Darwin Initiative & IWT Challenge Fund New Project Webinars & Workshops 2021

In September 2021, three events were held for new projects funded under Darwin Initiative Round 27 and IWT Challenge Fund Round 7. These events were open to all new grantees.

Webinar – Financial, administrative and technical reporting for new Darwin and IWT Challenge Fund projects

On 13th September, we hosted a webinar for new projects to introduce the financial and administrative reporting systems for new Darwin Initiative and IWT Challenge Fund. The aim of this webinar was to welcome newly funded projects, and provide advice and support relating to financial, administrative, and technical reporting.

Workshop Session – Communications Strategy and M&E Plan

On 15th September, we held an online, interactive workshop. This session was repeated in the morning and afternoon to allow for different time zones. The workshop content built on the webinar, and its aim was to provide advice and support relating to project communications and monitoring & evaluation.

Workshop Session – Common issues & complementarities and sharing experiences on M&E

On 21st and 22nd September, we held another online interactive workshop. This session was repeated in the morning (on 21st) and afternoon (on 22nd) to allow for different time zones. It focused on providing a forum for projects to network with those working on similar topics and areas in order to foster lesson learning.

This note covers the presentations that were given on all three sessions, including questions and answers, and notes on the workshop activities carried out by participants. All the presentation slides from the webinar and workshop are also available on the respective websites:

- Darwin Initiative website
- IWT Challenge Fund website

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Webinar Agenda – Financial, administrative and technical reporting for new Darwin and IWT Challenge Fund Projects

Agenda Item
Welcome and introduction to the webinar
The evolution of the Darwin funds
Introduction to the Darwin and IWT Secretariat and NIRAS-LTS team
Questions
Technical reporting requirements
Technical reporting dos and don’ts
Questions
Financial reporting requirements
Terms and conditions
Questions
Project communications
Final Questions & Close

Notes on the new project webinar

In total, 110 people registered for the session and 98 people were able to attend. See Annex 1 for details on the spread of people attending the workshop.

The objectives of the session were:

- To provide an introduction to Darwin Initiative and IWT Challenge Fund
- To 'meet' the Darwin Initiative key people and understand their roles
- To get an insight into the administration and reporting requirements for Darwin and IWT projects

The webinar gave participants the opportunity to ask questions on project administration, finance, reporting, and communications. Questions and responses are summarised in the following section of this report. A poll carried out during the webinar indicated that the pace of the webinar was about right. Following the completion of the webinar more detailed feedback was requested from participants. This is also summarised below.

Webinar Q&A

Summary of key resources/info for projects

Websites

Each of the funds has their own respective websites. A lot of the templates and resources are similar across the projects but as each fund is different, some templates, for example reporting templates, are different. We recommend using the relevant fund website for your project to ensure you access the right resources.

Darwin Initiative:	www.darwininitiative.org.uk
IWT Challenge Fund:	iwt.challengefund.org.uk
Darwin Plus:	dplus.darwininitiative.org.uk

Contact details for projects:

- General project queries and report submission for:
  - Darwin Initiative and Darwin Plus: Darwin-Projects@ltsi.co.uk
  - IWTCF: IWT-Fund@ltsi.co.uk
- Claims submission and Change Requests for
  - Darwin Initiative and Darwin Plus: Darwin-Finance@ltsi.co.uk
  - IWTCF projects: IWT-Fund@ltsi.co.uk
- Communications:
  - Darwin Initiative and Darwin Plus Darwin-Newsletter@ltsi.co.uk
  - IWTCF: IWT-Newsletter@ltsi.co.uk

Financial and admin questions

You will find most information regarding financial management of your projects in the documents below, which will be an excellent reference resource throughout the duration of your project. **Please ensure you share this information with your finance teams.**

- The "Finance Guidance" document and Claims forms can be found here:
  - Darwin: https://www.darwininitiative.org.uk/resources-for-projects/claim-forms-and-finance-guidance/
  - IWT: https://iwt.challengefund.org.uk/resources/claim-forms-and-finance-guidance/
- Technical reporting templates for projects can be found here (N.B. these are updated each year):
  - Darwin: https://www.darwininitiative.org.uk/resources-for-projects/reporting-forms-change-request-forms-and-terms-and-conditions/
  - IWT: https://iwt.challengefund.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/
- Technical information notes can be found here:
  - Darwin: https://www.darwininitiative.org.uk/resources-for-projects/information-notes-learning-notes-briefing-papers-and-reviews/
  - IWT: https://iwt.challengefund.org.uk/resources/information-notes/

Technical Reporting

Is there a page limit on annual reports?

