Welcome!

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Agenda

- Welcome from Defra
- Administrative eligibility
- Meeting objectives
- Finance
- Project team expertise and letters of support
- Risk framework
- Flexi-Grant and other FAQs
- *Questions*
- Gender & safeguarding
  Questions
- Communications
  Questions

Welcome from Defra

IWT Challenge Fund (IWTCF) and the Darwin Initiative are two sister funds in Defra's Biodiversity Challenge Funds Programme.

The intended impact of the **IWTCF** is to provide scalable, repeatable and innovative solutions to reduce pressure on wildlife from illegal trade and, in doing so, reduce poverty in developing countries.

Under the **Darwin Initiative,** projects must meet the aim of the Initiative: to slow, halt or reverse biodiversity loss and reduce poverty in developing countries.

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Welcome from Defra

In particular, we are looking for projects that can demonstrate:

- **Scalability** – what successes and lessons learnt can be scaled to deliver a greater impact beyond the project, e.g. at a landscape scale; replicable in another geography; capacity scaling; changing systems

- **Engagement** – how is the need identified? Who will benefit? How are they engaged in the project? What is the role of in-country partners in the design, delivery and legacy of the project? How are you building in-country capability?

Key changes this year

Darwin Initiative:

- Minor guidance changes

IWT Challenge Fund:

- Different app forms for each of the 3 schemes:
  - Extra - already demonstrated success at a smaller scale,
  - Main - testing innovative solutions to problems at a smaller scale, and
  - Evidence - designed to gather evidence to design an intervention
- Overlapping budget levels for Main and Evidence to better support small 'Main' projects

Key information

- Apply page
  - https://www.darwininitiative.org.uk/apply/
  - https://iwt.challengefund.org.uk/apply/
- All key documents, including guidance and templates, there including:
  - Guidance for applicants
  - Finance guidance
  - Flexi-Grant guidance
  - Terms & Conditions
  - Draft Word form – but submit via Flexi-Grant!
  - Various other templates

Key dates and deadlines

| Key date	Darwin Initiative Main	IWT Challenge Fund (Evidence, Main and Extra)
Stage 2 Deadline	Monday 12th December	Monday 19th December
Expected notification of results	End of February 2023 at the earliest	Mid-March 2023 at the earliest
Projects expected to start from	1st April 2023	1st April 2023

Meeting Darwin objectives

- Outlined in full in guidance
- Which convention priority & why
  - Link your application to the relevant Convention and national priorities – flag links to relevant targets – including NBSAPs and national priorities
  - Don't just list relevant agreements – sign-post **how** your project is contributing towards these
  - Can you demonstrate communication with the Convention focal point – perhaps by letter?

