

Illegal Wildlife Trade (IWT) Challenge Fund

Stage 2 Workshop

29th and 30th October 2020

Webinar and Virtual Workshop Proceedings

On 29th October, a series of virtual workshop and webinar sessions were held via Zoom and GoToWebinar software. The webinar focused on frequently asked questions and common issues encountered by applicants, and provided the opportunity for applicants to ask any last minute questions related to their applications. The virtual workshop content focused on M&E, the effective use of project design tools, and the importance of good evidence and appropriate indicators. On 30th October a presentation given by Justin Gosling, a member of the IWT Advisory Group, provided insight for Stage 2 applicants on what makes a good application and allowed applicants to gain a better understanding of the key considerations of the IWT Advisory Group.

This note covers the frequently asked questions as well as those specific to different areas of the application and answers along with participant feedback on the workshop.

The presentations from the day plus the exercise handout can be accessed via the Darwin Initiative website [here](#).

The “[Guidance for applicants](#)” and “[Finance guidance](#)” documents should be your first reference point if you have queries when developing your application. These can be accessed via Flexi-Grant and also on the GOV.UK website.

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Webinar Agenda – FAQ and common issues

Agenda Item
IWT Challenge Fund Policy Priorities
Administrative eligibility
Meeting objectives
Finance
Project team expertise and letters of support
<i>Questions</i>
Avoiding common issues in Flexi-Grant
Gender & safeguarding
<i>Questions</i>
Importance of communication
Final Questions & Close

Overview of Frequently Asked Questions and Common Issues Webinar

A total of 50 people registered, and 43 people were able to attend. See Annex 1 for details on the spread of people attending the webinar.

The objectives of the session were to:

- Respond to a number of frequently asked questions related to eligibility, finance, Flexi-Grant, gender and M&E.
- Provide the opportunity for applicants to ask questions of the Darwin/IWT administrators and Defra.

The webinar was open to IWT Challenge Fund Stage 2 applicants..

Webinar Q&A Finance and Admin

Q. Under co-financing section there is sub section "unsecured" could you explain more?

A. Unsecured funding could include funds that you have applied for, but have not yet received. This may also include additional funding that you are also actively seeking. The total project cost you show in the budget template should be a sum of the amount requested from IWT plus any matched funding, whether secured or not.

Q. Is there a maximum percentage amount that the project budget may increase between Stage 1 and 2?

A. There is currently no limit to the percentage you can increase your budget by between Stage 1 and Stage 2. However, any significant changes to the budget should be acknowledged in your cover letter with adequate justification provided.

Q. How flexible is the M&E budget proportion? Could M&E costs, for example, go up to 15% (with appropriate justification)?

A. We recommend that between 5 – 10% of the budget is allocated to M&E, however with adequate justification you are able to go up to 15% or higher.

Q. If capital cost e.g. for vehicle purchase is more than 10% of the budget but is more cost effective than rental, might that be acceptable?

A. Yes, this is probably one of the most common examples we see where capital costs may be greater than 10%. However, you will still need to be clear on why this might be the best approach and outline what will happen to the vehicle after the project lifetime.

Q. What is the recommendation for overhead rate?

A. Further information on overheads can be found in section 1.3 of the Finance for Darwin/IWT guidance.

Q. The IWT Challenge Fund budget template only has rows for 14 people on the "staff" tab, is more space available, or would you only like to see the 14 most important people and not support people?

A. The budget template is currently set up to provide a guide on the level of information that we are interested in. If necessary, we can add in additional rows in the budget template, however we strongly advise that applicants try to work with the number of rows that are provided. In the interest of saving space, it is possible for applicants to merge positions together (such as Admin/Finance), rather than having these positions on two separate lines.

Q. In Q6 Budget summary - just to confirm this is the figure we are requesting from the IWT fund rather than the combined total of IWT fund plus match?

A. Yes, for the budget summary question please only include the amount you are requesting from the IWT Challenge Fund. Separate questions relating to matched funding can be found under questions 6a and 6b and later in the application form.

Q. Can you explain more about match funding? Is this accounted for as co-financing?

A. Yes, we consider matched funding and co-financing to be the same thing. Matched funding is any financial support being provided to the project that allows you to cover the entire cost of the project.

