

New Projects Webinar

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WILDLIFE
TRADE**
CHALLENGE FUND



Darwin Initiative and Illegal Wildlife Trade Challenge Fund



Department
for Environment
Food & Rural Affairs

NIRAS-LTS International



Eilidh Young

- Day to day contact with all Darwin projects
- Supports projects and acts as clearing-house for most queries
- Darwin-Projects@ltsi.co.uk



Victoria Pinion

- Technical advisor to the Darwin Initiative and IWT-CF
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- Day to day contact with all IWT-CF projects
- Technical and Admin support to the Darwin Initiative and IWT-CF
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- Supports Eilidh in Darwin and IWT-CF Finance and Admin
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Agenda



- Welcome
- Introduction to the schemes
- The role of the Darwin/IWT Secretariat & key personnel
- Introduction to project technical & financial reporting
- Project communications
- Questions

Objectives

- To provide an introduction to the Darwin Initiative and IWT Challenge Fund
- To 'meet' the Darwin & IWT key people and understand their roles
- To get an insight of the administration and reporting requirements under Darwin & IWT



Poll



What is your history with Darwin/IWT?

- I have no history with Darwin/IWT
- My organisation has had a Darwin/IWT project before
- I have worked on a Darwin/IWT project before
- I have led one or more Darwin/IWT projects before

Poll



What sort of project do you work on? (you may select multiple options)

- Darwin Main
- Darwin Plus
- Darwin Fellowship
- Darwin Partnership
- IWT Challenge Fund

Welcome & Congratulations!



Darwin Initiative Round 27

- 436 applications received at Stage 1
- 67 applications invited to Stage 2
- 32 new main projects funded inc 4 D+

Darwin Fellowships – 4 applications, 3 funded

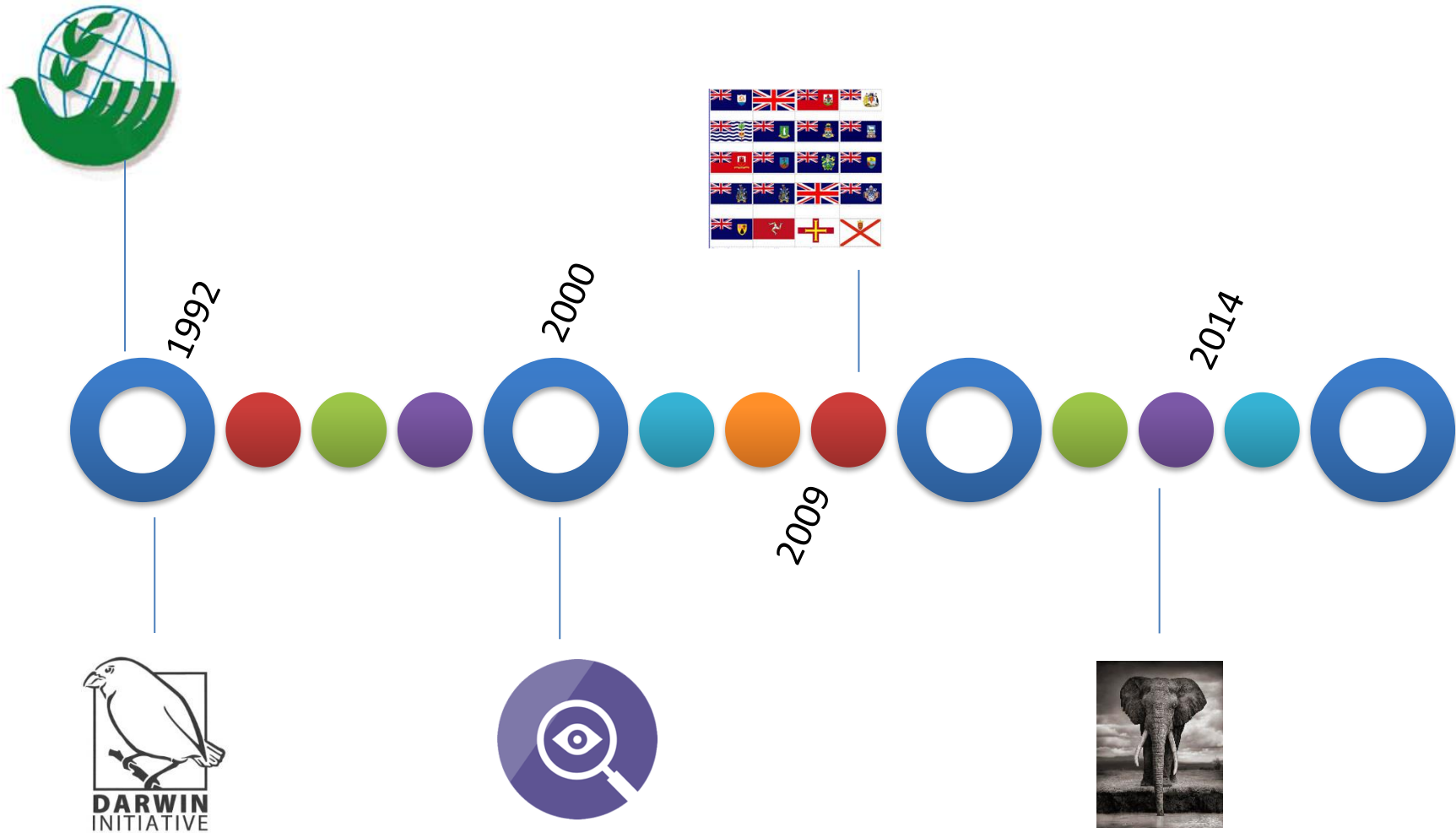
Darwin Partnerships – 30 applications, 15 funded