Meeting IWTCF objectives

- Outlined in full in guidance
- Which strategic theme and why?
- Consider national and international commitments and priorities.
- Don't just list relevant agreements – sign-post **how** your project is contributing towards these.
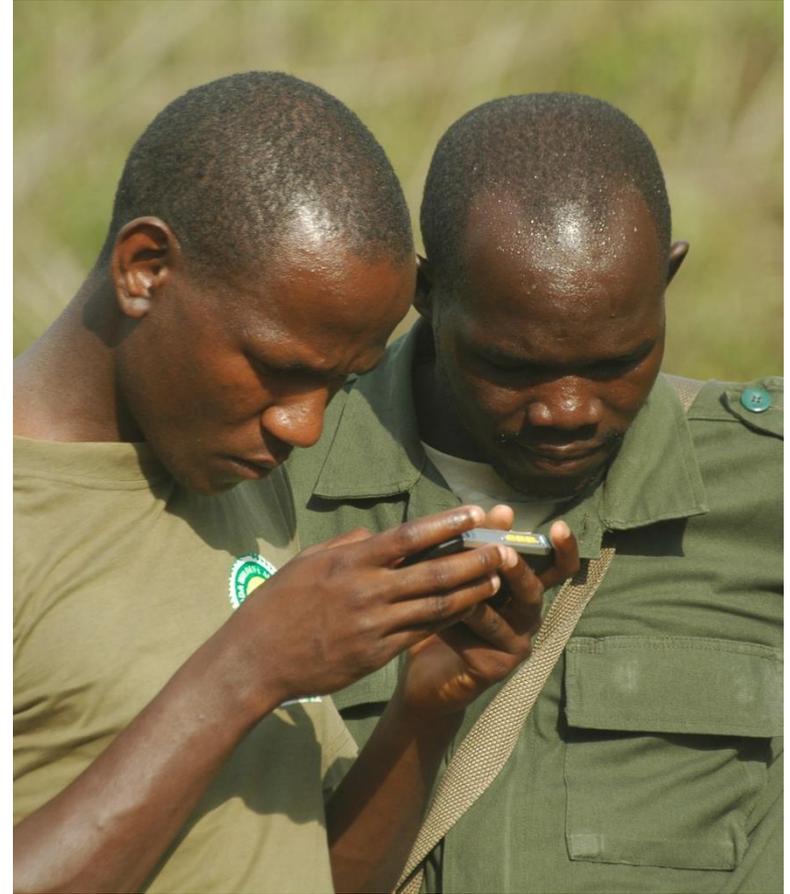
Administrative Eligibility

- Eligible dates (start after 1st April 2023) and budget limits (different for different schemes)

- Word counts and page limits are strictly enforced by eligibility checks

- Supporting docs including (see Guidance for full list):
  - **Cover letter** outlining how you have responded to feedback from St1 (but should also be in application)
  - **Letters of support** *including applicant organisation* – in one PDF document (partners, government, stakeholders…)
  - Last *2* sets of **signed/audited accounts** *in English and currency clear*
  - **Budget table** (matches request and certification in application)
  - **Timeline** using the template provided
  - **CVs** for key personnel: *partners and project teams* – in one pdf document
  - **Logframe** in correct template (not IWTCF Evidence – in application form)
  - **Risk framework** for IWTCF Extra only

- Past experience and awards (if new as a lead) including contacts for references (all in application – no uploads)

- Ensure you **check websites for any updates to templates etc before submission**

Finances - Budget

- PL normally expected 10% or more on project: if less please clarify

- 'Consultancy costs' and 'Other' – provide adequate detail

- Capital costs normally <10% otherwise clearly justify in text

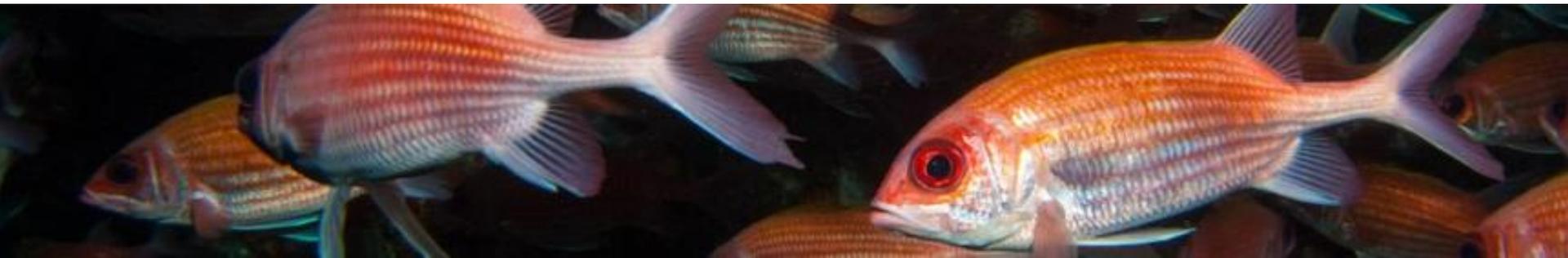- Allow for exchange rates to fluctuation – but no 'contingency'

Finances – Audit costs

Make sure you only request audit costs for the Lead Partner: check T&Cs for requirements and totals you can claim

- Projects under £100,000 – provide a statement of grant usage, up to £2,000 in last FY of project

- Projects between £100,000 and £599,999 - up to £3,000 in last FY of project

- Projects over £600,000 – annual audits, up to £3,000 in each FY

Always include audit costs, even if funded from other sources.

