

Applicant: **Nguyen , Tan**
Organisation: **International Centre for Research in Agroforestry (ICRAF)**
Funding Sought: **£199,908.00**

DIR31CC\1659

Developing local capacities for biodiversity-livelihood-climate nexus in Northern Vietnam

This project builds capacities and capabilities for biodiversity conservation, livelihood improvement, and climate resilience in Northern Vietnam. Using a cascading approach, it trains local partners in technical, organizational, and experiential learning skills, which are then applied in workplaces and shared through Training of Trainers. The project will benefit from the Climate Learning Center being established by the project partners in Thai Nguyen, and the capacities developed will, in turn, benefit the Center in the long term.

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Section 1 - Contact Details

PRIMARY APPLICANT DETAILS

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GMS ORGANISATION

Type	Organisation
Name	International Centre for Research in Agroforestry (ICRAF)
Phone (Work)	
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Section 2 - Title & Summary

Q3. Project Title

Developing local capacities for biodiversity-livelihood-climate nexus in Northern Vietnam

Please attach a cover letter as a PDF document.

-  [Cover letter from ICRAF Viet Nam](#)
-  21/10/2024
-  12:11:42
-  pdf 177.66 KB

Q4a. Is this a resubmission of a previously unsuccessful application?

☒ No

Q5. Summary of project

Please provide a brief non-technical summary of your project: the capability and capacity problem/need it is trying to address, its aims, and the key activities you plan on undertaking.

This project builds capacities and capabilities for biodiversity conservation, livelihood improvement, and climate resilience in Northern Vietnam. Using a cascading approach, it trains local partners in technical, organizational, and experiential learning skills, which are then applied in workplaces and shared through Training of Trainers. The project will benefit from the Climate Learning Center being established by the project partners in Thai Nguyen, and the capacities developed will, in turn, benefit the Center in the long term.

Section 3 - Title, Dates & Budget Summary

Q6. Country(ies)

Which eligible country(ies) will your project be working in?

Country 1	Vietnam	Country 2	No Response
Country 3	No Response	Country 4	No Response

Do you require more fields?

☒ No

Q7. Project dates

Start date:	End date:	Duration (e.g. 1 years, 8 months):
01 April 2025	31 March 2027	2 years

Q8. Budget summary

Darwin Initiative Funding Request	2025/26	2026/27	Total request
(1 Apr - 31 Mar) £	£64,337.00	£135,571.00	£199,908.00

Q10. Do you have proposed matched funding arrangements?

☒ Yes

Please ensure you clearly outline your matched funding arrangement in the budget.

Q11. If you have a significant amount of unconfirmed matched funding, please clarify how you will fund the project if you don't manage to secure this?

Total matched fund for this proposed project is GBP [REDACTED]. The majority of it (i.e. [REDACTED]) will come from a project funded by Bread for the World (BftW) to set up a Climate Learning Center in Thai Nguyen currently implemented by ICRAF and TUA/IFS, known as LEARN-VN project. This matched fund will cover salary for management and technical staff from ICRAF and IFS, and travel costs for ICRAF. Since this phase of the LEARN-VN project ends in December 2025 and the next phase has not been confirmed, matched fund for the proposed project therefore will focus on year 1.

Q12. Have you received, applied for, or plan to apply for any other UK Government funding for your proposed project or a similar project?

☒ No

Section 4 - Project need

Q13. The need that the project is trying to address

Please describe evidence of the capability and capacity need your project is trying to address with reference to biodiversity conservation and poverty reduction challenges and opportunities.

For example, how have you identified the need? Why should the need be addressed or what will be the value to the country? Please cite the evidence you are using to support your assessment of the need.

Vietnam is one of the top five countries most affected by climate change, with severe impacts particularly affecting marginalized and economically disadvantaged communities in the Northern mountainous region (Dasgupta et al., 2007; World Bank, 2021). Vietnam is also a biodiversity-rich country with its location in the Indo-Burma biodiversity hotspot. Yet, biodiversity degradation persists across ecosystems, with 28% of mammals, 10% of birds, and 21% of reptiles and amphibians facing extinction risks (MONRE, 2022; Thuairé et al., 2021). Unsustainable exploitation of forest products, illegal logging, construction of tourism infrastructure, and unsustainable farming practices drive these broader environmental pressures, compounding existing social challenges.

Vietnam has also made significant progress in poverty reduction over the last decade, from 49% in 1992 to 4% in 2021. Yet, multidimensional poverty continues to be a challenge, particularly in the upland region where most of the local people are ethnic minorities (World Bank, 2022). Poorer households, often dependent on local natural resources for their livelihoods, are disproportionately impacted by climate change and biodiversity loss. Ethnic minorities in remote mountainous areas represent 15% of the population but account for 79% of the poor, illustrating the complex links between climate change, biodiversity loss, and multidimensional poverty. The negative impacts of climate change, the loss of biodiversity and multidimensional poverty are inter-connected, and these problems need to be addressed simultaneously and comprehensively.

The consortium members of the proposed project are implementing an innovation that can potentially address the biodiversity-livelihood-climate nexus in a sustainable way - the Thai Nguyen Climate Learning Center (CLC) in Northern Vietnam's Thai Nguyen province (see more details about Thai Nguyen CLC in Q.26a). In the future, the Thai Nguyen CLC will become a learning hub for everyone. Yet, the capacity development needs assessment (CDNA) of the Institute of Forestry and Sustainable Development (IFS) – the owner of the future CLC – shows significant gaps in capacity and capability of its staff to run the future CLC. Similarly, the CDNA of Thai Nguyen Women Union – a core partner of CLC – also indicates similar gaps in the capacity of its staff in cascading the learning from Thai Nguyen CLC. Therefore, it is necessary to enhance the capacity and capability for the core team of the CLC and relevant stakeholders to move forward with the ambition to simultaneously and comprehensively address the interlinkage among climate change, biodiversity conservation and poverty reduction in Northern Vietnam.

The proposed project will tackle these issues by:

- Enhancing capabilities and capacity of project consortiums members through training in agriculture and forest biodiversity conservation, livelihood development, trainer skills, management, business development, leaderships, gender equity and social inclusion (GESI), and study tours.
- Supporting project consortium members to apply new knowledge and skills (in biodiversity conservation, poverty reduction, leadership management, etc.) into their work with the support of a mentor group
- Developing mutual learning and knowledge sharing among consortium members, relevant partners and local communities to expand knowledge, develop capacity and capability for CLC member, and strengthen the network among stakeholders for sustainable development.

Section 5 - Darwin Objectives and Conventions

Q14. Biodiversity Conventions, Treaties and Agreements

Q14a. Your project must support the commitments of one or more of the agreements listed below.