IWT Challenge Fund Round 7

- 180 applications received at Stage 1
- 40 applications invited to Stage 2
- 18 new main projects funded

The Evolution of the Schemes

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The Schemes



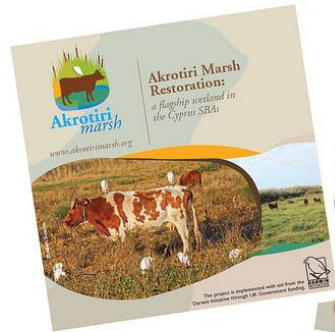
Darwin Initiative Main: Support developing countries to conserve biodiversity and deliver wellbeing benefits

Darwin Fellowship: Fellowships cover training related to biodiversity conservation over 12-14 months

Darwin Partnerships: For applicants new to Darwin to build partnerships and develop a workable proposal

Darwin Plus: Support climate and environment issues in the UKOTs

IWT Challenge Fund: Projects focused on developing sustainable livelihoods, strengthening law enforcement, improving legal frameworks, and reducing demand for IWT products



IT TAKES JUST ONE MOVE TO PROTECT PANGOLINS

Please say no to pangolin products, and help save them from extinction.
When the buying stops, the killing can too.



Darwin 'Family'



Darwin & IWT Secretariat (Defra)

Programme Administrators (NIRAS-LTS International)

Darwin, D+ and IWT-CF projects

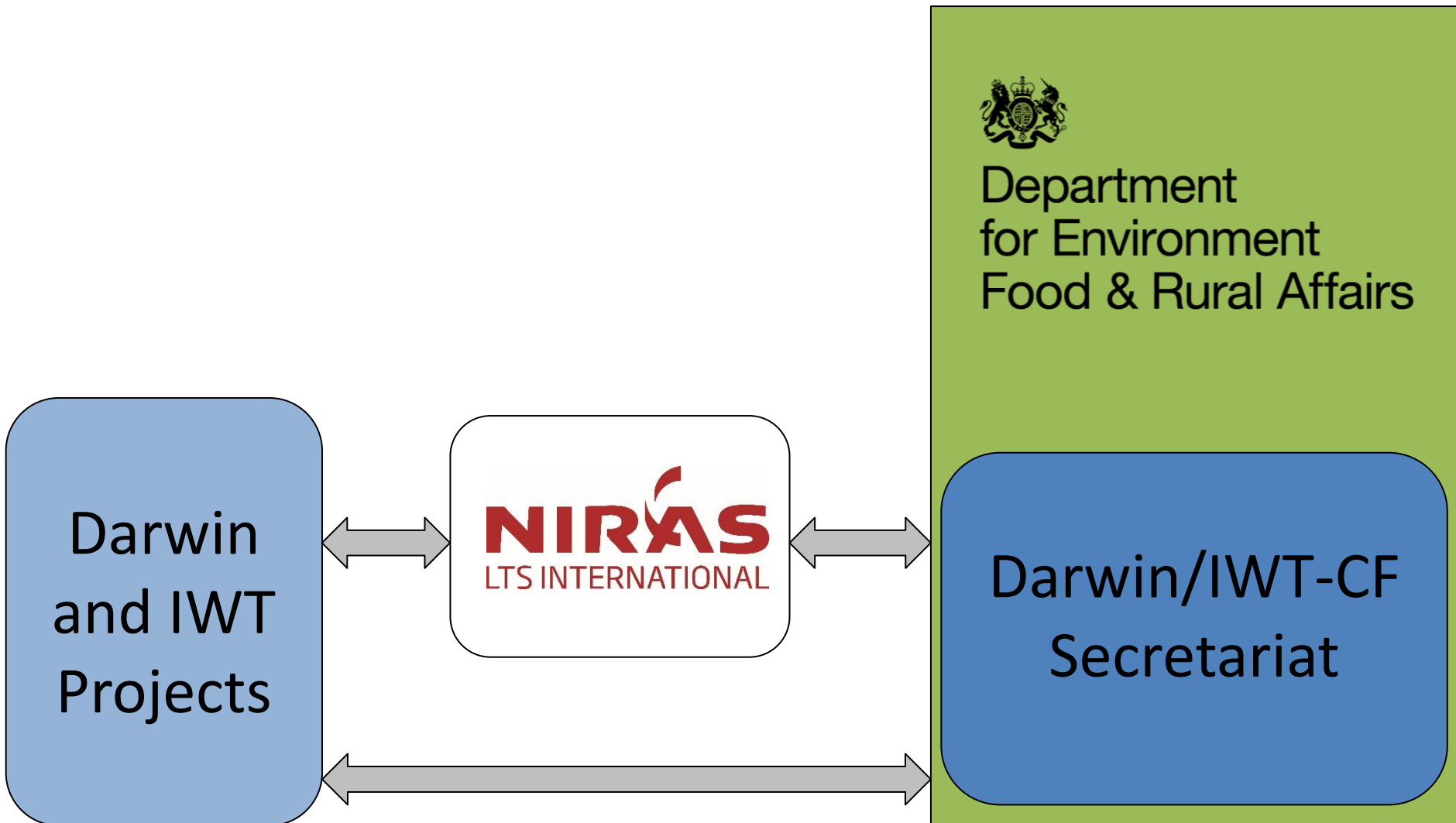
Darwin Expert Committee (DEC)

Illegal Wildlife Trade Advisory Group (IWTAG)

Darwin Plus Advisory Group (DPAG)

Who's Who?

