

Applicant: **Rhoden, Louise**
Organisation: **Centre for Environment Fisheries & Aquaculture Science**
Funding Sought: **£317,282.57**
Funding Awarded: **£317,282.57**

DPR8S2\1016

DPLUS112 Capacity building in fisheries evidence, networks and management (Virgin Islands)

CONTACT DETAILS

Name Louise
Surname Rhoden
Tel (Work) [REDACTED]
Email (Work) [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CONTACT DETAILS

Title Ms
Name Rachel
Surname Mulholland
Tel [REDACTED]
Email [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CONTACT DETAILS

Title Mr
Name Gary
Surname Saggars
Tel [REDACTED]
Email [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Section 1 - Contact Details

CONTACT DETAILS

Name Louise
Surname Rhoden
Tel (Work) [REDACTED]
Email (Work) [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CONTACT DETAILS

Title Ms
Name Rachel
Surname Mulholland
Tel [REDACTED]
Email [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CONTACT DETAILS

Title Mr
Name Gary
Surname Saggers
Tel [REDACTED]
Email [REDACTED]
Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

GMS ORGANISATION

Type	Organisation
Name	Centre for Environment Fisheries & Aquaculture Science
Phone	[REDACTED]
Email	[REDACTED]
Address	[REDACTED]

Section 2 - Title, Dates & Budget Summary

Q3a. Project title

DPLUS112 Capacity building in fisheries evidence, networks and management (Virgin Islands)

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

DPR8S1\1039

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.

British Virgin Islands (BVI)

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:

01 April 2020

End date:

31 March 2023

Duration (e.g. 2 years, 3 months):

3 years

Q6. Budget summary

Year:	2020/21	2021/22	2022/23	Total request
Darwin funding request (Apr - Mar)	[REDACTED]	[REDACTED]	[REDACTED]	£ 317,282.57

Q6a. Do you have proposed matched funding arrangements?

Yes

What matched funding arrangements are proposed?

Cefas is providing £[REDACTED] towards the costs of the project. This amount is the contribution to staff overheads, to maintain our Full Economic Costs (FEC) rate over the 36 months.

The Caribbean Natural Resources Institute (CANARI) is providing an in-kind donation of staff time and equipment, which is valued at £[REDACTED]

The Caribbean Network of Fisherfolk Organisations (CNFO) is providing an in-kind contribution of staff time to mentor and support fisherfolk organisational strengthening, which is valued at £[REDACTED]

The Government of the Virgin Islands will provide staff time for workshops and training events and a venue for in-country workshops. They will also provide staff time for input into the project workstreams and reviewing of reports and outputs. The value of this contribution has not been determined.

Q6b. Proposed (confirmed & unconfirmed) matched funding as % of total project cost (total cost is the Darwin request plus other funding required to run the project). 28%

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
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DPLUS026	Koen Vanstaen	British Virgin Islands MPA and hydrographic survey capacity building
DPLUS045	Koen Vanstaen	Mapping Anguilla's Blue Belt Ecosystem Services
DPLUS067	Rosana Ourens	Regional collaboration to achieve sustainable Caribbean fisheries management
DPLUS079	Alex Callaway	Improving sustainability of marine management in Montserrat
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>

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.

No

If no, please provide details.

Cefas is an Executive Agency under the Department for the Environment, Food & Rural Affairs

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:

Centre for Environment, Fisheries and Aquaculture Science (Cefas)

Website address:

<https://www.cefas.co.uk/>

Details (including roles and responsibilities and capacity to engage with the project):

Cefas will lead on this project and is responsible for liaising with the Government of the Virgin Islands and CANARI to ensure successful delivery of the project.

The Cefas project lead will oversee the delivery of all aspects of the project, providing experienced project management (ISO 9001 accredited).

Cefas has extensive experience delivering similar projects both in the Caribbean and globally. We have a wide range of scientists versed in capacity building, GIS, marine evidence analysis and marine policy.

Cefas will lead on the GIS database workstream and production of the fisheries evidence report.

All project partners will collaborate on the capacity building elements of the project with Cefas providing technical scientific leadership in knowledge transfer and capacity building in GIS.

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: Caribbean Natural Resources Institute (CANARI)

Website address: <https://canari.org/>

Details (including roles and responsibilities and capacity to engage with the project):

CANARI will lead the development of the formalised network of fisherfolk in collaboration with the Caribbean Network of Fisherfolk Organisations (CNFO). They will also lead the coordination and facilitation of training sessions and pilot projects for fisherfolk.

CANARI has an existing and ongoing relationship with the Government of the Virgin Islands through previous projects including the consultation process and stakeholder engagement for the BVI Protected Areas System Plan.

CANARI has over 30 years' experience facilitating and promoting participatory natural resource management in the Caribbean with technical expertise and experience in strengthening fisherfolk organisational capacity and governance.