Please indicate which agreement(s) will be supported.

- ☒ Convention on Biological Diversity (CBD)
- ☒ United Nations Framework Convention on Climate Change (UNFCCC)
- ☒ Global Goals for Sustainable Development (SDGs)

Q14b. National and International Policy Alignment

Using evidence where available, please detail how your capability and capacity project will contribute to national policy (including NBSAPs, NDCs, NAPs etc.) and in turn international biodiversity and development conventions, treaties and agreements that the country is a signatory of.

The proposed project will contribute to the following policies in Vietnam and international commitments: National Biodiversity Strategy to 2030, vision to 2050: All project activities contribute to Task 1.d (Conservation and restoration of severely degraded natural ecosystems), Task 4.b (sustainable use of biodiversity and ecosystem services), Task 4.c (Conservation and development of urban and rural biodiversity), Task 4.d (conservation of biodiversity for climate adaption).

Action Plan on the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES): Technical trainings will consider/ contribute to Decree No. 06/2019/ND-CP on Management of Endangered, Precious, and Rare Species of Wild Fauna and Flora and Their Products, Decree No. 32/2006/ND-CP on the Management of Endangered, Precious, and Rare Wild Plants and Animals

National Climate Change Strategy to 2050: Capacity development activities of the proposed project contribute to Task 1.a (Enhance resilience and adaptive capacity, ensuring sustainable livelihoods) and Task 1.b (Reduce loss and damage from natural disasters and extreme weather events).

Vietnam Nationally Determined Contribution 2022: Capacity development of the proposed project contributes to 3.4.1 (Enhancing resilience and adaptive capacity) and 3.4.2 (reducing disaster risks).

National Action Plan to implement the 2030 Agenda for SDGs: All project activities contribute to SDG 1, 2, 13 and 15. The project's gender equality and social inclusion approach will contribute to SDG 5.

National Target Program on Sustainable Poverty Reduction 2021-2025: Project activities will contribute to Project 1 (Support for development of socio-economic infrastructure in poor districts), Projects 2 (Diversify livelihoods, develop poverty reduction models), Project 3 (Support production development, improve nutrition) and Project 7 (Capacity building and evaluation of the program implementation).

Section 6 - Method, Change Expected, GESI & Exit Strategy

Q15. Methodology

Describe the methods and approach you will use to achieve your intended capability and capacity Outcome and contribute towards your Impact. Provide information on:

- how you have reflected on and incorporated evidence and lessons learnt from past and present similar activities and projects in the design of this project.
- the specific approach you are using, supported by evidence that it will be effective, and justifying why you expect it will be successful in this context.
- how you will undertake the work (activities, materials and methods).
- what the main activities will be and where these will take place.
- how you will manage the work (governance, roles and responsibilities, project management tools, risks etc.).
- what practical elements will be included to embed new capabilities.

The proposed project synergizes with the Thai Nguyen Climate Learning Center (CLC) to enhance capacity building and capability development for biodiversity conservation, climate resilience and poverty reduction in Northern Vietnam. The project leverages the CLC's existing infrastructure, networks, and unique features to effectively address key issues. Components include: (1) a 15.2-ha climate park showcasing state-of-the-art technical solutions for climate challenges, providing hands-on experiential learning; (2) capacity development programs targeting poor local communities, women, and youth; (3) post-training support services to help local communities apply new knowledge; and (4) support services for partners (e.g., government agencies, NGOs, schools, universities) to adopt and adapt capacity development programs.

Furthermore, the project fosters collaboration among local stakeholders, enhancing the CLC's role as a hub for knowledge exchange and innovative climate solutions. As capacity and capability are built within local organizations like the Institute of Forestry Research and Sustainable Development (IFS) and the Thai Nguyen

Women's Union (TNWU), these improvements will feed back into the CLC, enriching its training programs and expanding its reach. This mutual reinforcement of skills and knowledge will create a more resilient community capable of addressing climate change impacts while conserving biodiversity.

The proposed project will benefit from the ongoing work of the CLC and contribute to its goals through three cascading work packages:

Work-package (WP) 1: Training for In-Country Project Partners (IFS, TNWU). This WP will provide training in technical areas (including sustainable agriculture, biodiversity conservation) at various knowledge levels, as well as trainer skills (facilitation, participatory approaches) and leadership skills (project management, business development). In Year 1, a training plan based on a capacity development needs assessment will be developed for approximately 65 staff members. Training courses will be organized for specific participant groups, including two groups of seven staff each to attend leadership and participatory training organized by external providers in Vietnam and the region. Additionally, two exchange visits will showcase good practices linking sustainable agriculture and forestry with poverty reduction.

WP 2: Facilitating the Application of New Knowledge and Skills in Practice. This WP supports staff from IFS and TNWU who have received training under WP1 to apply what they learned with the help of a mentor group. A mentor group will be established in Year 1, consisting of experts from various disciplines (e.g., biodiversity conservation, poverty reduction). Each mentor will work with no more than six staff members from IFS and TNWU. A mentoring plan will be developed and reviewed regularly until the project's conclusion. The project will also support the Training of Trainers (ToT) group in developing training materials and will assist project staff in creating research proposals that incorporate biodiversity conservation, climate action, and poverty reduction. Notably, IFS staff trained in leadership will be placed in management positions within the CLC project and supported in their new roles.

WP 3: Facilitating Wider Learning and Knowledge Sharing. This WP will enable learning and sharing among project partners, relevant agencies, and local communities. It will start with a learning group and a digital community of project partners, which will facilitate online exchanges and on-site learning events for sharing resources, experiences, and best practices. The project will organize two meetings to share findings with government officials and support project members in attending meetings to share best practices. Additionally, best practices will be compiled, published, and disseminated via various media, with training materials publicized on partner and CLC websites in both English and Vietnamese.

The project will be managed by a Project Management Team led by ICRAF, which has operated in Vietnam since 2007. ICRAF brings extensive technical expertise in climate action, biodiversity protection, and environmental education, along with a proven track record of successfully managing large-scale projects and international grants from Australian, US, and European donors. As a founding partner of the CLC, ICRAF will incorporate best practices in project implementation and governance, enhancing the initiative's effectiveness.

Key practical elements to embed new capabilities include (1) experiential learning, which aids retention, and (2) post-training support through a mentor group. Experiential learning helps learners better remember what they learn, while post-training support aids in applying new skills and knowledge. The mentoring provided by experts will further enable learners to master these competencies.

Q16. How will you identify participants?

How did/will you identify and select the participants (individuals and/or organisations) to directly benefit from the capability and capacity building activities? What makes these the most suitable participants?

How will you ensure that the selection process is unbiased, fair and transparent? How have you incorporated GESI considerations in identifying participants?

