Introduction to Darwin Initiative reporting systems

Financial and Technical

LTS International

Administration and management support to the Darwin Initiative since 2003

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- Day to day contact with all Darwin projects
- Supports all projects and acts as clearing-house for most queries.

Lesley King

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- Communications and Technical Support to the Darwin Initiative

Reporting & Accountability

- Projects have a number of requirements in terms of reporting to the DI to ensure the high standard of DI projects is maintained.

- These can broadly be divided into:
  - Project technical reporting
  - Project financial reporting

Expectations of a Darwin project

As per the DI criteria

- high **quality** and **scientific**;

- **collaborative**;

- **assist** to meet their objectives under CBD, CMS & CITES.

- should address poverty alleviation*

Project Reporting (Technical)

- Projects required to report twice per year for the duration of their grant:
  - Half Year reports
  - Annual Reports
  - Final
- Project reports are posted on the website (minus contact details & financial details)
- Reminder sent 1 month before deadline

Half Year Report

Annual Report

Final report

Half Year Reports

- Provide a brief update on project progress
- Opportunity to discuss queries/issues (available year round however from LTS)
- Submitted by **31st October** annually
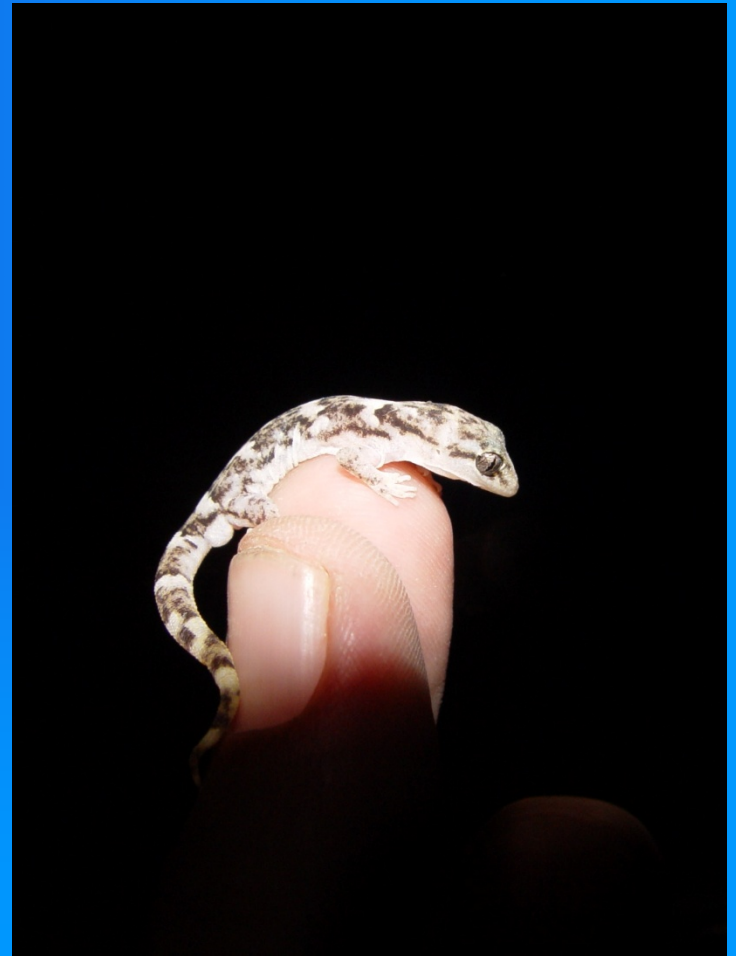
Annual Reports

- to detail progress against planned activities, outputs & purpose;
- Good use of indicators & evidence (means of verification) reduces reporting burden;
- Due **30th April** annually;

Final Reports

- provide information on the *overall* success of the project against its proposed purpose, outputs and activities

- Good use of indicators and evidence (means of verification) reduces reporting burden;

Financial Reporting Requirements

- Quarterly advance claims;
- An audit at closure of project;
- Defra retain the right to spot check;

Quarterly Advance Claims

– Quarters 1, 2 are advance claims linked to reporting and return of Annual Grant Acceptance Form

– Quarter 3 is a straight advance

– Quarter 4 Actual Claim is not an advance and is dependent on actual expenditure for the year