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: Department of Agriculture and Fisheries, Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture, Government of the Virgin Islands

Website address: <https://bvi.gov.vg/>

Details (including roles and responsibilities and capacity to engage with the project):

The Department of Agriculture and Fisheries of the Government of the Virgin Islands will be responsible for identifying staff and key stakeholders to participate in the stakeholder engagement programmes and training workshops. They will provide input to the in-country workshop and meeting planning processes to ensure targeted and successful delivery of knowledge transfer and capacity building events.

The Department of Agriculture and Fisheries will assist with the identification and provision of existing data for the fisheries evidence database and contribute to the identification and review of the GIS database specifications.

The Department of Agriculture and Fisheries will provide input to the planning and evidence collation processes for the fisheries evidence report and provide a review of the final report.

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.


 [Letters of Support](#)

 25/11/2019


 16:11:58

 pdf 690.34 KB

 [C7991 Cover Letter Stage 2](#)

 25/11/2019

 16:10:37

 pdf 212.53 KB

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?
Rachel Mulholland	Project Leader	15	Checked
Gary Sagers	Project Manager - Cefas	5	Checked
Rose Nicholson	Joint lead scientist on the GIS and knowledge transfer modules - Cefas	18	Checked
Roi Martinez	Joint lead scientist on the GIS and knowledge transfer modules - Cefas	18	Checked

Do you require more fields?


Yes


Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Karema Randall	Lead scientist on the fisheries evidence report module - Cefas	8	Checked
Theodore James	Government of the Virgin Islands main contact and liaison - Virgin Islands	10	Checked
Nicole Leotaud	Lead on strengthening fisherfolk capacity and governance module - CANARI	2	Checked
Melanie Andrews	Technical support of fisheries and ecosystem stewardship - CANARI	10	Checked
Ainka Granderson	Technical support on climate change and ecosystem-based management - CANARI	7	Checked
Mitchell Lay	Fisherfolk organisational development expert - CNFO	19	Checked
Nadine Nembhard	Fisherfolk organisational development expert - CNFO	6	Checked
<i>No Response</i>	<i>No Response</i>	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.

 [Marine Evidence CVs](#)

 26/11/2019

 09:26:37

 pdf 1.77 MB

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 Virgin Islands (BVI) has a large marine area covering approximately 3,950 square miles. This presents challenges in protecting biodiversity and achieving sustainable fisheries and marine management. Collection and review of evidence for the marine area has, in the past, been sparse and fragmented. Where recent surveys have been undertaken and survey data is available, the relevant government departments do not currently have the capacity to collate the available data and fully interrogate, analyse and interpret these data.

There has been a commitment towards marine conservation in BVI including the creation of Marine Protected Areas, a Marine Park, and Fisheries Protected Areas. The Government has also agreed a target of 30% protection of nearshore ecosystems and habitats. Further work is needed to collate the evidence base for the marine area to support decision-making and to be able to progress these objectives in order to move towards integrated fisheries and marine management for the BVI marine area, balancing multiple uses and stakeholder interests.

This project will review and consolidate existing evidence, data and maps for the marine area, and produce a centralised GIS fisheries database and fisheries evidence report to improve the capture and display of fisheries data and support future licensing and management decisions. It will also strengthen fisherfolk capacity and engagement and facilitate the development of a formalised network of fisherfolk in BVI to enable a collective voice and greater participation in decision-making. In addition, capability will be built with the Government of the Virgin Islands to support the ongoing management of the evidence base.

The work undertaken as part of this project will promote the integrated management of the BVI marine area. The project aims to provide a foundation for the Government of the Virgin Islands to progress with its marine environmental objectives and commitments.

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 initiatives 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)

Strengthening fisherfolk capacity and governance:

Project partners CANARI and CNFO will work with fisherfolk to strengthen their capacity and facilitate the

development of a formalised network of fisherfolk to enable a collective voice and greater participation in decision-making. This is essential to ensure buy-in for any management measures introduced in the wider Exclusive Fishing Zone. An assessment of fishery profile, key fisherfolk, existing capacity including organisations and networks, and the experiences of fisherfolk in self-organising will guide this work. Capacity building activities will focus on organisational strengthening of the national fisherfolk network as well as training on the ecosystem approach to fisheries, stewardship, sustainable fishing practices and fisheries-based enterprises. Fisherfolk learning exchanges and small project grants (£█████ £█████ with a total fund of £█████ will facilitate knowledge sharing and demonstration of best practices and innovations to catalyse action for sustainable fisheries and marine resource management. These grants will be awarded based on proposals and submission paperwork produced by fisheries stakeholders and subject to reporting requirements.

Fisheries evidence report:

Cefas will review and collate all available, relevant fisheries evidence for the Virgin Islands marine area and producing maps for use in future fisheries and marine management. We will capture evidence from a range of sources including local and scientific knowledge. We will review and consolidate existing evidence of fisheries resource use, biodiversity, environmental, social and economic considerations to create an up-to-date, comprehensive evidence report to inform future licensing and management and identify key evidence gaps. We will also produce an accessible, shorter summary report.