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Darwin & IWT Secretariat



Doug Gibbs – Darwin Initiative and IWT Challenge Fund

Ben Yexley – Policy Advisor (Darwin and IWT)

Leila McElvenney – IWT Challenge Fund

Leonie Butler – Policy Advisor (IWT)

Scott Nelson – Policy Advisor (Darwin Plus)

Chelsea Goodwin – Policy Support

Defra finance team – Financial administration (payment of claims)

The role of the Darwin & IWT Secretariat



- Overall management and strategy of Darwin Initiative and IWT-CF
- Ministerial advice (PQs, correspondence, briefings)
- Management of NIRAS-LTS International Contract
- Support to the DEC, DPAG, IWTAG
- DEC/DPAG/IWTAG appointments
- Publicity and events – involving Ministers
- Engagement with overseas Posts

Any questions?



Reporting & Accountability

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- There are a number of requirements to ensure the high standard of projects is maintained
- These can be divided into:
 - Project technical reporting
 - Project financial reporting
- Broadly consistent process between schemes



Expectations of projects

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- High **quality** and **scientific**
- **Collaborative**
- **Assist** countries to meet their objectives under the various biodiversity conventions for Darwin



Technical Reporting



- Projects required to report twice per year for the duration of their grant:
 - Half Year reports
 - Annual reports
 - Final reports
- Project reports are posted on the website (minus contact details & financial details)



Darwin Fellowships



- Fellowships are required to submit:
 - Interim report
 - Final report

Interim reports are submitted 1 month after the halfway point.

And final reports within 1 month of the end date.



Darwin Partnership Projects



Partnership Projects are required to submit a final report with their Darwin Stage 1 application and due within the next 2 rounds

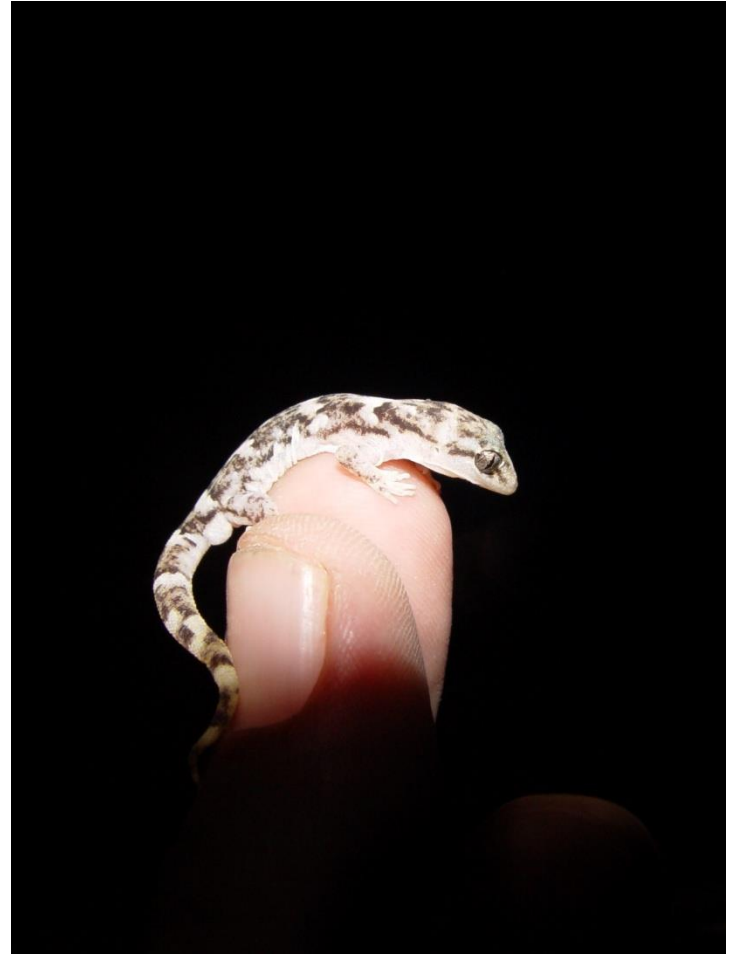


Half Year Reports

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- Provide a brief update on project progress
- Opportunity to discuss queries/issues (also available all year round)
- Submitted by **31st October** annually

