Stage 2 Webinar

FAQs & Common Issues:
the 'easy wins'

Department
for Environment
Food & Rural Affairs

Funded by
UK Government

Welcome!

Welcome to Stage 2 applicants from Darwin Initiative, Darwin Plus and IWT Challenge Fund!

Your presenters:

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- Day to day contact with all Darwin projects
- Supports projects and applicants and acts as clearing-house for most queries
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- Technical support to the Darwin Initiative and IWT-CF
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Agenda

- Updates and announcements
- Administrative eligibility
- Meeting objectives
- Finance
- Project team expertise and letters of support
  Questions
- Avoiding common issues in Flexi-Grant
- Gender & safeguarding
  Questions
- Monitoring & evaluation
  Questions

Updates and announcements

- Last month it was announced that **the Darwin Initiative will triple to £90m** over three years from 2021

- It was also announced that **funding for IWT would be doubled to £30m** over the same period

- Darwin Plus – Call for Evidence on biodiversity funding in the UKOTs

Administrative Eligibility

- Word counts are strictly enforced in Flexi-Grant

- Supporting docs including:
  - **Cover letter** outlining how you have responded to feedback from St1
  - **Letters of support** *including applicant organisation* – in one pdf document (partners, govt, stakeholders…)
  - Last *2* sets of **signed/audited accounts** *in English and currency clear*
  - **Budget table** (matches request and certification in application)
  - **CVs** for key personnel: *partners and project teams* – in one pdf document

- Past experience and awards (if new as a lead) including contacts for references (all in application – no uploads)

Meeting Darwin/IWT objectives

- Outlined in full in guidance
- Which convention priority & why
  - Link your application to the relevant Convention and national priorities – flag links to relevant targets – including SDGs, UKOT National Plans and priorities
  - Don't just list relevant agreements – sign-post **how** your project is contributing towards these
  - only tick *relevant* fund objectives eg CITES is *only* relevant for specific trade projects and not just because you are working on a CITES listed species
  - Can you demonstrate communication with the Convention focal point – perhaps by letter?

Finances

- Large % matched funding unsecured – risky

- It is good to see a significant % of funds going directly to host country partners/costs – but no specified amount

- PL normally at least 10% of their time, if not clearly explain why

- % of funds on M&E (between 5% and 10%)

- Capital costs normally <10% otherwise clearly justify in text

Matched Funding – in Flexi-Grant

Q5. Project dates

Start date:	End date:	Duration (e.g. 2 years, 3 months):
dd/mm/yyyy ★	dd/mm/yyyy ★	★

Ensure dates are eligible for funding under this round

Q6. Budget summary

Year:	2020/21	2021/22	2022/23	Total request
Amount:	★			£0.00

Budget figures here should match full budget spreadsheet and certification

Q6a. Do you have matched funding arrangements?

◉ Yes

○ No   ★

What matched funding arrangements are proposed?

For matched funding, the % should be of the **total** project cost (not compared to the Darwin/IWT request)

Q6b. Proposed (confirmed and unconfirmed) matched funding as % of total project cost (total cost is the Darwin request <u>plus</u> other funding required to run the project). ★

Finances

- 'Consultancy costs' and 'Other' – provide adequate detail
- Make sure you only include audit costs for the lead organisation and only in the last FY – up to £2,000
- Refer to Finance for Darwin&IWT document
- Allow for exchange rates to fluctuation – but no 'contingency'
- Consider budget spread across FYs – don't front load

Attention to Risk - Financial

Ensure you fully consider the risks and threats to your project including

- Fraud
- Bribery
- Misappropriate of funds e.g. ineligible allowances, arithmetical errors, lack of reconciliation of funds
- Exchange rate fluctuations
- Recruitment delays leading to shift in timescales and funds being approved for the wrong financial year

These are different to the Assumptions in the logframe which may also include

- Staff retention and reliance on key people
- Natural disasters e.g. weather, disease, physical
- Change of government/partner personnel

Project team expertise

- Include CVs or ToRs of team members *critical* to delivery
- Ensure skills presented match all the work proposed
- Tailor CVs to ensure *skills* are clear and avoid long lists of publications
- Relate CVs presented to budget table i.e. roles and names
- Avoid submitting teams with too many 'TBC' posts

Project team – in Flexi-Grant

Q10. Key project personnel

Please identify the core staff 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. Please include more rows where necessary. These should match the names and roles in the budget spreadsheet.

