

Darwin Initiative Stage 2 workshop

23rd November 2016

Workshop Note

Agenda

Time	Agenda Item
09:30	Arrivals and Registration (Tea and coffee on arrival)
10:00	Welcome by the Darwin Secretariat Welcome by Defra Changes for Round 23
10:10	Introduction to the Workshop Purpose of the workshop How the day will work Introductions - exercise
10:30	Overview of Frequently Asked Questions/ Common issues Common administrative and finance queries Collection of questions received from applicants and responses
11:00	DEC Presentation: What makes a good application?
11:15	Communicating and Capturing Contribution to Poverty Alleviation Improving your projects engagement with poverty issues The Global Goals for Sustainable Development and Darwin
11:30	The Importance of Gender in Darwin projects Introduction to International Development Act (Gender equality) Integrating gender into Darwin projects
11:45	Communicating your Ideas Framing your project appropriately Translating complexity into simplicity - exercise
12:00	Lunch
13:00	Logframe Development Outcome mapping Introducing effective logframe development - exercise Introducing SMART indicators
14:15	Tea and Coffee Break
14:30	The Importance of Good Evidence for your Logframe Identifying SMART indicators Collecting and reporting evidence Means of verification – exercise
15:30	Q&A, Feedback and Wrap Up
16:00	Workshop close

The presentations from the day plus these proceedings can be accessed via the Darwin website [here](#).

Key points or common issues arising from the morning sessions

FAQs and Common Issues session

Q: Is it a problem if projects do not start on 1st April?

A: No. So long as it begins before 1st November and Darwin are aware of your intention to start later this is fine. Remember the funding is only agreed until 31 March 2021 so projects starting later will have a shorter time-frame.

Q: If you submit multiple applications from same organisation - do you need to submit accounts with all applications?

A: No. As long as each application clearly references that accounts have been submitted we can avoid duplication.

Q: If the organisation has applied in the past and provided evidence of capacity to manage funding do you still need to provide references?

A: Yes. Until you have received Darwin funding you need to keep providing evidence of capacity.

Q: Do we need to submit the CVs of everyone who will work on the project?

A: Yes, but these should be for people working a significant amount of time on the project or those who have a smaller, but critical role. It's your decision who these people are based on your project – but if you name them, or the role, then you must provide a CV or job description for the role.

Q: Can you adjust the amount of matched funding and budget ceiling from stage 1 to stage 2?

A: Yes, but please ensure you justify any significant differences. In fact, you are free to change anything in the application between stages, as long as you are clear why you need to make the change.

Q: Is it acceptable to submit a grant where the Darwin grant is covering only staff costs and matched funding covers capital costs only?

A: Yes, if that is the most useful way to set up your budget for your project. Do remember that we want to see local staff benefiting, so a budget that only included UK staff costs would be less favourably viewed.

Q: Is there a budget ceiling?

A: No, but do look carefully at your budget as more expensive projects may find themselves competing with smaller projects that will have similar levels of impact. The Darwin Initiative looks to get the best impact for its funds which are finite.

Q: What should be included in the letter of support?

A: See page 10 of the Guidance. Do not prepare a template letter of support for your partners to complete as these will be less favourably viewed as they do not always offer reassurance that partners are fully signed up to the project.

Q: Can you change the name of the project from Stage 1 to Stage 2?

A: Yes, but please be clear what the previous title was so we can cross refer. And please try to avoid a lot of long words as you will need to repeat this title each time you write about your project and make claims.

Q: Can you use footnotes, reference or links to other documents as part of your application?

A: Yes, but do so appropriately and sparingly.

Q: Is there any consideration given to the geographies of the portfolio of selected projects?

A: Very little. The projects funded are those that the Committee feel are the strongest projects. Geography *may* become a factor in a decision between two final applications – but only if there was a view that one location was underrepresented. We have found that over the years the geographic spread of Darwin projects may swing from year to year, but the overall spread remains fairly average within the restrictions of the fund.

Gender session

Q: Do we have to consider gender or can we show it was considered and not deemed relevant?

A: All projects must consider whether their project is likely to contribute to reducing inequality between genders. Cultures and approaches can change within the lifetime of a project so bear this in mind. While your activities may not target women in particular, you may wish to consider how the benefits of your project are distributed. Therefore your M&E plan may need to consider collecting evidence disaggregated by gender on impact.

Q: What level of detail should we provide on the gender analysis we have undertaken?

A: Applications should give sufficient detail that they have an understanding of the context, including gender, and have adapted their project activities and approach based on this information.

Q: Where do we present gender information in our applications?

A: Gender information can be included throughout the application, including in the context, problem statement, activities and monitoring and evaluation.

Logframes and indicator sessions

Q: How specific do indicators need to be and how much do they need to be based on evidence, particularly in areas of uncertainty?

A: Indicators need to be as specific as possible and based on evidence. If there is an area where the project lacks evidence (i.e. a baseline is needed to identify an appropriate target), it is best to make reference to how a baseline will be identified and what information will be necessary to set appropriate targets.

Q: Can you provide guidance on other ways to measure socio-economic changes that are not related to changes in income?

A: There are several sources online that provide good example well-being indicators. Some references include:

OECD (2011) Better life compedium of well-being indicators. Available at:
<https://www.oecd.org/std/47917288.pdf>

Office for National Statistics. (2014) Economic well-being - Framework and indicators. Available at:
http://webarchive.nationalarchives.gov.uk/20160105160709/http://www.ons.gov.uk/ons/dcp171766_387245.pdf

Feedback – actual comments

Things we liked	What could be better?
The morning sessions were great	Microphone for softly spoken presenters
Interesting range of topics	Room a bit crowded
Providing examples from past applications really aided understanding	To have the workshop a little earlier would have been helpful
Time for questions was helpful	Bring the workshop forward by one week if possible
Good basic proposal writing revision	Workshop too close to deadline
Intermittent wifi prevents excess external distraction!	Bring workshop forward and set date in advance
DI global community of practice building	Timing – it's close to the deadline
High level of engagement	Proposal writing timetable very tight
Good networking	Wifi!
Range of experience in the room	Wifi intermittent prevents external comms
Fascinating to meet other applicants	'Policy' example wasn't really a 'Darwin' project
One of the most useful workshops I've ever attended – all sessions very useful. Thank you.	Content on poverty alleviation and gender a bit rushed and could have been more detailed
Catering OK	Please circulate guidance on well-being indicators

Overall, the comments were positive. Half the comments on what could have been better related to the date of the workshop. This is definitely something that can be considered if the timetable allows.

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