In the annual report template we provide an indication of the page limit. Currently, we recommend that your annual report is no longer than 20 pages in length (excluding annexes). Please ensure you look at the most recent template as these are updated each year and vary depending on your specific type of project.

Can you clarify again about the half year report due Oct 31st; will this be required even if you start project last half of September or October 1st?

The half year report is due for all main projects on 31st October. The period it covers is 1st April – 30th September. If your project started before 30th September please provide an update (this can be brief if your project has been active for less than 6 months), but if you started in October then the first report due for your project will be the annual report due on 30th April covering the period 1st April – 31st March.

What is the deadline for the final report?

The deadline for your final report varies depending on when your project finishes. For main projects your final report is due within 3 months of the end of your project.

For more information on reporting deadlines see the Reporting Information Note here: https://www.darwininitiative.org.uk/resources-for-projects/information-notes-learning-notes-briefing-papers-and-reviews/

Could you please indicate when before the reporting deadline should we send a change request?

The key thing is to not submit a change request in the same email as your report as there is a risk it is missed. When it comes to logframe changes specifically, your report should be against the latest approved version of the logframe, so submitting a request to change your logframe at the same time as the report is not sensible. Either submit well in advance (i.e. at least one month) or wait until you have received feedback on your report. If you are requesting changes that you plan to report on, a change request should be submitted at least a month before the report is due.

Do the partners also have to use the templates we need to use?

The lead organisation is the core organisation responsible for reporting for your project and we only require a single report for your project. However, we do encourage that all partners are involved in the reporting process – you can coordinate partner inputs into reporting in whichever way you would like (e.g. using your own templates or everyone contributing directly onto Darwin/IWT templates).

Financial

What about the financial report format and requirements please?

The specific financial reporting requirements are outlined in the Finance Guidance. The claim templates can be found on the website (links above) and the timelines are summarised in the table below. At the moment, the financial information we ask for in the technical report is the same as we would expect to see in the Actual end of year financial claim form. There are no other regular financial reporting requirements at the moment, but we may revise these requirements. More detail will follow when it is available.

Claim	Deadline	Financial Evidence	Technical Evidence
FY Q1 1st April – 30th June Advance Claim	1st - 30th April	Year 1: Grant Acceptance Form From Year 2: Annual Grant Acceptance Form Advance Claim	n/a
FY Q2 1st July – 30th September Advance Claim	15th June – 31st July	Year 1: n/a From Year 2: Verified Q4 Actual Claim (from previous FY) even if no outstanding funds to claim	From Year 2: Annual Report Due by 30th April
FY Q3 1st October – 31st December Advance Claim	15th September – 31st October	n/a	From Year 2, prior year Annual Report Accepted
FY Q4 1st January – 31st March Actual Claim	31st May	Confirmation of Actual spend across the FY even if no outstanding funds to claim	Annual Report due by 30th April
Final Actual Claim, less retention	<3 months of project end	Verified Final Actual Claim	Final Report Received
Retention	<6 months of project end	Verified Audit Statement where required	Final Report Accepted

For the expense invoices are there any specific format of name to be charged under the projects please?

All financial claims should be made using the correct claim forms –invoices will not be accepted. Please ensure you use the correct project numbers, which you can get from your Offer letter and Grant Acceptance Form.

Our project was provisionally approved but we were asked to provide more information, which we did. Do you know when we'll hear the final decision please?

For projects which were asked to provide more information, we are processing these and will be in contact as soon as possible.

Similar to the previous question - we submitted a Change Request form, which included a request to delay project start date. Do you know when we will hear if that has been approved?

As for the above, we will be in touch as soon as possible (N.B. many projects will have heard by the time these proceedings are available)

I am still pending of sending the request change form, with a delay in the initial date. Is there a due date to send this form?

IWT Challenge Fund projects were given a deadline of 3rd September to consider changes to their overall project timeline and budget spread between financial years. For Darwin Initiative projects, no strict deadline was indicated but please consider this as soon as possible.

Charges for bank commissions when funds are transferred were apparently approved in our budget, but guidelines say these are not admissible. What is correct? Do we need to cover those expenses.