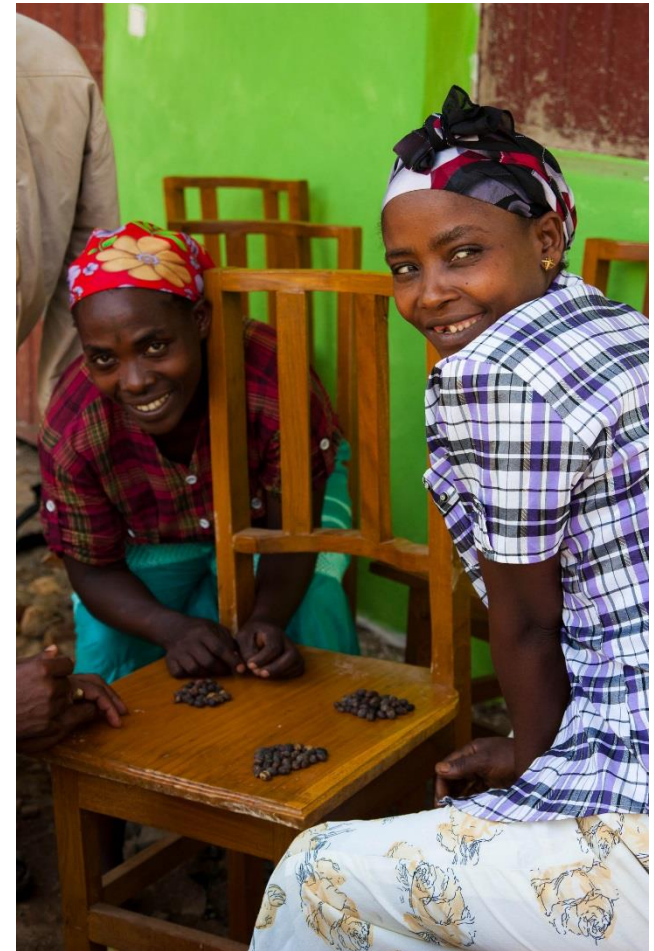


Annual Reports

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- To detail progress against planned activities, Outputs & Outcome
- Good use of indicators & evidence (means of verification) reduces reporting burden
- Due **30th April** annually

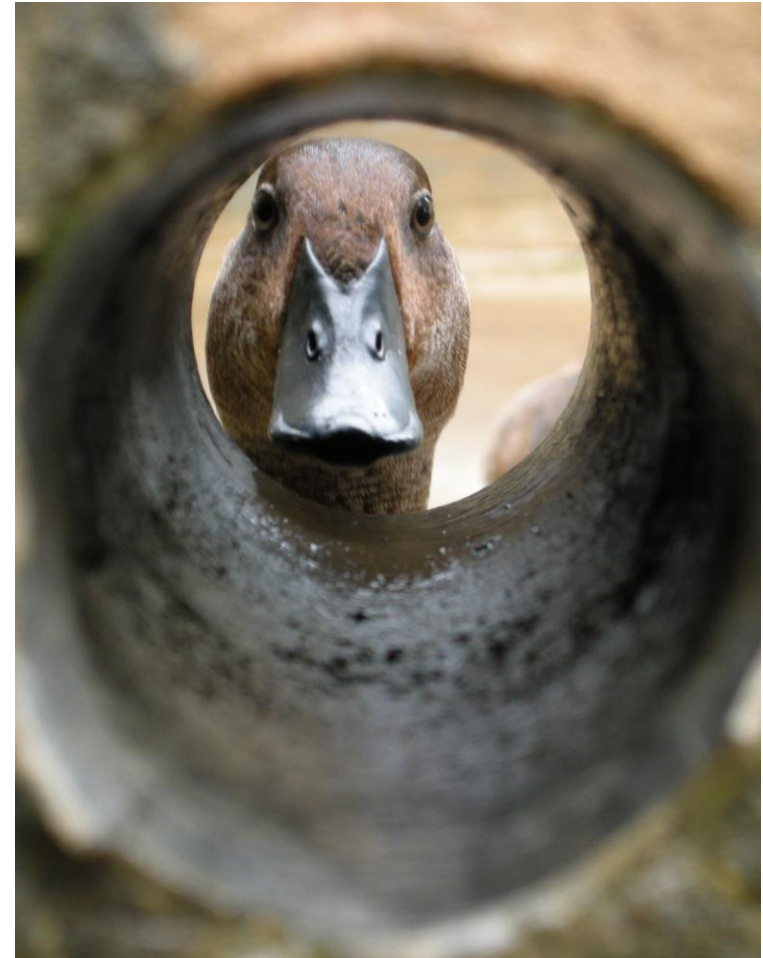


Final Reports

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- Provide information on the *overall* success of the project against its proposed outcome, outputs and activities
- Good use of indicators and evidence (means of verification) reduces reporting burden



Reducing the reporting burden

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- Report against original application unless changes have been made to logframe
- Significant changes to logframe/design need to be approved
- More tips can be found in the information note [here](#).



Indicators



- Indicators are what will be measured to show progress and outcome
- Should be SMART:



Reporting Evidence – Do's



- Report clearly and concisely
- Make sure you are reporting against the latest (and approved) version of your logframe
- Involve project partners where possible
- We encourage projects to report on what has changed and to provide evidence of these changes
- Ensure that you check the Darwin & IWT websites prior to submitting your report to ensure that you **are using the latest version of the template** – reporting templates are updated annually
- Ensure evidence submitted is clearly labelled and sign-posted

Reporting Evidence – Do's



- **Provide evidence to demonstrate where claims come from, for example:**

“We are making good progress towards our goal, as demonstrated by data provided in table x”

“Focus groups with local residents about, we believe this to be true [insert quote as evidence]”

- **Move beyond reporting on outputs** - include evidence on what has changed

“The workshop provided X community members with knowledge about sustainable pest management. Evidence from a follow-up survey indicated that chemical pesticide use has declined by 50%, which is expected to have positive impacts in local biodiversity (FAO, 2013). Crop yields for previously affected crops have increased by between 10-30%; thus demonstrating a contribution to poverty alleviation.”

