can be found on the website



## Who to contact?

### **Project Administration & Change Requests**

Eilidh Young  
darwin-projects@ltsi.co.uk

### **Technical support**

via Eilidh Young  
darwin-projects@ltsi.co.uk

### **Financial support queries**

Helen Beech  
darwin-finance@ltsi.co.uk

### **Applications support**

Helen Beech  
darwin-applications@ltsi.co.uk

### **Payments queries**

Paula Hendy  
paula.hendy@defra.gsi.gov.uk

### **Darwin Initiative Secretariat**

Stephanie Godliman  
stephanie.godliman@defra.gsi.gov.uk

### **Darwin Initiative Website**

David Baird  
dave@zerofive.co.uk



