New Projects Webinar

DARWIN INITIATIVE

Darwin Initiative and Illegal Wildlife Trade Challenge Fund

Department for Environment Food & Rural Affairs

Funded by UK Government

LTS International

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- Technical support to the Darwin Initiative and IWT-CF
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- Day to day contact with all Darwin projects
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- Day to day contact for IWT queries
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Linzi Ogden

- 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 Secretariat & key personnel
- Introduction to project technical & financial reporting
- Project communications
- Questions

Objectives

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

Poll

What is your role on your project?

- Project leader/co-leader
- Technical
- Admin/finance
- Other

Poll

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

- Darwin Main or Post
- Darwin Fellowship
- Darwin Scoping
- Darwin Plus
- IWT Challenge Fund

Welcome & Congratulations!

Main Darwin Round 24:

- 350 main project applications received at Stage 1
- 72 main project applications invited to Stage 2
- **32 new main projects funded**
- 16 scoping projects funded, 3 Fellowships, 1 post project

Darwin Plus (UK Overseas Territories):

- Round 6 just completed
- 28 applications for Darwin Plus **13 new projects funded**

IWT Challenge Fund Round 4:

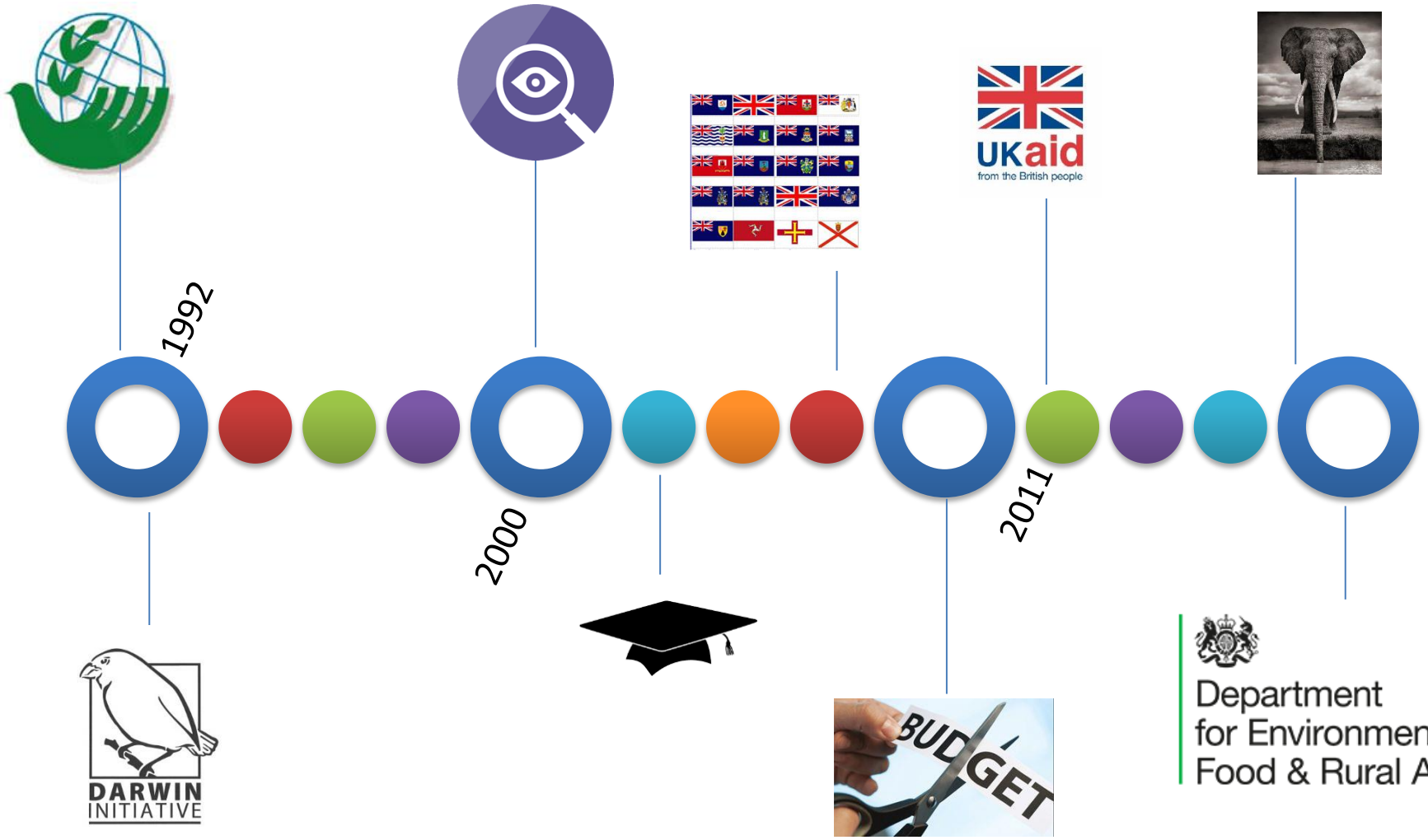
- 136 IWT applications received at Stage 1
- 38 IWT applications invited to Stage 2
- **14 new IWT projects funded**