The participants for the capacity and capability building activities of the proposed project are members of IFS and TNWU (including TNWU network at the local level), as they are directly involved in the design and implementation of this proposed project and future projects supporting biodiversity conservation, climate resilience and multidimensional poverty reduction in Thai Nguyen province. The main selection criteria include their potential to contribute to training and awareness raising, research, and management within the CLC.

The specific needs for capacity and capability building of IFS staff are identified through the capacity development needs assessment (CDNA) process. The CDNA focuses on identifying individuals who will play key

roles in the future operations of the CLC and their specific capacity gaps that align with the CLC's objectives. This process ensures that selected staff members are well-equipped to support the CLC's mission of promoting sustainable practices and climate resilience across Northern Vietnam. Female staff and staff from ethnic minority groups have been proactively selected to benefit from the proposed project activities as they will be the key actors to cascade the learning to women and ethnic minorities in the future. Overall, the project will make sure at least 40% of participants will be women, and 30% from ethnic minorities. Special efforts will include marginalized groups (people with disabilities or from poor backgrounds) to promote equitable participation and ensure broad distribution of project benefits.

Q17. Gender Equality and Social Inclusion (GESI)

All applicants must consider whether and how their project will contribute to promoting equality between persons of different gender and social characteristics. Please include reference to the GESI context in which your project seeks to work. Explain your understanding of how individuals may be disadvantaged or excluded from equal participation within the context of your project, and how you seek to address this. You should consider how your project will proactively contribute to ensuring individuals achieve equitable outcomes and how you will ensure meaningful participation for all those engaged.

Women and men have different perceptions and roles in biodiversity conservation, climate change adaption and mitigation, and livelihood development. Women are vital in adapting to climate change and adopting sustainable natural resource management practices. Developing leadership skills for women can lead to long-term benefits for environmental protection and sustainable development. When empowered, women in leadership bring comprehensive approaches that consider economic, social, and environmental factors, crucial for tackling climate change, conserving local biodiversity and advancing sustainable development in Northern Vietnam. However, a capacity development needs assessment of local agencies, universities, and agricultural and forestry organizations, reveals a gap in their capacity to integrate Gender Equality and Social Inclusion (GESI) into their policies and programs. This lack of awareness may lead to policies that fail to address the specific needs of vulnerable groups, such as women, people with disabilities, and ethnic minorities (Do, 2022).

The proposed project emphasizes the importance of ensuring meaningful participation of men, women and vulnerable groups in achieving sustainable development and climate change adaptation goals. To address this, the project proposes five key strategies: Work directly with TNWU, which is the representative body of all women in the province; Incorporate GESI content into all capacity-building activities, including analysing GESI factors and developing tools to support vulnerable groups; Offer continuous guidance and post-training support to ensure partners confidently apply GESI principles; Facilitate mutual learning among partners to replicate best practices; and Establish a system to track GESI application and adjust training programs accordingly.

By integrating GESI from the start and actively working with women and vulnerable groups, the project aims to foster positive, sustainable, and equitable changes in natural resource management and agricultural and forestry development in Northern Vietnam, with a goal of at least 40% female participation in capacity-building activities.

Q18. Change expected

Detail the expected changes and benefits to both biodiversity and multi-dimensional poverty reduction, and links between them, that this work will deliver. You should identify what will change and who exactly will benefit a) in the short-term (i.e. during the life of the project – including capability and capacity building benefits) and b) the potential changes in the long-term (after the project has ended).

When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used.

In the short term, the project's interventions are expected to significantly enhance the capacities of key staff from IFS and TNWU in technical areas (biodiversity conservation, livelihood enhancement, climate adaptation and mitigation), training and management through targeted training and capacity building activities. By the end

of the project, 65 individuals comprising at least 40% women and 30% from ethnic minorities will have completed structured training courses in technical skills, management, and Training of Trainers (ToTs) and can perform their respective roles in the CLC.

By the end of the project, the ToT participants will develop training and awareness raising materials and conduct 10 training courses on biodiversity conservation, climate adaptation, and livelihood improvement, benefiting at least 200 community members and youth.

The project will also emphasize on developing the capacity of IFS and TNWU staff in developing and implementing proposals and action plans that integrate biodiversity conservation, livelihood enhancement, and climate resilience. By the end of the project, at least one proposal of such kind will be developed by IFS and TNWU team and submitted to interested donor for funding.

A key component of the project is the development of organizational and managerial capacities for key members of CLC and those from TNWU. By the end of the project, at least 7 staff from IFS and TNWU will have received management and leadership training and be able to apply these skills in management work of the CLC and beyond.

In the long term, the project is expected to yield lasting improvements in biodiversity conservation and poverty alleviation. The staff capacitated through the proposed project will be able to lead and run the CLC to achieve its expected outcomes, thus enhancing the effectiveness of biodiversity conservation efforts and ensuring the sustainability of these initiatives. The enhanced capacity of the CLC will enable ongoing support for conservation practices and contribute to long-term environmental sustainability.

The ToT group trained by the proposed project will continue to cascade the training to local communities through CLC's training and awareness raising (TAR) program. It is estimated that over 10,000 farmers will be reached by CLC's TAR program per year, equipping participants with practical skills and knowledge for enhancing their economic conditions in the context of climate change. The TARs are also designed to benefit women and marginalized groups, thereby fostering inclusive economic growth. At the same time, the TARs also create direct impact biodiversity conservation practices by enabling participants to apply new techniques in habitat management and species protection. This approach will lead to more effective grassroots-level conservation strategies, with trained individuals driving tangible improvements in their local environments.

Furthermore, the knowledge-sharing platform established the project will continue to be running. This will promote ongoing dialogue and information sharing among stakeholders. Together with CLC's TAR program, this will create significant impacts on building capacity of vulnerable communities in Vietnam in biodiversity conservation, climate resilience and poverty reduction in upland areas.

Q19. Sustainable benefits and scaling potential

How will the project reach a point where the benefits of strengthened capability and capacity can be sustained post-funding?

How will the capability and capacity be retained and remain available to deliver benefits in-country after the project? Is there potential for the new capability and capacity to renew itself or deliver additional capability and capacity, for example by building future environmental leaders beyond the project?

The key to sustainability of the proposed project is its connection with Thai Nguyen CLC. Participants from IFS and TNWU will apply their newfound skills and assume roles in their workplaces (i.e. Thai Nguyen CLC and TNWU), as leaders, program managers, researchers, Training for Trainers or community facilitators. Staff will use the knowledge gained from the proposed project to lead training sessions, mentor local authorities and community members, and enhance biodiversity conservation practices.

