**Darwin Initiative Extra: Final Report Review**

**Submit to:** **BCF-Reports@niras.com** **including the project ref in the subject line**

**Darwin Initiative Project Information**

|  |  |
| --- | --- |
| Project reference |  |
| Project title |  |
| Country(ies) |  |
| Lead Partner |  |
| Partner partner(s) |  |
| Darwin Initiative grant value |  |
| Start/end dates of project |  |
| Project Leader name |  |
| Project website/blog/social media  |  |
| Review date |  |

The notes in blue are guidance for reviewers and not all guiding questions need to be answered – only those that are relevant to this project. **Please remove the guidance notes from all sections before submission.**

This review should provide an independently verified viewpoint of the project. This should include the impact, challenges and lessons learned. Please therefore document how the project achieved its results with clear reference to evidence submitted. It is important to ensure this is a fair and balanced review. Please ensure all comments (positive and negative) can be substantiated by reference to material submitted with the Final Report.

This review will be shared with the project and relevant UK Government Departments. It may also be shared with organisations asked by the UK Government to review the effectiveness of the Darwin Initiative. There is no plan to share the review publicly. However, you should be aware that all information held by HMG can be subject to a freedom of information request.

You will be supplied with the full project file to undertake your review. The application document forms the contract between Defra and the project. Please ensure you read this first. It may also be helpful to read the full Final Report template as this includes similar guidance that will help you understand what the project was asked to report on.

The Final Report should be a stand-alone report. It should not be necessary to read previous Annual Reports.

Some projects may have made changes to their project since its start. Projects are required to seek approval for changes at the Impact, Outcome or Outputs levels (activity level changes do not require approval), in addition to budget and staff changes. These changes, if approved, should be documented in Change Request Forms which will be in the file you receive.

If you have a project that has made unapproved changes to its design please check with the Biodiversity Challenge Funds Administrator before proceeding any further
(BCF-Reports@niras.com).

It is expected that this review will be 5-8 pages in length. Please do not exceed this limit excessively.

# Project Summary

Please use maximum of half a page (ideally less) on this section.

* Give a brief summary of the project, its main activities and Outputs.
* This section should only contain facts about the project based on information contained in the Final Report.
* Feel free to copy and paste from the report for this section if it is suitable, but do ensure the language is appropriate.

# Project Outputs

Please provide evidence when answering the following:

* Were the project’s Outputs achieved?
* Were there any challenges achieving these?
* Were these challenges due to circumstances outside of the control of the project (but outlined in the assumptions?) or were they within the control of the project?
* Was the project well managed?

# Project Outcome

* What was the project’s Outcome?
* Was it achieved? Please include any comments to qualify this. Please substantiate any claims with reference to evidence provided.

What grade would you give the project for how well it achieved its Outcome? Please only use the grades available below and leave the table in the review.

**Grade:**

|  |  |
| --- | --- |
| **Grade** | **Outcome description** |
| A++ | Outcome substantially exceeded |
| A+ | Outcome moderately exceeded |
| A | Outcome met expectation |
| B | Outcome moderately did not meet expectation |
| C | Outcome substantially did not meet expectation |

# Project achievements and Impact

Please use a maximum of two pages on this section. This section should be based on analysis and evaluation of how any achievements were made.

* Is there evidence that the project is contributing to its Impact?
* Has it reviewed its assumptions to ensure they still hold true?

Comments made here must be substantiated through reference to at least one (ideally two) sources of evidence. Where evidence has not been submitted and the comments are unsubstantiated please make this clear e.g., the project says this to be the case but no evidence was submitted to substantiate this.

Please highlight any interesting points, over-achievements, or especially poor points or outputs that were achieved.

# Contribution to Darwin Initiative Standard Indicators

We have recently developed a list of Standard Indicators against which new projects are required to report (see the [Darwin Initiative](https://www.darwininitiative.org.uk/resources-for-projects/reporting-forms-change-request-forms-and-terms-and-conditions/) website for details). While projects which have recently closed may not have reported against these indicators, we asked projects to try to align their originally chosen indicators with the list of recently developed Standard Indicators.

* Have the Darwin Initiative Standard Indicators been selected and reported against appropriately?
* Are there other Standard Indicators you think the project could have reported against but they haven’t? If yes, please provide details.

# Project support to poverty reduction

All Darwin Initiative projects are required to contribute to a reduction in poverty. Projects working in Upper Middle Income Countries must clearly demonstrate:

* advance knowledge, evidence and impact in Least Developed or Low-Income Countries, or
* contribute to the global public good, for example by advancing understanding and/or strengthening the knowledge base related to biodiversity conservation/sustainable use and poverty reduction, or
* contribute to serious and unique advancements on a critical issue as a result of specific circumstances of the upper-middle income country that could not be made elsewhere.

Is there evidence that the project contributed to poverty reduction? Has the project provided information on whether or how they supported the most vulnerable communities?

# Contribution to gender equality and social inclusion

All projects are required to promote equality between persons of different gender and social characteristics.

* Is there evidence that the project contributed to ensuring individuals achieve equitable outcomes and engaged participants in a meaningful way?
* Has the project provided information on whether or how they supported the most vulnerable communities?
* Has the project made any particularly notable achievements to gender equality and social inclusion?
* Please provide comment on the proportion of women on the Project Board and the proportion of project partners that are led by women.

# Risk management

* Did the project have an appropriate approach to risk management?
* Did any significant risks arise over the lifetime of the project that were not previously accounted for?
* Have any significant adaptions been made to the project design to address changes to risk?

# What is the sustainability and legacy of the project?

What achievements are likely to endure and why?

# What lessons learned/failures/challenges from this project could be used to improve/inform future Darwin Initiative projects or the wider Darwin Initiative programme and community?

Consider issues such as:

* What worked well, and what didn't work well?
* What would the project do differently next time?
* What recommendations would you make to others doing similar projects?
* What key lessons have been learnt as a result of this project? (including administrative, management, technical, M&E).

# Safeguarding

Biodiversity Challenge Funds are committed to supporting projects develop and strengthen their safeguarding capabilities and capacity to prevent, listen, respond and learn.

Please provide a comment on the project’s approach to safeguarding within the last 12 months. You should consider the following:

* Has the project updated its safeguarding policy within the last 12 months?
* Have any concerns been investigated within the last 12 months?
* Has there been any training conducted and/ or are there any developments or activities planned around safeguarding in the coming year?
* Has there been any lessons learnt or challenges on safeguarding?

Please ensure no sensitive data is included within responses.

# Project expenditure

The Final Report should tabulate grant expenditure and explain any variations from the original application. The report is only accounting for the funds in the last active period of the project, not for the full project so you should comment accordingly. If this section is incomplete, please still carry out your review as we can deal with the finances separately if necessary.

* Are stated changes in the budget clear, sensible and justified and is the level of detail on expenditure adequate?
* How were changes managed by the project?
* Does the project appear to be good value for money? If not, what could have improved this?

# Key Facts for Defra Publicity

Please use maximum of half a page (ideally less) on this section. Think about what could be quickly synthesised and used by Defra to highlight a project’s success, but remember that some projects will not lend themselves to publicity. Think about items that Defra might be interested in that tell a story or make it different/new/exciting from other projects.

For example:

* *The project has established the first fully participatory protected area in Sierra Leone.*
* *The project has supported local poor people to become involved in the governance of natural resources that are vital to their wellbeing.*
* *The protected area was designed to support the conservation of the lesser pink parakeet, a critically endangered species. Without this work the parakeet is in serious danger of becoming extinct.*