Poll

What is your history with Darwin and 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

The Evolution of the Schemes



The Schemes

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

Post Projects: To add value to a previously funded Main Project. Must also be working to support poverty alleviation in developing countries

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

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

Darwin Plus: Expected to support environment/climate change issues in UKOTs. Not required to have a specific poverty alleviation element.

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

Akrotiri marsh
www.akrotirimarsh.org
Akrotiri Marsh Restoration:
a flagship wetland in the Cyprus SBAs

The International Journal of Conservation
Oryx

JERSEY
49
JERSEY
63
JERSEY
73
JERSEY
79
JERSEY
90
JERSEY
£107

100% FOREST FRIENDLY

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.
野生救援
WILDAID
The Nature Conservancy
大自然保护协会

Darwin 'Family'

Darwin & IWT Secretariat (Defra)

Darwin Expert Committee (DEC)

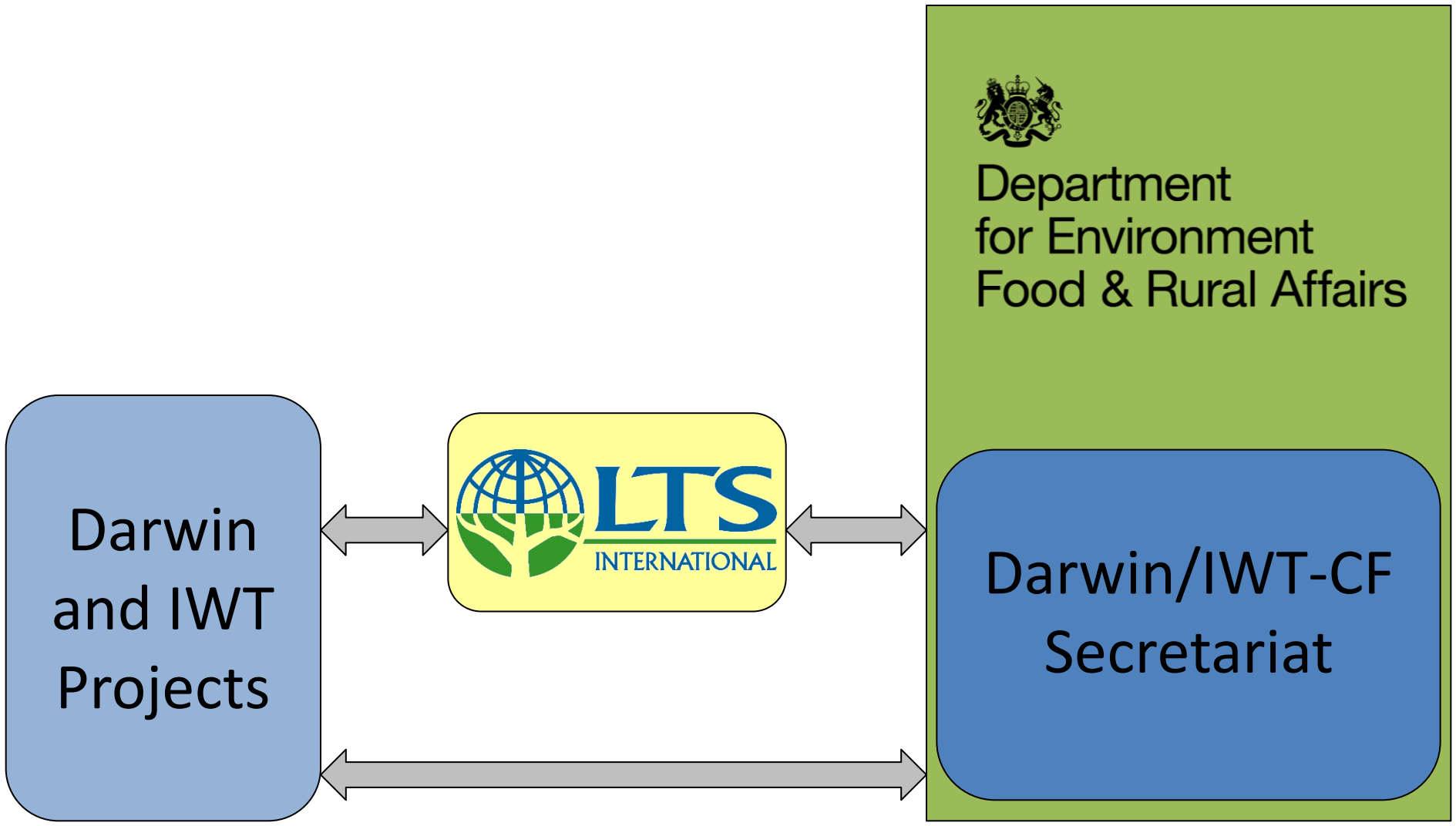
Illegal Wildlife Trade Advisory Group (IWTAG)