Name (First name, Surname)	Role	% time on project	CV attached below?
*	Project Leader *	*	
*	*		

Do you require more fields?

○ Yes

◉ No

Please provide 1 page CVs (or job description if yet to be recruited) for the Project staff listed above. Ensure the file is named clearly, consistent with the named individual and role above.

Choose your file(s)	or drag and drop files here to upload

File name	Date uploaded	Action

Make sure that the staff names here match the names in the budget

This is for project staff key for delivery – no need to list **all** staff (up to 12 slots)

For anyone named here:

- 1 page CV must be provided
- If funded, permission needed to change

Letters of Support

Avoid 'template' letters of support. Strong letters of support are expected to include the following elements:

- the extent to which partners have been involved in the development of the proposal

- an outline of how the proposed work aligns with your own organisational priorities **and** the priorities of the OT/country

- information on the capacity of partners to support the project

- specify actual level of support e.g. any matched funding your organisation is proposing, either financially or in kind

Avoiding common issues on Flexi-Grant

Flexi-Grant FAQs

I have completed my application, but I can't see the "submit" button.

I am not the lead applicant but would like to be – how do I do this?

I use Flexi-Grant for other grant schemes and they require another stage of sign off – do you have this stage?

For all of the above, if you continue to have problems, please get in touch – if you can't submit at the deadline, please send us an email and we will get in touch the following morning.

Additional materials

Q13. 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 (roles 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)

You have entered 0 words (500 words max)

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

Choose your file(s)   or drag and drop files here to upload

File name	Date uploaded	Action

Methodology should be clear and link to logframe

Additional links/maps/ToC (for example) can be included as **one pdf** – but be reasonable!

They must not be used as a means of providing additional information or avoiding word limits!

Other common issues

- Partnerships take time – new partnerships vs old and time taken to establish working relationships
- Don't underestimate how long it may take at project start up to finalise agreements, visas, staff recruitment etc.
- Attribution vs contribution and measuring change

  "high level of matched funding means attribution of achievements to DI funding will be challenging"

- Consider how project results will be taken up (policy and research projects common offenders!). Communication strategies should be clear and consider who the audience is, how they will use the results, when they will be engaged etc.

Poll

How is the pace of this webinar?

- Far too slow

- A bit slow

- About right

- A bit fast

- Far too fast

Gender and safeguarding

What is gender?

Gender is a social construct referring to the economic, social, political and cultural attributes and opportunities associated with being men and women

- When considering "gender" it is also important to consider broader aspects of social inclusion:
  - Men and women are not homogenous groups
  - Consider other vulnerable groups such as children, the elderly, or people with disabilities

Do no harm

- Consider not only the benefits but the potential **costs** of project activities

- Are there any project components that could potentially make life harder – for men or women?

- If so, how will this risk be mitigated?

Gender in your applications

- We need to see that you have considered gender in your applications. From the Guidance:

  All applicants must consider whether and how their project will contribute to reducing inequality between persons of different gender.

- Avoid only including generic statements, such as that your organisation is an equal opportunities employer – we are interested in this **project specifically**, not your broader work

- Your project might not be able to engage significantly – but at least show us you have analysed and understood the context e.g. if you are working in a patriarchal context

Gender in your applications

Focus on the specific gender context of your proposed work:

*"The use of intercrops as a method of increasing incomes and supporting pollinator diversity is intended to benefit women in particular by **promoting use of crops (e.g. legumes) that are harvested and sold by women**."*

*"**Impact on women will be evaluated** to ensure that women are benefiting equally from the activities, as **women make up around 60% of subsistence farmers in these regions**."*

*"**Forest products chosen for value chain development are informed by** i) availability, ii) **engagement of women** and iii) potential value. Honey production is dominated by men. **Cardamom is collected by women and men**; chillies are collected by women for household use with some also sold in local markets."*

Gender in your applications

- And, if possible, directly link your gender analysis with how your proposed work will address it:

*"The **project's target crops are important sources of produce for women** and provide **opportunities for them to generate income independently from men and address many underlying drivers of gender inequality**. To ensure that our action addresses these drivers ethnozoology surveys will be carried out both before and after outreach and knowledge-sharing activities, **managed by our team's socioeconomist**."*

*"Beekeeping equipment (e.g. suits) provided to be available in sizes to fit various body types and the hives and **techniques promoted will focus on those enabling beekeeping at ground level** rather than in trees **(suspended hives often exclude women)**."*

What is "Safeguarding"?