If these costs were included in your original budget, then they are accepted.

You said that significant changes need to be reported and approved. Are there any rules we can read that define this? (e.g. reallocation of more than 25% of a budget line should be approved first)

You have about 10% flexibility to move money between budget lines within a financial year without a change request – any greater and you will need to agree this by a change request. You have no flexibility to change the spread of funds across financial years unless a re-budget has been formally agreed by the change request process.

We are going to postpone our project starting date, in this case, should we submit the Q2 and Q3 claims based on the original date or the updated one?

Submit your claims based on the agreed dates for your project.

When are we supposed to implement the project? Do we receive any go ahead information from IWT?

You should wait for final approval from IWT before starting your project, particularly if you had funding caveats. However, if you did not have any funding caveats you can begin work before final award paperwork has been received/returned if you are happy to work prior to receiving your first payment. Please note that any expenditure made by the project before award paperwork is signed is made at the risk of the project partners, should formal grant award be changed or not made for any reason.

Did you mention earlier that the changed start date request for IWT was Sept 3rd? Does this include projects that haven't been confirmed yet?

Yes, this deadline applied to projects with and without funding caveats. Please get in touch ASAP if you have not already made a request but you would like to.

Signatures must be scans of hand-write, or is it possible to use digital signatures accepted in the respective county?

You can use a digital e-signature on your claim forms. They key thing is that the signature on your claim forms matches the approved signatories agreed with your grant award paperwork. A simple typed signature would not normally be accepted.

If our IWTCF project is approved to have started on 1 April 2021, presumably when/if our provisional approval is confirmed, we will be able to submit Q1, Q2 and Q3 claims all in one go?

Yes, you can submit these claims all at once.

Generally, how many % for retention at the end of project?

The specific retention amount depends on your project budget – the details are outlined in the Finance Guidance. For projects between £100k-£600k (i.e. typical Darwin and IWT projects) the retention is 25% of the final year's budget, or £20,000, whichever is greater. This money will be withheld then paid on acceptance of the Final Report and Audit Statement.

When is the fiscal financial year?

Darwin and IWT projects work to a 1st April – 31st March Financial Year.

Can we ask for carry-forwards between financial years before signing the contract?

We do not allow carry-forwards on Darwin and IWT projects. However, you can submit a financial change request, where money is rebudgeted between financial years.

How should we report overhead expenses when the institution has a standard charge of overhead? Do you need receipts for the overhead?

The Finance Guidance outlines our approach to overheads. You should manage these expenses for your project in the standard way you apply these in your organisation. We do not ask that you submit receipts for all project expenditure however your auditor might ask for this as part of your end of project audit, or we might ask for this evidence if you are selected for a Spot Audit. You might want to consider using timesheets, for example, to record staff time worked on this project specifically.

RE Financial changes. We are in the process of preparing a change request to the start date of the project - we were due to start July 1st but didn't hear of success until mid-August - and with partners have agreed to try and still meet this year's targets on activities despite proposed revised start date of 1st Sept. Given Dec 31st deadline for financial changes is this silly or should we be more conservative about expectations given Covid etc and make some reallocations now?

You should consider what is most realistic for the project, and allow adequate start up time. It would also be prudent to plan in a budget review before the end of the year to allow you time to take stock and submit a financial Change Request before the deadline if necessary.

Is there a problem with the sales tax being part of the project costs?

Any non-UK taxes incurred by the project can be charged to the project, unless you are in a country where these taxes can be recouped, in which case you should only assign the net cost to the project.

We could not find explicit inclusion of VAT (tax) in local expenses, is it correct to assume taxes are included?

As above, any non-UK taxes incurred by the project can be charged to the project, unless you are in a country where these taxes can be recouped, in which case you should only assign the net cost to the project.

Could you please cover co-funding and how reporting those that is expected? Where can we read about guidelines on this issue?

You should keep your own records on the management of the total budget for the project, including income from other sources. Ensuring you capture all information from the start of the project would be prudent. We currently only require reporting on spend of the Darwin/IWT grant, but we are reviewing our processes and may require more detail in the future. We ask for information about co-funding in our final report template under Standard Measures, and in the Final Report.

How should currency conversion be handled? Should we report in GBP using the rate of the particular day the transaction was made?

