

New Projects Webinar

Darwin Initiative, Darwin Plus and Illegal Wildlife Trade Challenge Fund



Agenda



- Welcome
- The role of the Biodiversity Challenge Funds Secretariat & key personnel
- Introduction to project financial & technical reporting
- Project communications
- Questions

Objectives



- To provide an introduction to the Biodiversity Challenge Funds (BCFs)
- To 'meet' the key BCF people and understand their roles
- To outline the administration and reporting requirements under the BCFs



NIRAS



Eilidh Young

- Lead administrator for the Biodiversity Challenge Funds (BCFs) – Darwin Initiative focal point
- BCF-Darwin@niras.com



Sally Coles

- Administrator for the BCFs – Darwin Plus focal point
- BCF-Darwin@niras.com



Rachel Beattie

- Technical and administrative support for the BCFs – IWTCF Focal Point
- BCF-IWTCF@niras.com



Victoria Pinion

- Programme Manager for the Biodiversity Challenge Funds
- VICP@niras.com



Andy East

- Communications for the Biodiversity Challenge Funds
- BCF-Comms@niras.com



Linzi Ogden

- Biodiversity Challenge Funds Finance and Admin
- BCF-Finance@niras.com

Poll



What sort of project do you work on? (you may select multiple options)

- Darwin Initiative Innovation
- Darwin Initiative Capability & Capacity
- Darwin Initiative Main
- Darwin Initiative Extra
- Darwin Plus Main
- Darwin Plus Fellowship
- IWT Challenge Fund Evidence
- IWT Challenge Fund Main
- IWT Challenge Fund Extra

Welcome & Congratulations!



Darwin Initiative Round 29

Darwin Initiative Main

- 249 applications received at Stage 1
- 63 applications invited to Stage 2
- 28 new main projects funded

Darwin Initiative Extra – 44 applications, 4 funded (TBC)

Darwin Initiative Innovation – 53 applications, 10 funded

Darwin Initiative Capability & Capacity – 108 applications, 22 funded

Welcome & Congratulations!



Darwin Plus Round 11

Darwin Plus Main

- 32 applications received at Stage 1
- 21 applications invited to Stage 2
- 13 new main projects funded