Darwin Plus Advisory Group (DPAG)

Programme Administrators (LTS International)

Darwin, IWT-CF and D+ projects

Who's Who?


Department for Environment Food & Rural Affairs
Darwin and IWT Projects
LTS INTERNATIONAL
Darwin/IWT-CF Secretariat

Darwin & IWT Secretariat

Claire Millar & Fiona Charlesworth – overall management / strategy of the Darwin Initiative and IWT-CF

Siriol Leach – Policy Adviser, ODA Team

Shaluki Perera – Support on Darwin policy issues including DEC recruitment, events and publicity

Defra finance team – Financial administration (payment of claims)

The role of the Darwin Secretariat

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

Any questions?

Reporting & Accountability

- 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

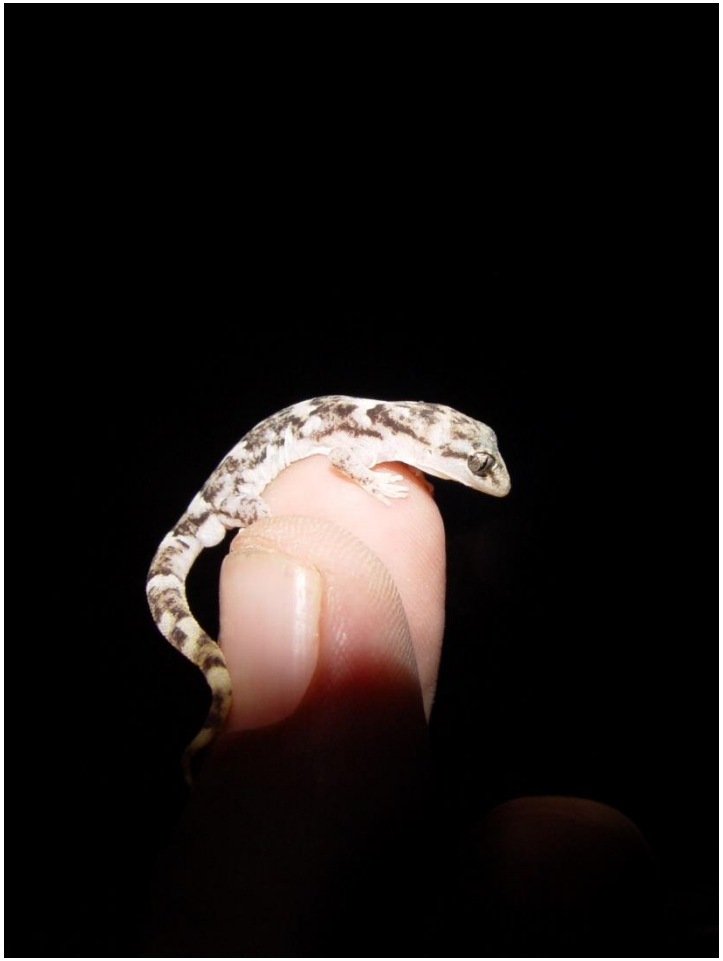
- High **quality** and **scientific**
- **Collaborative**
- **Assist** countries to meet their objectives under CBD, Nagoya, ITPGRFA & CITES
- Support countries in pursuing the objectives of the London conference/ Kasane declaration
- Should address poverty alleviation*