The important thing is to maintain a clear record and justification of the rates used and how you approach foreign exchange. In general we suggest you use the typical approach your organisation follows.

Any specific document or agreement needed for the Partner Org in order to start the project?

We have no specific requirements for how the lead organisation manages its relationship with its partners however you should follow your organisation's requirements to ensure that any financial and reporting requirements are met, considering (for example) the evidence you auditor might need. It is strongly recommended that you ensure you have a written agreement with your main partners, particularly if there are budgets involved.

Financial - Audits

Can you talk about receipts and what requirements there are around types of receipts accepted by Darwin?

We do not require you to submit receipts with your quarterly or actual claim forms. However, receipts should be kept and should be available for up to seven years after your project ends.

Do we need to turn in a separate project-specific audit alongside our institutional Financial Statements?

Yes. All projects are required to provide an end of project audit that is specific to the funds received from Defra. Full details are available in the Finance guidance.

Will we require receipts from partner org spend or just lead org spend?

You do not need to hold the receipts for partner spend, but you should ensure you have adequate reporting from them and make your own arrangements to verify the authenticity of that reporting. Partners should retain their own receipts.

Is it annual audit or an audit at the end of the project? How many years' invoice have to store?

Only an end of project audit is required.

As project need separate audit. Are we allow to put separate budget for audit for this project please?

The guidance available at the time of your application indicated that you can have a ring-fenced amount of money in the final FY of your project for a project audit. We are not allowed to increase your grant amount at this stage if this was not included.

The audit requirements in our grant agreement state that we need to provide an audit within 6 months of the end of the funding period "accompanied by the Grantee's annual audited accounts covering the Funding Period". Can you confirm if this means we need to provide our organisational audits, as these may not be available at the same time.

You should provide whatever is available of the Grantee's annual audited accounts at the time and send on the final period when it is ready.

Can you confirm if the audit needs to cover the Darwin funds only or the co-financing as well?

The project audit we ask for only needs to cover Darwin/IWT funding.

The latest Ts&Cs have changed the audit requirements (and therefore the costs). These were not known when the original proposals were submitted. Therefore, the budget for audit costs were in line with the old Ts&Cs, but the award is against the new ones. Therefore, some re-budgeting will be necessary to meet these new augmented audit costs. How/When should this be done? At the stage of accepting the award? Or accept the award and then make a change request?

The T&Cs available at the time of your applications being written is the one you should have followed in your applications – i.e. you were allowed to set aside up to £2,000 for your end of project audit. The guidance has since been updated and for projects over £100,000, you can now claim up to £3,000 for your end of project audit. We are not able to increase the total award for your project – however, if you create savings in other areas of your project budget over the lifetime of your project, you can increase the total amount allocated to your audit costs (within the maximum indicated in the Finance Guidance). For projects <£600,000, only a single end of project audit is required.

Communications

Can we subscribe to your newsletters?

We have automatically subscribed all new project leaders to the mailing list for their respective fund – i.e. IWT Challenge Fund Project Leaders to IWT mailing list and Darwin project leaders to Darwin PLs to Darwin mailing list. If you would like to be subscribed to the other mailing list, please get in contact with IWT-Newsletter@ltsi.co.uk to subscribe to IWT mailing list and Darwin-Newsletter@ltsi.co.uk to subscribe to Darwin mailing list.

When will you provide us the corresponding logos? (Darwin Initiative UKAID, etc.). Where can we download the IWT logo?

The Darwin logo can be downloaded from the Darwin website here: https://www.darwininitiative.org.uk/resources-for-projects/darwin-publicity/

There is no specific IWT Challenge Fund logo – IWT projects should use the UKAID alongside a statement being clear they are funded through the IWT Challenge Fund. There are details in the T&Cs on how to request the UKAID logo for use and the specific wording which should be used.

Do we need to put in a request to UKAID every time we use the logo, or do we only need to make a one-time request?

The request to use the UKAID logo only needs to be made once for the lifetime of your project.

If we produce posters etc, do we need specific approval before using DI/UKAID logos?

You don't need specific approvals before using the Darwin logo – its use is actively encouraged. For the UKAID logo, you should request its use via the contact details included in the T&Cs.

Do you know when the embargo on announcing these projects will be lifted? We are keen to do some promotion and PR.

The embargos for both Darwin Initiative and IWT Challenge funds has lifted.