Matched Funding – in Flexi-Grant

Example from Darwin Initiative application form

- Ensure dates are eligible for this round

- Budget figures should match spreadsheet and certification

- For matched funding, the % should be of the **total** project cost (not compared to the Darwin/IWTCF request) i.e. if the Darwin/IWTCF % of total project cost is 70% then matched funding is 30%

- Large % matched funding unsecured is risky - we ask you to outline how you will manage if this is not secured

Finances – general

- It is good to see a significant % of funds going directly to host country partners/costs – but no specified amount

- Consider budget spread across FYs

- T&S - include testing/quarantine costs if needed, but assumed less likely now. You cannot increase the budget later.

- % of funds on M&E (between 5% and 10%)

- Refer to Finance Guidance

Attention to Risk - Financial

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

- Fraud
- Bribery
- Misappropriation of funds e.g. ineligible allowances, arithmetical errors, lack of reconciliation of funds
- Exchange rate fluctuations. You cannot increase the budget later
- Recruitment delays leading to shift in timescales and funds being approved for the wrong financial year
- Ongoing effects of Covid e.g. travel, partner income etc

These are different to the Assumptions in the logframe which may also include

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

Project team expertise

- Include CVs or ToRs of team members *critical* to delivery
- Ensure skills presented match all 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 and names
- Avoid submitting teams with too many 'TBC' posts or pen portraits

Project team – in Flexi-Grant

Example from Darwin Initiative application form

Q31. Project staff

Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project.

Please provide 1-page CVs or job description, further information on who is considered core staff can be found in the Finance Guidance.

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
*	Project Leader	*	☐
*	*		☐
			☐
			☐

Do you require more fields?
◯ Yes
◯ No

Make sure that staff names here match the names and roles in the budget

This is for project staff key for delivery – no need to list **all** staff (up to 12 slots). If more than 12 needed, provide a full table with CV pdf

For anyone named here:

- Max. 1 page CV must be provided

- If funded, permission needed to change

Project partners

- Partners vs stakeholders – partners have explicit project governance role

- Clear evidence of buy-in from partners is needed at Stage 2 through provision of Letters of Support

- Important that listed partners actually reflect true partnerships – are they critical to project delivery and involved in project management/decision making? (vs stakeholders who may well be involved but not actually delivering activities)

- Evidence of support from the eligible country government is particularly critical

Letters of Support

Avoid 'template' letters of support. Strong letters of support are expected to include the following elements:

- the extent to which partners have been involved in the development of the proposal

- an outline of how the proposed work aligns with organisational priorities **and** the priorities of the country

- information on the capacity of partners to support the project

- specify actual level of support e.g. any matched funding your organisation is proposing, either financially or in kind

- English or translation required (doesn't need to be certified)

Poll

How is the pace of this webinar?

- Far too slow

- A bit slow

- About right

- A bit fast

- Far too fast

Risk Framework

- Risk management
  - 6 key risks need to be included in the app form table
  - 3 mandatory risk categories – fiduciary, safeguarding and delivery chain
  - 3 other risks

Additional materials

Q13. Methodology

Describe the methods and approach you will use to achieve your intended Outcome and contribute towards your 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. Please cite evidence where appropriate.
- The rationale for carrying out this work and a justification of your proposed methodology.
- 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 documents before answering this question.

(This may be a repeat from Stage 1, but you may update or refine as necessary)

You have entered 0 words (750 words max)

Methodology should be clear and link to logframe

Additional links/maps/ToC (for example) can be included as **one PDF** – but be reasonable! **5 page limit**

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

Other common issues

- SMART logframes – separate session focused on M&E
- Upper Middle Income Countries – address additional criteria
- 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.
- Consider how project results will be taken up (policy and research projects common offenders!). Communication strategies should be clear and consider who the audience is, how they will use the results, when they will be engaged etc.