Darwin Plus Fellowships – 9 applications, 8 funded

Darwin Plus Local Round 1 – 60 applications, 45 funded

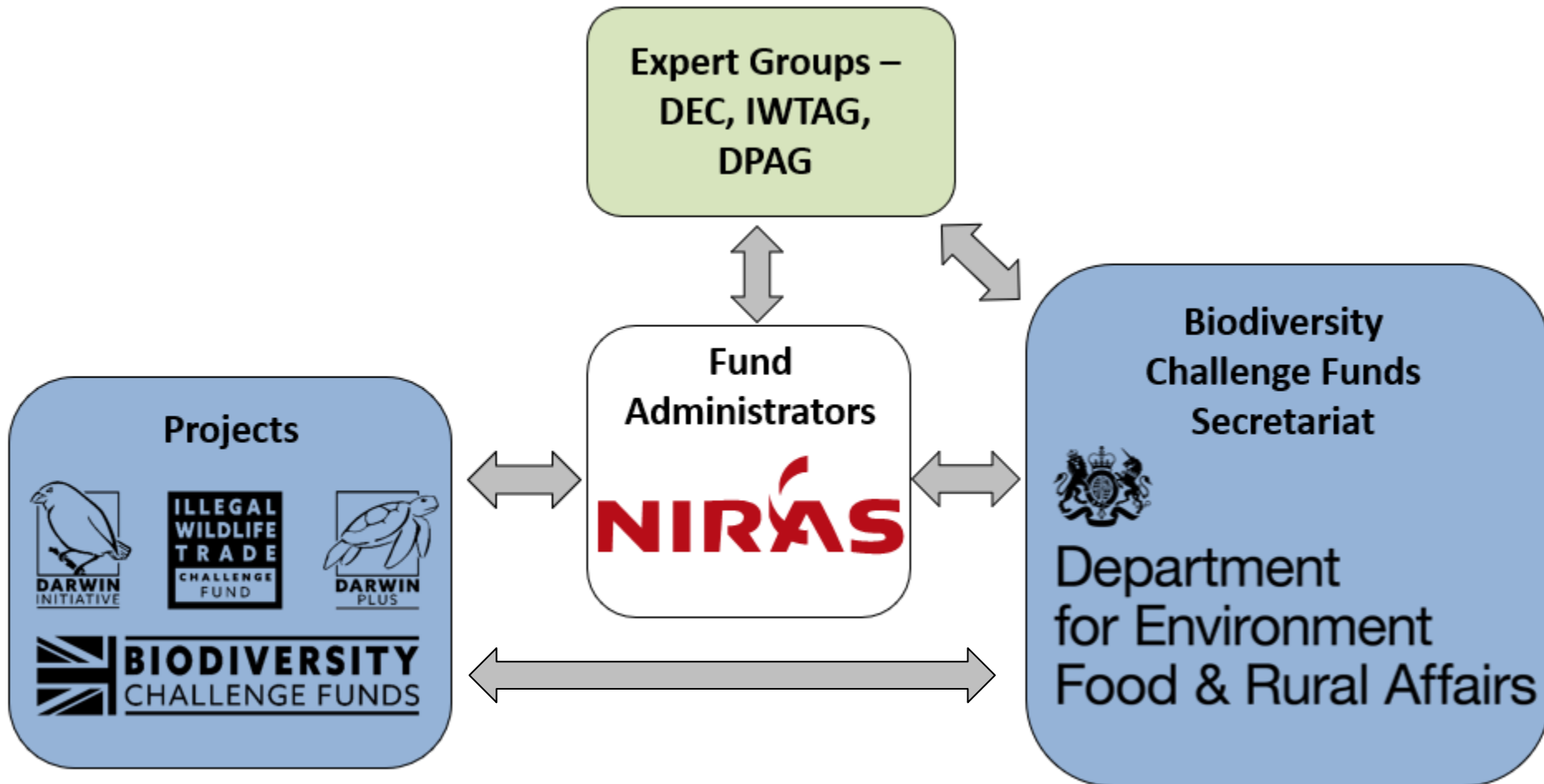
Welcome & Congratulations!



IWT Challenge Fund Round 9

- 129 applications received at Stage 1
- 54 applications invited to Stage 2
- 21 new projects funded (TBC)

BCFs Family



BCF Secretariat



Doug Gibbs – Head of Biodiversity Challenge Funds

Ben Yexley – Darwin Initiative Lead – Biodiversity Challenge Funds

Serene Hargreaves – IWT Challenge Fund Lead – Biodiversity Challenge Funds

Jordan Newman and Seun Alaba – Darwin Plus and Biodiversity in the UK Overseas Territories

The role of the BCFs Secretariat



- Overall management and strategy of the Biodiversity Challenge Funds: Darwin Initiative, IWT Challenge Fund and Darwin Plus
- Ministerial advice (PQs, correspondence, briefings)
- Management of NIRAS Contract
- Support to the Expert Groups - DEC, DPAG, IWTAG
- Publicity and events – involving Ministers
- Engagement with overseas Posts

Poll



What is your history with the Biodiversity Challenge Funds (BCFs)?

- I have no history with the BCFs
- My organisation has had a BCF project before
- I have worked on a BCF project before
- I have led one or more BCF projects before

Offer paperwork



- Package of materials
- Timing – may be longer if your caveat is still under consideration
- Return Grant Acceptance Form (GAF) and Supplier Form
- Timeline to claim payment



Terms and Conditions



- Are standard wording across Defra grants so only clearly justified changes will be reflected - on website [here](#)
- Confirms how the funds can be used e.g. no UK party political use
- Outlines the rights retained by Defra should grantees not follow requirements e.g. reclaiming of funds, eligibility of future applications, and are reviewed/updated annually
- Requirements re branding/communicating about your project
- Safeguarding



Financial Reporting Requirements



Current process

- Quarterly advance claims, with Q4 claim based on actuals and in arrears
- Advanced Actuals for selected projects
- An audit at closure of project (annually for Extra projects)
- Defra retain the right to spot check



Claims conditions



- Quarter 1 Advance claim - Grant Acceptance Form (GAF)
- Quarter 2 Advance claims – Annual Report (AR) and Q4 Actual claim (from year 2)
- Quarter 3 Advance claims - straight advance
- Quarter 4 Actual claim is not an advance and is dependent on actual expenditure for the year – AR
- Retention is made from the Final claim pending a satisfactory Final Report (FR)