Reporting Evidence – Don'ts



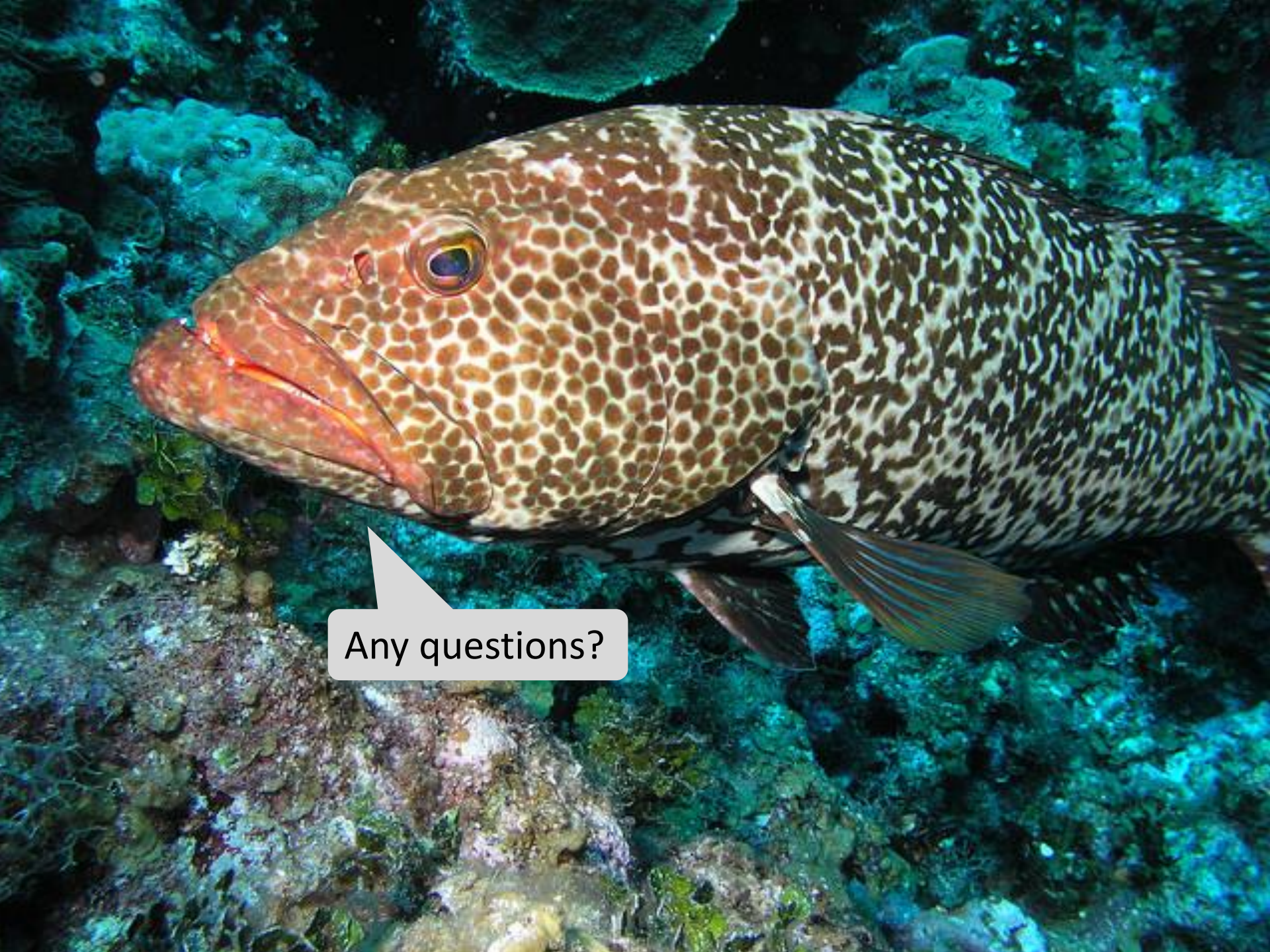
- Write general statements without evidence, for example:
 - “we are making good progress”*
 - “we believe this is true”*
 - “we think that this progress is adequate”*
- Only list activity outputs e.g. no. of workshops, plans, maps.
- Forget about higher level outcomes and impacts – what has changed and how in terms of biodiversity or poverty alleviation?

Poll



How is the pace of this webinar?

- Far too slow
- A bit slow
- About right
- A bit fast
- Far too fast



Any questions?

Financial Reporting Requirements



- Quarterly advance claims, but Q4 claim is based on actuals and in arrears
- Advanced Actuals for selected projects
- An audit at closure of project
- Defra retain the right to spot check



Claims conditions

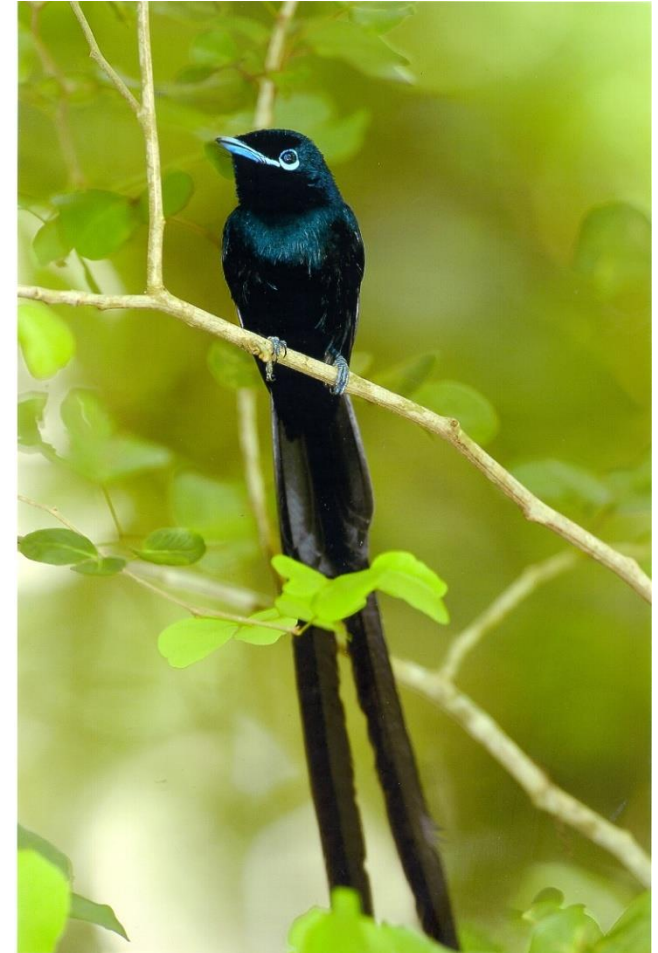


- Quarters 1, 2 are advance claims linked to reporting and return of Annual Grant Acceptance Form
- Quarter 3 is a straight advance
- Quarter 4 Actual Claim is not an advance and is dependent on actual expenditure for the year
- A retention is made from the final claim pending a satisfactory final report.