The sustainability of the proposed project will also include the cascading of the ToT group trained by the project. After the end of the proposed project, Thai Nguyen CLC will establish ToT groups from at least four districts in Thai Nguyen and other provinces in Northern Vietnam as a foundation for its capacity building program.

Another crucial aspect of the scaling-up process is the integration of lessons learned into future training programs and materials of Thai Nguyen CLC and national partners. These materials, including 20 ToT courses and 10 training programs on biodiversity conservation, poverty reduction, and Gender Equality and Social Inclusion (GESI), will be used within Thai Nguyen CLC and by project partners, such as Thai Nguyen University of Agriculture and Forestry (TUAF), TNWU, and local schools and universities. By incorporating these into the

curricula, the training will be available to farmers, students, and other stakeholders for long-term application. Lastly, all knowledge developed will be integrated into Thai Nguyen CLC knowledge-hub, ensuring them to remain digitally accessible to relevant stakeholders for the long term. Results, training materials, and future learning findings will be accessible on the CLC's digital platforms for knowledge sharing. This integration will mutually benefit the project and Thai Nguyen CLC, reinforcing sustainability and ensuring that the outcomes continue beyond the project's completion.

If necessary, please provide supporting documentation e.g. maps, diagrams, references etc., as a PDF using the File Upload below:

 [Additional materials](#)

 21/10/2024

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Section 7 - Risk Management

Q20. Risk Management

Please outline the 7 key risks to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the Risk Guidance. This should include at least one Fiduciary, two Safeguarding, and one Delivery Chain Risk.

Risk Description	Impact	Prob.	Gross Risk	Mitigation	Residual Risk
Fiduciary (financial): funds not used for intended purposes or not accounted for (fraud, corruption, mishandling or misappropriated). Misused or uncontrol of budget could affect the achievement of the project target.	Severe	Unlikely	Minor	Training for project staff understanding clearly the financial project policy (cost norm)Supervision Clear alignment of work and budget plan, no gaps for misuse Relocation of budget to be clearly justified and aligned with work plan Owners of risks are ICRAF and IFS which means mitigation measures are specific per partner	minor
Safeguarding: risk of sexual exploitation abuse and harassment (SEAH), or unintended harm to beneficiaries, the public, implementing partners, and staff. Sexual harassment during capacity building events	Severe	unlikely	minor	Compliance to ethical code of conduct mandatory for staff and included in the job contract. Safeguarding training for all staff annually. Safeguarding policy introduced with project consultants, mentor group, project partners and local communities. Set-up hotline for reporting safeguarding issues.	minor

Safeguarding: risks to health, safety and security (HSS) of beneficiaries, the public. Implementing partners, and staff. Project staff, consultants, mentoring group etc. not respecting the culture and norms of ethnic minority communities	severe	rare	minor	Compliance to ethical code of conduct mandatory for staff and included in the job contract. Safeguarding training for all staff annually. Safeguarding policy introduced with project consultants, mentor group, project partners and local communities. Set-up hotline for reporting safeguarding issues.	minor
Delivery Chain: the overall risk associated with your delivery model. The outbreak of a pandemic (Covid 19) affects the delivery of the project activities	Severe	Possible	Moderate	For capacity building events use virtual platforms such as Zoom, MS Teams, Google meets to engage stakeholders both in-country and abroad. Apply strict health protocols to prevent possible exposure.	minor
Risk 5 Operational - The process of registration of project takes time and may affect the implementation of the activities.	Major	Possible	Moderate	Start as early as possible with the registration process.	minor
Risk 6 Contextual - Extreme weather events (typhoons, floods, landslides) affect the delivery of the project activities.	Severe	Possible	Moderate	Take the weather forecast into account when planning project activities to avoid exposing participants to extreme weather events	minor
Risk 7 Lack of commitment from trained participants to apply their new knowledge	Major	Possible	Moderate	Select training participants based on needs Provide follow-up support to help trained participants to apply new knowledge	minor

Q21. Project sensitivities

Please indicate whether there are sensitivities associated with this project that need to be considered if details are published (detailed species location data that would increase threats, political sensitivities, prosecutions for illegal activities, security of staff etc.).

☒ Yes

Please provide brief details.

There are a few terms that are considered sensitive in Vietnamese context, which may affect the project registration and implementation, and thus are avoided in the text of this proposed project. Those terms are 'policy advocacy', 'policy makers', 'gender inequality in Vietnam', 'inequality or unfair treatment of ethnic minorities and people with disabilities', 'civil society organisations' and 'human rights'. Where needed, we

paraphrased these terms in the text. For example, 'policy advocacy' has been paraphrased in the text as 'sharing of experience and lessons learned'.

Section 8 - Workplan

Q22. Workplan

Provide a project workplan that shows the key milestones in project activities.

 [Project Work Plan](#)

 21/10/2024

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Section 9 - Monitoring and Evaluation

Q23. Monitoring and evaluation (M&E)

Describe how the performance of the project will be monitored and evaluated, making reference to who is responsible for the project’s M&E.

Darwin Initiative projects are expected to be adaptive, and you should detail how the monitoring and evaluation will feed into the improved delivery of the project including its management. M&E is expected to be built into the project and not an ‘add’ on. It is as important to measure for negative impacts as it is for positive impact. Additionally, please indicate an approximate budget and level of effort (person days) to be spent on M&E (see Finance Guidance).

An M&E system will be established at the start of the project, including a matrix with expected results (outcomes, outputs, activities, indicators) and data collection tools such as the Capacity Development Needs Assessment (CDNA) and Training Impacts Assessment (TIA). This system will also include links to evidence and the project database.

The Project Management Team (PMT), led by ICRAF with staff from IFS and TNWU will oversee M&E throughout the project. The PMT will hold quarterly in-person meetings to review progress, achievements, and financial reports. Key review areas include:

- Project work plan and achievements, with discussions on any delays or necessary adjustments to meet outcomes.
- Safeguarding issues and risks.
- Financial and technical reports, reviewed by PMT members before submission.

A report will be prepared after each meeting to provide documentary evidence of project progress and to record any steps taken (adaptive management), or changes made to the implementation timetable. Meetings of the PMT will be synchronized with Darwin Initiative reporting deadlines.

Specific tasks for M&E are assigned to the project lead, project manager from ICRAF, IFS and TNWU, and M&E staff. PMT members will contribute approximately 10% of their time to M&E activities. M&E staff (100% funded time on M&E) will oversee the implementation of M&E for all activities, summarize results, and report to the project manager. All project staff will participate in M&E related to their duties

Total project budget for M&E (£):

(this may include Staff and Travel and Subsistence Costs)

Total project budget for M&E (%):	■
(this may include Staff and Travel and Subsistence Costs)	
Number of days planned for M&E	■

Section 10 - Indicators of Success & Standard Indicators

Q24a. Indicators of success

Please outline the Outcome and Outputs of the project and how you will show that they have been achieved by using SMART indicators and milestones.

