# Biodiversity Challenge Funds Projects

# Darwin Initiative, Illegal Wildlife Trade Challenge Fund, and Darwin Plus

# Half Year Report

It is expected that this report will be a maximum of 2-3 pages in length.

If there is any confidential information within the report that you do not wish to be shared on our website, please ensure you clearly highlight this.

**Submission Deadline: 31st October 2025**

**Please note all projects that were active before 1st October 2025 are required to complete a Half Year Report.**

**Submit to:** [**BCF-Reports@niras.com**](mailto:BCF-Reports@niras.com) **including your project ref in the subject line.**

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| Project reference | *This should be the project reference provided in your offer paperwork and* ***not*** *your application number* |
| **Project title** |  |
| **Country(ies)/territory(ies)** |  |
| **Lead Organisation** |  |
| **Partner(s)** |  |
| **Project Leader** |  |
| **Report date and number (e.g. HYR1)** |  |
| **Project website/blog/social media** |  |

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| **1. Outline progress over the last 6 months (April – September) against the agreed project implementation timetable (if your project started less than 6 months ago, please report on the period since start up to end of September).**  Although we are not looking for specific reporting against your indicators, please use this opportunity to consider the appropriateness of your monitoring, evaluation and learning (MEL) systems (are your indicators still relevant, can you report against any Standard Indicators, do your assumptions still hold true?). The guidance can be found on the resources page of the relevant fund website. | |
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| **2. Give details of any notable problems or unexpected developments/lessons learnt that the project has encountered over the last 6 months. Explain what impact these could have on the project and whether the changes will affect the budget and timetable of project activities.** | |
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| **3. Have any of these issues been discussed with NIRAS and if so, have changes been made to the original agreement?** | |
| Discussed with NIRAS: | Yes/ No |
| Formal Change Request submitted: | Yes/ No |
| Received confirmation of change acceptance: | Yes/ No |
| Change Request reference if known: *If you submitted a financial Change Request, you can find the reference in the email from NIRAS confirming the outcome* | |

**Guidance for Section 4:** The information you provide in this section will be used by Defra to review the financial status of projects. This review will identify projects at random for spot checks on financial management and will include requests for evidence of the actual spend information provided below. Please ensure the figures you provide are as accurate as possible and that you have the evidence to support it. You do not need to provide it now.

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| **4a. Please confirm your actual spend in this financial year to date (i.e. from 1 April 2025 – 30 September 2025)**  **Actual spend:** £ |
| **4b. Do you currently expect to have any significant (e.g. more than £5,000) underspend in your budget for this financial year (ending 31 March 2026)?**  **Yes**  **No**  Estimated underspend: £ |
| 4c. If you expect an underspend, then you should consider your project budget needs carefully. Please remember that any funds agreed for this financial year are only available to the project in this financial year.  If you anticipate a significant underspend because of justifiable changes within the project, please submit a re-budget Change Request as soon as possible, and not later than 31st December. There is no guarantee that Defra will agree a re-budget so please ensure you have enough time to make appropriate changes to your project if necessary. Please DO NOT send these in the same email as your report.  NB: if you expect an underspend, do not claim anything more than you expect to spend this financial year. |
| 5. Are there any other issues you wish to raise relating to the project or to BCFs management, monitoring, or financial procedures?  Suspicions or allegations related to fraud and error concerns should be reported to [fraudanderror@Defra.gov.uk](mailto:fraudanderror@Defra.gov.uk) |
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| 6. Project risk management  6a. If your project has an Overseas Security and Justice assessment, please provide an update on any related risks, and any special conditions in your award paperwork if relevant for your project. |
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| 6b. Have any concerns or allegations relating to sexual exploitation, abuse or harassment been reported in the past 6 months?  Yes  No  If yes, please provide further information, ensuring no sensitive data is included within responses.  Suspicions or allegations related to safeguarding concerns should be reported to [ODA.Safeguarding@defra.gov.uk](mailto:ODA.Safeguarding@defra.gov.uk) |
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| 7. Please use this section to respond to any feedback provided when your project was confirmed, or from your most recent Annual Report. As a reminder, all projects that were scored as ‘Not Yet Sensitive’ in the Gender Equality and Social Inclusion (GESI) assessment of their latest Annual Report should demonstrate how they are meeting the minimum GESI-Sensitive standard. |
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**Checklist for submission**

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| Have you responded to feedback from your latest Annual Report Review? You should respond in section 6, and annexe other requested materials as appropriate. |  |
| Have you reported against the most up to date information for your project? |  |
| Have you clearly highlighted any confidential information within the report that you do not wish to be shared on our website? |  |
| Include your project reference in the subject line of submission email. |  |
| Submit to [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) |  |
| Please ensure claim forms and other communications for your project are not included with this report. |  |