Conditions for Payment

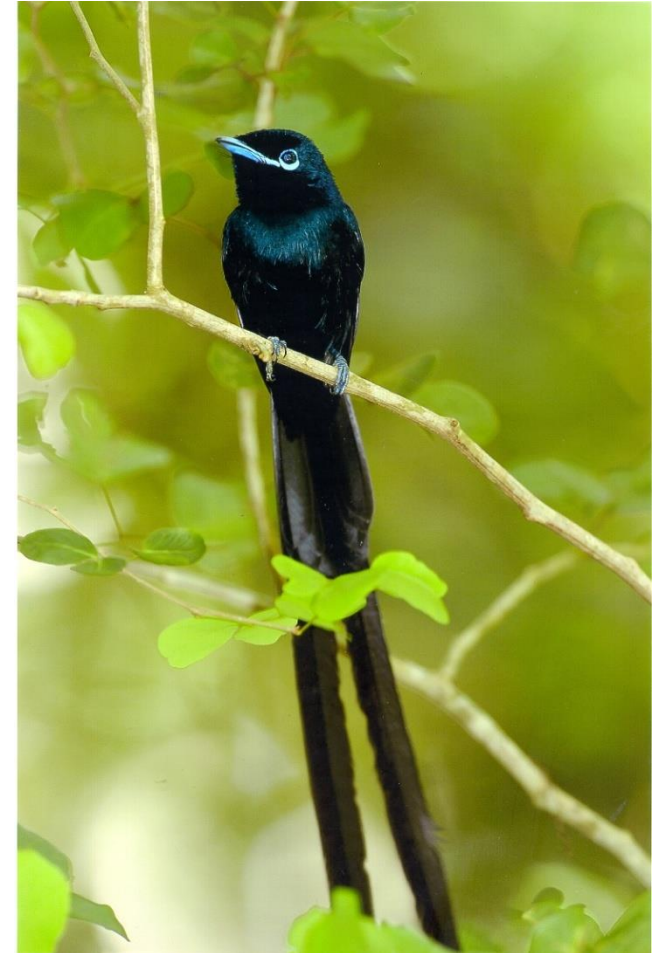


Claim	Deadline	Financial Evidence	Technical Evidence
FY Q1 1 st April – 30 th June Advance Claim	15 th March - 30 th April	Year 1: Grant Acceptance Form From Year 2: Annual Grant Acceptance Form Advance Claim	n/a
FY Q2 1 st July – 30 th September Advance Claim	15 th June – 31 st July	Year 1: n/a From Year 2: Verified Q4 Actual Claim (from previous FY) even if no outstanding funds to claim	From Year 2: Annual Report Due by 30 th April
FY Q3 1 st October – 31 st December Advance Claim	15 th September – 31 st October	n/a	From Year 2, prior year Annual Report Accepted
FY Q4 1 st January – 31 st March Actual Claim	15 th May	Confirmation of Actual spend across the FY even if no outstanding funds to claim	Annual Report due by 30 th April
Final Actual Claim, less retention	<3 months of project end	Verified Final Actual Claim	Final Report Received
Retention	<6 months of project end	Verified Audit Statement where required	Final Report Accepted

