



Introduction to Darwin Initiative reporting systems

Financial and Technical



Department
for Environment
Food & Rural Affairs



UKaid
from the British people

LTS International



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



- 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, Nagoya, ITPGRFA & CITES
- should address poverty alleviation*



Project Reporting (Technical)



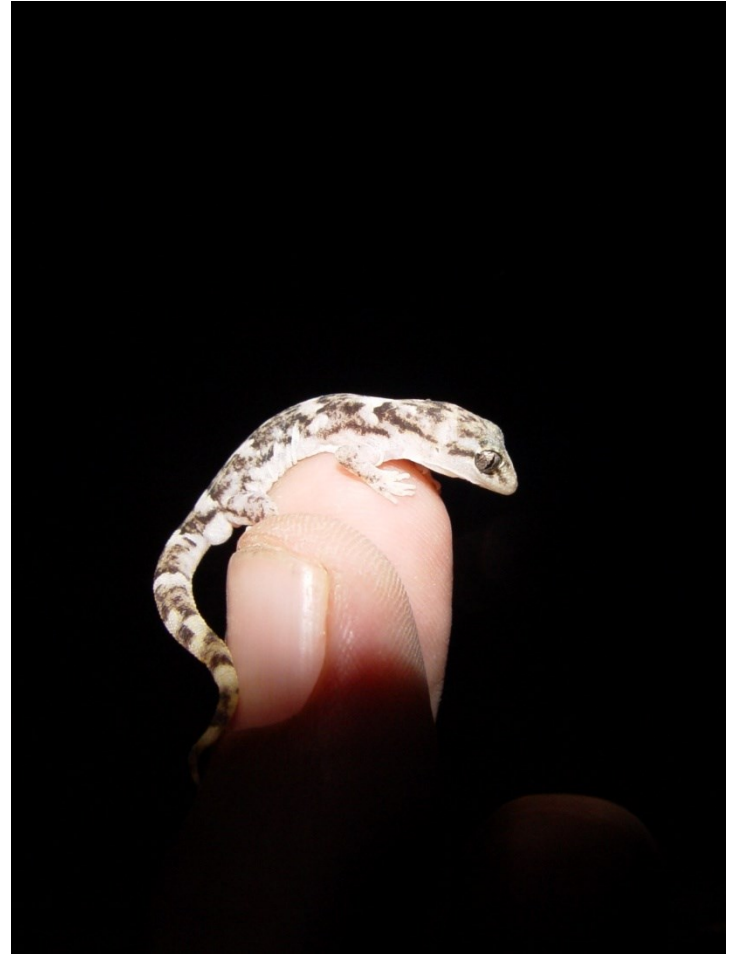
- Projects required to report twice per year for the duration of their grant:
 - Half Year reports
 - Annual Reports
 - Final
- Project reports are posted on the website (minus contact details & financial details)
- Reminder sent 1 month before deadline



Half Year Reports



- Provide a brief update on project progress
- Opportunity to discuss queries/issues (also available all year round)
- Submitted by **31st October** annually