	SMART Indicator	Means of Verification
Outcome Enhanced capacity of project partners benefiting the Climate Learning Center to design and implement new initiatives promoting the nexus of biodiversity conservation, climate resilience and poverty reduction in Northern Vietnam.	0.1 By the end of the project at least 80% of the staff from in-country project partners receiving training from the project report that they have applied the new knowledge and skills in their work [DI-A04].	01. End-line training impact assessment report
	0.2 By the end of the project at least one new proposal for piloting biodiversity conservation linking with poverty reduction and climate resilience developed by the in-country project partners.	0.2. One proposal ready for submission.

Output 1 Capacities of staff from project partners are enhanced through comprehensive training and study tours in agriculture and forest biodiversity conservation, livelihood development, leadership and organizational management, GESI, and experiential learning.	1.1 By the end of the project, 65 staff from IFS and TNWU (at least 40% female, 30% ethnic minorities) will have completed structured training courses in technical areas (e.g. agriculture and forest biodiversity conservation, livelihood development, business development) [DI-A01].	1.1. Training reports
	1.2 By the end of the project, at least 20 staff from project partners will have completed five training of trainers (ToT) courses [DI-A01].	1.2. Training reports
	1.3 By the end of the project, at least 7 staff from project partners will have completed training course(s) in leadership and organizational management [DI-A01].	1.3. Training report(s), and training certificates (external training)
	1.4 By the end of the project, at least 7 staff from project partners will have completed training course(s) in learner-centered participatory training approach [DI-A01].	1.4. Training report(s), and training certificates (external training)

Output 2 Trained staff from project partners apply new knowledge and skills in biodiversity conservation, poverty reduction, and management into their work, with support from a mentor group.	2.1. By the end of year 1, a mentor group of at least 6 experts in the fields of climate change, organizational management, biodiversity conservation, GESI, etc. is established to backstop trained staff from the project partners.	
	2.2. By the end of the project, 20 ToT (40% female, 30% ethnic minority) have developed training materials and conducted training courses in biodiversity conservation and poverty reduction/ livelihood improvement for 200 members of TNWU and local communities [DI-A05].	2.1 Structure and JD of mentor group, backstopping/ coaching plan by each mentor 2.2 Training reports; End-line survey report, Training dataset 2.3 Job description of staff from project partners
	2.3. By the end of the project, at least 60% of staff from project partners received training in management and leadership will have applied the skill in their daily work [DI-A04].	
Output 3 Mutual learning and knowledge sharing among project partners, relevant agencies, and local communities are facilitated and strengthened.	3.1. By the end of the project, 02 publications documenting project lessons learned and recommendations produced in English and Vietnamese and shared online and offline to at least 500 people [DI-C01].	3.1. Availability of the publications of project lessons learned and recommendations in hard and digital copies
	3.2. By the end of the project, at least 100 government officials will have been briefed about project lessons learned and recommendations [DI-C10].	3.2. Participant lists of relevant meetings
	3.3. By the end of the project, at least 200 people benefit from the learning and sharing activities, and digital community [DI-C07].	3.3. Registration list of each learning group meeting; registration list of digital community
Output 4 No Response	No Response	No Response

Activities

Each activity is numbered according to the Output that it will contribute towards, for example, 1.1, 1.2, 1.3 are contributing to Output 1.

Activities:

- 1.1 Develop project training plan (training courses, material, identification of external training providers, study tour/exchange visit locations).
- 1.2 Organize technical training courses (sustainable agriculture, circular agriculture, agroforestry, biodiversity conservation, forest restoration, farm business, livelihood development, etc.) for 65 staff from project partners.
- 1.3 Organize training courses in project management for 25 staff of project partners.
- 1.4 Support at least 07 staff of project partners to attend leadership training courses organized by external training provider(s) in Vietnam and/or abroad.
- 1.5 Support at least 07 staff of project partners to attend training courses in learner-centered participatory training approach organized by external training providers.
- 1.6. Organize Training of Trainers (ToT) courses for 20 staff of project partners.
- 1.7 Conduct 02 exchange visits focusing on sustainable agriculture and forestry practices, poverty reduction, and biodiversity conservation to locations of DI 29-006 or/and other DI projects.
- 2.1. Establish a mentor group with experts from diverse disciplines to backstop trained staff of project partners
- 2.2. Support TOT group to develop training plan and materials for cascade training (Training of Practitioners)
- 2.3. Support TOT group to carry out cascade training for Practitioners (wider members of TNWU).
- 2.4. Support members of project partners to develop research proposal(s) or action plan(s) incorporating biodiversity conservation, climate action and poverty reduction
- 2.5. Put IFS staffs trained in management and business development in management positions of CLC.
- 3.1. Create and maintain a learning group of project partners with participation from relevant agencies and local communities to facilitate mutual learning and sharing.
- 3.2. Create and maintain a digital community where project members, local stakeholders, and experts can share resources, experiences, and best practices.
- 3.3. Organise 02 meetings to share project findings and lessons learned with government officials.
- 3.4. Support project members to attend at least 02 meetings to share best practices and exchange knowledge
- 3.5. Compile, publish and share the best practices and lessons learned from the project via media and other communication channels.
- 3.6. Publicize project training materials etc on project partners' and CLC's websites in English and Vietnamese.

Project management activities:

- 4.1. Set up project team and organize regular project planning and review meetings.
- 4.2. Register the project with the government of Vietnam.
- 4.3. Set-up project M&E system and undertake project baseline survey and endline training impact assessment.
- 4.4. Organize project kick-off and closing meetings.

Important Assumptions:

Please describe up to 6 key assumptions that, if held true, will enable you to deliver your Outputs and Outcome.

1. Government regulations on registration of international funded project will not significantly delay project implementation.
2. Partners and local communities are actively participated in the learning group and digital community and are willing to share best practices and lessons learned.
3. Natural disasters will not seriously affect the implementation of the project.
4. The outbreak of a pandemic such as COVID 19 will not seriously affect the implementation of the project.