– A retention is made from the final claim pending a satisfactory final report.
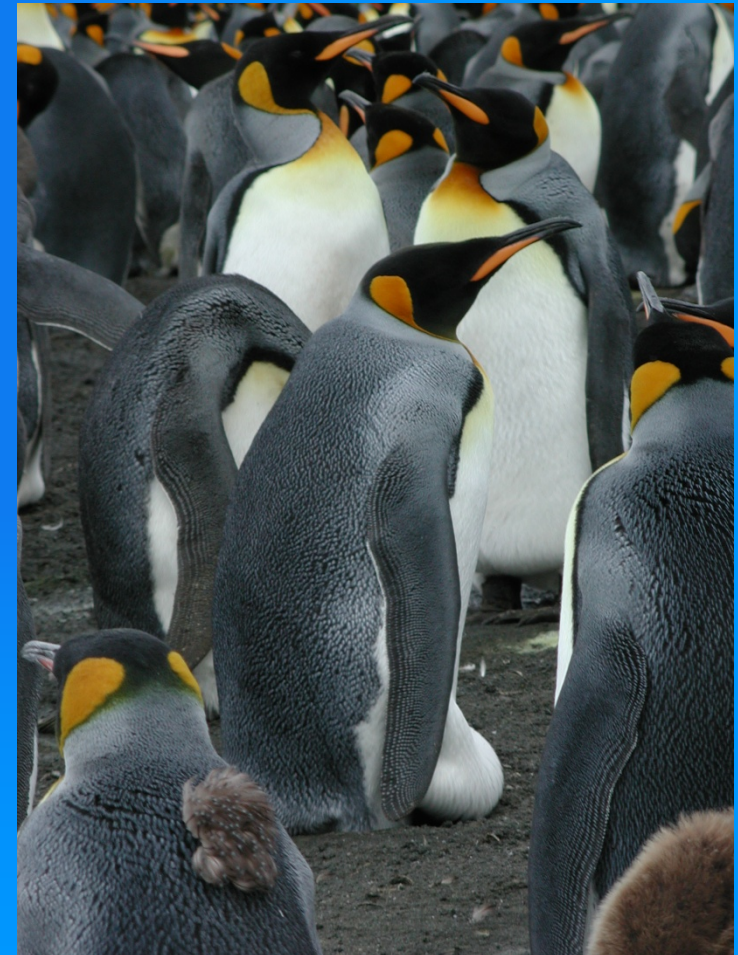
Claim Process

- Hard copy with wet signature;
- LTS checks claim total and that related reporting received;
- Batched eligible claims to Defra for approval
- Agreed claims then sent for payment
- You will be informed when to expect payment to your account

Conditions for Payment

Claim	Reporting	Financial	Other
Quarter 1 – advance	n/a	n/a	Year 1 – signed Award Acceptance Form received From Year 2 onwards, signed Annual Grant Acceptance Form received
Quarter 2 – advance	From Year 2 onwards, prior year annual report received.	From Year 2 onwards, prior year Quarter 4 – actual claim received and verified.	n/a
Quarter 3 – advance	From Year 2, prior year annual report accepted as administratively complete	n/a	n/a
Quarter 4 – actual	Annual report received	Quarter 4 – actual claim received and verified.	n/a
Final claim, less retention	Final report	Final claim form	n/a
Retention	Final report accepted	Audit letter - **where required**	n/a

Change Requests

- All projects looking to make significant changes (both technical and financial) should submit a change request form*.

- This includes:
  - Virements
  - Carry forwards
  - Changes to logical framework
  - Staff changes (senior technical staff) including CV
  - Timing changes (e.g. extensions)

* Change request forms can be found on the website

Reducing the reporting burden

Handy tips

Annual reports

- Report against original application unless changes have been made to logframe

- Significant changes to Logframe/design need to be approved (change request forms on the website)

Indicators

- Indicators are what will be measured to show progress and outcome
- Should be SMART:

    S = Specific

    M = Measurable

    A = Achievable

    R = Relevant

    T = Time bound

Means of Verification

- Should be submitted in reporting as verification of progress

- Reduces onerous narrative reporting

EXAMPLE

- Meeting minutes of Steering Committee approving plans

- Letter formally accepting management plans from Ministry of Environment

Example indicators

Output:

Hunting pressure reduced for lesser spotted dingos through micro-credit compensation schemes established for hunting families.

Indicators:

No. of hunting incidents reduced from 200 per annum to 20 per annum by yr 3 of the project.

Number of micro-credit transactions completed increases from 20 per annum to 60 by yr 3 of the project.

Recordings of lesser spotted dingo bushmeat in local market drops from 10 per visit to 1 by year 3.

Monitoring and evaluation planning

- What data needs to be collected
- Who needs to collect the data
- When do they need to collect the data
- How do they collect the data

Indicator	Q1	Q2	Q3	Q4
Household income	X			
Animal sightings		X		
Qualifications achieved				x

The Elevator Pitch

Could you improve how you explain your project?

- Simplify the language?
- Explain jargon? Remove the jargon?
- Highlight what is unique?
- Use active tense rather than passive?
- Talk more about why it is important rather than what you will be doing?

Elevator Pitch

- Before the break – spend 1-2 minutes jotting down important points on a post-it.
- During the break - in pairs or groups of 3:
    - Step 1: 10 floors (2 minutes)
    - Steph 2: 5 floors (1 minute)
    - Step 3: 1 floor – 10 seconds!
- After the break – report back to the group on your partners project.