Flexi-Grant FAQs

I have completed my application, but I can't see the "submit" button.

I am not the lead applicant but would like to be – how do I do this?

I use Flexi-Grant for other grant schemes and they require another stage of sign off – do you have this stage?

For all of the above, if you continue to have problems, please get in touch – if you can't submit at the deadline, please send us an email and we will get in touch the following morning.

Gender and safeguarding

What is gender?

Gender is a social construct referring to the economic, social, political and cultural attributes and opportunities associated with being men and women

- When considering "gender" it is also important to consider broader aspects of social inclusion:
  - Men and women are not homogenous groups
  - Consider other vulnerable groups such as children, the elderly, or people with disabilities

Do no harm

- Consider not only the benefits but the potential **costs** of project activities

- Are there any project components that could potentially make life harder – for men or women?

- If so, how will this risk be mitigated?

Gender in your applications

- We need to see that you have considered gender in your applications. From the Guidance:

  All projects must consider how they will contribute to reducing inequality between genders, with activities expected to generate net benefits for women and girls.

- Avoid only including generic statements, such as that your organisation is an equal opportunities employer – we are interested in this **project specifically**, not your broader work

- Your project might not be able to engage significantly – but at least show us you have analysed and understood the context e.g. if you are working in a patriarchal context

Exploring gender dimensions

- Speak with people living in communities where project implemented

- Focus groups and interviews

- If you aren't working directly with communities – who are your stakeholders? Who will be benefiting from the project? Will proposed policy impact men and women differently?

Gender in your projects

4 steps to integrate gender into your projects:

1. Understand and examine gender dimensions of the project and setting

2. Develop project elements and activities

3. Develop project indicators for monitoring gender integration

4. Develop broader institutional process to further gender integration

Source: Conservation International's "Guidelines for integrating gender into conservation programming"

Gender in your applications

Focus on the specific gender context of your proposed work:

*"**Impact on women will be evaluated** to ensure that women are benefiting equally from the activities, as **women make up around 60% of subsistence farmers in these regions**."*

And, if possible, directly link your gender analysis with how your proposed work will address it:

*"Beekeeping equipment (e.g. suits) provided to be available in sizes to fit various body types and the hives and **techniques promoted will focus on those enabling beekeeping at ground level** rather than in trees **(suspended hives often exclude women)**."*

What is "Safeguarding"?

Safeguarding in its broad sense means protecting people from unintended harm, and ensuring measures have been put in place to protect the health, welfare and human rights of individuals.

UK Government supported projects must ensure that they fully protect vulnerable people at all times, wherever the project is located.

Who should be safeguarded?

All projects are expected to provide a **safe and trusted environment** which safeguards anyone who the organisation has contact with.

This includes:

- Beneficiaries
- Project staff
- Volunteers

This includes where **downstream partners** are involved in project delivery.

Key safeguarding principles

- Everybody has responsibility for safeguarding

- Do no harm

- Be transparent and accountable

- Safeguarding can be addressed through the four pillars of **prevent, listen, respond and learn**

Safeguarding Requirements

In order **to receive funding** the Lead Partner must:

- Have a **safeguarding policy** in place (and include with application)
- Keep a detailed **register of raised safeguarding issues**
- Have **clear investigation and disciplinary procedures**
- **Share your safeguarding** with project partners
- Have a **whistle-blowing policy**
- Have a **Code of Conduct** in place for staff and volunteers that sets out clear expectations of behaviours

You need to also clearly outline how you will put your policies into practice through your proposed project in the application form and outline safeguarding risks in the risk assessment table

Additional resources

- Conservation International has a number of resources on how gender interacts with conservation, including [guidelines for integrating gender into conservation programming](). Further resources can be found on their [website]()