Annual Reports



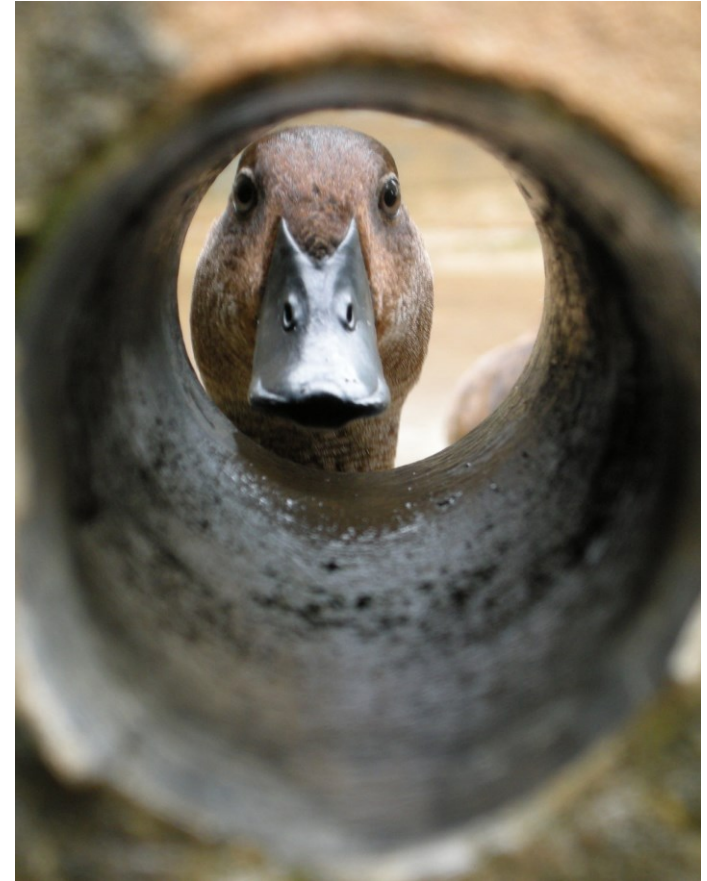
- To detail progress against planned activities, outputs & purpose
- Good use of indicators & evidence (means of verification) reduces reporting burden
- Due **30th April** annually



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, but Q4 claim is based on actuals and in arrears
- An audit at closure of project
- Defra retain the right to spot check



Claims conditions

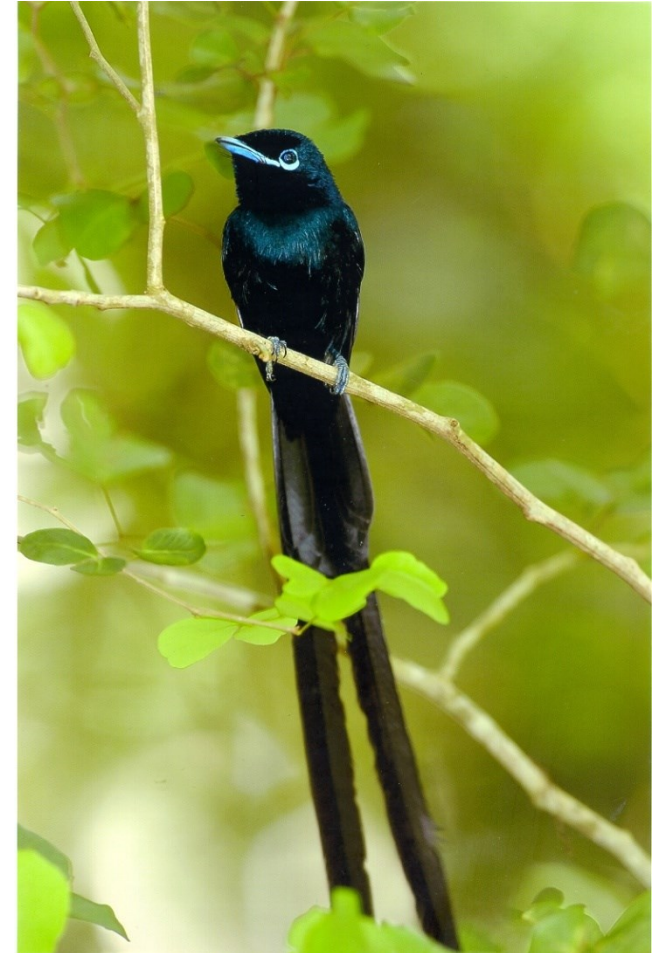


- Quarters 1, 2 are advance claims linked to reporting and return of Annual Grant Acceptance Form
- Quarter 3 is a straight advance
- Quarter 4 Actual Claim is not an advance and is dependent on actual expenditure for the year
- A retention is made from the final claim pending a satisfactory final report.