Q24b. Standard Indicators

Standard Indicator Ref & Wording	Project Output or Outcome this links to	Target number by project end	Provide disaggregated targets here
e.g. DI-A01: Number of people in eligible countries who have completed structured and relevant training	e.g. Output indicator 3.4 / Output 3	e.g. 60	e.g. 30 non-indigenous women; 30 non-indigenous men
DI-A04: Number of people reporting that they are applying new capabilities 6+ months after training	Outcome Indicator	80%	<i>No Response</i>
DI-A01: Number of people in eligible countries who have completed structured and relevant training	Output Indicator 1.1	65	at least 40% female, 30% ethnic minorities
DI-A01: Number of people in eligible countries who have completed structured and relevant training	Output Indicator 1.2	20	<i>No Response</i>
DI-A01: Number of people in eligible countries who have completed structured and relevant training	Output Indicator 1.3	7	<i>No Response</i>
DI-A01: Number of people in eligible countries who have completed structured and relevant training	Output Indicator 1.4	7	<i>No Response</i>
DI-A05: Number of trainers trained under the project reporting to have delivered further training	Output Indicator 2.2	20	40% female, 30% ethnic minority
DI-A04: Number of people reporting that they are applying new capabilities 6+ months after training	Output Indicator 2.3	60%	<i>No Response</i>
DI-C01: Number of best practice guides and knowledge products published and endorsed	Output Indicator 3.1	2	<i>No Response</i>

DI-C10: Number of decision-makers attending briefing events	Output Indicator 3.2	100	No Response
DI-C07: Number of webinar attendees	Output Indicator 3.3	200	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response

If you cannot identify three Standard Indicators you can report against, please justify this here.

No Response

Section 11 - Budget and Funding

Q25. Budget

Please complete the appropriate Excel spreadsheet, which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

 [ICRAF-IFS-TNWU budget draft 2](#)

 21/10/2024

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 xlsx 100.97 KB

Q26. Alignment with other funding and activities

This question aims to help us understand how familiar you are with other work in the geographic/thematic area, and how this proposed project will build on or align with this to avoid any risks of duplicating or conflicting activities.

Q26a. Is this new work or does it build on existing/past activities (delivered by anyone and funded through any source)?

☒ Development of existing/past activities

Please provide details:

This proposed project builds on existing work of the consortium members. The key foundation is Thai Nguyen Climate Learning Center (CLC), which is under establishment by ICRAF and Thai Nguyen University of Agriculture and Forestry (TUAF), represented IFS, with funding from German Federal Ministry for Economic Cooperation and Development (BMZ) through Bread for the World (BftW) and in partnership with various national organizations, including TNWU. Thai Nguyen CLC combines capacity building with research and follow-up actions to contribute to strengthening climate resilience of vulnerable communities and realizing Vietnam's commitments on net zero emission by 2050. The most significant features of Thai Nguyen CLC are (1) the Capacity Development Program that focuses on context-specific solutions and hands-on experience, with post-training support to help participants translate learning into action, and (2) a Climate Park of 15ha with demonstrations of technical solutions to key climate issues that represent key human and ecology landscape in Northern Vietnam to allow participants to learn about extreme weather events in an experiential way. Thai Nguyen CLC will be accessible to the public, function as a knowledge hub, allow for the demonstration of local community leadership in natural resource management, offer multi-stakeholder networks and partnerships from 2025 onwards.

Q26b. Are you aware of any current or future plans for work in the geographic/thematic area to the proposed project?

☒ Yes

Please give details explaining similarities and differences, and explaining how your work will be additional, avoiding duplicating and conflicting activities and what attempts have been/will be made to co-operate with and share lessons learnt for mutual benefit.

We are aware that several activities are ongoing or planned in the geographic and thematic areas of our proposed project. Tam Dao National Park for example, is currently focusing on biodiversity conservation and sustainable livelihood development in the Dai Tu district of Thai Nguyen province. However, the proposed project distinguishes itself by uniquely integrating capacity building with livelihood development and conservation efforts, specifically targeting minority communities and vulnerable groups.

This proposed project will complement other projects, including the one mentioned above by Tam Dao National Park, by concentrating on capacity building and management skill development for local partners, which not only reduces the risk of overlapping but also avoids potential conflicts. We have already coordinated and will continue to collaborate with existing projects to share lessons learned, ensuring that the benefits of activities are maximized for the mutual benefit of all stakeholders.

Q27. Value for Money

Please demonstrate why your project is good value for money in terms of impact and cost-effectiveness of each pound spend (economy, efficiency, effectiveness and equity). Why is it the best feasible project for the amount of money to be spent?

Value for money is an important guiding principle in the design of this project. The Vietnam Country Office of ICRAF will lead the whole project implementation, with support from different teams at ICRAF Headquarters. This allows the contribution from international staff to the project while making use of the in-country technical, administrative and logistical services from ICRAF Vietnam. It also allows the highest amount of budget from Darwin Initiative to be spent in the country where project activities take place. Furthermore, the proposed project delivers exceptional value for money through strategic integration of capacity building, biodiversity conservation, and sustainable livelihood development. Leveraging existing infrastructure and local partnerships maximizes the impact per pound spent, ensuring cost-effectiveness. The project will draw on existing technical resources and experiences of ICRAF and IFS, contributing to save time for the development of training materials. Training programs are designed with clear objectives and measurable outcomes, promoting the practical application of newly acquired skills and ensuring long-term sustainability. Emphasizing equity, particularly by including women and vulnerable groups, strengthens our approach, making outcomes sustainable and fair. The use of demonstration models and expert mentoring fosters participant autonomy and adaptability, ensuring the project's benefits extend beyond the funding period. This approach ensures the most impactful use of resources, providing sustainable, equitable results. Furthermore, the proposed project is linked with Thai Nguyen CLC, which will ensure tens of thousands of people will benefit from the project after its end, creating highest level of efficiency from project investment.

Q28. Capital items

If you plan to purchase capital items with Darwin funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

The proposed project will not need capital items. All equipment (such as camera, laptops, printers, training tools) will be contributed by the partners.

Section 12 - Safeguarding

Q29. Safeguarding

All projects funded under the Biodiversity Challenge Funds must ensure proactive action is taken to promote the welfare and protect all individuals involved in the project (staff, implementing partners, the public and beneficiaries) from harm. In order to provide assurance of this, projects are required to have specific procedures and policies in operation.

Please outline how your project will ensure:

(a) beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how they can confidentially raise a concern,

(b) safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld,

(c) you will ensure project partners also meet these standards and policies.

Indicate which minimum standard protocol your project follows and how you meet those minimum standards, i.e. CAPSEAH, CHS, IASC MOS-PSEA. If your approach is currently limited or in the early stages of development, please clearly set out your plans to address this.

All ICRAF staff receive training on safeguarding, whistleblowing and code of conduct. Staff working directly with beneficiaries receive training on receiving complaints, and working with law enforcement agencies and disclosures to donors, law enforcement agencies and other regulators.

