DPR8S2\1002

DPLUS119 Technical assistance programme for effective coastal-marine management in the TCI

PRIMARY APPLICANT DETAILS

Name Megan
Surname Tierney
Organisation JNCC
Website **www.jncc.gov.uk**
Tel (Work) █████████
Email (Work) ████████████████
Address ██
█████████████
███████
████
████
█████████

Section 1 - Contact Details

PRIMARY APPLICANT DETAILS

Name	Megan
Surname	Tierney
Organisation	JNCC
Website	www.jncc.gov.uk
Tel (Work)	███████
Email (Work)	███████
Address	███████

GMS ORGANISATION

Type	Organisation
Name	JNCC
Phone	███████
Email	███████
Website	███████
Address	███████

Section 2 - Title, Dates & Budget Summary

Q3a. Project title

DPLUS119 Technical assistance programme for effective coastal-marine management in the TCI

Q3b. What was your Stage 1 reference number? e.g. DPR8S1\10008

DPR8S11042

Q4. UKOT(s)

Which UK Overseas Territory(ies) will your project be working in? You may select more than one UKOT from the options below.

☑ Turks & Caicos Islands (TCI)

Q4b. In addition to the UKOTs you have indicated, will your project directly benefit any other Territories or country(ies)?

⊙ No

Q5. Project dates

Start date:	End date:	Duration (e.g. 2 years, 3 months):
01 April 2020	31 March 2023	3 years

Q6. Budget summary

Year:	2020/21	2021/22	2022/23	Total request
Darwin funding request (Apr - Mar)	██████	██████	██████	**£** 324,297.00

Q6a. Do you have proposed matched funding arrangements?

⊙ Yes

What matched funding arrangements are proposed?

The total project cost is £████ of which £324,297 is being sought from Darwin Plus.

10% match funding (£████ over project duration) will be provided by JNCC as in-kind contribution through staff time and purchase of IT equipment (server).
11.5% match funding will be provided from TCIG (£████ over project duration) as in-kind contribution through staff time, meeting room use and office space.

Q6b. Proposed (confirmed & unconfirmed) matched funding as % of total project cost (total cost is the Darwin request <u>plus</u> other funding required to run the project).

22

Section 3 - Lead Organisation Summary

Q7. Summary of Project

Please provide a brief summary of your project, its aims, and the key activities you plan to undertake. Please note that if you are successful, this working may be used by Defra in

communications e.g. as a short description of the project on GOV.UK.

Please write this summary for a non-technical audience.

No Response

Q8. Lead organisation summary

Has your organisation been awarded a Darwin Initiative award 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
19-031	Dr Tony Weighell, JNCC	Mapping St Helena's marine biodiversity to create Marine Management Plan
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? If you select "yes" you will be able to upload these. Note that this is not required from Government Agencies.

⊙ Yes

Please attach the requested signed audited/independently examined accounts.

⤓ JNCC-AnnualReportAndAccounts-2019-2018
🗓 25/11/2019
🕘 09:28:09
📄 pdf 1.62 MB

Section 4 - Project Partners

Q9. Project Partners

Please list all the partners involved (including the Lead Organisation) and explain their roles and responsibilities in the project. Describe the extent of their involvement at all stages, including project development.

This section should illustrate the capacity of partners to be involved in the project. Please provide Letters of Support for the Lead Organisation and each partner or explain why this has not been included.

N.B: There is a file upload button at the bottom of this page for the upload of a cover letter (if applicable) and all letters of support.

Lead Organisation name:	The Joint Nature Conservation Committee (JNCC)
Website address:	www.jncc.gov.uk
Details (including roles and responsibilities and capacity to engage with the project):	JNCC has a long, successful record of OT work using ODA, CSSF and Darwin Plus (19-031) funding. JNCC is working with TCIG to develop a new, long term, Environment Strategy for the terrestrial and marine environments. The proposed project will make a significant contribution to this strategy, enhancing connectivity between current and future TCI projects. TCIG has formally requested technical support from JNCC to implement the Environment Strategy and assistance in developing other environmental management measures, recognising the limited on-island capacity, and increasing demands of multiple Darwin Plus, CSSF and potential future Blue Belt projects. This project will be one element of the positive JNCC response to this request. JNCC has extensive expertise in marine and coastal mapping, natural capital assessments and indicator development, including application of the 25 Year Environment Plan, in the OTs. JNCC will be responsible for management/delivery of this project, including financial management, ensuring that the project methodology is followed, and scientific outputs are robust/credible. A JNCC project manager will be assigned to oversee project delivery, with wider organisational expertise used to support the implementation of specific elements of the project through a detailed technical support and knowledge exchange exercise between JNCC and TCIG.
Have you included a Letter of Support from this organisation?	⊙ Yes

Have you provided a cover letter to address your Stage 1 feedback?

⊙ Yes

Do you have partners involved in the Project?

⊙ Yes

1. Partner Name:	Department of Environment and Coastal Resources (DECR), Turks and Caicos Islands Government (TCIG)
Website address:	www.gov.tc/decr
Details (including roles and responsibilities and capacity to engage with the project):	Staff within DECR and the wider TCIG will provide on-island expertise to the project. They will provide understanding of the local context, working alongside JNCC technical specialists to ensure the project outputs are fit for purpose, relevant and beneficial. DECR will liaise with relevant Ministries and department/units and later provide the link with decision makers (Cabinet) within TCIG. DECR will also support the project by facilitating access to relevant data, office space and other facilities to ensure success of the project. DECR counterpart staff will work closely with JNCC colleagues to hasten the capacity-building component of the project. Significant training opportunities will ensure that skills and capacity remain on-island as a legacy after the project completion. Currently, the DECR has limited capacity, and a number of other projects are underway in the TCIs. However, DECR recognise the need for technical input to develop and deliver elements of their emerging Environment Strategy, developing indicators to support the 25 YEP, and to support sustainable marine and coastal decision-making. DECR have confirmed to allocate relevant officers to support the delivery of this project.
Have you included a Letter of Support from this organisation?	⊙ Yes

Do you have more than one partner involved in the Project?