Fisheries evidence database:

Cefas will create a centralised GIS fisheries database to host all evidence relevant to the marine area which will integrate all existing fisheries data including spatial data. The database will be integrated within the internal network of the GIS server configuration of the Government of the Virgin Islands and will be used alongside GIS software to interrogate, visualise and analyse existing data to obtain and interpret relevant evidence. Through a programme of engagement and data calls, we will ensure stakeholders and resource users are actively involved in inputting into the evidence process to capture local and sectoral knowledge. The skills needed to produce, interrogate, visualise and analyse the data will be transferred, helping the Government of the Virgin Islands make best use of future data sources and maintain their fisheries evidence base going forward. The development of this database will improve the capture and display of fisheries data, assist with licensing, annual, and ad-hoc reporting and fisheries management.

Knowledge transfer and institutional capacity building:

Cefas will build capacity within the Government to develop and manage the fisheries evidence base. Capacity will be built based on Cefas' experience working with marine data projects in the UK and experience in similar projects for sustainable marine management internationally. Knowledge transfer and capacity building will be delivered throughout the project through in-country, interactive workshops, training sessions, the production of tailored guidance and training materials, and a training and handover process for the GIS database and the fisheries evidence report.

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

No Response

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.

The primary stakeholder is the Government of the Virgin Islands. Other stakeholders include fisherfolk and related organisations. The Government will identify individual staff and other key stakeholders to participate in capacity building activities and input into stakeholder engagement processes and development of the GIS database. CANARI's assessment of fishery profile and key fisherfolk will identify key stakeholders and methods of engagement, under the strengthening fisherfolk capacity and governance module.

This project has been designed in collaboration with the Government of the Virgin Islands and CANARI. A project was initially proposed under Darwin Plus round 7 (DPR7P\100045) and has been in development through ongoing discussions with the Government of the Virgin Islands since the start of the round 7 submission process. Project planning has been undertaken via email, tele-conference and one in country meeting in June 2019 to consider Darwin feedback on the round 7 application and make amendments to the project.

The Government, as the primary stakeholder, will identify staff and key stakeholders to participate in the different modules of the project. A venue for the in-country training events for Government staff will be provided by the Government at the Ministry's offices, as an in-kind donation, and staff time during training periods will be covered. The Government will also provide staff time in the relevant departments for input into each of the project modules and relevant government policy leads will contribute to the coordination, review and approval of the fisheries evidence report and other key project documents.

Q14. Institutional Capacity

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

Cefas is an Executive Agency of the UK Government's Department for Environment, Food and Rural Affairs. Cefas are internationally renowned in delivering applied marine science solutions based on high quality science to promote the sustainable management of marine natural resources. Based on the impact of research and advice, Cefas is rated as the leading European fisheries and marine science institute and is in the top 5% worldwide. Cefas has a strong track record of working in the Caribbean with several ongoing programmes in the region including, as project leader, DPLUS026, 045, 067 and 079.

CANARI is an independent regional technical non-profit organisation in the Caribbean with over 30 years' experience facilitating and promoting participatory natural resource management to conserve biodiversity, enhance ecosystem goods and services and provide sustainable livelihoods and well-being to rural communities. CANARI has technical expertise and experience in strengthening civil society capacity and governance, including fisherfolk and their organisations. CANARI is managing the Climate Change Adaptation in the Fisheries of Anguilla and Montserrat project (DPLUS066) and the Powering Innovations in Civil Society and Enterprises in the Caribbean (PISCES) project to promote resilient ecosystems and livelihoods within marine protected/managed areas across ten Caribbean islands, and coordinating two components of the Caribbean Large Marine Ecosystem (CLME+) project focused on strengthening fisherfolk and civil society engagement and promoting effective management of coral reefs, mangroves and seagrass.

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 main beneficiaries will be the Government of the Virgin Islands and local fisherfolk and their organisations within the Virgin Islands. Other beneficiaries will include individual fisherfolk and their organisations.

This project will deliver improvements to the fisheries evidence base available to the Government and to the IT infrastructure to support this evidence base into the future. Through the knowledge transfer module, it will also build capacity within the relevant Government Ministries to further interact with, manage, and develop the evidence database in the long-term.

The strengthening of fisherfolk capacity aspect of the project will result in a formalised network of fisherfolk in the Virgin Islands, which will continue after the end of the project. This will improve the engagement of fisherfolk in decision making processes and involvement in the development and implementation of future fisheries and/or marine management measures.

The review and consolidation of existing evidence and identification of key evidence gaps will contribute to wider decision making and sustainable marine management, providing broader, long-term benefits to the environment, society and the local economy.

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?