Q. Is there an evaluation of the overall size of the organisation in comparison to the size of the requested grant?

A. We do carry out an assessment on the capacity of the organisation to manage the funds that they are requesting, this is done through evaluation of the audited accounts. If you are unable to meet this criteria, this does not automatically make you ineligible for funding, however we may require further clarification to provide assurance that you are able to manage the value sought under the IWT

Challenge Fund. See section 3.1 of the Finance guidance for specific details on level of income required.

Q. If funds are secured but not under the name of this proposal, can they be utilised?

A. If you have funding that you can put towards matched funding for this project that is fine.

Q. With other grants we hold with co-financing, unless the new funds we received are clearly indicated towards the main project (with the exact project title) they are not considered eligible as match.

A. At the moment this is not a requirement under the IWT Challenge Fund, we do not require you to specifically link funding to the proposal.

Q. Which category in budget line is suitable to include the activity costs? For example livelihood supports to the IWT affected households.

A. This is dependent on your project design – activities may include a mixture of staff time and operating costs. Ensure that you plan your budget that is suitable for your organisation's financial systems – whatever you set up should be easily managed internally.

Q. Are in-kind contributions from lead and partner organisations considered matched funding?

A. If you are able to put a financial figure against the contribution this would be considered to be matched funding and should be included in your application as such.

Q. Is there a limit on minimum amount of funds that can be requested from the fund?

A. Under section 5.1 of the IWT Guidance we expect proposals to range from £50,000 to £600,000 and would highly suggest that applicants follow these recommendations. Proposals above the upper threshold will only be considered in exceptional circumstances and would need to be strongly justified.

Q. For organisations that haven't had an IWT/Darwin project before, can the experience section include current as well as past contracts of similar size?

A. Yes, these examples are not limited to just being Darwin or IWT examples. Projects do not need to be completed, but any current projects should be underway and able to reference your experience and capacity.

Q. Should we include support letters from secured funds from co-financing figures?

A. Only letters of support from partner organisations are required. However, it may be useful to include letters of support from co-financing organisations as part of a combined pdf if these are available.

Technical

Q. If your project has impact evaluation as a main activity, is it better to keep this separate from M&E and then for M&E focus on the implementation of the project?

A. Yes, particularly if your main activities are focused on evaluation which are not very M&E specific.

Q. We got confused on the Implementation Timeline. We got from the site the one for Darwin Plus which presents FY1 beginning with Q2 Apr-Jun until Q4 Oct-Dec; FY2 Q1 Jan-Ma; then ends FY4 Q1 Jan-Mar. Is this correct as it doesn't align with the Budget years?

A. There is a separate implementation timetable available to download from your Stage 2 Flexi-Grant application form that is specific for IWT Challenge Fund projects. The reason for the difference in the Darwin and Darwin Plus timetable is because in this round these projects can only begin from 1st July 2021 whereas IWT Challenge Fund projects can begin from 1st April 2021 and should end by 31st March 2024.

Q. Does the logframe have to be exactly the same as in round 1?

A. Your Stage 2 logframe need not be exactly the same as the one you previously submitted – there is a different template available for Stage 2 which includes an activities section. We would also recommend you make any changes in response to feedback you may have received on your logframe. In general we would encourage projects to review their logframes to ensure that they are robust and contain SMART indicators.

Q. Do you accept if baselines will be collected in the first 6 months of the project and are not available at application stage?

A. We understand that it may not be possible to have already established the necessary baselines for your project context and therefore would encourage you to focus on establishing baselines within your project's first year. It is important that this has been made clear in your logframe.

Project Staff

Q. Should specialist suppliers (e.g. creative media houses) be included as project staff or consultants? This would be a supplier working under a service contract rather than a partner.

A. From the example provided, we would consider the specialist supplier to be considered as a consultant. Further information on what Defra considers to be a consultant can be found in the Finance for Darwin/IWT Guidance.

Q. Key project staff - does this also include partners organisations?

A. Yes, this does. When we refer to key staff, these should include everyone who will be directly involved in the project which may include individuals outside of the lead organisation.