- Fauna and Flora International implements conservation programmes with integrated gender components. Their [website]() includes information on their overall approach, lessons learned and key questions to consider

- Resources on minimum operating standards can be found [here]() as well as resources on [core humanitarian standard]() on quality and accountability
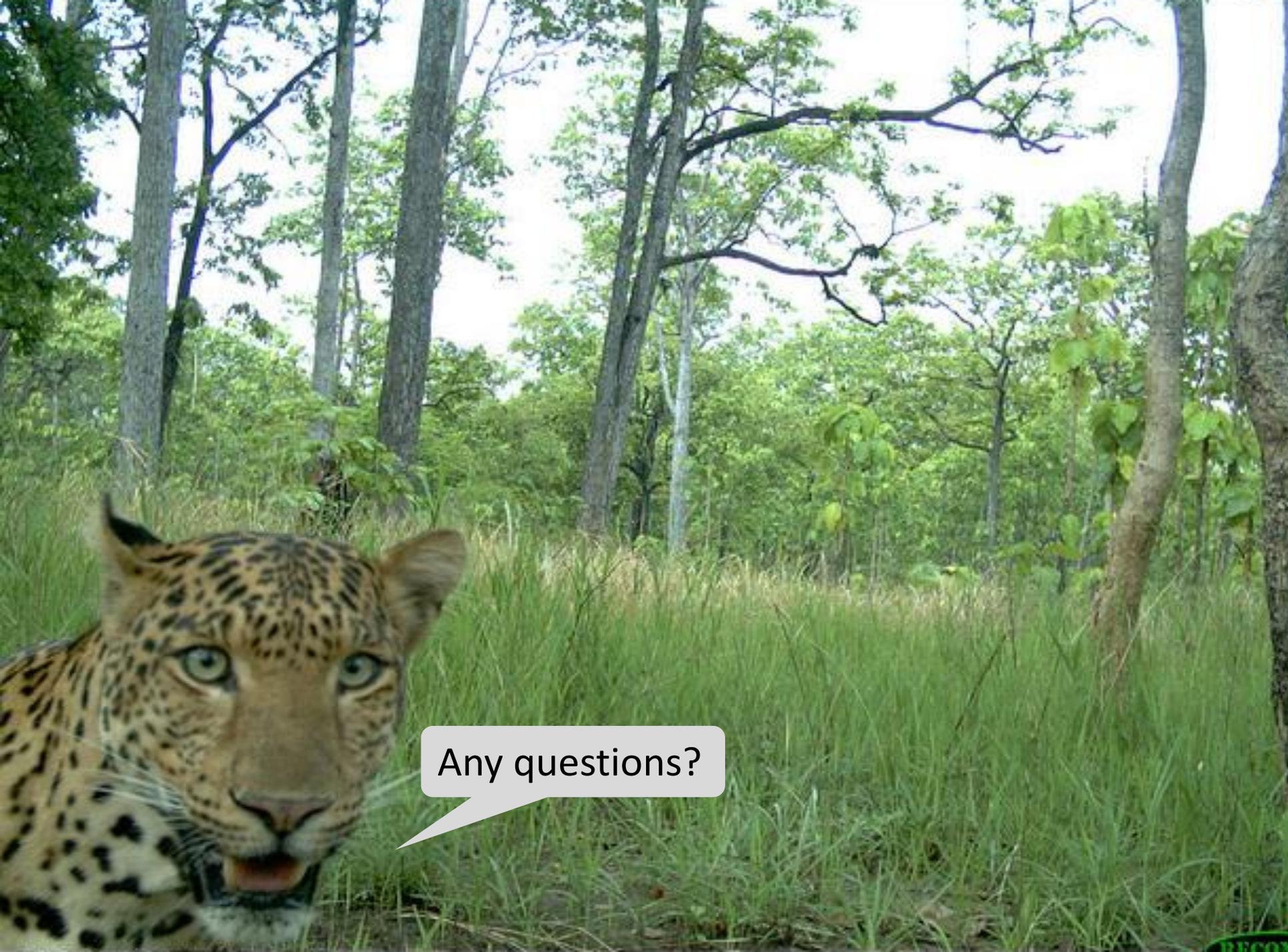
Any questions?