Claim Process



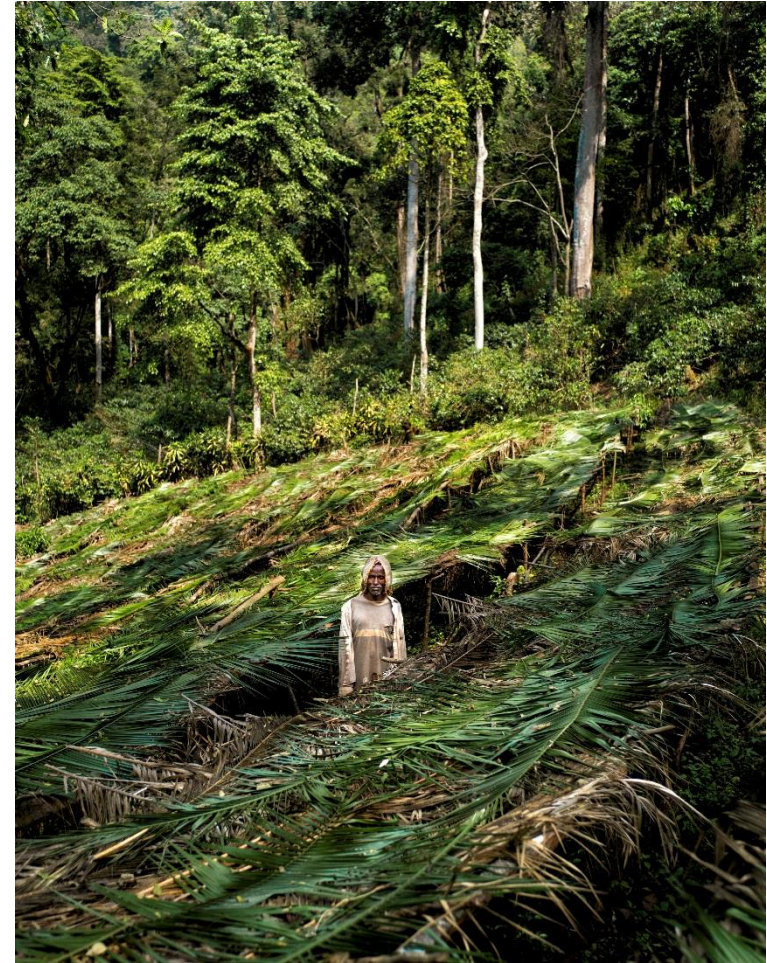
- Electronic claims with a clear signature, which should match the signatory panel provided in your GAF.
- NIRAS checks claim, project forecasting and that related reporting has been received
- Eligible claims are sent for second approval
- Approved claims then sent for payment
- You will be informed when to expect payment to your account



Change Requests



- Projects looking to make significant changes (both technical and financial) should submit a change request form
- This includes:
 - Re-budgets – carry-forwards/no cost extensions language
 - Virements – movement of money between budget lines
 - Changes to logical framework
 - Staff changes (senior technical staff) including CV
 - Timing changes (e.g. extensions)



Change Request Form



- Requests should be clearly justified – ensure you answer the questions in the form!
- Deadline for rebudgeting now stricter
- Previous requests noted
- Significant financial changes and implications
- January – March financial requests only under exceptional circumstances (e.g. natural disaster, military coup) and clearly justified.



Biodiversity Challenge Funds
(Darwin Initiative, Illegal Wildlife Trade Challenge Fund and Darwin Plus)
CHANGE REQUEST FORM

INTERNAL USE ONLY – NOT TO BE COMPLETED BY APPLICANT					
CR reference		Date received		Date PL informed	
Date sent to Defra		Recipient in Defra		Date response from Defra	

Application for Approval to Change a Biodiversity Challenge Funds Project

Before completing this Change Request, please read the Guidance at the end of this document

Please indicate the type of Change Request: Financial* Other
**any change which requires movement of funds between financial years*

Project Ref and Title	
Request from (name and organisation)	
Email address	

Please confirm you have read the Change Request guidance document and understand that there is no guarantee a request will be granted

All Change Requests must be submitted as soon as possible; any delays to submission must be clearly justified.

Financial Change Requests must not be submitted later than the end of Q3 (31st December).

However, non-Financial or **Other Change Requests** can be submitted at any time.

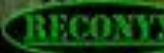
All Change Requests must receive approval before being applied, do not assume approval will be forthcoming.

Please keep your Change Request brief and clear, providing enough context for us to understand the request and its justification, but avoiding technical jargon and acronyms.

Please contact NIRAS if there are any questions.



Any questions?



Reporting & Accountability



- There are a number of requirements to ensure the high standard of projects is maintained
- These can be divided into:
 - Project technical reporting
 - Project financial reporting
- Broadly consistent process between schemes



Expectations of projects



- High **quality** and **scientific**
- **Collaborative**
- **Assist** countries to meet their objectives under the various biodiversity and environmental conventions



Technical Reporting



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



Darwin Plus Fellowships



Fellowships are required to submit:

- Interim report
- Final report

Interim reports are submitted 1 month after the halfway point.