Q. Is there a standard ToR for the end of project consultant?

A. No, we do not provide any standard terms of reference – this is very much left up to the lead organisation.

Q. Can we include a consultant as part of the core team?

A. Yes, consultants can be included as part of the core team. It is acceptable for lead organisations to hire or recruit consultants or experts to manage parts of the project on their behalf. If you are hiring a consultant or expert for a short period of time however, it may make more sense to include this under the ‘consultancy’ budget line. Sections 1.1 and 1.2 of the Finance for Darwin/IWT Guidance provide more information on staff vs consultancy costs.

Gender & Safeguarding

Q. Where can we see the four gender steps on the slides?

A. All of the slides from the webinar and interactive workshop sessions can be found on the Darwin website [here](#) and we have now added a slide with these steps. When considering how to integrate gender into your projects we believe there are four main steps, which have been outlined below:

Step 1: Understanding and examining gender dimensions

Step 2: Developing project elements and activities

Step 3: Developing project indicators capable of measuring and monitoring gender integration (for example through the inclusion of gender disaggregated data)

Step 4: Developing broader institutional processes to further gender integration in the project context

Q. Do projects that promote alternative livelihood opportunities that target socio-economically disadvantaged women demonstrate strong gender component? What suggestions do you have towards justifying that financial outcomes will lead to addressing gender inequality?

A. It is very dependent on the project context, we do not necessarily want you to add in female-focused activities if this is not appropriate. Projects should have a good understanding of the context it intends to work in and propose appropriate activities.

Q. For organisations who may not have safeguarding policies in place but are willing and planning to development them, can this be done as a pre-requisite to project start (but not submitted as part of the proposal)?

A. You will not be able to receive IWT Challenge Fund grant money or begin your project without a Safeguarding Policy and a clear approach in line with the requirements outlined in the Guidance. If you are unable to provide a copy of your safeguarding policy with your Stage 2 application, you will need to provide adequate justification as to why this is the case and provide this as soon as possible.

Communications

Q. I don't see any specific section for communication strategy...where are we putting this information in the application?

A. There is currently no specific section in either the application forms or IWT Guidance for communications strategies. However, we highly encourage applicants to think about how they will communicate about their projects to stakeholders, beneficiaries and other relevant groups. In your Stage 2 application you will be asked to provide a short, plain English summary of what your project aims to do ensuring that it is suitable for a non-technical audience. If you do have a communications strategy in place, the best place to include this would be under the Methodology question.

Q. Our project (crime investigation) has to be highly confidential until the court cases end. We therefore can't do any comms until the end. Will we be marked down for lack of comms before then?

A. Many of our IWT projects work on highly sensitive topics and therefore are unable to freely communicate their projects – however this will not impact the success of your application. Through our communications presentation we aimed to bring awareness to the usefulness of communications and encourage applicants to consider whether their approach is best suited for their target audiences. Although your project may not be able to publicly communicate through social media, for example, communication with project partners, stakeholders and beneficiaries is still very important.

Q. Are there any guidelines the comms teams of the IWT Challenge Fund and the implementing institutions need to follow when communicating about the project?

A. If you are to successfully receive funding through the IWT Challenge Fund, further information on how to acknowledge the support for the Fund and the UK Government is provided in your project terms and conditions. We encourage IWT projects to acknowledge that they are “funded by the UK Government through the Illegal Wildlife Trade Challenge Fund” and through the use of the UK Aid logo. However, there are currently no other instructions that projects are required to follow when communicating.

General

Q. How do we provide an original signature at the end?

A. Signatures can either be uploaded as pdf, jpg or png files, we will also accept reuploads of the final signed page of the word application form. Failure to include a signature for your Stage 2 application will result in the entire application being rejected.

Q. Can we upload a pdf of footnotes and acronyms?

A. Yes, any relevant additional documents can be uploaded as a single pdf using the file upload button under question 22. We would advise that you try to keep any additional documents (i.e.

those that are not mandatory as part of your application) to a minimum and only upload those that you think are most useful and/or important.

Q. Whom should be the letter of support written to? Directly to Defra or the lead organisation?

A. What is included in your letter of support is more important than who it is addressed to. Letters of support can either be directly addressed to Defra, the IWT Challenge Fund Advisory Group or the IWT Challenge Fund.

Selected Webinar Feedback

How useful did you find the webinar?

Of the 43 people who attended the webinar, 16 attendees provided feedback. 10 attendees reported finding the webinar **very useful** and 6 attendees responded that it was **moderately useful**.