The Cefas, CANARI and CNFO teams working on the development of this project are of mixed genders. If this project award is successful, the project will be delivered by a mixed gender team and we will work with the Government of the Virgin Islands staff and stakeholders of mixed gender, ensuring an equal gender representation wherever possible.

Where occupational gender biases are norm, for example within the fisherfolk community, which is more male dominated, we will ensure that the baseline ratio is maintained or improved. Active steps will be taken to ensure equal opportunities are available for all genders at advanced training events and workshops, whilst respecting any cultural norms within the different sectors consulted. Within the management authorities and governmental agencies, we expect the distribution of training benefits to be equal across genders.

It is recognised that if travel to stakeholder workshops, training events or meetings is required, equal gender attendance may be limited by parental responsibilities. Therefore, this project will give consideration in the organisation of training workshops and meetings to the location, length and timing of any events to allow stakeholders who may have parental duties the ability to attend more easily.

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.

Sustainable fisheries management requires a solid evidence base that can be maintained, updated, interrogated and interpreted as required to meet current and future challenges. It is also essential that fisherfolk are engaged in the process to ensure buy-in. This project will deliver improvements to the evidence base available to the Government of the Virgin Islands and to organisations and networks amongst fisherfolk.

During the project, the sharing of knowledge, best practices and innovations among fisherfolk will catalyse action for sustainable fisheries, with potential short and long-term socio-economic and environmental benefits. The strengthening of fisherfolk capacity will result in a formalised network of fisherfolk in BVI, which will continue after the end of the project. This will improve the involvement of fisherfolk in decision making and is essential to ensure longer-term commitment to any management measures introduced in the wider Exclusive Fishing Zone.

The fisheries evidence report will inform future licensing and management decisions. This report will also identify key evidence gaps to support decision making on future data acquisition. This will contribute to future evidence gathering and survey planning as well as the sustainable management of the marine area, providing benefits to society and the local economy in the long-term.

IT infrastructure to support the fisheries evidence database will be put in place during the project. GIS knowledge and skills will be developed, enabling the Government of the Virgin Islands to visualise and analyse the evidence available to them. At the end of the project, a new, consolidated fisheries evidence GIS database (along with the capacity within Government to use and maintain this database after the end of the project) will be handed over to the Government of the Virgin Islands, providing the backbone to the fisheries evidence base for the Virgin Islands marine area in the long-term.

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.

Enhanced stakeholder capacity and knowledge will be developed through a series of training workshops and meetings with key local fisheries stakeholders and the establishment of a formalised network of fisherfolk using the CNFO model. CANARI will use outcome mapping methodology, in combination with the logframe approach, to define target results for behaviour change and sustainability with fisherfolk and track progress over the course of the project. The network will remain after the end of the project enabling greater participation in future decision-making.

Improved knowledge and capacity within the Government to manage fisheries data will be achieved through setting up the required GIS infrastructure and providing the hardware and software to allow central, integrated display and management of relevant data. Production of a GIS maintenance/management plan will facilitate the ongoing system management of the database after the end of the project. Knowledge transfer and additional capacity building for government staff will be achieved through a series of training workshops.

Capture and display of fisheries data will also be improved through the production of the evidence report, which will be accompanied by an easy-to-read summary report to increase interaction with, and wider understanding of, fisheries evidence and management.

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?

Capacity building lies at the heart of this proposal. Through training, organisational strengthening, active involvement, and use of participatory Information and Communication Technologies, the knowledge and skills for GIS and evidence systems management will be enhanced among Government staff and key stakeholders.

Training materials will be produced with the aim of facilitating ongoing independent learning after the end of the project. The produced fisheries evidence report and GIS database will be handed over to the relevant Government Ministry staff, with training on future management and development of these resources. We will also provide a GIS toolkit user-guide to facilitate the ongoing management of the database and the training of new staff within the Government in the future. Handover of the final products will be undertaken three months before the project end date to allow time for feedback and follow up on this process and the resolution of any queries on ongoing management.

CANARI and CNFO, whose mandate is to support Caribbean fisherfolk organisations, will provide ongoing support and mentoring to the formalised national network of fisherfolk and its members post-project, and build on learning and capacity built through the pilot projects to promote sustainable and resilient fisheries management and livelihoods.

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.

 [Q20 C7991 Darwin-plus-round8-budget-over-100k_CEFAS rev13.11.19](#)
 26/11/2019
 09:28:59
 xlsx 56.89 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
Cefas	██████	GBP	This amount is the contribution to staff overheads, to maintain our Full Economic Costs rate over the duration of the project.
<i>No Response</i>	0	£0.00	<i>No Response</i>
CANARI	██████	GBP	This is a contribution of staff time and equipment.
CNFO	██████	GBP	This is a contribution of staff time.

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
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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?

To ensure that the resources of the project are properly utilised, specified members of Cefas staff have authority to approve and control requisitions and expenditure. An Audit Committee, a formally constituted committee of the Cefas Management Board considers and provides advice on the establishment and maintenance of an effective system of internal control and risk management, and the appointment and effective operation of internal audits.