ICRAF's safeguarding policies are promoted throughout engagement with communities. ICRAF partners will need to formally agree to conform to these policies by signing standard contracts and grant agreements. Similarly, all partners of this project will formally agree to adhere to ICRAF's policies when signing project agreements. The compliance with ICRAF safeguard policies will regularly be monitored by the PMT (see Q23.). Each partner organization will need to assign a dedicated safeguarding officer and ICRAF will also act as the overall safeguarding contact and provide advice and refresher training. A safeguarding training will be delivered at the beginning of the project to all partners and staff to ensure all partners are aware of their safeguarding responsibilities during project activities. This training will be led by ICRAF and will include an overview of safeguarding audiences, definitions, and processes to follow, as well as interactive case studies and discussions. All safeguard issues will be discussed by PMT, who will assigned specific person in charge of the investigation if/when needed. Disciplinary procedures when allegations and complaints are upheld will follow ICRAF policies. ICRAF's Safeguarding Policy follows Minimum Operating Standards for PSEA.

Defra recommend you appoint a safeguarding focal point to ensure the project's PSEAH work is taken forward. This can be a separate member of staff or a current member of staff who spends a proportionate amount of time for safeguarding and PSEAH activities. Please name this individual here - this person should also be included in your overall staff list at Q31 and in your budget.

[REDACTED]

Section 13 - British Embassy or High Commission Engagement

Q30. British embassy or high commission engagement

It is important for UK Government representatives to understand if UK funding might be spent in the project country/ies. Please indicate if you have contacted the relevant British embassy or high commission to discuss the project and attach details of any advice you have received from them. Please note that some embassies or high commissions may not be able to respond to you but your project will not be penalised for a lack of response.

☒ Yes

Please attach evidence of request or advice if received.

 [Email to UK Embassy.](#)

 21/10/2024

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Section 14 - Project Staff

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.

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Tan Nguyen	Project Leader	13	Checked
Manh Nguyen	Project Manager from ICRAF	25	Checked
Huyen Nguyen	M&E and safeguard contact	25	Checked
Ha Tran	Project Manager from IFS	25	Checked

Do you require more fields?

☒ Yes

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Chung Do	Capacity Development	25	Checked
Tung Tran	Participatory action research lead	25	Checked
Tu Le	Communication	25	Checked
Giang Hua	Project Manager from TNWU	20	Checked
Mai Bui	Capacity Development	20	Checked
No Response	No Response	No Response	Unchecked
No Response	No Response	No Response	Unchecked
No Response	No Response	No Response	Unchecked

Please provide 1 page CVs (or job description if yet to be recruited) for the project staff listed above as a combined PDF.

 CVs 21 Oct
 21/10/2024
 12:57:50
 pdf 218.41 KB

Have you attached all project staff CVs?

☒ Yes

Section 15 - Project Partners

Q32. Project Partners

Please list all the Project Partners (including the Lead Organisation who will administer the grant and coordinate delivery of the project), clearly setting out their roles and responsibilities in the project including the extent of their engagement so far.

Lead Organisation name:	International Centre for Research in Agroforestry (ICRAF)
Website address:	www.cifor-icraf.org
Why is this organisation the Lead Organisation, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity):	ICRAF is a global research organization in agroforestry that delivers actionable evidence and solutions to transform the way land and renewable resources are used, and how food is produced. ICRAF is headquartered in Nairobi, Kenya, and has country office in Ha Noi, Vietnam. ICRAF Vietnam currently has 31 staff, including 26 research (6 international and 20 national) and 5 support. ICRAF is also the lead of the LEARN-VN project that is working to establish the Thai Nguyen Climate Learning Center. As an international organization with in-country presence in Vietnam, ICRAF is well placed to lead this project. It brings to this project a team of international and national scientists in the field of climate change, biodiversity conservation, agroforestry, and business development. In this project, ICRAF will ensure successful implementation of the project, including coordinating with other project partners. It will coordinate the capacity development for project partners with external service providers and contribute to capacity development activities under Output 1, backstop the trained staff from partners in the application of new knowledge and skills (Output 2) and learning and sharing platform (Output 3).
International/In-country Partner	☒ International
Allocated budget (proportion or value):	
Represented on the Project Board (or other management structure)	☒ Yes
Have you included a Letter of Support from this partner?	☒ Yes

Do you have partners involved in the Project?

☒ Yes

1. Partner Name:	Institute of Forestry and Sustainable Development (IFS)
Website address:	https://ifs.edu.vn/?page_id=1345&lang=en
What value does this Partner bring to the project?	Institute of Forestry and Sustainable Development (IFS) was established in 2008 under Thai Nguyen University of Agriculture and Forestry (TUAF), with the missions of training and transferring science and technology in the fields of Agriculture, Forestry, Environment, and Climate Change. The knowledge generated by IFS has created significant value for the sustainable development goals and has been recognized by scientists, researchers, and people both domestically and internationally. In recent years, enhancing organizational capacity on Climate Change and providing Climate Change training for target groups have been among the key focuses of IFS.
(including roles, responsibilities and capabilities and capacity):	In the proposed project, IFS will co-lead the Output 1 to enhance the capabilities and capacities of project consortiums members. IFS will lead the Output 2 to support project consortium members to apply new knowledge and skills into their work with the support of a mentor group. IFS will co-lead the Output 3 to develop mutual learning and knowledge sharing among consortium members, relevant partners and local communities to expand knowledge, develop capacity and capability for CLC member, and strengthen the network among stakeholders for sustainable development.
International/In-country Partner	☒ In-country
Allocated budget:	
Representation on the Project Board (or other management structure)	☒ Yes
Have you included a Letter of Support from this partner?	☒ Yes

2. Partner Name:	Women's Union of Thai Nguyen Province (TNWU)
Website address:	https://hoilhpntn.thainguyen.gov.vn/

What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):	The Women's Union of Thai Nguyen Province (TNWU) is a socio-political organization that operates with the mission of representing and protecting the legitimate rights and interests of women in the province. It not only plays a significant role in supporting women's lives but also promotes women's movements, contributing to the overall development of society. TNWU has 306,934 members from all communes in the province. TNWU's main tasks focus on (1) Supporting women in development, integration, and fostering the positive values of Vietnamese families; (2) Participating in building the Party and government, and advocating for gender equality; and (3) Strengthening the union's organization by enhancing the quality of its staff, expanding its membership network, and boosting international cooperation to ensure professionalism and effectiveness. TNWU has been collaborating with 8 non-governmental organizations and carrying out various international cooperation activities. In this proposed project, TNWU will lead the cascading training activity under Output 2, and co-lead the Output 3 to develop mutual learning and knowledge sharing among TWNU members, local communities and other partners. TNWU will also contribute to Output 1 through mobilization of its staff at provincial and local level to take part in project capacity building activities.
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International/In-country Partner	☒ In-country
Allocated budget:	
Representation on the Project Board (or other management structure)	☒ Yes
Have you included a Letter of Support from this partner?	☒ Yes

3. Partner Name:	No Response
Website address:	No Response
What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):	No Response
International/In-country Partner	☐ International ☐ In-country
Allocated budget:	No Response
Representation on the Project Board (or other management structure)	☐ Yes ☐ No

Have you included a Letter of Support from this partner? ☐ Yes
☐ No

4. Partner Name: *No Response*

Website address: *No Response*

What value does this Partner bring to the project?