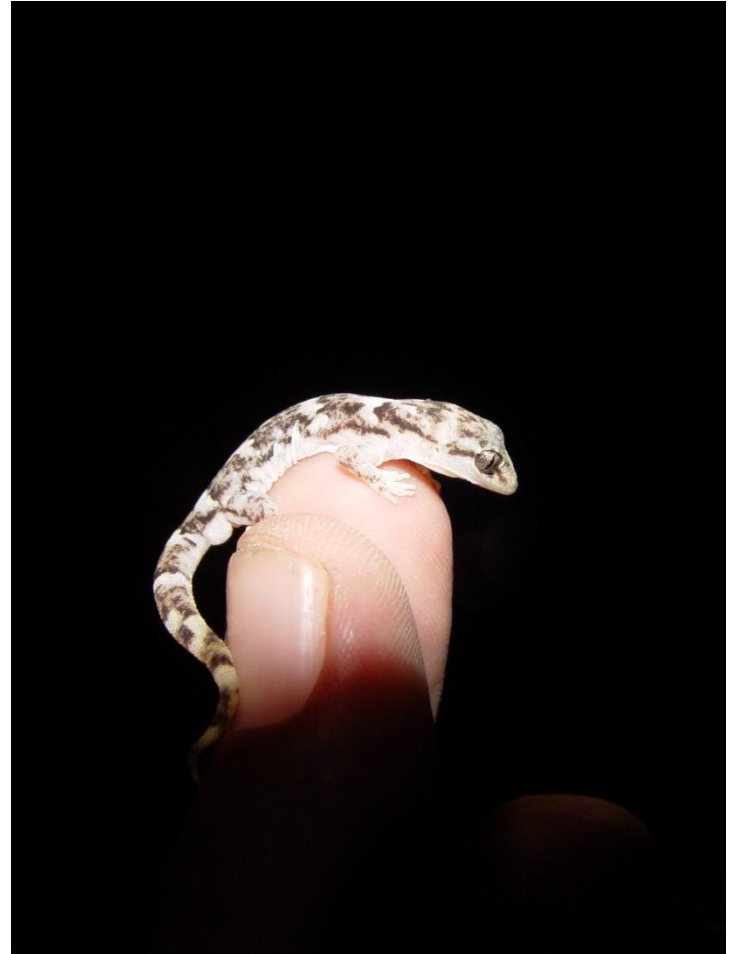
And final reports within 1 month of the end date.



Half Year Reports



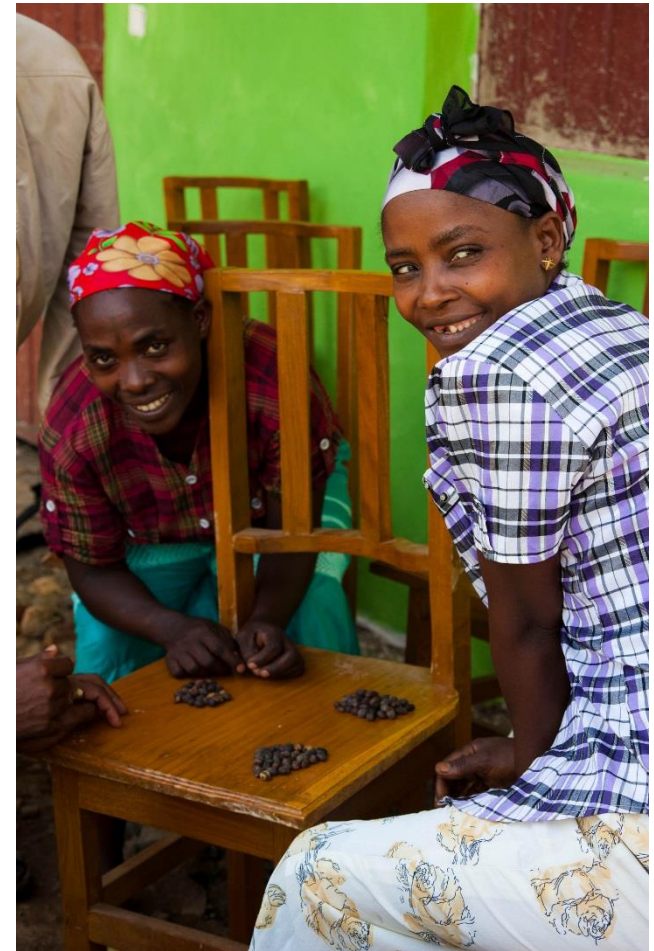
- Provide a brief update on project progress
- Opportunity to discuss queries/issues (also available all year round)
- Submitted by **31st October** annually