The Project Manager will be responsible for overseeing the project funds and monitoring project progress in line with delivery. The project manager has experience managing an extensive range of research and development projects for Government and commercial customers, of varying complexities and budgets. The Project Manager will undertake monthly reviews to monitor progress against budget, identifying and addressing any budgetary risks.

As an Executive Agency of Defra, Cefas is subject to Government Spending Controls as set out in the Cabinet Office Controls guidance document.

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.

Cefas has an anti-fraud policy which sets out a commitment to eliminate fraud amongst staff, contractors and suppliers. As a UK Government agency, Cefas adheres to the Bribery Act 2010.

Key risks to this project may include:

Lack of stakeholder engagement could cause delays and lessen the impact and relevance of material

produced. We will involve all key stakeholders from the start, we will consult them, following established co-creation methods and work with them to ensure we produce outputs based on stakeholder needs which meet the expectations of the stakeholders and the Government of the Virgin Islands.

Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel. Consideration will be given to planned dates of travel in relation to the BVI hurricane season and UK winter to minimise the chance of extreme weather impacting travel plans. Other technical risks will be considered with suitable mitigation put in place.

Extreme exchange rate fluctuation between GBP and USD could increase costs of travel and could impact on the amount available to deliver in-country aspects of the project such as stakeholder engagement events. A three-year average exchange rate has been used.

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.

The budget was built based on the project team's experience undertaking similar work with UKOTs, SIDS and previous Darwin projects, allowing us to present a realistic costing. Quotations were obtained for computer hardware and software purchases to allow accurate estimation of these aspects. All international journeys will be completed in Economy class with best value fares selected. All other expenditure will follow Cefas policy to stay below FCO Worldwide Subsistence Rates.

CANARI costs were developed using actual salary costs of each individual involved, while costs for CNFO were based on rates that CANARI would apply to consultants. Operational costs for in-country activities are based on recent quotations and experiences from holding similar events elsewhere in the Caribbean.

All Government staff time will be provided in-kind to the project, demonstrating the Government's commitment. The value of this contribution has not been calculated and is not included in the budget.

Match funding has been provided by all project partners.

Assumptions:

A GBP – USD exchange rate of 1:1.30 was used in the budget spreadsheet. This figure was determined by taking a 3-year average to November 2019.

FCO Worldwide Subsistence Rates will not significantly increase during the lifetime of the project. New rates were published in April 2019 and the previous rates were in effect for 4.5 years. Rates for the Virgin Islands did not increase in the latest guidance.

Travel to country will be agreed and booked at least 6 weeks prior to departure to avoid last minute higher cost air fares.

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.

IT infrastructure to support the GIS fisheries evidence database will be put in place during the project which will include the purchase of necessary IT hardware. This will be integrated into the existing Government data management system and server setup and will remain with the Department of Agriculture and

Fisheries in the Virgin Islands after the end of the 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.

As an Executive Agency of Defra, Cefas complies with UK Government requirements to make all data available for re-use. Cefas has an internal data management system which publishes data directly on its Open Access Cefas Data Hub (<https://www.cefas.co.uk/cefas-data-hub>). From there, the data are distributed to UK Data Archive Centres (DAC) for marine data by the Marine Environmental Data and Information Network (MEDIN). Cefas itself is a DAC for fisheries data. All data supplied to DACs is often picked up by global data centres such as the Global Biodiversity Information Facility, thereby increasing the visibility of the data. All data from this project will be shared with the Government of the Virgin Islands.

The full and summary evidence reports (and any associated maps) will be made fully available online before the end of the project. They will also be published in hard copy and provided to the Government of the Virgin Islands for display and distribution to relevant stakeholders. An amount of £1,200 is included in year three of the project budget to cover these publication/printing and delivery costs (at least ten copies of the full report and 50 copies of the summary report).

As per our previous Darwin Plus projects, we will always seek opportunities to promote our Darwin Plus work, whether through social media, conference presentations, press releases, Ministerial or high-profile meetings.

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 safeguarding policies 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	Checked
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:

Improved long-term, sustainable management of fisheries in the Virgin Islands.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
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Outcome:

Enhanced knowledge and capacity of Government of the Virgin Islands staff, fisherfolk and key fisheries stakeholders for fisheries management and improved collation and display of fisheries data and evidence.

0.1 At least six fisheries scientists and managers within the Department of Agriculture and Fisheries of the Government of the Virgin Islands demonstrate increased capacity to use GIS to manage and analyse fisheries data by end of project.

0.2 At least 25 fisherfolk and fisheries stakeholders demonstrate increased knowledge of sustainable fisheries management by end of project.

0.3 Improved collation and display of fisheries data and evidence by end of project.

0.1a Pre- and post-training assessment of knowledge and capacity by trainers and trainees, provided in annual project reports.