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

Change Requests



- Projects looking to make significant changes (both technical and financial) should submit a change request form
- This includes:
 - Virements
 - Rebudgets
 - Changes to logical framework
 - Staff changes (senior technical staff) including CV
 - Timing changes (e.g. extensions)



Terms and Conditions



- Confirms how the funds can be used eg no UK party political use
- Outlines the rights retained by Defra should grantees not follow requirements eg reclaiming of funds, eligibility of future applications
- Requirements re branding/communicating about your project





Reducing the reporting burden

Handy tips



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Annual reports



- Report against original application unless changes have been made to logframe
- Significant changes to logframe/design need to be approved



Indicators



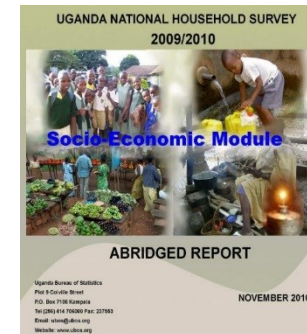
- Indicators are what will be measured to show progress and outcome
- Should be SMART:



Means of Verification



- Should be submitted in reporting as verification of progress
- Reduces onerous narrative reporting
- In-Report
 - Use of secondary data
 - Illustrative quotes
 - Figures
- Additional Documents
 - Meeting minutes of Steering Committee approving plans
 - Letter formally accepting management plans from Ministry of Environment
 - Photos



	REGION	DISTRICT	SUB-DISTRICT	POP	SALES	POWER	RELIGION
1028	Western District	Siligada	Mani	100	100	100	100
1029	Western District	Sport	Mani	100	100	100	100
1030	Western District	Mani	Mani	100	100	100	100
1031	Western District	Mani	Mani	100	100	100	100
1032	Western District	Mani	Mani	100	100	100	100
1033	Western District	Mani	Mani	100	100	100	100
1034	Western District	Mani	Mani	100	100	100	100
1035	Western District	Mani	Mani	100	100	100	100
1036	Western District	Mani	Mani	100	100	100	100
1037	Western District	Mani	Mani	100	100	100	100
1038	Western District	Mani	Mani	100	100	100	100
1039	Western District	Mani	Mani	100	100	100	100
1040	Western District	Mani	Mani	100	100	100	100
1041	Western District	Mani	Mani	100	100	100	100
1042	Western District	Mani	Mani	100	100	100	100
1043	Western District	Mani	Mani	100	100	100	100
1044	Western District	Mani	Mani	100	100	100	100
1045	Western District	Mani	Mani	100	100	100	100
1046	Western District	Mani	Mani	100	100	100	100
1047	Western District	Mani	Mani	100	100	100	100
1048	Western District	Mani	Mani	100	100	100	100
1049	Western District	Mani	Mani	100	100	100	100
1050	Western District	Mani	Mani	100	100	100	100

Reporting Evidence – Do's



- **Provide evidence Demonstrate where claims come from**, for example:

“We are making good progress towards our goal, as demonstrated by data provided in table x”

“Focus groups with local residents about, we believe this to be true [insert quote as evidence]”

- **Move beyond reporting on outputs** - include evidence on what has changed

“The workshop provided X community members with knowledge about sustainable pest management. Evidence from a follow-up survey indicated that chemical pesticide use has declined by 50%, which is expected to have positive impacts in local biodiversity (FAO, 2013). Crop yields for previously affected crops have increased by between 10-30%; thus demonstrating a contribution to poverty alleviation.

Reporting Evidence – Don'ts



- Write general statements without evidence, for example:
 - “we are making good progress”*
 - “we believe this is true”*
 - “we think that this progress is adequate”*
- Only list activity outputs e.g. no. of workshops, plans, maps.
- Forget about higher level outcomes and impacts – what has changed and how in terms of biodiversity and poverty?



The Elevator pitch



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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?

Your Challenge



- 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)
 - Step 2: 5 floors (1 minute)
 - Step 3: 1 floor – 10 seconds!
- After the break – report back to the group on your partner's project