⊙ Yes

2. Partner Name:	South Atlantic Environmental Research Institute (SAERI)
Website address:	https://www.south-atlantic-research.org/

Details (including roles and responsibilities and capacity to engage with the project):	SAERI lead the Darwin Plus Project DPLUS094 that's developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos. Synergies between JNCC's proposed project and the SAERI MSP project will enable links to be made that will bolster the outcomes of each project. The SAERI MSP project is developing marine spatial planning tools for the TCI to help inform management decisions, by collating marine spatial data and working with the many stakeholders that benefit from, and exploit the marine environment of the TCI. The SAERI MSP project will not develop a natural capital approach but will benefit from maps created through JNCC's proposed project as they will feed into the SAERI MSP project and be integrated into the decision making processes in TCI. Whereas, outcomes from the SAERI MSP project, such as activity mapping, will be used to inform JNCC's proposed project. JNCC and SAERI are partners on each other's projects and members of each other's project steering groups, consequently, this will ensure the cohesion and compatibility of both project outputs.
Have you included a Letter of Support from this organisation?	◉ Yes

3. Partner Name:	*No Response*
Website address:	*No Response*
Details (including roles and responsibilities and capacity to engage with the project):	*No Response*
Have you included a Letter of Support from this organisation?	○ Yes ○ No

4. Partner Name:	*No Response*
Website address:	*No Response*
Details (including roles and responsibilities and capacity to engage with the project):	*No Response*
Have you included a Letter of Support from this organisation?	○ Yes ○ No

5. Partner Name: *No Response*

Website address: *No Response*

**Details (including roles and
responsibilities and capacity
to engage with the project):**   *No Response*

**Have you included a Letter of
Support from this
organisation?**   ○ Yes
                                        ○ No

---

6. Partner Name: *No Response*

Website address: *No Response*

**Details (including roles and
responsibilities and capacity
to engage with the project):**   *No Response*

**Have you included a Letter of
Support from this
organisation?**   ○ 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 cover letter responding to feedback received at Stage 1 if applicable and a
combined PDF of all Letters of Support.**

⬇ DPR8S_11042_JNCCCoverLetter_Headed_FINAL	⬇ DPR8S11042_CombineLetterofSupport
🗓 25/11/2019	🗓 25/11/2019
🕐 16:20:43	🕐 09:33:00
🗎 pdf 235.67 KB	🗎 pdf 3.77 MB

Section 5 - Project Staff

Q10. Project Staff

**Please identify the key project personnel on this project, their role and what % of their time they
will be working on the project.**

Please provide 1 page CVs for these staff, or a 1 page job description or Terms of Reference for roles

yet to be filled. These should match the names and roles in the budget spreadsheet. If your team is larger than 12 people please review if they are core staff, or whether you can merge roles (e.g. 'admin and finance support') below, but provide a full table based on this template in the pdf of CVs you provide.

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Dr Megan Tierney	**Project Leader**	20	Checked
Mrs Beth Flavell	Marine technical lead, expert coordination and stakeholder expert	25	Checked
Ms Laura Robson	JNCC extent and condition assessment expert	10	Checked
Dr Laura Pettit	JNCC indicator expert	6	Checked

Do you require more fields?

⊙ Yes

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Mr Paul Ivory	JNCC Natural Capital lead	11	Checked
Mr Carl Cilenti	JNCC IT lead	2	Checked
Ms Lormeka Williams	Project Coordinator/Administrative	7	Checked
Ms Kathy Lockhart	Project Technical Support-Marine	7	Checked
Dr Eric F. Salamanca	Project Support-Terrestrial/Liaise/ Administrative/coordination	7	Checked
Ms Jatavia Howell	Project Technical Support-Marine/local coordination	12	Checked
Ms Tara Pelembe	Liaison with DPLUS094	7	Checked
No Response	*No Response*	0	Unchecked

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

Ensure the file is named clearly, consistent with the named individual and role above.

⤓ <u>DPR8S11042_CVs</u>

📅 25/11/2019

🕐 09:41:27

🗎 pdf 481.59 KB

Have you attached all Project staff CVs?

◉ Yes

Section 6 - Background & Methodology

Q11. Problems the project is trying to address

Please describe the problem your project is trying to address in terms of environment and climate issues in the UKOTs.

For example, what are the specific threats to the environment that the project will attempt to address? Why are they relevant, for whom? How did you identify these problems? How will your proposed project help? What key OT Government priorities and themes will it address?

The OTs all face complex environmental management issues in the face of anthropogenic and climate change impacts. The ability of the natural environment to support island economies and provide resilience to climate change impacts requires access to the best available evidence to inform decision making, from community to Ministerial levels. JNCC's submission to the recent 'Safeguarding the environment in British Overseas Territories: call for evidence' highlighted significant problems that compromise the long-term ability of the OTs to benefit from Darwin Plus and other investments in the Territories including the limited capability of OTs to maximise use of existing data from historical projects, the lack of connectivity between projects and the limited human capacity in the OTs to realise benefit from UK Government investment in projects.

The TCI, with its complex environmental legislative framework designed to manage the island's diverse and valuable - in terms of both biodiversity and economic benefits – coastal/marine environments faces all of these problems.

The proposed project will address the following needs/priorities of the TCI which to date have not been addressed through previous or current projects:

i. Support the development of the TCIG's new Environment Strategy and its request to JNCC for in-depth technical support to achieve this and for other projects/programmes;

ii. Maximise the use by TCIG and access to existing and newly emerging data from past/current D+, CSSF and other projects and maximise connectivity between projects including the SAERI project (DPLUS094) and eftec proposal (DPR8S1\1045);

iii. Build, in collaboration with other D+ projects, on-island IT capacity, and implement knowledge transfer to build specialist skills and expertise for the long-term;

iv. Build evidence on marine-coastal natural assets to support informed decision making, and build local capacity to undertake comprehensive marine/coastal monitoring to inform asset status/condition.

Q12. Methodology

Describe the methods and approach you will use to achieve your intended Outcome and Impact.

Provide information on:

- How you have analysed historical and existing initatives and are building on or taking work already done into account in project design. Please cite evidence where appropriate.
- The rationale for carrying out this work and a justification of your proposed methodology.
- How you will undertake the work (materials and methods).
- How you will manage the work (role and responsibilities, project management tools etc.)

Please make sure you read the Guidance Notes **before answering this question.**

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

This project will improve the evidence base around marine-coastal natural assets in the TCIs, complementing work underway and proposed within prior JNCC Natural Capital work, DPLUS094 and DPR8S1\1045 . The approach and outputs proposed will be unique to this project, adding substantial value to the products from these other projects. Detail around how these projects relate to each other is provided in the cover letter, and detail on the methods is provided in the Activities in the Log Frame.

The project will be delivered through the following interrelated work packages:

WP1: Evidence base
- Create composite coastal/marine habitat map based on existing products such as the The Nature Conservancy (TNC) habitat map. Mapping offshore/deep-water habitats for the remainder of TCI territorial waters will be based on (limited) data availability.
- Build on previous JNCC and eftec work on TCI NCAs to develop an asset register for the marine/coastal habitats in TCI waters.
- Combining the new habitat map and asset register, create ecosystem service maps for TCIs marine/coastal habitats.
- Using outputs from WP1 and WP2 create an ecosystem service scenario mapping tool to support decision making on the management of marine/coastal environment.
- Outputs from this work package will be provided to and inform DPLUS094, DPR8S1\1045 and wider TCIG work.

WP2: Status assessment
- Using activity data from DPLUS094, outputs from WP1 and literature reviews; undertake Vulnerability Assessments to understand extent and condition of marine/coastal assets.

WP3: Indicator development
- Identify metrics to underpin indicator sets required to monitor changes to coastal/marine natural capital enabling progressive adoption of a monitoring programme as project proceeds;
- Develop set of indicators for monitoring environmental change based on the 25YEP framework by extending JNCC-led 2019 consultation with BVI and TCI (on behalf of Defra) on adaptation and adoption of 25YEP indicators for use in OTs;
- Build additional information management capacity for the storage, analysis and dissemination of indicator related information to allow DECR to monitor and report environmental change.