How did you find the pace of the webinar?

Out of the 43 attendees a total of 34 provided feedback. 29 found the pace of the webinar just right, with 2 stating it was a bit slow and 3 saying that the pace was a bit fast.

Would you be interested in similar webinars in the future?

All 16 attendees that provided responses agreed that they would be interested in similar future webinars.

Please share your thoughts on what you found useful

There were some useful tips on what pieces we could have missed: highlighting Defra priorities in the methodology and problems section, pieces of capital costs, etc.

I think it is probably not necessary at this stage to explain the objectives of the Fund. It was useful to have the opportunity to ask specific questions. I will use some points that were discussed to (hopefully) strengthen my application.

The advice on what the letters of support should include was especially helpful, thanks. Also the advice to discuss how the partnership with new project partners is going.

I found the clarification on the gender topic useful.

I found all the different presentations useful, but maybe there could be less group exercises.

Gender, very useful – also safeguarding was good to understand.

The question and answer session was very useful.

All topics were relevant and clear to understand – especially on finance and gender issues.

Information on communication.

Do you have any recommendations for how we can improve?

Please speak a little bit slow so that non-native English speakers can effectively understand the sessions.

It would be helpful if this webinar could take place earlier! As in at least 4 weeks before the deadline!

A longer seminar to cover things with more time.

Do you have any suggestions for future webinar topics?

An example of a complete Stage 2 application would be useful.

Maybe divide the webinar into separate sessions that cover specific topics to make them more focused.

Similar for other grants.

Gender conservation to increase NGO's capacity on the topic.

Virtual Workshop Agenda

Agenda Item
Introduction to the Workshop
Project Design Tools <ul style="list-style-type: none">- Why use project design tools- Articulating your "pathway to change" Group Exercise: Introducing effective logframe development
Break
The Importance of Good Evidence and Appropriate Indicators <ul style="list-style-type: none">- Identifying SMART indicators- Collecting and reporting evidence Group Exercise: SMART indicators and means of verification
Workshop Close

Key points or common issues arising from the virtual workshops

Project Design Tools

Key observations from participants in the logframe and theory of change exercises included:

- The importance of using consistent language in logframes to ensure the various components of the logframe are as easy to identify as possible.
- It is often challenging to distinguish between project activities and Outputs.
- Assumptions are not always clear – clearly articulating assumptions can help demonstrate the project logic and strengthen the project logframe.
- Sometimes the problem/Impact/Outcome statement can seem vague or broad. It can therefore be hard to tie the project activities or Outputs back to them, with a risk that there are gaps in the logic.

The Importance of Good Evidence and Appropriate Indicators

Key observations from participants in the indicators and evidence exercise included:

- Indicators must be specific. Where they are not, it becomes difficult to identify where on the logframe they should be placed.
- Indicators should be selected that are comprehensive enough to measure all aspects of a project's outputs and outcome.
- Identifying baselines is a crucial part of indicator development. If you do not yet know all of the relevant baselines for your intervention it is important to make it clear when, and how these will be identified.
- Projects should ensure that indicators are timebound, but avoid having all targets being met at the project end. Through staggering the timing, project progress can more effectively be measured.

'What Makes a Good Application?' – IWTAG Presentation Q&A

Q. I was wondering what percentage of 40 applications selected for Stage 2 will be funded?

A. The number of applications that are successfully funded following Stage 2 is dependent on the overall availability of the Defra budget. However, the recommendations from the Advisory Group is partly dependent on how applications score at Stage 2 – for example, if there the highest scoring applications have lower budgets, a higher number of applications would be able to secure funding.

Q. Our project is about prosecuting criminals more effectively with a wider range of more significant charges. Some of the criminals are female. How do we address the gender equality aspect?

A. Applicants should ensure that they review the guidance section on gender. When it comes to addressing gender it is important that you project supports communities and that this is reflected in the logframe. In this example it may not be possible for there to be a gender balance in the number of prosecutions. When addressing gender it may be best to consider how your project is supporting gender equality in the wider target community.

Q. How involved should the national British Embassy be involved? I understand this is encouraged. We have sent our project and they responded that they got our email, but nothing else. Should we be doing more?