Claim Process



- Electronic claims with a clear signature
- NIRAS-LTS checks claim and that related reporting received
- Batched eligible claims to Defra for approval
- Approved claims then sent for payment; international payments slightly different
- You will be informed when to expect payment to your account



Conditions for Payment



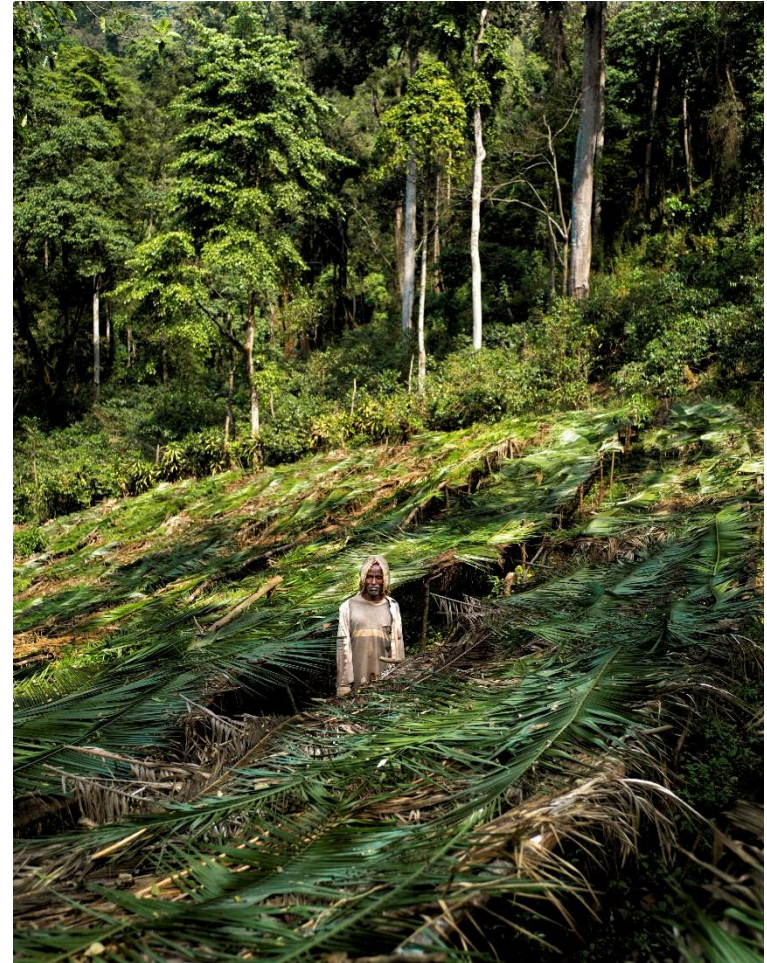
Claim	Deadline	Financial Evidence	Technical Evidence
FY Q1 1 st April – 30 th June Advance Claim	1 st - 30 th April	Year 1: Grant Acceptance Form From Year 2: Annual Grant Acceptance Form Advance Claim	n/a
FY Q2 1 st July – 30 th September Advance Claim	15 th June – 31 st July	Year 1: n/a From Year 2: Verified Q4 Actual Claim (from previous FY) even if no outstanding funds to claim	From Year 2: Annual Report Due by 30 th April
FY Q3 1 st October – 31 st December Advance Claim	15 th September – 31 st October	n/a	From Year 2, prior year Annual Report Accepted
FY Q4 1 st January – 31 st March Actual Claim	31 st May	Confirmation of Actual spend across the FY even if no outstanding funds to claim	Annual Report due by 30 th April
Final Actual Claim, less retention	<3 months of project end	Verified Final Actual Claim	Final Report Received
Retention	<6 months of project end	Verified Audit Statement where required	Final Report Accepted

Change Requests

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- Projects looking to make significant changes (both technical and financial) should submit a change request form
- This includes:
 - Re-budgets – carry-forwards not allowed
 - Virements – movement of money between budget lines
 - Changes to logical framework
 - Staff changes (senior technical staff) including CV
 - Timing changes (e.g. extensions)



Change Request Form



- KISS – clarity of request is important including clear justification
- Deadline for rebudgeting now stricter
- Previous requests noted
- Significant financial changes and implications
- January – March requests only under exceptional circumstances and clearly justified



Illegal Wildlife Trade Challenge Fund and Darwin Initiative CHANGE REQUEST FORM



INTERNAL USE ONLY – NOT TO BE COMPLETED BY APPLICANT					
CR reference		Date received		Date PL informed	
Date sent to Defra		Recipient in Defra		Date response from Defra	

Application for Approval to Amend Project or Budget
for any IWT CF or Darwin/Darwin Plus Project

Before completing this form, please read the additional Guidance at the end of this document

Please indicate which type of request this is: Financial* Other
**any change which requires movement of funds between financial years*

Project Ref and Title	
Request from (name and organisation)	
Email address	

Please confirm you have read the change request guidance document and understand that there is no guarantee a request will be granted

Please be aware Financial change requests are reserved for exceptional circumstances, or circumstances out of your control. They will not be granted in instances of bad planning. You are expected to outline clearly why you were not able to foresee these changes, and what you have done to mitigate them.