0.1b Evidence of increased GIS software and hardware capabilities delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands, through receipts and records of database hardware and software purchased and delivered to Virgin Islands, included in project reports.

0.2a Pre- and post-training assessment of knowledge and capacity by trainers and trainees, provided in annual project reports.

0.2b Evidence of participation with fisherfolk organisation established as part of the project, through CNFO and organisation records, workshop attendee lists and reports.

0.2c Increased attendance at and engagement in government stakeholder meetings on fisheries management at the end of the project compared to the start of the project, demonstrated through meeting and workshop attendee lists and reports.

Assumption:

Government staff and other stakeholders, particularly fisherfolk, are able to participate in organised events and training.

Reason: Due to the nature of the fisheries sector and the smaller team sizes within the Government Ministries, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues.

Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.

Assumption:

Government priorities towards fisheries management don't change during the timeframe of the project.

Reason: As the project covers a period of three years it is possible that political changes, including high-level changes in policy direction, could take place during the duration of the project. Mitigation: Discussions have taken place during

0.3a New GIS fisheries database developed and live.	the design phase of the project with several Government Ministry representatives and the Government have
0.3b Fisheries evidence report produced and published.	confirmed their support for the whole project in their letter of support.
0.3c Summary fisheries evidence report produced and published.	Assumption: Natural disasters, including hurricanes and political or socio-economic disruptions do not disrupt scheduling of project activities.
03.d Guidance documents developed and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands for the continued, independent management of the evidence base.	Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost, or lead to delay or even cancellation of events. Mitigation: Consideration will be given to planned dates of travel in relation to the Caribbean hurricane season and UK winter to minimise the chance of extreme weather impacting travel plans. Travel bookings will also be insured.

Output 1:

1. Creation of a formalised network of fisherfolk using CNFO model to enable fisherfolk to engage effectively in decision-making and management of fisheries and marine resources.

1.1 Organised national network of fisherfolk established by project year two.

1.2 Attendance and engagement of at least three fisherfolk as the national network's representatives at key government stakeholder meetings and workshops over project years two and three.

1.1a CNFO network records and documentation.

1.1b Record of associated members / list of fisherfolk in network available from CNFO.

1.2a Fisherfolk organisation records available from CNFO.

1.2b Meeting and workshop attendee lists/records.

1.2c Workshop reports.

1.2d Meeting minutes.

Assumption: Fisherfolk are available to contribute to stakeholder engagement process and willing to be represented by one organisation.

Reason: Due to the transient and changing nature of the fisheries sector, as well as travel required between islands to attend meetings, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues.

Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary. Discussions will also take place throughout the project to ensure the engagement of fisherfolk is maintained.

Output 2:

2. Developed understanding among fisherfolk of sustainable, ecosystem-based fisheries management.

2.1 At least 25 fisherfolk have attended a training workshop by the end of project year two and can demonstrate learning gained from these workshops.

2.2 At least three BVI fisherfolk representatives have taken part in fisherfolk learning exchanges with other Caribbean islands by the end of project year three.

2.3 At least three pilot projects to demonstrate best practices and innovations in sustainable fisheries and marine management implemented by the end of project year three.

2.1a Workshop attendee lists/records.

2.1b Training materials shared with attendees and available to view.

2.1c Workshop reports, including photos.

2.1d Pre- and post-training questionnaires to assess the level of relevant knowledge before and after workshops.

2.1e Attendee assessments and evaluations.

2.2a Attendance records.

0.2b Event reports, including photos.

0.2c Stakeholder assessments and evaluations.

2.3a Project proposals and submission paperwork produced by fisheries stakeholders.

2.3b Project reports.

2.3c Stakeholder evaluations and feedback.

Assumption: Fisherfolk are available to participate in organised training events and fisherfolk learning exchanges.

Reason: Due to the nature of the fisheries sector, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues.

Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.

Assumption: Travel for delivering workshops and training is not impacted by extreme weather leading to evacuation from country or cancellation part way through events.

Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost, delay or even cancellation of events.

Mitigation:

Consideration will be given to planned dates of travel in relation to

the Caribbean hurricane season to minimise the chance of extreme weather impacting travel plans.

Output 3:

3. Fisheries evidence report produced to improve the display of relevant fisheries evidence, identify key evidence gaps, and inform future fisheries and marine management.

3.1 Fisheries Evidence Report and Summary Report produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by the end of project year three.

3.1a Full and Summary Reports published in hard copy.
3.1b Full and Summary Reports publicly available online.
3.1c Records confirming full and summary reports sent.
3.1d Receipt of acknowledgement of full and summary reports from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.
3.1e Photos and documentation of physical handover of hard copy published reports.
3.1f Cefas press release/statement.

Assumptions: Information is available and provided by relevant Government departments and other key implementing organisations within the required timeframe. Government staff are available to review, co-ordinate and approve report within the required timeframe.

Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, it is possible that unforeseen issues with work commitments, could lead to last minute availability issues for meetings, input and reviewing project work and reports.

Mitigation: Regular catch-up and review meetings will take place with project partners to try and anticipate any issues with workload and partner input.

Output 4:

4. Central GIS fisheries database created to improve the capture and display of fisheries data.

4.1 Central fisheries GIS database and associated toolkit created, deployed and handed over to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.

4.1a Live database accessible to the Department of Agriculture and Fisheries of the Government of the Virgin Islands – photos and screenshots from during and after database deployment.

4.1b GIS database screenshots included in project report.

4.1c Records of database hardware purchased and delivered to Virgin Islands, included in project reports.

4.1d Written confirmation from the Department of Agriculture and Fisheries of the Government of the Virgin Islands of satisfactory User Acceptance Testing, implementation and handover.

4.1e Photos and signed confirmation of in-person official handover of database.

4.1f Cefas press release/statement.

Assumption: Government department IT infrastructure can integrate the new hardware without additional, unplanned IT purchases.

Reason: Any unforeseen issues with Government IT infrastructure could lead to larger project costs for the database set up and development.

Mitigation: During the project development phase, discussions have taken place with the relevant Government Ministry and information has been gathered on the current database infrastructure to allow a realistic estimate of costs.

Assumption: Government has the human resources to maintain the PostgreSQL GIS database.

Reason: Due to the smaller team sizes within the Government Ministry and the potential for staff changes and vacancies over the duration of the project, it is possible that staff resources could fall, therefore putting pressure on the staff's availability for maintaining the database.

Mitigation: Discussions have taken place during the design phase of the project with several Government Ministry

representatives on the maintenance of the database after the end of the project. The Government have also confirmed their support for this in their letter of support.

Assumption:

Government staff are available to review and approve database documentation within the required timeframe.

Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, it is possible that unforeseen issues with work commitments, could lead to last minute availability issues for meetings, input and reviewing project work and reports.

Mitigation: Regular catch-up and review meetings will take place with project partners to try and anticipate any issues with workload and partner input.

Output 5:

5. Enhanced capacity and knowledge among staff members from the Government of the Virgin Islands to manage, maintain and use the fisheries evidence base and GIS database.

5.1 At least six staff members from the Department of Agriculture and Fisheries of the Government of the Virgin Islands have attended a training workshop on increasing GIS knowledge by the end of project year two and can demonstrate learning gained from the workshop.

5.2 GIS toolkit-user guide produced and delivered to the Department of Agriculture and Fisheries of the Government of the Virgin Islands by end of project year two.

5.3 At least six staff members from the Department of Agriculture and Fisheries of the Government of the Virgin Islands have attended training on using the fisheries GIS database by quarter three of project year three and can demonstrate learning gained from the training.

5.4 GIS database administration guide document produced and delivered to Government of the Virgin Islands the Department of Agriculture and Fisheries of the Government of the Virgin Islands by quarter three of project year three.

5.1a Workshop attendee lists/records.

5.1b Workshop report, including photos.

5.1c Pre- and post-training questionnaires to assess the level of relevant knowledge before and after workshop.

5.1d Attendee feedback and evaluation forms.

5.2a GIS toolkit-user guide available at request from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.

5.2b Records confirming user guide sent.

5.2c Receipt of acknowledgement of user guide from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.

5.2d Photos and documentation of physical handover of all GIS training materials at end of project including user guide.

5.2e Cefas press release/statement.

5.3a Training attendee lists/records.

5.3b Training report, including photos.

5.3c Pre- and post-training questionnaires to assess the level of relevant knowledge before and after training event.

5.3d Attendee feedback and evaluation forms.

Assumption: Government staff are available to participate in organised training workshops.

Reason: Due to the nature of the work and the smaller team sizes within the Government Ministries, as well as travel required between islands to attend events, it is possible that unforeseen issues with work commitments, weather, or travel arrangements could lead to last minute availability issues. Mitigation: Trainers will be flexible and open to accommodate any unforeseen availability issues, for example considering last-minute alterations to start or finish times or locations of training events if necessary.

Assumption: Travel for delivering workshops and training is not impacted by extreme weather leading to evacuation from country or cancellation part way through visit.

Reason: Unforeseen complications with travel arrangements for in-country training events caused by extreme weather or issues effecting air travel could add significant cost or lead to delay or even cancellation of events.

Mitigation: Consideration will be

<p>5.4a GIS database administration guide available at request from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.</p> <p>5.4b Records confirming administration guide sent.</p> <p>5.4c Receipt of acknowledgement of administration guide from the Department of Agriculture and Fisheries of the Government of the Virgin Islands.</p> <p>5.4d Photos and documentation of physical handover of all GIS training materials at end of project including administration guide.</p> <p>5.5e Cefas press release/statement.</p>	<p>given to planned dates of travel in relation to the Caribbean hurricane season and UK winter to minimise the chance of extreme weather impacting travel plans. Travel bookings will also be insured.</p>
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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.