WP4: Capacity building and community engagement
- Deliver in-depth capacity building through structured programme of JNCC senior specialist placements into the TCIs. Work closely with TCIG, with DECR staff being the primary partner, on key deliverables, providing focused skills transfer across technical areas (natural capital approaches, mapping, indicator

development, status assessments, IT management). Develop guidance manuals as part of project legacy to support future updates.
- Hold targeted workshops/events to share outputs of habitat, condition and risk mapping exercises, and to support development of indicator development.
- Raise awareness/appreciation of goods/services provided by the coastal/marine environment through working with existing community groups to facilitate engagement and uptake, making links to DPLUS094 wherever possible.

WP5 Project management, reporting, communications and IT
- Project and financial management led by project coordinator at JNCC.
- Develop Monitoring and Evaluation Plan.
- Create Project steering group and Project advisory group (to facilitate input from wider stakeholders e.g. T&C Reef Fund, School for Field Studies, TNC etc.)
- Enhance data storage (server) capacity to manage environmental data.

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

  ⤓ DPR8S_11042_SupplementaryInfo_FINAL
  🗓 25/11/2019
  🕐 12:43:41
  📄 pdf 134.11 KB

Section 7 - Stakeholders and Beneficiaries

Q13. Project Stakeholders

Who are the stakeholders for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them.

There are 2 main groups of stakeholders for this project: TCIG and local communities.

This project has been developed in partnership with DECR, who will also be the dominant user of the project outputs and deliverables. Skype and face-to-face meetings between JNCC and DECR have taken place during the development phase to ensure the project outputs meet the requirements of DECR and will support their priorities and needs, including the new Environment Strategy. DECR will provide local technical knowledge and facilities for JNCC staff to undertake activities related to capacity building and will support the timely delivery of the project. DECR will also facilitate information flow throughout levels of TCIG. Engagement with project partners will be maintained through Steering and Advisory Groups, the latter of which will include stakeholders such as TCIG Department of Physical Planning, SAERI and eftec, and community groups. Results will be presented to TCIG Cabinet for adoption to help guide future decisions. Outputs will also be presented to Boards in the Financial, Planning, and Energy and Utilities sectors, plus the TCI Sustainable Tourism Committee, amongst others.

A key element of this project will involve engagement with local communities. Where possible, links will be made to existing stakeholder engagement activities, such as those through DPLUS094 and the Environment Strategy. Existing community groups such as the Fisheries Cooperative, Watersports Association, School for Field Studies, TCI Reef Fund will be engaged. If successful, further stakeholder mapping will be undertaken to inform the creation of an effective stakeholder engagement strategy.

Q14. Institutional Capacity

Describe the lead organisation's capacity (and that of partner organisations where relevant) to deliver the project.

JNCC is the statutory adviser to UK Government and devolved administrations on UK and international nature conservation, and has an active OT Programme (https://jncc.gov.uk/advice/sustainable-development-overseas/). JNCC have extensive experience of being involved in and managing collaborative projects in the UK, EU and internationally. JNCC managed a recent CSSF-supported £2-million project 'Natural capital in the Caribbean and South Atlantic Overseas Territories: valuation, vulnerability and monitoring change' on behalf of Defra/FCO. CSSF work continues in the Caribbean and JNCC leads on applying 25YEP principles in the OTs. JNCC staff with a wide range of technical and project management skills will be available to deliver the project, including alternative staff with appropriate skills sets should there be a change in project personnel.

The Turks and Caicos Islands Department of Environment and Natural Resources (DECR) has over 20 years of institutional experience and combined experience of 15 years in project management, monitoring, and evaluation. It has 10 staff members trained in an array of disciplines, these include: biodiversity conservation, climate change, coastal engineering, environmental management, and pollution. Staff have extensive experience in carrying out environmental management and conservation projects. Staff within DECR are committed to supporting the delivery of this project.

SAERI is a research institute conducting research in the South Atlantic. SAERI has extensive experience of leading projects, and are currently leading project DPLUS094 developing MSP tools for the TCIs. JNCC and SAERI are partners on each others projects, and members of each other's project steering groups, ensuring cohesion and compatibility between project outputs.

Q15. Project beneficiaries

Who will your project benefit? You should consider the direct benefits as a result of your project as well as the broader indirect benefits which may come about as a result of your project achieving its Outputs and Outcome. The measurement of any benefits should be included in your project logframe.

The direct beneficiaries will be TCIG employees and the decision makers in the TCIs, who through this project will acquire the tools needed to make more informed decisions regarding the sustainable management of the coastal/marine environment which will complement the tools being developed or proposed within DPLUS094 and DPR8S1\1045. Benefits will be realised through all levels of Government both within the DECR and wider government departments such as the Department of Physical Planning and Strategic Policy and Planning Department. Increased IT provision for environmental data storage, management and retrieval will ensure that the outputs from existing and future projects can be effectively used to enable real change.

In turn, this will have wider benefits for the local communities on the TCIs, helping to support a healthy marine/coastal environment upon which they strongly rely. The natural environment will also benefit by more informed decision making and sustainable management practices.

The development of indicators will help Defra with implementing the 25YEP. Progressing thinking around how the UK framework could be adapted in the TCIs would also have wider benefits to other OTs who could explore how the outcomes of this could be adapted for other small island states.

Section 8 - Gender and Change Expected

Q16. Gender (optional)

How is your project working to reduce inequality between persons of different gender? At the very least, you should be able to provide reassurance that your proposed work is not increasing inequality. Have you analysed the context in which you are working to see how gender and other aspects of social inclusion might interact with the work you are proposing?

JNCC experience of workshop facilitation in the Caribbean suggests that women are typically well represented and frequently predominate but we have considered gender equality and equity as part of the project development. Both men and women use the marine and coastal environment of the TCIs and so will benefit from the outcomes of the project. Community engagement will take place to raise awareness of the value of the TCI coastal/marine environment in a public facing manner. When planning the events, we will be mindful of being as inclusive as possible, ensuring events are accessible regardless of gender, age or ability. Events will be planned based on advice from DECR and on-island community representatives, to be held in convenient locations and at times that will be appropriate to reach the maximum number of participants. Following on from community events, if it is found from the attendance lists that a particular group of society (be it men or women, a specific age group, etc.) has not been adequately represented, we will explore options for holding targeted, follow-up engagement to reach these additional groups.

Q17. Change expected

Detail the expected changed this work will deliver. You should identify what will change and who will benefit a) in short-term (i.e. during the life of the project) and b) in the long-term (after the project has ended). Please describe the changes for the environment and, where relevant, for people in the OTs, and how they are linked.