You should submit this request as soon as possible, and where there has been a delay you should explain the reasons for this. You should submit any change request **no later than the annual forecasting exercise** (January).

Please keep your request clear and in plain English. Provide enough context for us to understand the request and justification, but keep the request short. **Avoid technical jargon**. If there are multiple changes we suggest using a numbered list to make them easy to follow across sections.

Brief background to your request. Please provide a short explanation of why you need to submit this request. Please remember that we do not know your project in detail so you should provide enough information to set the scene. Please use clear simple English and avoid jargon.

Exceptional Circumstances



- We recognise the current pandemic may have lasting implications for current and new projects
- Other unforeseen reasons may also be considered exceptional circumstances – eg weather related, military coup etc
- We are open to revisions to projects for any reason that is clearly justified, but success with budget change requests January to March will need to demonstrate exceptional circumstances

Offer paperwork

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- Package of materials
- Timing – may be longer if you have a caveat to address
- Return GAF and Supplier Form
- Timeline to claim payment



Terms and Conditions



- Are standard wording across Defra grants so only clearly justified changes will be reflected
- Confirms how the funds can be used e.g. no UK party political use
- Outlines the rights retained by Defra should grantees not follow requirements e.g. reclaiming of funds, eligibility of future applications
- Requirements re branding/communicating about your project
- Safeguarding





Any questions?

Promoting your project

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Communication Channels

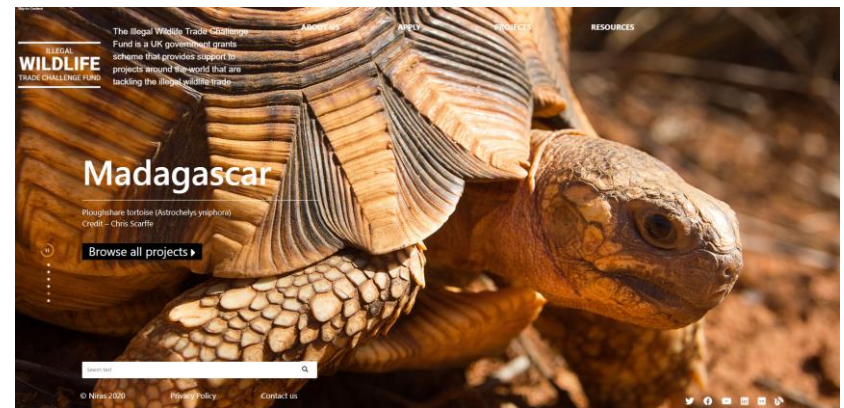
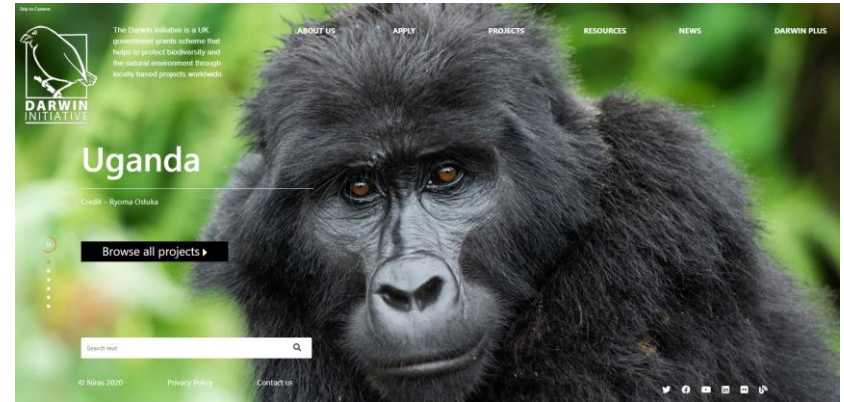
- Darwin and IWT websites
- Newsletters
- Twitter account
- Facebook page
- Blog
- Flickr photostream
- Information notes



Website



- Darwin Initiative Website:
<https://www.darwininitiative.org.uk/>
- IWT Challenge Fund Website:
<https://iwt.challengefund.org.uk/>
- First stop for all technical and admin **resources** for **Darwin/IWT projects** – including claim forms, reporting forms, and change request template
- Platform for our various **publications** – including newsletters, information notes, and workshop proceedings
- You can search for **projects** by various criteria, including by country or lead organisation



Newsletter

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Darwin Newsletter – quarterly
Darwin-Newsletter@ltsi.co.uk

IWT Newsletter – biannually
IWT-Newsletter@ltsi.co.uk

- themed around a particular topic
- 1 page A4 articles or less
- Use images to grab attention
- Distributed widely via e-mail, Twitter and internally in Defra
- Reliant on good images and good stories



A woman fishes in the ZSL supported community fishpond in Chitwan National Park, Nepal. Credit: ZSL



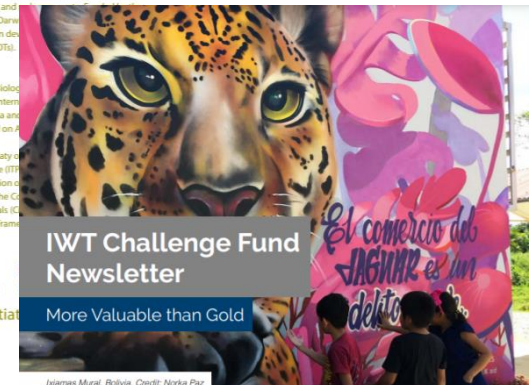
[f /Darwininitiative](#)
[@Darwin_Defra](#)
blog.darwininitiative.org.uk

The Darwin Initiative supports developing countries to conserve biodiversity and the UK Government, the Darwin Initiative for projects working in developing countries and Overseas Territories (OTs).