- Output 1: Creation of a formalised network of fisherfolk
 - 1.1 Report on the assessment of fisherfolk capacity and networks in the Virgin Islands.
 - 1.2 Creation of a formalised network of fisherfolk in the Virgin Islands using the CNFO model.
- Output 2: Fisherfolk capacity building in fisheries management
 - 2.1 Delivery of fisherfolk training workshops.
 - 2.2 Fisherfolk learning exchanges.
 - 2.3 Implementation of fisheries pilot projects.
- Output 3: Fisheries evidence report
 - 3.1 Project kick off/planning meeting.
 - 3.2 Production of draft evidence report.
 - 3.3 Mid-project meeting/progress review.
 - 3.4 Full evidence report produced and delivered to the Department of Agriculture and Fisheries.
 - 3.5 Summary report produced and delivered to the Department of Agriculture and Fisheries.

- 3.6 Full and summary report published.
- 3.7 Project end meeting/review and official handover of published reports.
- Output 4: Central GIS fisheries database
- 4.1 Project kick off/planning meeting.
- 4.2 GIS database specification document produced.
- 4.3 Purchase and delivery of required hardware and software.
- 4.4 Database development.
- 4.5 Mid project meeting/progress review.
- 4.6 GIS database deployment.
- 4.7 Complete user acceptance testing.
- 4.8 Project end meeting/review and official handover of database.
- Output 5: Government staff capacity building in GIS and data management
- 5.1 Project kick off/planning meeting.
- 5.2 First GIS training workshop.
- 5.3 GIS toolkit user-guide produced.
- 5.4 Second GIS training workshop.
- 5.5 GIS database administration guide document produced.
- 5.6 Project end meeting/review and official handover of training materials.





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.

-
-  [Q29 darwin-plus-round8-imp-timetable](#)
 -  25/11/2019
 -  16:53:21
 -  xlsx 22.5 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](#)).

To ensure effective management of projects, Cefas maintain a pool of qualified project managers who operate in accordance with Cefas' ISO 9001 certified quality management system. The Project Manager will support the Project Leader by holding monthly reviews to monitor progress. The project Indicators and Means of Verification will be transferred to a spreadsheet, which will form part of a monthly checklist completed by the Project Manager to track progress against milestone delivery, budget and quality.

A customised Management Information System is used by the Project Manager to monitor project finances and resources. They also review resource availability and maintain a risk register which is reviewed on a monthly basis. The Project Leader will have responsibility for the day-to-day delivery by the project team and the quality of the project outputs. They will submit six-monthly progress reports, reviewed and approved by the Project Manager prior to submission to the Darwin Administrators.

Where the monthly reviews identify new, or increased, risks to the project in terms of delivery, budget or resourcing, the Project Manager and Project Leader will explore options to revise the project plan to achieve the best outcome for the project. Any significant variations of the project plan in terms of delivery or budget, will be addressed through a "Contracts Variation Request" submitted to Darwin Administrators.

Regular, quarterly, catch-up and review meetings will take place with project partners to monitor progress on each of the project aspects and identify, discuss and address any identified risks to project delivery or budget.

Monitoring of project progress will be based on the project implementation timetable and the timing and duration of key activities identified within this timetable. As the project develops, more detail will be added by the relevant project teams to each of the activities and internal, intermediate, activity progress deadlines will be set and monitored against.

Evaluation of project activities will be based on the Measurable Indicators and Means of Verification Identified in the logical framework for each aspect of the project. Additional means of verification will be identified and included in project reports where possible.

An important part of this project will be capacity building for the Government of the Virgin Islands staff and fisheries stakeholders. To assess the increase in knowledge and capacity, pre- and post-training assessment will be undertaken by trainers and trainees. Following each event, participants will also be asked to complete an evaluation form, which we will use to make future events even more effective.

In line with Cefas' and Darwin's aim to reduce gender inequality we will monitor the gender balance among attendees at all of our project events and training workshops. We will give consideration to location, length and timing in the organisation of all project events to facilitate equal opportunities for attendance. As part of our post-event evaluation process we will assess the representation of attendees to make the organisation of future events even more inclusive.

Total project budget for M&E in GBP (this may include Staff, Travel and Subsistence costs) £ ██████████

Number of days planned for M&E	84.00
Percentage of total project budget set aside for M&E (%)	7.00

Section 15 - Certification

Q31. Certification

On behalf of the

company

of

Centre for Environment Fisheries & Aquaculture Science

I apply for a grant of

£317,282.57

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	Steve Millward
Position in the organisation	Operations Director
Signature (please upload e-signature)	 C7991 Certification Signed S Millward 20191119  25/11/2019  16:55:37  pdf 470.44 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).