This project will lead to improved understanding and capability to independently monitor and manage environmental change at the ministerial level, plus enhanced recognition at the community level of the role the environment plays in supporting economic security and mitigating natural disasters. This will be achieved in:

a) Short-term:
- Building on previous JNCC natural capital work in the TCIs, create additional or revised datasets in a compatible format to integrate into the DPLUS094 data-portal;
- TCIG access to updateable maps and datasets/registers to support development, planning and policy decisions, such as National Park designations;
- Enhanced information management capacity within TCIG from training and skills transfer;
- Significant increase in knowledge and expertise within TCIG across a wide range of disciplines to update, manage and analyse data, reducing requirement on outside assistance;
- Immediate contribution to new environmental monitoring programme based on initial indicators set, rolling out additional indicators as the project proceeds linking to the UK 25YEP.

b) Long-term:
- Permanent IT legacy for data storage, management and analysis in DECR;
- The natural capital approach – recognising the multiple benefits associated with the natural environment - will be further embedded within TCIG policy decisions and procedures to support environmental management;
- Updateable natural capital tools owned by TCIG, and training to enable ongoing natural capital

assessments and accounting, including both physical and monetary assessments to support economic security and therefore livelihoods of Islanders;
- Provision of an evidence base, drawn from the proposed project and integration of data from other projects, to support implementation of the new TCIG Environment Strategy. Contribution to new Environment Strategy will support TCIG environmental priorities in the longterm;
- Support sustainable management of the coastal/marine environment and build resilience to natural disasters.

Q18. Pathway to change

Please outline your project's expected pathway to change. This should be an overview of the overall project logic and outline how you expect your Outputs to contribute towards you overall Outcome, and, longer term, your expected Impact.

This project will implement an innovative capacity-building approach between JNCC and the TCIs, aimed at achieving long-term sustainable management of marine/coastal resources and reducing reliance on external assistance. Building on previous work and existing data, it will establish robust evidence bases and tools to expand understanding of TCIs natural capital to inform future decision-making and management.

Through focussed knowledge exchange for technical and policy professionals, and provision of infrastructure for improved information management, it will ensure there is sufficient capacity within TCIG and other organisations to embed a natural capital approach and ethos into policies, planning and decision-making – a stated objective of the 'TCI 2040 Vision Strategy'. Key messages will be showcased to different community groups to encourage engagement through interactive community events.

Responsible management of marine/coastal resources which the people of the TCIs rely on heavily, is dependent on robust baseline data and straight-forward methods to monitor for change. This project will provide the building blocks (i.e. data acquisition and analysis, indicator development), support systems (e.g. information management, training, community uptake) to help achieve more informed and sustainable management of the marine/coastal environment of the TCIs and thus support meeting the objectives of the TCI 2040 Vision Strategy.

Q19. Sustainability

How will the project ensure benefits are sustained after the project have come to a close? If the project requires ongoing maintenance or monitoring, who will do this and how will it be funded?

JNCC's submission to the recent 'Safeguarding the environment in British Overseas Territories: call for evidence' highlighted significant problems that compromise the long-term ability of the OTs to benefit from D+ and other investment in the OTs including being limited by capability to maximise use of existing data from prior projects, lack of connectivity between projects and constrained human capacity.

The project will have long-term benefits by/through:

i. primarily using existing data, adding long-term value to previous projects;
ii. being closely aligned with the DPLUS094 and proposed DPR8S1\1045 projects to ensure connectivity and maximise benefits from these and other projects;
iii. sitting within the wider context of a new long-term TCI Environment Strategy ensuring this and other projects have benefits beyond the short-term duration of the project;
iv. provision of significant technical assistance to TCIG. This is of long-term benefit by enhancing on-island skills;

v. establishing long-term environmental monitoring through application of the UK Government 25YEP indicator framework.

Long term sustainability will also be assured by TCIGs commitment to continue to use and maintain the tools and techniques developed by this project; effective capacity building will ensure this aspiration can be realised.

Section 9 - Funding and Budget

Q20. 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. Note that there are different templates for projects requesting over and under £100,000 from the Darwin Plus budget.

- R8 D+ Budget form for projects under £100,000
- R8 D+ Budget form for projects over £100,000

Please refer to the Finance Guidance for Darwin/IWT **for more information.**

N.B: Please state all costs by financial year (1 April to 31 March) and in GBP. Darwin Plus cannot agree any increase in grants once awarded.

Budgets submitted in other currencies will not be accepted. Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

    ⬇   DPR8S11042_BudgetForm_FINAL
    🗓   25/11/2019
    🕐   15:41:54
    🗋   xlsx 59.35 KB

Q21. Co-financing

Are you proposing co-financing?

◉ Yes

Q21a. Secured

Provide details of all funding successfully levered (and identified in the Budget) towards the costs of the project, including any income from other public bodies, private sponsorship, donations, trusts, fees or trading activity, as well as any your own organisation(s) will be committing.

(See Finance for Darwin/IWT **and** Guidance Notes**)**

Donor organisation	Amount	Currency code	Comments
JNCC	███	0.00	*No Response*
DECR, TCIs	███	£0.00	Amount in GBP. Converted from USD based on 1 US$ = £0.776 Xe.com, 14/11/2019
No Response	0	*No Response*	*No Response*
No Response	0	*No Response*	*No Response*

Q21b. Unsecured

Provide details of any matched funding where an application has been submitted, or that you intend applying for during the course of the project. This could include matched funding from the private sector, charitable organisations or other public sector schemes. This should also include any additional funds required where a donor has not yet been identified.

Date applied for	Donor organisation	Amount	Currency code	Comments
No Response	*No Response*	0	*No Response*	*No Response*
No Response	*No Response*	0	*No Response*	*No Response*
No Response	*No Response*	0	*No Response*	*No Response*
No Response	*No Response*	0	*No Response*	*No Response*

Do you require more fields?

⊙ No

Section 10 - Finance

Q22. Financial Controls

Please demonstrate your capacity to manage the level of funds you are requesting. Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?

JNCC is a public-sector body bound by the rules and standards required of UK government organisations, including independent audit of its accounts and governance by the National Audit Office. JNCC has formal corporate monitoring and reporting processes in place, including internal audit review of control systems,

and all project work is subject to an internal quality assurance system. JNCC will establish a specific project within this formal structure to deliver the proposed objectives. The project would be subject to quarterly scrutiny by the Director of Marine Operations and JNCC's Executive Management Board, and all financial claims will be reviewed and signed-off by one of two CCAB qualified accountants within JNCC's Finance team.

Q23. Financial Management Risk

Explain how you have considered the risks and threats that may be relevant to the success of this project, including the risks of fraud or bribery.

JNCC has a long track record of working in the OTs and is fully familiar with the financial risks, has managed multi-million pound projects in the past, and has effective and fully transparent contract letting and accounting procedures in place. JNCC considers the risks of fraud and bribery associated with this project are negligible although will use our standardised financial policies and procedures, including the Counter Fraud and Anti-Corruption Policy, to ensure such external and internal risks are routinely reviewed as the project is implemented.