Do we need to use the logo on procured equipment (e.g. uniform/shirt)

There is no requirement to use the Darwin logo on procured equipment – but if they are funded fully or in part by Darwin and/or other logos are included then it is encouraged.

Other

Most Darwin Main projects seem to be awarded to large INGOs. Were national NGOs awarded DI grants? If yes, what is the percentage/share in the overall award total?

In terms of awarded Darwin projects, the ratio of international to national lead organisations is approximately 2:1.

Selected Webinar Feedback

How useful did you find the webinar?

Of the 98 people who attended the webinar, 54 attendees provided feedback. 45 attendees reported finding the webinar very useful, 8 attendees responded that it was moderately useful, and 1 attendee responded that it was not useful.

How did you find the pace of the webinar?

51 webinar attendees (of the 54 who provided feedback) found the webinar pace just right, 2 found the pace too fast and 1 found the pace too slow.

Do you have any recommendations for how we can improve?

- To allow people ask questions verbally would be ideal
- I'd suggest provide closed caption option for non-native English speaker
- Hold two or three sessions on the first information of Administration and Finance
- Everything is good
- Appreciate it if the speakers will speak audibly.
- Maybe be clearer about which people the webinar is really aimed at. It felt like there was a lot of information that would only be relevant for the project lead.
- Involve real scenarios or examples of what has been experienced during trainings.
- The processing of closing a project and the steps involved.
- I hope we can have a copy of the webinar recording so that we can go back whenever we need to confirm some issues discussed here.
- Have a dedicated finance webinar and go over the reporting templates and advance forms
- Include more detail in the financial reports section (I imagine that the questions that were asked are common in all the webinars that they do on the matter).
- Would be good to see the most common pitfalls listed, even more than you have already done
- It would be useful to share the presentations ahead of the meeting so that people can add notes to them or follow them at their own pace.
- Perhaps give access to some good examples on reporting?
- Maybe would be good to go through the toolkit for new projects before the webinar so questions and clarifications are identified ahead of the webinar
- Maybe lumping the questions together instead of jumping from one to another
- More links to important forms, websites + contact information provided. In particular, outlining who should be contacted for what questions would be very helpful.
- It was a bit fast, and for non-UK English speakers perhaps sometimes difficult to follow. More detailed information about financial reporting, use of receipts and time sheets etc would be useful.
- Would have been better to have Darwin and IWT separately.
- Presentation is just right the pace. But it was a bit fast at Q&A session.

Do you have any suggestions for future webinar topics?

- More sessions on communication and reporting
- It will be good to discuss little more on M & E.
- No at all, presentations are well done and easy to understand. Thanks for all participants.
- Perhaps some time spent on projects introduction to foster collaboration.
- Might be useful to put groups working in the same country/countries in touch with each other directly if they are okay with that to aid communication/coordination/support of each other's work?
- Share lessons learnt from the previous project
- Step by step process on financial reporting and proper documentation
- How to take Darwin/IWTCF-quality photos.
- Developing effective MoUs between project collaborators
- 1) Are there plans for Darwin to offer start-ups especially among the Youth and Women in developing countries? 2) Do you have a plan include capacity building in Finance, Admin, or Grant management?
- None so far, I'd love the way you have discussed the topic earlier and ensures that your listeners will participate as well with the poll you are sending.
- Have a dedicated finance webinar and go over the reporting templates and advance forms
- It would be great to hear from past grantees on how they managed the project, on the administrative and finance aspects.
- Improving communication and packaging communication materials
- Maybe 'common mistakes and how to avoid them'?
- Maybe deep dive to financial management
- Learning exchanges between the grantees
- A specific webinar about financial reporting and accounting guidelines for Darwin with some work examples, or perhaps some exercises beforehand that will be tackled during the webinar.
- In-depth session on financial reporting
- Webinar on Technical reporting for annual and final with examples of good reporting.
- Little bit more about partners org.

Workshop Session - Communications Strategy and M&E Plan

Agenda

Timing – Morning / afternoon session	Agenda Item
9:30 / 2:00	Communications Strategy – Presentation on Zoom then group work on Miro
10:45 / 3:15	Short 15-minute break
11:00 / 3:30	M&E Plan – Presentation on Zoom then group work on Miro
12:00 / 4:30	Finish

Notes on session

We held an interactive workshop session focused on communications and M&E planning (repeated in AM and PM). We used a combination of two software packages to maximise collaborative working and simulate an in-person experience. Zoom conferencing software was used as its breakout room feature facilitates group work. We used Miro whiteboard software in combination with Zoom to enable collaborative note taking.