Safeguarding in its broad sense means protecting people from unintended harm, and ensuring measures have been put in place to protect the health, welfare and human rights of individuals.

UK Government supported projects must ensure that they fully protect vulnerable people at all times, wherever the project is located.

Who should be safeguarded?

All projects are expected to provide a **safe and trusted environment** which safeguards anyone who the organisation has contact with.

This includes:

- Beneficiaries
- Project staff
- Volunteers

This includes where **downstream partners** are involved in project delivery.

Key safeguarding principles

- Everybody has responsibility for safeguarding

- Do no harm

- Be transparent and accountable

Safeguarding Requirements

In order **to receive funding** the lead organisation must:

- Have a safeguarding policy or be in the process of developing one
- Keep a detailed register of raised safeguarding issues
- Have clear investigation and disciplinary procedures
- Share your safeguarding with project partners
- Have a whistle-blowing policy
- Have a Code of Conduct in place for staff and volunteers that sets out clear expectations of behaviours

Defra reserves the right to request evidence of an organisation's safeguarding policy at any time

Any questions?

Monitoring and evaluation

M&E - Logframes

- A tool for improving the planning, implementation, management, monitoring and evaluation of projects

- A way of structuring the main elements in a project and highlighting the logical linkages between them

- They:
  - Provide a clear statement of overall objective
  - Articulate the activities which you'll deliver and help set a framework for monitoring them (targets/baselines)
  - Set out risks and assumptions
  - Can be a communication tool to help explain your work to other people

- Limitations of logframes:
  - They can oversimplify the project process and let people think that change is linear
  - If not used as a project management tool, they can be seen as lacking flexibility

Logframes – Impact

- The higher level objective that your project is **contributing** to

"Marine resources and coastal fisheries of Island X are secured, supporting food security, enhancing resilience, and serving as a scalable model for other Small Island Developing States"

Logframes – Project Outcome

- The end state that **you** are trying to achieve (and are accountable for)
- The project's overarching objective

"Introduction of sustainable management regulations for marine resources, improved enforcement, and awareness raising activities, increases incomes for local fishers whilst building ecosystem resilience to climate change"

Logframes – Project Outputs

- The key results you need to achieve your project's overall objective

- The specific direct deliverables of the project

- Tangible services, products and other immediate changes that lead to achievement of Outcome

"Sustainable fishing regulations including no take zones and quotas agreed and implemented through a participatory approach"
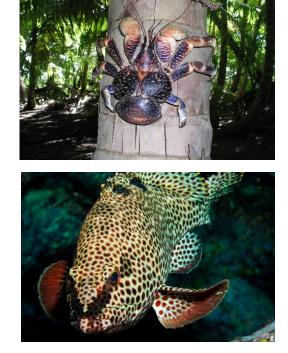
Logframes – Activities

- The specific tasks that sit beneath each Output
- The discrete actions will you have to carry out to produce high quality products
- The processes through which you turn inputs (financial, material, HR) into Outputs

"Carry out marine surveys in project locations based on approved methodology"

Monitoring and evaluation

Common problems that could be avoided

- Setting a target when there is no baseline

"with the exception of one outcome level income indicator, the logframe is devoid of targets. With no indication of project scope or targets, it is not possible to assess sustainability of the proposal"

- Including *untested* assumptions that are critical

"It would be good to have an assurance that producers are willing to work with the project, rather than this appearing as an Assumption"

- Not being clear *who* will undertake M&E or *when*

Monitoring and evaluation

Common problems that could be avoided

- Failure to provide outcome indicators for *both* biodiversity *and* poverty

- Measure progress *throughout,* not just the final few months

"Outputs 1-4 don't have any interim milestones (i.e. start and end line only) and so tracking progress will be difficult"

- Does not demonstrate how you will *measure* what has changed i.e. not SMART

SMART Indicators

S – Specific

M – Measurable

A – Achievable *(Attributable)*

R – Relevant *(Realistic)*

T - Time-bound

Indicators and Evidence: Key Considerations

In your applications, <u>please</u> consider that…

- **Indicators must be relevant to the result they are measuring** – make sure your indicators actually demonstrate achievement towards stated results.

- **Evidence and Indicators should be linked** – we often see applications where sources of evidence are put down that bear little resemblance to the information needed to verify progress against an indicator