Technical Reporting

- Projects required to report twice per year for the duration of their grant:
  - Half Year reports
  - Annual Reports
  - Final
- Project reports are posted on the website (minus contact details & financial details)
- Reminder sent 1 month before deadline

Half Year Reports

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

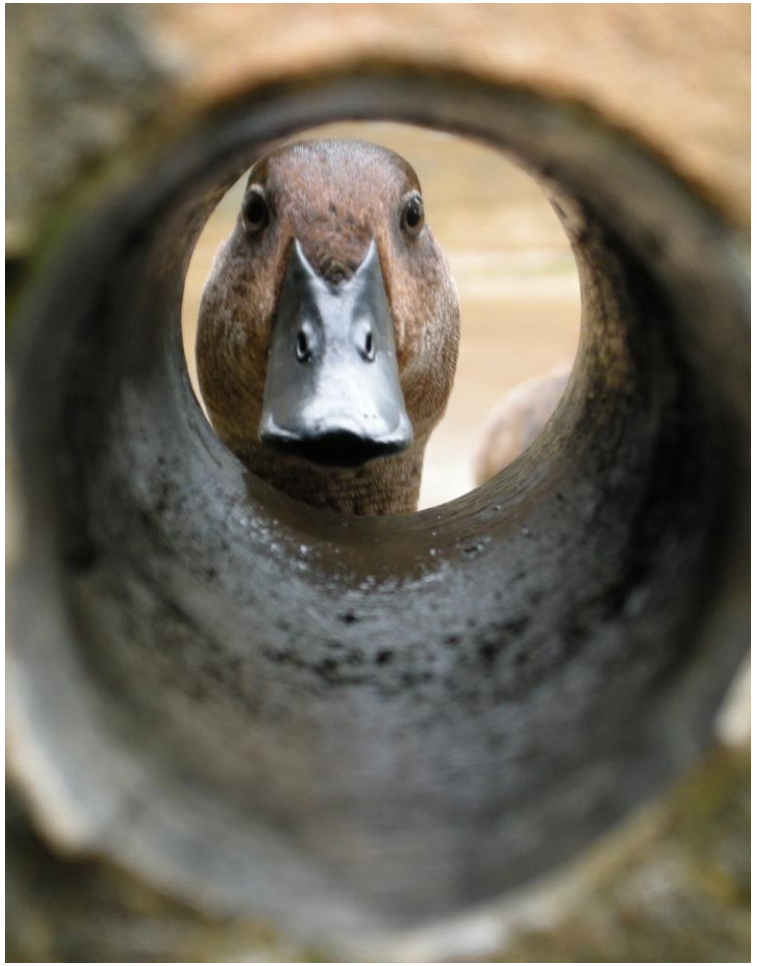


Annual Reports

- 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

- 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

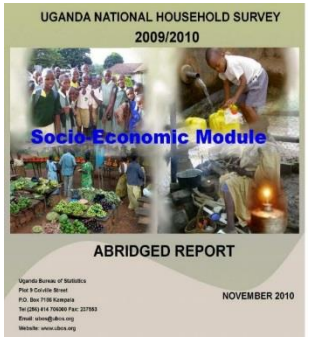
- Report against original application unless changes have been made to logframe
- Significant changes to logframe/design need to be approved

Indicators

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

Means of Verification

- Should be submitted in reporting as verification of progress
- Reduces onerous narrative reporting
- In-Report
  - Use of secondary data
  - Illustrative quotes
  - Figures
- Additional Documents
  - Meeting minutes of Committee approving plans
  - Letter formally accepting management plans from Ministry of Environment
  - Photos



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 and poverty?