Projects support:
• the Convention on Biological Diversity
• the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
• the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS)
• the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)
• the Ramsar Convention on Wetlands
• the Convention on the Conservation of Migratory Species of Wild Animals (CMS)
• the United Nations Framework Convention on Climate Change (UNFCCC)



darwininitiative.org.uk



Isiames Mural, Bolivia. Credit: Norika Paz

**IWT Challenge Fund
Newsletter**

More Valuable than Gold

We recently launched a dedicated website for IWT Challenge Fund projects.

Visit iwt.challengefund.org.uk to find out about all of our projects, see past editions of the newsletter, and more!

iwt.challengefund.org.uk
gov.uk/government/collections/illegal-wildlife-trade-iwt-challenge-fund

The Illegal Wildlife Trade (IWT) is a serious criminal industry worth up to £17 billion each year, threatening both wildlife and people. Funded by the UK Government, the IWT Challenge Fund tackles the illegal wildlife trade and, in doing so, contributes to sustainable development in developing countries. It funds projects which address one or more of the following themes:

- developing sustainable livelihoods to benefit people directly affected by IWT
- strengthening law enforcement
- ensuring effective legal frameworks
- reducing demand for IWT products



#endwildlifecrime

Social Media

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[@Darwin_Defra](https://twitter.com/Darwin_Defra)

- Tweet us your project updates and blogs
- Over 6,400 followers
- Coming soon **@IWTCF**



[@DarwinInitiative](https://www.facebook.com/DarwinInitiative)

- Follow us on our other social media platforms

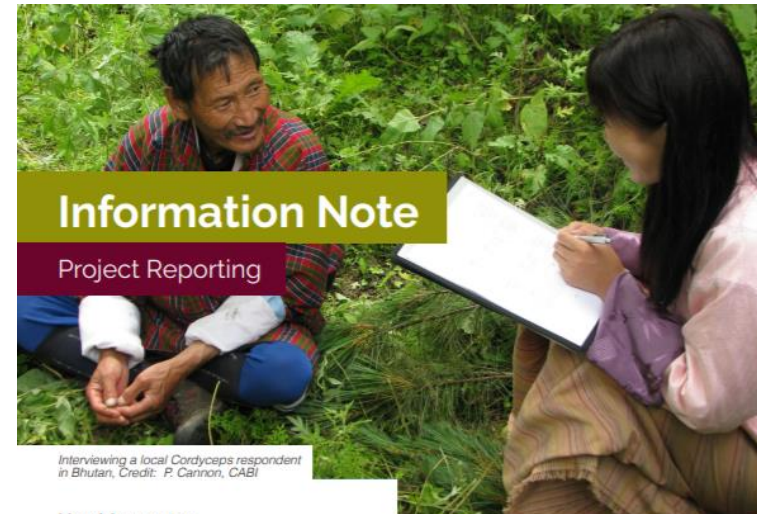


Information Notes

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- Technical guidance and learning
- Used to highlight and promote the Darwin Initiative
- For specific events or occasions
- Thematic



Interviewing a local Cordyceps respondent in Bhutan. Credit: P. Cannon, CABI

Key Messages

- All projects that receive funding from the Darwin Initiative, Darwin Plus or Illegal Wildlife Trade (IWT) Challenge Fund are required to write reports.
- This information note aims to act as a guide for the different types of technical reporting under each of the schemes.
- The specific reporting requirements for your project depend on the scheme it is funded under, as the templates and timing for the reports can vary.
- It is important to check the relevant website regularly as all templates are updated annually. Please ensure that you are submitting your report using the latest available template covering the correct reporting period.
- Some reports such as the Annual and Final Reports are subject to independent reviews. The Review templates can be found on the fund websites alongside the report templates. You might find it helpful to consider these when writing your own reports to help you understand how your reports will be assessed.
- The final section of this information note highlights what to do and what to avoid to help you produce strong reports for your project.

The Darwin Initiative, Darwin Plus and Illegal Wildlife Trade Challenge Fund are UK government grant schemes.

The Darwin Initiative helps to protect biodiversity and the natural environment through locally based projects worldwide.

<https://www.darwininitiative.org.uk/>

Darwin Plus funds projects that aim to protect unique biodiversity and improve resilience to climate change within the UK Overseas Territories.

<https://dplus.darwininitiative.org.uk/>

The IWT Challenge Fund provides support to projects around the world that are tackling the illegal wildlife trade.

<https://iwt.challengefund.org.uk/>

 /DarwinInitiative
 @Darwin_Defra
 blog.darwininitiative.org.uk/



Other Opportunities

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- Convention Side events
- Workshops
- Lectures
- Conferences
- International Campaigns



Publicising your project



- Keep us informed of progress
- Darwin: Please mention Darwin Initiative and use the Darwin and UKAID logos
- IWT: Please mention IWT Challenge Fund and UKAID logo (*embargo still in place*)
- Maintaining a high profile for Darwin helps maintain Government funding
- Contact NIRAS-LTS and/or Defra for further info

Framing your project



- It is important to consider how your project may be perceived by others
- Explaining your project to non-technical audiences is becoming more important
- The virtual workshop session on communications will look at these issues in more detail

Thanks for listening!



Final questions?