Communications

The first half of the session focused on project communications. The aim of this session was to emphasise the importance of effective communication at the project level, and to outline the communications channels through which this can be achieved. The presentation outlined the key elements of a simple communications strategy and introduced the idea of using a stakeholder analysis tool to map the interest and influence of project stakeholders. It also outlined the existing Darwin and IWT communications channels available to projects.

Group work allowed attendees to map their key project stakeholders on an interest/influence tool and develop the key elements of a communication strategy for their project. The groups found that it was particularly important to focus on those stakeholders that were categorised as having low interest but high influence, as they might have the potential to increase their interest/engagement in the project through effective communications.

Developing an M&E Plan

The second half of the session focused on project M&E. It began with a short presentation focused on how to systematise the collection of evidence using a monitoring and evaluation plan. The presentation looked at what an M&E plan is, why they are a useful tool, and how to develop a simple M&E plan. The value of revisiting Stage 2 application logframes and indicators, and updating as necessary, was emphasised.

The M&E plan presentation was followed by a group activity. Workshop attendees were asked to complete a basic M&E action plan in small groups using the template provided.

Feedback received

What did we do well?

Interesting to get different peoples' inputs - widened knowledge

What could we do better?

More time to discuss the M&E plans

Maybe send out presentations beforehand so we could spend more time on the exercises. More direct guidance/criticism of M&E exercise

Suggest "volunteering" person from each break-out group to give feedback after each session - saves long silences

Workshop Session - Common issues & complementarities and sharing experiences on M&E

Agenda

Timing – Morning / afternoon session	Agenda Item
9:30 / 2:00	Commons issues and complementarities – Presentation on Zoom then group work on Miro
10:45 / 3:15	Short 15-minute break
11:00 / 3:30	Technical themes and measurement challenges – Presentation on Zoom then group work on Miro
12:00 / 4:30	Finish

Notes on session

We held an interactive workshop session focused on project complementarities and M&E challenges (repeated in AM and PM). The aim of this sessions was to provide the opportunity to make connections between projects with similar themes and/or geographies. We used a combination of two software packages to maximise collaborative working and simulate an in-person experience. Zoom conferencing software was used as its breakout room feature facilitates group work. We used Miro whiteboard software in combination with Zoom to enable collaborative note taking.

Commons issues and complementarities

Projects discussed the common challenges they were seeking to address and whether or not they had stakeholders in common – many projects found they were addressing the same threats to biodiversity conservation / IWT and were working with similar stakeholders in their focus countries.

Technical themes and measurement challenges

On measurement challenges and sustainability issues, project discussions included reflections on challenges related to development of their logframes and specific measures as well as how they will manage their various risks and assumptions.

Feedback received

What did we do well?

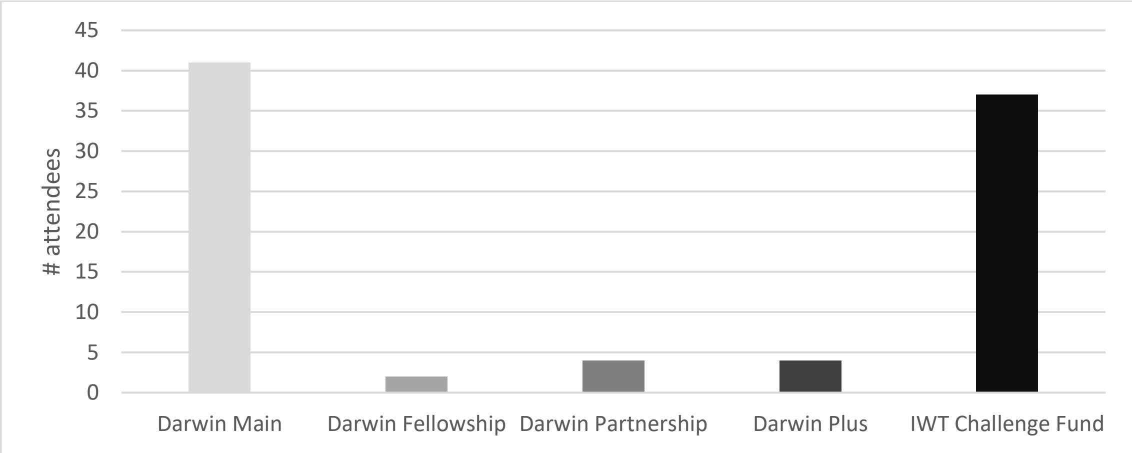
Great to be able to share experiences with other projects, especially ones working in similar areas

What could we do better?