A. The most important thing is that you have made contact with the relevant High Commission or Embassy and are able to provide evidence of this. Different High Commissions/Embassies may be able to engage to different degrees so their ability to respond is outside of your control. We encourage making contact in your target country as this can help secure support for your project and enable you to make important links with other projects in the region.

Q. If we don't get through will you always provide feedback at this stage so we can go away, improve and try again next year?

A. At Stage 2, all applicants receive tailored feedback whether they are successful or not. Prior to submitting your Stage 2 application, it is important to ensure that any feedback received at Stage 1 has been addressed both in your Stage 2 application form and also in your cover letter.

Q. I have a question about Q17 'Methodology'. Q17 is written as if this is a research project (asking about materials and methods). So it is appropriate to write about the activities in this section?

A. Under the methodology section you should be clear on what you plan on doing and how you plan on doing this through your project. This could include activities but also things related to monitoring and evaluation which might be a core part of your project – for example if you are carrying out wildlife or household surveys. The methodology should focus on how you are going to achieve the overall project aims. Don't just list activities here.

Q. In case a national agency partner wouldn't be able to provide a letter of support by due time, how will that put the application negatively in terms of points?

A. This may not influence your application negatively as long as you are able to provide justification on why you were unable to provide a letter of support. If you do receive the letter of support after the application deadline, please let us know and will may be able to pass this on to the IWT Advisory Group for assessment alongside your application. It is important that you try to secure the requested letters of support as best you can.

Q. Under the sustainable livelihoods theme there is a point about working with communities impacted by human-wildlife conflict. Does the committee recognise an inherent link between IWT and HWC or will projects incorporating an element of HWC mitigation need to spell out the relevant linkages between IWT and HWC?

A. The links between illegal wildlife trade and human wildlife conflict should be made clear in your application to ensure that the Advisory Group has a clear understanding of the issue your project is trying to address and whether it is relevant for funding under the Illegal Wildlife Trade Challenge Fund.

Q. Would you advise to tone down the language often used in IWT in the way it wont sound "militaristic" in relation to human rights issues e.g. monitoring, surveillance, and control;

deputation, etc. I suppose the evaluators pretty much know what we are talking about. If so, shall we keep the kind of framing how we did in Stage 1?

A. It is unlikely that you will need to tone down the language used unless you have received specific feedback on it from the IWT Advisory Group. However, it should be noted that the IWT Challenge Fund does not support or fund projects that propose to use excessive force or militaristic responses. It is acceptable to use technical terminology as long as it is clear that the applicant has a sound understanding of these terms.

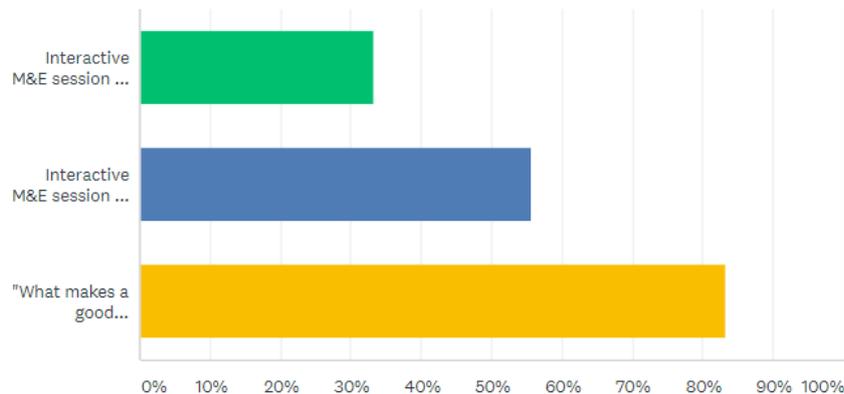
Selected Workshop Feedback

Which session/s did you attend?

A total of 18 attendees responded to the survey, with the majority of respondents attending either the “what makes a good application” presentation or the interactive M&E session that was held in the afternoon on October 29th.

Which session/s did you attend?