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

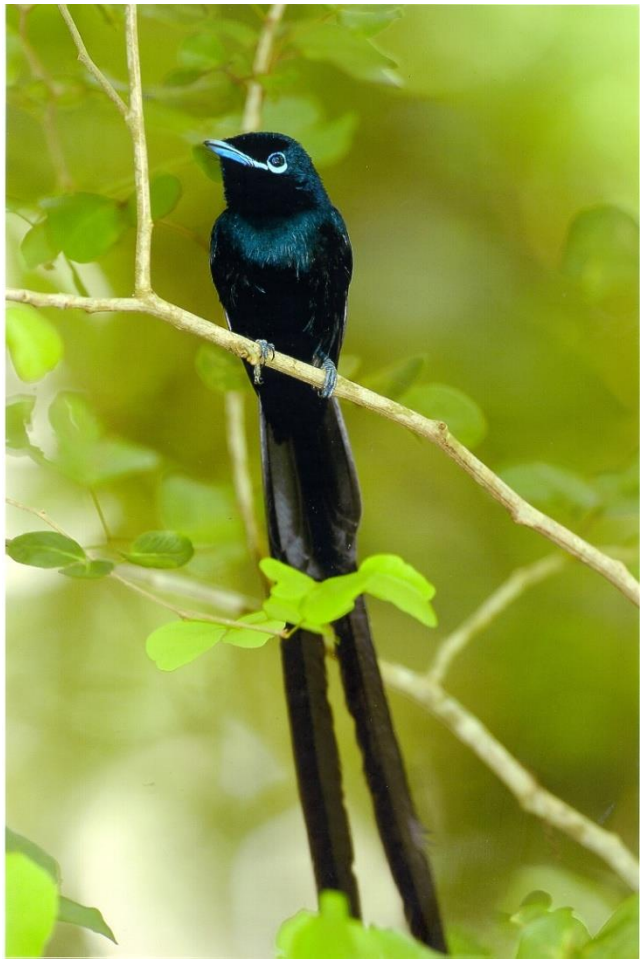
- Quarterly advance claims, but Q4 claim is based on actuals and in arrears
- Advanced Actuals for selected projects
- An audit at closure of project
- Defra retain the right to spot check

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
- 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

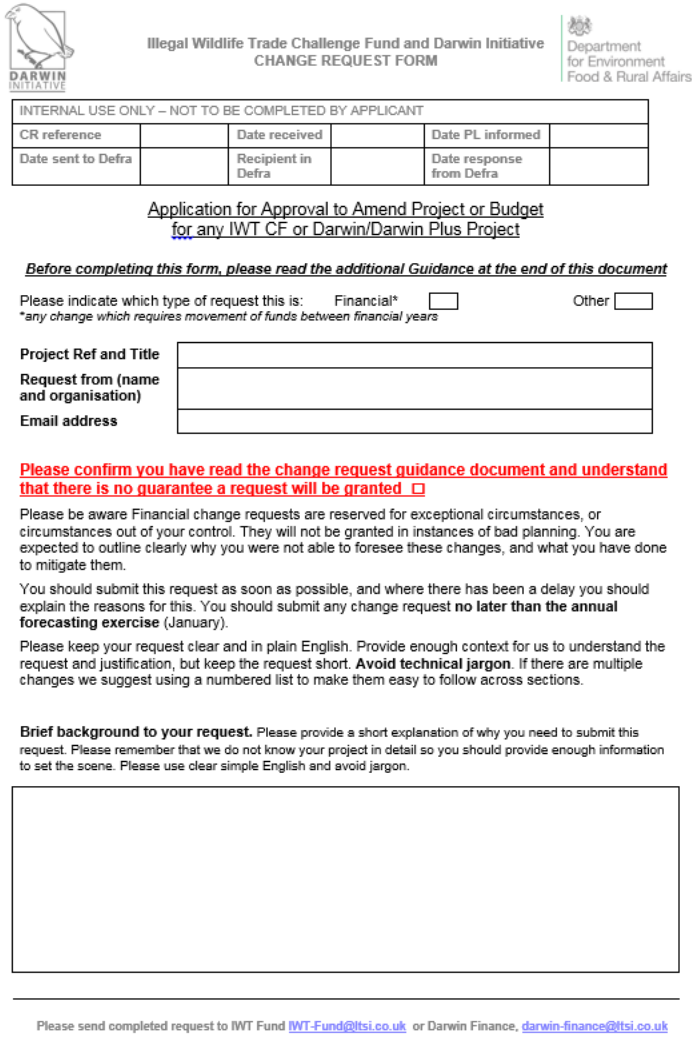
Claim	Reporting	Financial	Other
Quarter 1 – advance	n/a	n/a	Year 1 – signed Award Acceptance Form received From Year 2 onwards, signed Annual Grant Acceptance Form received
Quarter 2 – advance	From Year 2 onwards, prior year annual report received.	From Year 2 onwards, prior year Quarter 4 – actual claim received and verified.	n/a
Quarter 3 – advance	From Year 2, prior year annual report accepted as administratively complete	n/a	n/a
Quarter 4 – actual	Annual report received	Quarter 4 – actual claim received and verified.	n/a
Final claim, less retention	Final report	Final claim form	n/a
Retention	Final report accepted	Audit letter - **where required**	n/a