JNCC has identified a project manager and technical specialists to oversee the effective implementation of the project. However, we have a number of individuals who would be capable of delivering the project outputs if there was staff turnover within the duration of the project

JNCC also has in place:

1. Bullying, Harassment and Victimisation Policy
2. Code of Conduct
3. Data Protection Policy
4. Whistle blowing Policy
5. Internal Financial Policy

Q24. Value for Money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

Budget is based on JNCC and project partners' extensive experience of undertaking similar projects in the OTs. The salary budget is based on planned input from JNCC specialist staff, plus project management and monitoring costs. Lead partner oversight and in-territory partner delivery roles will build capacity in-territory, but also contribute to value for money, enabling knowledge exchange at the same time as delivering project outputs.

Travel costs, stakeholder engagement events and IT support have been calculated based on experience of undertaking similar activities in the TCIs and other OTs. The cost of developing the specific project outputs has been informed by the development of a similar process undertaken in the UK. The TCI example will be a smaller scale, and this is reflected within the costings.

The project will build on existing work and data collection underway in the TCIs, using the "do once, use many times" approach, whilst coordinating and supporting existing ongoing projects to maximise benefits adding value to previous and current UK supported projects.

The DPAG is asked to note that this is primarily a technical assistance project, the focus of the work, including use of Darwin Plus funds, is to support transfer of skills and knowledge from JNCC to TCIG and other island-based professionals. The project will support in-depth training and capacity building over its three-year duration with the result that TCI professionals will have a significantly enhanced capacity to make use of existing data and manage or support future (including Blue Belt) projects.

Q25. 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.

The only capital items the project will be looking to purchase are related to increasing IT capacity on-island. A new data server (£█ will be purchased by JNCC as part of their in-kind contribution. The project is requesting Darwin Plus funds to cover the costs of the Disaster Recovery storage and backup software (£7.5K total) to increase the resilience of the environmental data storage on-island. This will follow a similar approach to increased IT capacity successfully installed in St Helena and Montserrat, providing opportunity for Territory-to-Territory support. The hard and software will remain on-island after the project ends, will be used by DECR and other departments to store, manage and retrieve broader environmental data beyond that created as part of this project.

Q26. Outputs of the project and Open Access

All outputs from Darwin Plus projects should be made available on-line and free to users whenever possible. Please outline how you will achieve this and detail any specific costs you are seeking from Darwin Plus to fund this.

Wherever possible, this project will seek to ensure that information and outputs are made available online. The project will comply with the open data access required by the DPLUS terms and conditions. JNCC are fully committed to providing the most open access to data and information, see: http://data.jncc.gov.uk /data/d6381e39-baa4-4f12-93d7-fa16dd3600b8/JNCC-OpenData-Policy-v1.0.pdf

• Information: Reports, meeting notes, etc will be made available via the project's and partner's websites. Information about workshops and activities will also be promoted through these websites and other social media applications where appropriate.

• Data - metadata for all: Wherever possible, data collated through this project will be displayed/accessible online, including spatial data which will be displayed/accessible to the public through the DPLUS094 project data portal. However, as this project will include collection of data from existing data sources, some datasets may have existing use restrictions associated with them; this information will be captured in the data protocol. Where possible, steps will be taken to ensure that these data can be shown publicly, e.g. amalgamating to anonymise, or removing potentially sensitive data. Some key data may be bound by Intellectual Property Rights which will be transparently reported.

Section 11 - Safeguarding

Q27. Safeguarding

Projects funded through Darwin Plus must fully protect vulnerable people all of the time, wherever

they work. In order to provide assurance of this, projects are required to have appropriate safegaurding polices in place. Please confirm the lead organisation has the following policies in place and that these are available on request:

We have a safeguarding policy, which includes a statement of your commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse	Checked
We keep a detailed register of safeguarding issues raised and how they were dealt with	Unchecked
We have clear investigation and disciplinary procedures to use when allegations and complaints are made, and have clear processes in place for when a disclosure is made	Checked
We share our safeguarding policy with downstream partners	Checked
We have a whistle-blowing policy which protects whistle-blowers from reprisals and includes clear processes for dealing with concerns raised	Checked
We have a Code of Conduct in place for staff and volunteers that sets out clear expectations of behaviors - inside and outside of the work place - and make clear what will happen in the event of non-compliance or breach of these standards	Checked

Section 12 - Logical Framework

Q28. Logical Framework

Darwin Plus projects will be required to report against their progress towards their expected Outputs and Outcome if funded. This section sets out the expected Outputs and Outcome of your project, how you expect to measure progress against these and how we can verify this.

Impact:

TCI government has knowledge and capacity, and community are engaged, to embed a natural capital approach and ethos into sustainable coastal/marine policies, planning and decision-making, supporting the TCI Environment strategy.

Project summary	Measurable Indicators	Means of verification	Important Assumptions

Outcome:

Foundations for strategic, sustainable management of TCIs marine/coastal environment are created through provision of practical tools and enhanced capabilities to understand natural capital approaches by decision-makers and local communities.

0.1 Marine and coastal evidence base and tools to inform natural capital decision-making is enhanced by end of Y2 - March 2022.
0.2 The natural capital approach is embedded within the TCIGs Environment Strategy and wider TCIG policy and procedures and is actively being used to help inform decision-making by end of Y3 - March 2023.
0.3 At least 8 DECR/TCIG employees demonstrate a 25% increased knowledge base/expertise to adopt a natural capital approach to sustainable coastal/marine decision making.
0.4 TCIG work programme demonstrates intention to maintain Natural Capital Asset Register after duration of proposed project.
0.5 At least 20% of attendees at events directed at TCI residents and local community group contact points demonstrate a better understanding of the services and value provided by the coastal/marine environment and understand/support why sustainable management is needed by Y3 Q4.
0.6 Information management systems, including appropriate hardware/software

0.1 Evidence base uploaded to MSP project DPLUS094 data portal. Natural capital tools stored within improved information management system owned by TCIG with a clear plan for maintenance and updates.
0.2 Natural capital approach evidently embedded within TCI Environment Strategy and Departments; guidelines and Cabinet Papers presented to TCIG for adoption.
0.3 Before and after questionnaire to assess skills sets, plus DECR Directors' observations.
0.4 Relevant TCIG Departmental work programme and budgets (e.g. DECR, Department of Physical Planning, Department of Strategic Policy and Planning).
0.5 Workshop/event evaluation and questionnaires.
0.6 IT hardware listed on Departmental asset registers; guideline documents for data storage and use.

Project progresses as outlined in project timetable.
Staffing turnover in lead and partner organisations enables project delivery.
Political-will from the TCIG administration in power continues to support process.
Local communities actively engage in events.

/human resource
established by end of Y3
– Q4.

Output 1:

A natural capital evidence base and tools are developed through a capacity building process with TCIG staff (WP1)

1.1 Composite habitat map for territorial waters of the TCIs produced by collating and filling gaps in existing habitat maps by Y1 Q1.

1.2 Natural Capital Asset Register for marine and coastal environment created, incorporating outputs from previous JNCC TCI Natural Capital Accounting - Initial review, linking assets to the goods and services they provide by Y1 Q3. Elements of this will be used by DPR8S1\1045 to inform updates to TCI NCA.