Answered: 18 Skipped: 0



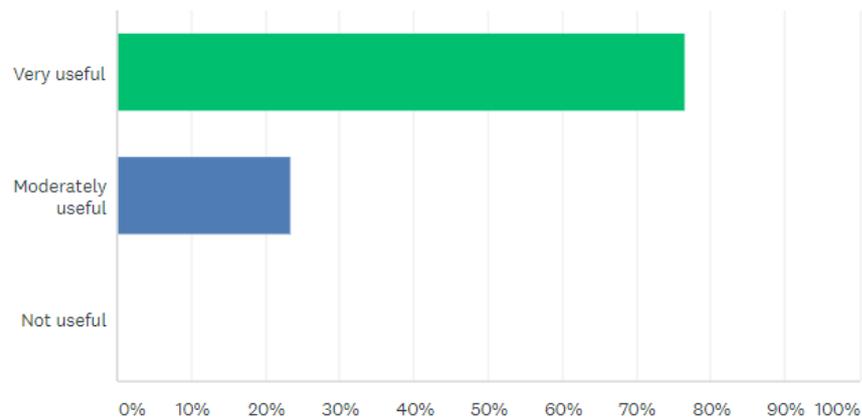
ANSWER CHOICES	RESPONSES
▼ Interactive M&E session - 29th October morning (UK time)	33.33% 6
▼ Interactive M&E session - 29th October afternoon (UK time)	55.56% 10
▼ "What makes a good application?" presentation - 30th October	83.33% 15
Total Respondents: 18	

How useful did you find the workshop?

Out of the total of 18 respondents, 17 provided an answer and one individual skipped. Out of the 17, 13 individuals found the workshop to be “very useful”, with an additional 4 finding the sessions “useful”.

How useful did you find the workshop?

Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES
Very useful	76.47% 13
Moderately useful	23.53% 4
Not useful	0.00% 0
TOTAL	17

Please share your thoughts on what you found useful

It was useful to get to meet the IWT team. I would feel much more comfortable making contact now if I need to.

Justin's top tips were all useful, especially the pointers on guidance notes ref. 3.2, 3.3, 4.1, 4.5, 5.5, 7.5 and 7.6.

It is so helpful to have critical pieces of the application pointed out and to learn the perspectives of reviewers on various issues.

Identifying common application weaknesses and how to properly address them. A clear explanation of logframe elements and strategies for how to make sure the logic holds up between them. Insight into what reviewers look for.

Responses to the queries raised by the applicant participants.

Logframes were explained inside-out to enable mutual subsection connectivity of the proposal which articulates reality of the project. Indicators, MoVs explained well - M&E was well articulated.

The reviewer suggestions during the zoom session "What makes a good application " & following interaction.

Clarification on what should and could go into certain sections.

The work on the logframe allowed to refresh our knowledge on the indicators, the means of verification.

Understanding the logframe.

Areas to look at for the proposal. I did not need the break out groups for the logframe revision.

I felt the sessions were insightful and it helped me reinforce my understanding of the importance of linking different Outputs. Also the talks in gender equality, poverty alleviation and the IWT challenge fund looks for in a project were helpful.

Additional information that was not directly covered in the guidance documents.

The presentations were very explicative and easy to understand, the group exercises too.

Gender perspectives, financial aspects, project partner linkages.

The fact that you explain the program management tools used to assess the viability and eligibility of a project so clearly.

It has been very educative, informative and a good cross examiner of effective proposal writing. It was my first time to have such a zoom call workshop with potential donors.

All presenters were frank, straight forward and honest. I enjoyed every minute. Logframes - explained fully. Selection criteria - no secrets hidden. Checking our application compatibility with IWT visions has doubled our confidence in the application, Defra and IWT. Finally, presenters ignited more fire in us.

Logframe, specifically indicators.

The overview provided at beginning on the logframe, and the first group exercise where we placed activities, impact, etc into their correct categories.

Please share your thoughts on what you think could be improved

I think it would be good to spend less time discussing basic things that are covered in the guidelines (such as the objectives of the fund) and more time on how to complete the budget sheet or ask burning questions - If participants could prepare 2 - 3 questions in advance.

Nothing, all useful.

It was so fantastic, maybe just a little more time for Q&A.

Please share the webinar/workshop anticipated length in advance! I wanted to attend the entire workshop as it was extremely beneficial, but hadn't planned my day accordingly.

More interactive sessions are expected.

N/A. Well done.

Networking and idea sharing between the applicants.

Having it earlier! The deadline is fast approaching.

Look how entertaining educational YouTube videos are. No one wants to look at a slide of written text. Be creative on how to educate. There is a better way.