Change Requests

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

New Change Request Form

- KISS – clarity of request is important including clear justification
- Deadline for rebudgeting will be stricter
- Previous requests noted
- Significant financial changes and implications



Illegal Wildlife Trade Challenge Fund and Darwin Initiative
CHANGE REQUEST FORM

Department for Environment Food & Rural Affairs

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.

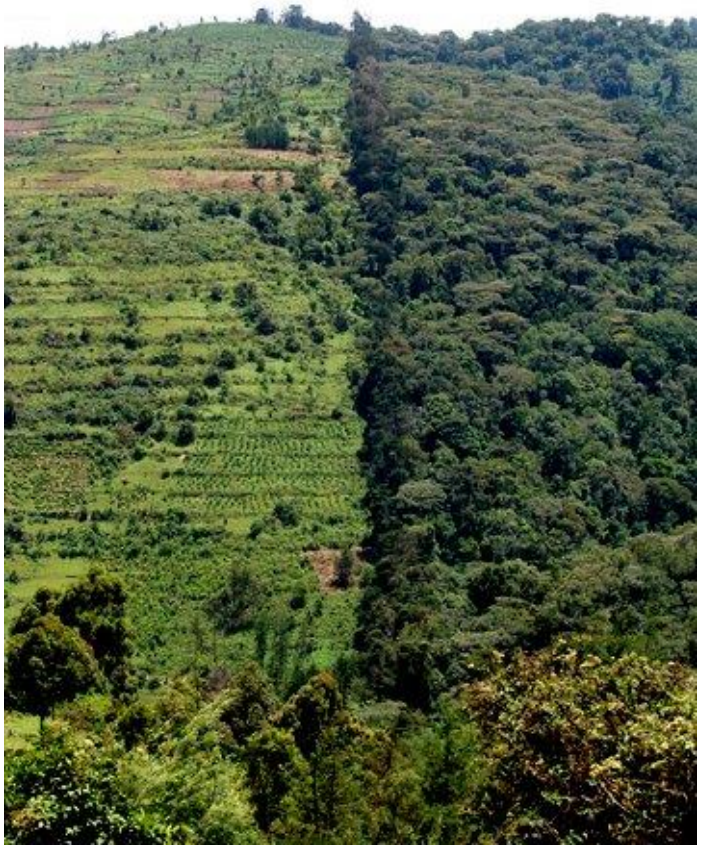
Please send completed request to IWT Fund IWT-Fund@ltsi.co.uk or Darwin Finance, darwin-finance@ltsi.co.uk

Terms and Conditions

- 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

GDPR

- How GDPR affects Darwin and IWT
- In T&Cs, and now in guidance and application forms
- Data used from application to project close
- Personal data in application forms, CVs, LoSs, reporting, claims etc
- Held by LTS and Defra
- Shared with Committees and reviewers, not always in the EEA.