1.3 Minimum of 3 ecosystem service maps created to show Provisioning services, Regulation and maintenance services, and Cultural services in a format compatible with the MSP DPLUS094 data hub by Y1 Q4.

1.4 Stakeholder workshop run by JNCC natural capital expert in TCIs to present outcomes of WP1 by Y1 Q4. Workshop attended by at least 50% of project Advisory Group members.

1.5 Extended knowledge exchange visit delivered by 1 JNCC natural capital expert, to ensure DECR have the skills and understanding to maintain the Asset Register in the future by Y1 Q4.

1.6 Natural capital decision support tool

1.1 Habitat map available on MSP DPLUS094 data portal.

1.2 Natural capital asset register available through MSP data portal and being used to support development of updated NCA through DPR8S1\1045.

1.3 Ecosystem service maps available on MSP data portal.

1.4 Workshop agendas, presentations, report. Guidance report written by JNCC expert providing clear details of how the Natural Capital Asset Register should be maintained.

1.5 Report and guidance documents written by JNCC expert providing clear details of how the Natural Capital Asset Register should be maintained.

1.6 Natural capital decision support tool and guidance documents stored within new TCIG IT server and available to TCIG to use for decision-making.

The Nature Conservancy Map is of sufficient quality to inform the project.
Outputs from MSP project DPLUS094 (such as activities data) are available in time to inform proposed project.
Sufficient data is available to inform the creation of a full asset register.
Stakeholders are available to participate in workshop within given timeframe.
Advisory Group continues to engage in project.
All data under WP1 and WP2 compiled and ready to inform tool development.

developed (e.g. similar to the JNCC VINES Application - https://jncc.gov.uk /our-work/chile-viticulture-vines-app/), utilising ecosystem service and asset status information produced through this project, enabling management interventions to be explored by Y3 Q4.

Output 2:

Completed status assessments for marine/coastal habitats within TCI territorial waters based on best available evidence through a capacity building process with TCIG staff (WP2)

2.1 Updated area calculations (extent) for at least 5 marine and coastal assets completed by Y2 Q1.
2.2 Advisory Group workshop held to develop list of pressures associated with activities in the coastal/marine environment of TCIs held by Y2 Q2. Workshop attended by at least 50% of project Advisory Group members.
2.3. Literature review examining sensitivity of at least 5 coastal/marine habitats in TCI to pressures (including human activities, climate change and invasive species) prepared by end of Y2 Q2.
2.4 Vulnerability assessment completed for at least 5 coastal/marine habitats, based on composite habitat map produced under 1.1, activities data from DPLUS094 and sensitivity information collated under 2.3 by Y2 Q3.
2.5 Informed conclusions on the condition of at least 5 coastal/marine habitats based on 2.1- 2.4, and literature searches for evidence on feature condition. Feature condition assessments (with associated confidence scores) for at least 5 coastal/marine habitats added to the Asset Register by Y2 Q4.
2.6 Extended knowledge

2.1 Updated area figures available in Natural Capital Asset Register.
2.2 Workshop agenda, attendee list, presentations, report detailing agreed list of pressures.
2.3 Completed literature review available on Project webpage.
2.4 Report presenting outcomes from vulnerability assessment available on project webpage.
2.5 Evidence showing condition assessment available on MSP DPLUS094 data portal.
2.6 Report and guidance documents written by JNCC expert providing clear details of how to perform Vulnerability Assessments.

Activity data from DPLUS094 available in time to inform condition assessment.
Sufficient evidence available through literature review to inform sensitivity assessment.
Advisory Group continues to engage in project and are available to participate in workshop within given timeframe.
Sufficient evidence available to inform condition assessments.

exchange visit delivered
by 1 JNCC sensitivity/
condition expert, to
ensure DECR have the
skills and understanding
to update Vulnerability
Assessments and
conclusions on feature
condtion in the future
by Y2 Q4.

| **Output 3:** Marine indicators to monitor changes to coastal/marine natural capital enabling progressive adoption of a monitoring programme developed through a capacity building process with TCIG staff (WP3) | 3.1 Detailed plan prepared by Project Steering Group for developing list of 4 indicators by Y1 Q4.
3.2 Literature review and structured discussion with Steering Group/Advisory Group/other experts to identify metrics to underpin indicator set by Y1 Q4.
3.3 First set of indicators (2 in total) developed by Y2 Q1.
3.4 Allowing for progression of the TCI Environment Strategy, DPLUS094, and this project, a second set of indicators (2 in total) developed by Y3 Q1.
3.5 Advisory Group workshop held to review and validate proposed indicators by Y3 Q2. Workshop attended by at least 50% of project Advisory Group members.
3.6 Development of an information management plan for managing environmental data on indicators and monitoring recommendations by Y2 Q2.
3.7 Extended knowledge exchange visit delivered by 1 JNCC indicator expert, to ensure DECR have the skills and understanding to manage and update the indicators as required by Y3 Q2. | 3.1 Agreed indicator development plan on project webpage.
3.2 Literature review and list of agreed metrics available on project webpage.
3.3 Report detailing development of first set of indicators available on project webpage.
3.4 Report detailing development of second set of indicators available on project webpage.
3.5 Workshop agenda, attendee list, presentations, report detailing agreed verification of proposed indicators.
3.6 Data management plan available from project webpage.
3.7 Report and guidance documents written by JNCC expert providing clear details of how the indicators can be used/updated. | Defra continues to support implementation of 25YEP.
Sufficient data available to develop indicators.
Advisory Group continues to engage in project and are available to participate in workshop within given timeframe. |

Output 4:	4.1 Agreed programme of technical support agreed between JNCC and DECR to deliver the technical elements of Work Packages whilst ensuring knowledge development within DECR delivered by Y1 Q1.	4.1 Minutes from project start-up meeting and agreed programme of work in project file structure.	Permissions (e.g. TCI Customs & Immigration, institutional) obtained for extended visits to TCIs by JNCC staff.
Building TCIG staff capacity in natural capital approaches and raising awareness through community engagement and communications (WP4)	4.2 Detailed stakeholder/community engagement and communications strategy developed by Y1 Q3.	4.2 Stakeholder engagement and communication plan available on project webpage.	Local residents willing to engage in the project. Access to resources and media required to develop community engagement material.
	4.3 At least 5 local events held for TCI residents and other stakeholders across Providenciales, Grand Turk, Middle Caicos, North Caicos and South Caicos by Y3 Q4.	4.3 Events materials, photos, attendance lists.	
	4.4 Wider comms activity including press releases, project webpage and social media so that at least 50% of the population of the TCIs has heard about the project and its values by Y3 Q4.	4.4 Press releases, social media activity, project webpage updates, questionnaire of subset of population to measure reach of engagement.	
	4.5 Extended knowledge exchange visit delivered by 1 JNCC stakeholder engagement expert, to support DECR in the effective delivery of the engagement plan by Y3 Q4.	4.5 Guidance report written by JNCC expert providing summary of stakeholder engagement, and recommendations for future engagement.	