The sessions could be longer, interspersed through 3 days so that we'd have a chance to talk some more about our projects.

Just the timing of these sessions. It would be really good if they could take place earlier.

I would have liked to be able to ask project specific questions.

Maybe doing it right after the Stage 1 notifications and not too close to the deadline.

Facilitation during exercise sessions.

For the first group exercise, we completed it well before the allotted time, so perhaps offering a second exercise for groups who finished early is one possible improvement.

Would you like to share any other comments?

Thank you for your help and guidance.

Thanks so much for the workshop and apologies again that I messed up my diary and missed the interactive session on the logframe - very cross with myself.

I haven't seen this done for many other opportunities and yet it is so useful for all sides. Congratulations and thank you!

THANK YOU for organizing these helpful sessions! It was wonderful to feel supported by a potential funding organization - made us feel like you wanted us to succeed!

Please respect different language understanding ability of the participants.

Continue this educative workshops and include more grassroots organizations. Illegal Wildlife Trade sources its products from rural communities where community based organizations exist and operate. "If you want to know how a Hippo urinates, ask the fish" is a Chewa ancestral proverb. In this case it would entail that if you want to Curb Illegal Wildlife Trade, engage Grassroots organizations who understand the perpetrators' secrets, challenges, weaknesses, threats and opportunities. Together we can stop illegal wildlife trade.

This is very good initiative and very helpful for developing a good project.

Maybe have the presentation first? And possibly clearer guidance on just what the workshops were about.

More specific examples. After Stage 1 revision, give specific examples of problems and suggested solutions.

There are none. Overall, this was a good learning experience. Thank you to the entire team.

Very well organised and run!

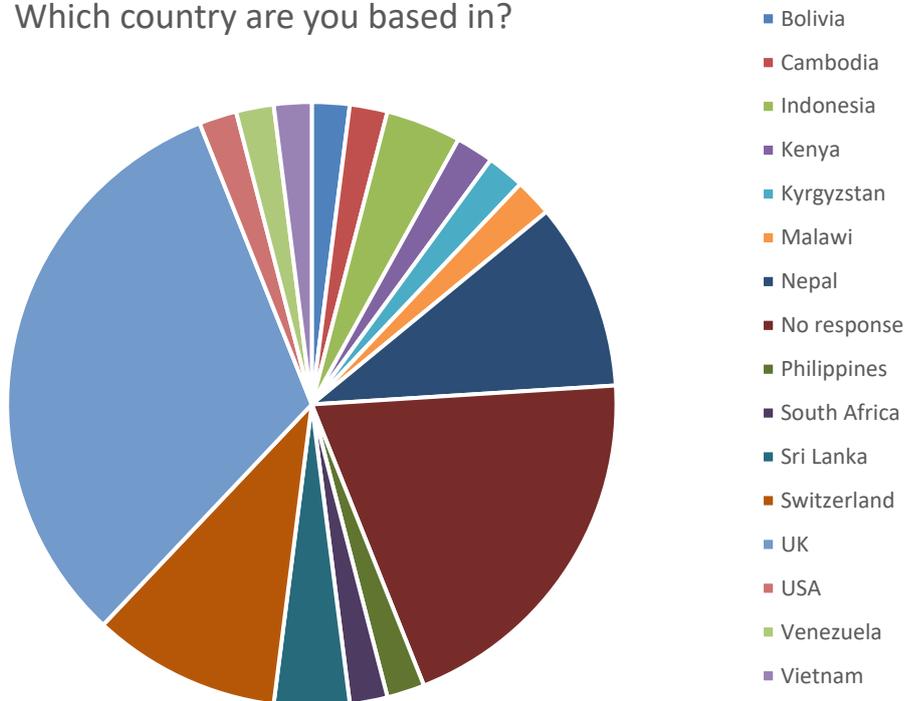
The IWT workshop was very organized, everyone had a role in following the questions the participants did, the presentations were very nice, you answered every question posted. I think this was a really good work from all of you.

It was good to have these interactions with IWT team.

Thanks for doing the workshop, and it was great to meet people from around the world in the groupwork. I feel like I have a better understanding about what makes a good application, and what common mistakes are.

Annex 1 – FAQ and Common Issues webinar attendee summary

Which country are you based in?



What is your role on the project?