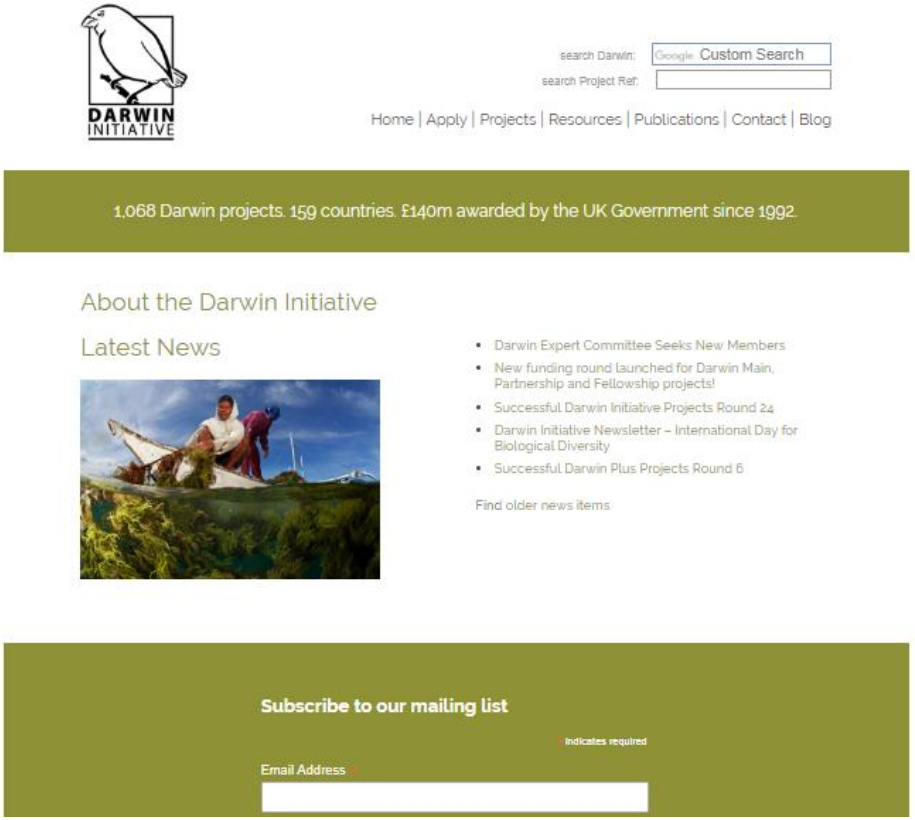


Any questions?

Promoting your project

Communication Channels

- Darwin website
- Newsletters
- Twitter account
- Facebook page
- Blog
- Flickr photostream
- Information notes



Website

http://www.darwininitiative.org.uk/ Home | Apply | Projects | Resources | Publications | Contact | Blog

- First stop for all technical and admin **resources** for **Darwin 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
- We currently include some IWT information here too (e.g. IWT Newsletter and workshop proceedings) but hoping to get a designated IWT website in future. For now, please continue to use GOV.UK for IWT resources **https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects**

Newsletter

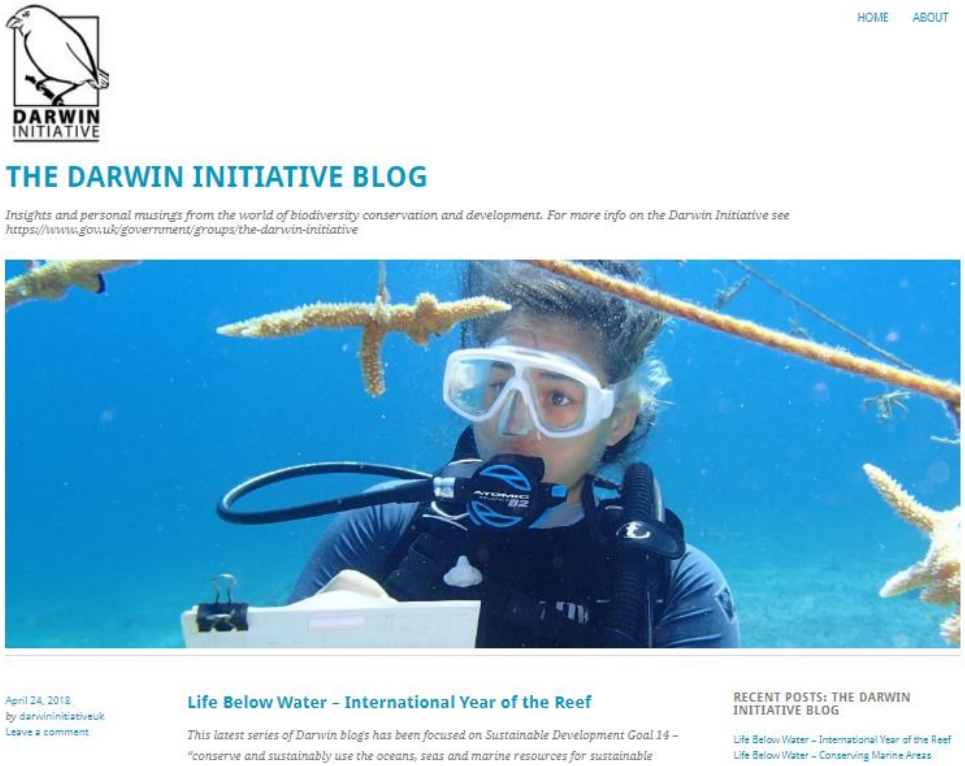
- Approximately Quarterly and themed around a particular topic
- 1 page A4 articles or less
- Use images to grab attention
- Distributed widely via e-mail, Twitter and internally in Defra
- IWT newsletter recently launched
- Darwin-Newsletter@ltsi.co.uk IWT-Newsletter@ltsi.co.uk