No Response

(including roles, responsibilities and capabilities and capacity):

International/In-country Partner ☐ International
☐ In-country

Allocated budget: *No Response*

Representation on the Project Board (or other management structure) ☐ Yes
☐ No

Have you included a Letter of Support from this partner? ☐ Yes
☐ No

5. Partner Name: *No Response*

Website address: *No Response*

What value does this Partner bring to the project?

No Response

(including roles, responsibilities and capabilities and capacity):

International/In-country Partner ☐ International
☐ In-country

Allocated budget: *No Response*

Representation on the Project Board (or other management structure) ☐ Yes
☐ No

Have you included a Letter of Support from this partner? ☐ Yes
☐ No

6. Partner Name:	No Response
Website address:	No Response
What value does this Partner bring to the project?	No Response
(including roles, responsibilities and capabilities and capacity):	
International/In-country Partner	☐ International ☐ In-country
Allocated budget:	No Response
Representation on the Project Board (or other management structure)	☐ Yes ☐ No
Have you included a Letter of Support from this partner?	☐ Yes ☐ No

If you require more space to enter details regarding Partners involved in the project, please use the text field below.

No Response

Please provide a combined PDF of all letters of support.

 [Darwin Support Letters Vietnam](#)
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 pdf 1.01 MB

Section 16 - Lead Partner Capability and Capacity

Q33. Lead Organisation Capability and Capacity

Has your organisation been awarded Biodiversity Challenge Funds (Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund) funding before (for the purposes of this question, being a partner does not count)?

☒ Yes

If yes, please provide details of the most recent awards (up to 6 examples).

Reference No	Project Leader	Title
DARCC037	Jean Claude Nzi	Growing threatened trees' restoration capacity in Côte d'Ivoire's cocoa landscapes
No Response	No Response	No Response

No Response	No Response	No Response
No Response	No Response	No Response
No Response	No Response	No Response
No Response	No Response	No Response

Have you provided the requested signed audited/independently examined accounts (or other financial evidence as indicated in the Finance Guidance)?

☒ Yes

Section 17 - Certification

Q34. Certification

If this section is incomplete the entire application will be rejected.

Please note if you do not upload the relevant materials below your application may be made ineligible.

On behalf of the

Trustees

of

International Centre for Research in Agroforestry (ICRAF)

I apply for a grant of

£199,907.00

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

(This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)

- I have enclosed CVs for key project personnel, a cover letter, letters of support, a budget, logframe, theory of change, Safeguarding and associated policies, and project workplan.
- Our last two sets of signed audited/independently verified accounts and annual report (or other financial evidence – see Finance Guidance) are also enclosed.

Checked

Name	Tan Nguyen
Position in the organisation	Vietnam Country Coordinator
Signature (please upload e-signature)	📎 Certification 📅 21/10/2024 🕒 13:15:59 📄 pdf 31.63 KB

Please attach the requested signed audited/independently examined accounts or other financial evidence (see Finance Guidance)

 2022 ICRAF Audited Financial Statements-low	 2023 ICRAF Audited Financial Statements
 21/10/2024	 21/10/2024
 13:20:02	 13:20:01
 pdf 4.57 MB	 pdf 2.99 MB

Please upload the Lead Organisation's Safeguarding Policy, Whistleblowing Policy and Code of Conduct as a PDF. Optionally you can also upload your Health, Safety and/or Security policy or Security Plan here.

 Safeguarding and Whistleblowing Policy and Code of Conduct
 21/10/2024
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 pdf 750.91 KB

Section 18 - Submission Checklist

Checklist for submission

Ensure you submit this application on	Check
I have read the Guidance, including the “Darwin Initiative Guidance”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator Guidance”, “Risk Guidance”, and “Finance Guidance”.	Checked
I have read, and can meet, the current Terms and Conditions for this fund.	Checked
I have provided actual start and end dates for the project.	Checked
I have provided the budget based on UK government financial years i.e. 1 April – 31 March and in GBP.	Checked
I have checked that our budget is complete, correctly adds up and I have included the correct final total at the start of the application.	Checked
The application been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).	Checked
I have attached the below documents to the application: a cover letter from the Lead Organisation.	Checked
• a budget (which meets the requirements above) using the template provided.	Checked
• a signed copy of the last 2 annual report and accounts for the Lead Organisation (or other financial evidence – see Finance Guidance), or provided an explanation if not.	Checked
• a completed workplan as a PDF using the template provided.	Checked
• a copy of the Lead Organisation’s Safeguarding Policy, Whistleblowing Policy and Code of Conduct (Question 29).	Checked

• a copy of the Lead Organisation's Health, Safety and/or Security policy or Security Plan (Question 29)	Unchecked
• 1 page CV or job description for all the Project Staff identified at Question 31, including the Project Leader, or provided an explanation of why not, combined into a single PDF.	Checked
• a letter of support from the Lead Organisation and partner(s) identified at Question 32, or an explanation of why not, as a single PDF.	Checked
I have been in contact with the FCDO in the project country/ies and have included any evidence of this. If not, I have provided an explanation of why not.	Checked
The additional supporting evidence is in line with the requested evidence, amounts to a maximum of 5 sides of A4, and is combined as a single PDF.	Checked
(If copying and pasting into Flexi-Grant) I have checked that all the responses have been successfully copied into the online application form.	Checked
I have checked the Darwin Initiative website immediately prior to submission to ensure there are no late updates.	Checked
I have read and understood the Privacy Notice on the Darwin Initiative website.	Checked
Ensure you submit this application on Flexi-Grant.	

We would like to keep in touch!

Please check this box if you would be happy for the lead applicant (Flexi-Grant Account Holder) and project leader (if different) to be added to our mailing list. Through our mailing list we share updates on upcoming and current application rounds under the Biodiversity Challenge Funds. We also provide occasional updates on other UK Government activities related to biodiversity conservation and share our regular newsletter. You are free to unsubscribe at any time.

Checked

Data protection and use of personal data

Information supplied in the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Forms and Guidance Portal](#).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising the Darwin Initiative including project details (usually title, lead organisation, project leader, location, and total grant value).