Hard to cover all the questions in the short time available- maybe post fewer questions to allow more in-depth discussion

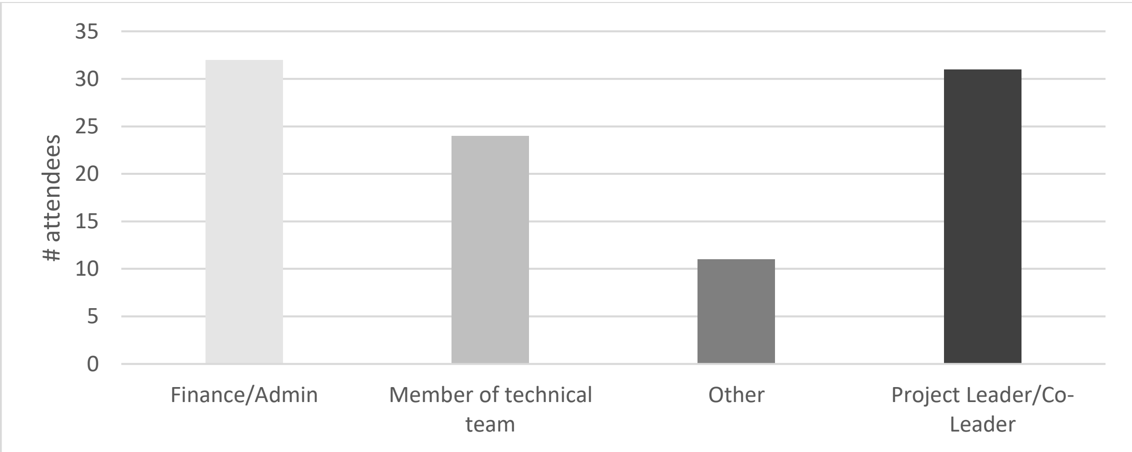
Annex 1 - Webinar Poll Responses:

What sort of project do you work on?



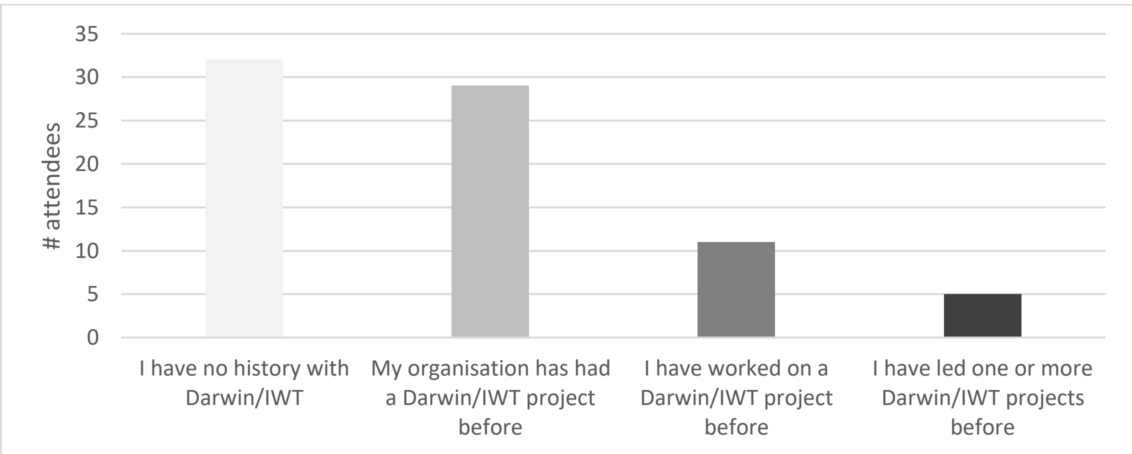
**79 of 98 attendees responded*

What is your role on your project?



**98 of 98 attendees responded*

What is your history with Darwin/IWT?



**77 of 98 attendees responded*