Output 5:	5.1 MOU developed and agreed by project partners by Y2 Q2.	5.1 Signed partner MOU's available in project file structure.	Continued resource from project partners available to engage with the project for its duration.
Project management, reporting and IT (WP5)	5.2 Project Steering Group comprising project partners established by Y1 Q1; meetings (by skype) held quarterly over the duration of the project (12 in total).	5.2 Minutes of Project Steering Group meetings circulated to project partners and available within project files.	Continuity/availability of staff/capacity is sustained throughout the project duration to enable project delivery.
	5.3 Project Advisory Group comprising project partners and wider engaged stakeholders such as the T&C Reef Fund, School for Field Studies, The Nature Conservancy, Eftec, Watersports Association, Fisheries Cooperative etc. established by Y1 Q1. Meetings (by skype) held bi-annually over the duration of the project (6 in total).	5.3 Minutes of Project Advisory Group meetings circulated to project partners and available within project files.	
	5.4 Project Monitoring and evaluation plan produced by Y1 Q2. Biannual updates provided to Project Steering Group (6 in total).	5.4 Monitoring and evaluation plan available from JNCC and DECR. Progress reports circulated to Project Steering Group and available within project files.	
	5.5 JNCC Evidence Quality Assurance (EQA) Project Audit Document (PAD) developed by Y1 Q2 to ensure project deliverables are compatible with the JNCC EQA policy.	5.5 EQA policy and PAD available in the project file structure.	
	5.6 Knowledge exchange visit delivered by JNCC IT expert, to develop strategy with DECR for the effective storage and management of environmental data (to help deliver requirements identified	5.6 Report and guidance documents written by JNCC expert providing clear IT technical instructions. 5.7 New server and hardware in place and being used by TCIG. 5.8 Reports held by Darwin Plus.	

through 3.6) by Y1 Q3.
5.7 Implementation of IT strategy to provide storage for DECR to manage environmental data by Y3 Q3.
5.8 DPLUS reports and project finances submitted as required (biannually).

Do you require more Output fields?

It is advised to have less than 6 Outputs since this level of detail can be provided at the Activity level.

◉ No

Activities

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

1.1 Collate any additional data available from beyond the shelf edge to inform gaps in The Nature Conservancy maps of territorial waters. Examine map classification and adapt as required to cover areas within territorial waters not covered by this map, in particular deeper areas off shelf. Update map based on available evidence to create composite map of territorial waters and update existing habitat classification.
1.2 Develop natural capital asset register framework by drawing on tools already developed by JNCC.
1.3 Finalise marine asset list based on map created in activity 1.1. Undertake systematic literature search to identify links between marine and coastal habitats (assets) present in the TCIs and ecosystem services and benefits, using examples from the Caribbean where available.
1.4 Populate asset register based on findings from activity 1.3, including confidence in the links between assets and services. Share final product with DPLUS094 and DPR8S1\1045 (if progresses).
1.5 Develop maps using The Nature Conservancy habitat map and outputs from the TCI Asset Register to show the ecosystem services of Provisioning, Regulation and Maintenance, and Cultural services. Liaise with TCI MSP project DPLUS094 officers to ensure that mapping products are produced in format compatible with the MSP data hub and share outputs of activities 1.1, 1.4 and 1.5 to be uploaded to the hub.
1.6 Hold workshop to present Asset Register to stakeholders.
1.7 Extended knowledge exchange programme delivered by JNCC Natural Capital expert, to ensure DECR have the skills and understanding to maintain the Asset Register in the future.
1.8 Using outputs from WP1 and WP2 create an ecosystem service scenario mapping tool to support decision making around the impacts of management decisions on ecosystem service delivery. The JNCC-developed VINES application (developed for the Chilean viticulture sector and allows vineyard managers to check ecosystem service delivery within their individual fields under different management options; https://jncc.gov.uk/our-work/chile-viticulture-vines-app/) could be modified to develop models which will feed into a Bayesian Belief Network to generate a management tool that indicates how different management interventions within the TCI marine environment will affect delivery of ecosystem services.

2.1 Based on output of activity 1.1, undertake area calculations for extent of habitats in coastal and marine waters of TCIs.
2.2 Using activities data collected through DPLUS094, plan for and hold a workshop with the Project

Advisory Group to scope pressures associated with these activities on marine and coastal assets in TCIs, and collate any available data on feature condition.

2.3 Undertake a desk-based study to obtain any existing data on marine asset condition, making links to existing and ongoing projects such as coral action plan monitoring work etc.

2.4 Review existing information and classifications for TCI marine environment and decide on best approach for developing sensitivity information. Complete literature review of the sensitivity of marine and coastal habitats to pressures.

2.5 Using sensitivity data from activity 2.3, and activity data collated through the DPLUS094, scope options and then undertake a vulnerability assessment (http://archive.jncc.gov.uk/default.aspx?page=7298) to understand the likely condition of marine and coastal habitats in TCIs.

2.6 Using the outputs of activities 2.4 and 2.5, form an expert view on the condition of marine assets, and add outputs to asset register.

2.7 Extended knowledge exchange visit delivered by JNCC status expert, to ensure DECR have the skills and understanding to update Vulnerability Assessments and conclusions on feature condition in the future.

3.1 Undertake scoping exercise to explore priorities and develop plan for indicator development.

3.2 Undertake literature review to identify metrics to underpin indicator set required to monitor changes to coastal/marine natural capital focussing on use of existing data and enabling progressive adoption of a monitoring programme as project proceeds.

3.3 Phase 1 indicator development, focusing on more straight forward areas to extend JNCC-led 2019 consultation with TCI (on behalf of Defra) on adaptation and adoption of 25YEP indicators for use in OTs.

3.4 Phase 2 indicator development, refining phase 1 outputs and addressing more complex indicators.

3.5 Hold workshop for Project Advisory Group to review and validate proposed indicators.

3.6 Develop information management plan for management of data to inform indicators and future monitoring recommendations.

3.7 Extended knowledge exchange programme delivered by JNCC indicator expert, to ensure DECR have the skills and understanding to manage and update the indicators as required in the future.

4.1 Work with DECR to finalise planned program of capacity building visits by JNCC staff. This will be tailored to DECR requirements and priorities as well as JNCC staff capacity and availability. This will be discussed during a project start up meeting with the project partners.

4.2 Undertake focused stakeholder engagement planning. Confirm existing stakeholder groups and planned future events with DECR. Aim to avoid stakeholder fatigue through join-up of events and meetings planned under DPLUS094, DPR8S1\1045 and ongoing work on the Environment Strategy. Decide on appropriate channels and approaches for engagement, as this is anticipated (through prior experience) to vary between groups.

4.3 Develop a stakeholder engagement and communications strategy document setting out the planned delivery.

4.4 Deliver stakeholder engagement and communications plan i.e. stakeholder events, focus groups, multimedia information dissemination, press releases.