Twitter

- @Darwin_Defra
- Tweet us your project updates and blogs
- Over 4,000 followers
- #Nature4Life

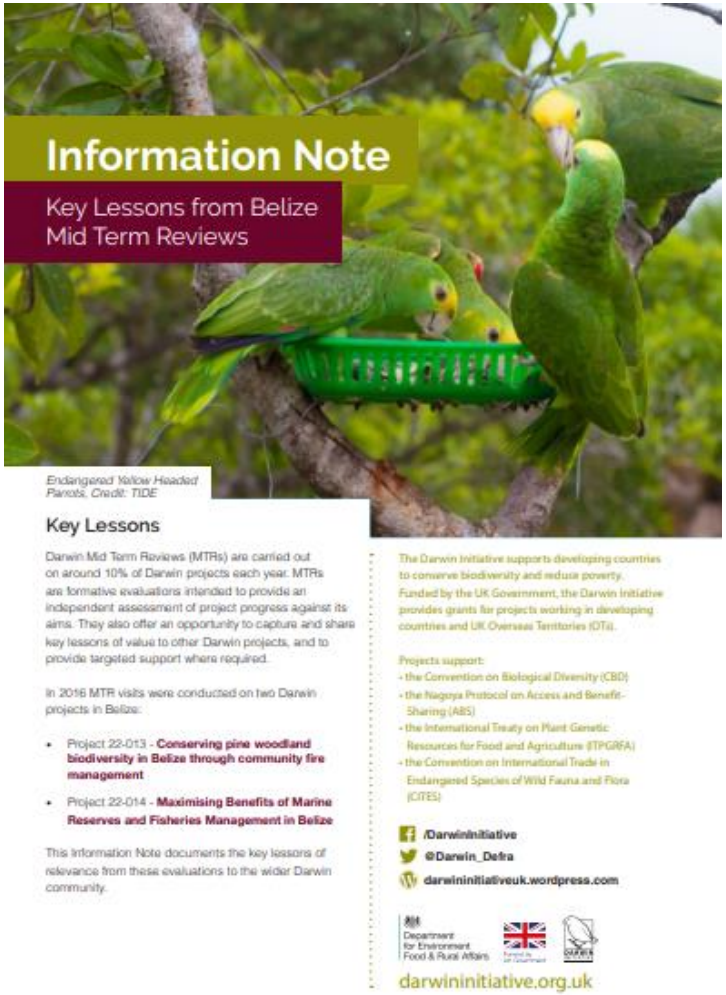
Blog

- Biodiversity and Poverty
- Monitoring and Evaluation Techniques
- Project Communications
- Newsletter articles
- Guest articles welcome!



Information Notes

- Technical guidance and learning
- Used to highlight and promote the Darwin Initiative
- For specific events or occasions
- Thematic
- Reliant on good images and good stories



Other Opportunities

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

Publicising your project

- Keep us informed of progress
- Please mention the Darwin Initiative and IWT-CF and use logos when you can
- Maintaining a high profile for the Darwin Initiative helps maintain Government funding
- Contact LTS and/or Defra for further info

Framing your project

- It is important consider how your project may be perceived by others
- Explaining your project to non-technical audiences is becoming more important
- The workshop will look at these issues in more detail and materials will be made available

Thanks for listening!