Communicating about projects

The importance of communication

What stages of the project cycle do you think communication is relevant to?

- Design/application stage?

- Starting up your project?

- During implementation?

- As your project nears its end?

- Project reporting?

All stages of the project...!

Design/application stage	✔
Starting up your project	✔
During implementation	✔
As your project nears its end	✔
Project reporting	✔

What can communication help you with?

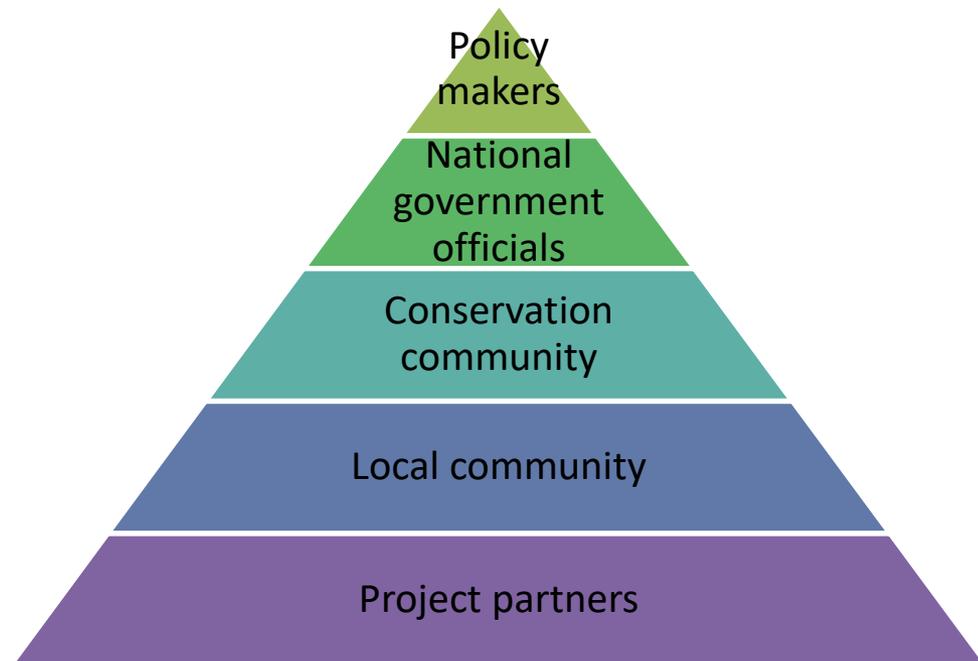| Design/ application stage	To **EXPLAIN** your proposed project and articulate your intended approach and its value
During implementation - from start to end	To **ENGAGE** stakeholders in your project, create a positive attitude towards it, and demand for its results
	To manage people's **EXPECTATIONS** about what you can and will achieve
	To **INFLUENCE** people, and change their behaviour to support or take up your results
Project reporting	To **DEMONSTRATE** how well you are delivering your project and what you are learning

A tailored approach

Communication with key stakeholders is important as they can often impact the overall success of a project. Effective communication can ensure buy-in and project support.

When communicating with stakeholders it is important to remember that a 'one size fits all' approach may not be the most effective.

Different stakeholder groups have different levels of understanding and interest and therefore this should be considered.

Policy makers

National government officials

Conservation community

Local community

Project partners

The challenging of communicating complexity

- Darwin projects are inherently complex

- At Stage 2 you have a limited number of words to outline the problem your project will attempt to address

- Need to identify the core, central problem, this informs the logframe

Consider perceptions

- How might other people perceive what you say about your project?

- The world is not full of conservationists

- Don't assume people make the same mental links to global good

- A catchy title to get your project noticed? By who?

- Short & snappy, but err on side of caution