4.5 Create project webpage, based on the JNCC website. Ensure page is updated on a regular basis with links to key documents, outputs and summary of progress.

4.6 Provide updates about the project via JNCC and DECR social media channels on a regular basis, signposting to project webpage, announcements, project updates and promoting key events.

4.7 Knowledge exchange visit delivered by JNCC stakeholder engagement expert, to support DECR in the effective delivery of the engagement plan.

5.1 Develop MOU between project partners, share for comment and agree final version.

5.2 Maintain regular liaison between JNCC and DECR as key project partners, including regular meetings to monitor project progress and delivery.

5.3 Create Project Steering and Advisory Groups and hold regular meetings (Quarterly for Steering Group and Biannually for Advisory Group). Manage groups, organising meetings, agendas, writing up minutes and

actions.

5.4 Create monitoring and evaluation plan, and ensure it is regularly reviewed and updated on a regular basis. Create Evidence Quality Assurance Project Audit Document, in line with JNCC EQA policy, and ensure regular monitoring/ updates.

5.5 Undertake scoping with TCIG regarding environmental data storage and management requirements, including Disaster Recovery.

5.6 Install hardware and software to facilitate requirements identified in activity 5.5 and provide training, through extended knowledge exchange programme by JNCC IT expert, to enable use.

5.7 Prepare regular activity and financial reports for Darwin Plus in line with the reporting timetable.

Section 13 - Implementation Timetable

Q29. Provide a project implementation timetable that shows the key milestones in project activities

Provide a project implementation timetable that shows the key milestones in project activities. Complete the Excel spreadsheet template as appropriate to describe the intended workplan for your project.

Implementation Timetable Template

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and fill/shade only the quarters in which an activity will be carried out. The workplan can span multiple pages if necessary.

⤓ DPR8S11042_ImpTimetable_FINAL
🗓 25/11/2019
🕓 12:40:35
▨ xlsx 26.05 KB

Section 14 - Monitoring and Evaluation

Q30. Monitoring and evaluation (M&E) plan

Describe, referring to the Indicators above, how the progress 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 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 for Darwin/IWT).

Monitoring and Evaluation forms an integral part of the project, following an adaptive management approach and as such, a specific work package has been created to ensure it has sufficient profile within

the project.

The project management structure (see Question 10) has been developed to include roles and responsibilities for Monitoring and Evaluation, for example:

- The Steering Group will oversee the activities necessary to meet the timelines, and will be responsible for reviewing the project implementation and M&E implementation reports, and advising on and approving any adjustments required (within the T&Cs of DPLUS).

- The Project Manager, will lead on all administrative aspects, and will be responsible for managing the project timeline, overseeing project outputs, and coordinating the development of monitoring reports. They will be responsible for ensuring the Project and Monitoring and Evaluation plans are implemented, and will report on progress to the Steering Group.

- The Project Delivery Lead, with the support of DECR and the other project partners, will be responsible for the operational implementation of the project, including any operational requirements of the M&E plan implementation. They will manage the communications between project partners, providing a mechanism for early warning of any issues or slippage, and enabling discussions to identify solutions

An online project management and file-sharing system (Sharepoint) will be established to ensure all partners have access to relevant documents, targets, etc. irrespective of geographic location.

An MOU between all of the partner organisations will be established at the start of the project and will articulate the obligations and roles of all parties in delivering the project.

At the start of the project, a detailed Monitoring & Evaluation plan, that will include all the above, will be prepared by the Project Manager for sign off by the Steering Group. Progress against the M&E plan will form an integral part of the project reporting process. M&E will take place throughout the project, but notably at key milestones. As highlighted through the logframe indicators, this will include after each of the stakeholder workshops and training sessions, to monitor progress, discuss issues and tailor future activity.

Oversight of the delivery of the M&E plan will be the responsibility of the Project Manager with support from the Delivery Lead, implementation of the plan will be approved by the Steering Group. The creation and delivery of the M&E plan is included within WP5, ensuring it is an integral element of the project and that it is given adequate time and resource.

All project monitoring reports will be made available on the project webpage. The asset register, maps and wider outputs will be evaluated by selected users in the TCIs. The impact of capacity building will be assessed by the TCIs partners in the last quarter of the project. The project completion report will be prepared after the project is over and is linked to the final payment.

Total project budget for M&E in GBP (this may include Staff, Travel and Subsistence costs)	£▮▮▮▮▮
Number of days planned for M&E	97.00
Percentage of total project budget set aside for M&E (%)	14.00

Section 15 - Certification

Q31. Certification

On behalf of the

company

of

JNCC

I apply for a grant of

£324,297.00

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 project key project personnel, letters of support, budget and project implementation timetable (uploaded at appropriate points in application).
- Our last two sets of signed audited/independently verified accounts and annual report are also enclosed.

Checked

Name	Marcus Yeo
Position in the organisation	CEO
Signature (please upload e-signature)	⚙ MarcusYeoSignature 📅 25/11/2019 🕐 12:27:41 📄 jpg 5.74 KB
Date	25 November 2019

Section 16 - Submission Checklist

Checklist for submission

Check

I have read the **Guidance** documents, including the "Guidance Notes for Applicants**" 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 this proposed project.	Checked
I have provided a budget based on UK government financial years i.e. 1 April – 31 March and in GBP.	Checked
I have checked that the budget is complete, correctly adds up and I have included the correct final total at the start of the application.	Checked
The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).	Checked
I have included a 1 page CV or job description for all the Project staff identified at Question 14, including the Project Leader, or provided an explanation of why not.	Checked
I have included a letter of support from the Lead Organisation and main partner organisation(s) identified at Question 13, or an explanation of why not.	Checked
I have included a cover letter from the Lead Organisation, outlining how any feedback at Stage 1 has been addressed where relevant.	Checked
I have been in contact with the FCO in the project country(ies) and have included any evidence of this. if not, I have provided an explanation of why not.	Checked
I have included a signed copy of the last 2 years annual report and accounts for the Lead Organisation, or provided an explanation if not.	Checked
I have checked the Darwin website **immediately prior to submission to ensure there are no late updates.**	Checked
I have read and understood the Privacy Notice on GOV.UK**.**	Checked

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 Darwin Initiative, Darwin Plus and our sister grant scheme, the IWT Challenge Fund. We also provide occasional updates on other UK Government activities related to biodiversity conservation and share our quarterly project newsletter. You are free to unsubscribe at any time.

Checked

Data protection and use of personal data

Information supplied in this application form, including personal data, will be used by Defra as set out in the latest copy of the Privacy Notice for Darwin, Darwin Plus and the Illegal Wildlife Trade Challenge Fund available here. This Privacy Notice must be provided to all individuals whose personal data is supplied in the application form. Some information, but not personal data, may be used when publicising the Darwin Initiative including project details (usually title, lead organisation, location, and total grant value) on the GOV.UK and other websites.

Information relating to the project or its results may also be released on request, including under the 2004 Environmental Information Regulations and the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the General Data Protection Regulation (Regulation (EU) 2016/679).