Annual Reports



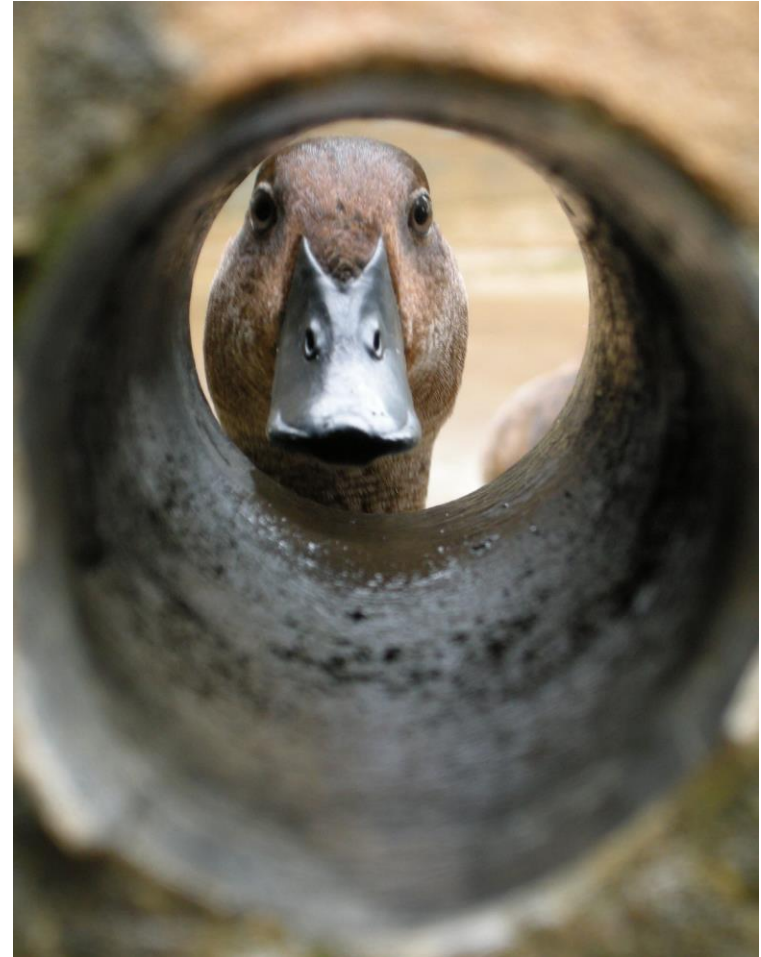
- To detail progress against planned activities, Outputs & Outcome
- Good use of indicators & evidence (means of verification) reduces reporting burden
- Due **30th April** annually



Final Reports



- Provide information on the *overall* success of the project against its proposed outcome, outputs and activities
- Good use of indicators and evidence (means of verification) reduces reporting burden





Standard Indicators



Department
for Environment
Food & Rural Affairs

Where we are coming from



- Projects develop their logframes in isolation from each other
- Although we can see individual project results, we struggle to combine data from across our projects to find out the shared results of our portfolio of projects
- Some applicants and projects struggle to identify the most appropriate indicators for their logframes
- In the past, we have asked projects to report against **Standard Measures** (e.g. number of people trained). These new **Standard Indicators** replace these old Standard Measures.



Where we are going, and why



- We have developed new Standard Indicators for each of the BCFs
- They are aligned with fund-level Theories of Change and programme objectives
- Through this process we want to:
 - help you to monitor your project progress and results, using globally recognised indicators
 - provide guidance on which methodology, units and disaggregation measures to use to help you plan your monitoring and evaluation more effectively
 - increase our contribution to the global evidence base in the areas BCFs projects work
 - aggregate data from across diverse projects and communicate our combined results to key decision makers to build the case for continued support

What we want you to do



- **Asking for new projects** to map their existing indicators to these standard indicators
- **At least 5 Core Indicators**
- Check our **fund-specific “Menus”** to see the indicators
- Please submit a copy of your logframe with indicators mapped by the half year reporting deadline at the latest (31st October 2023)
- If mapping is difficult, reach out to fund mailboxes and explain in your half year report.
- More on this in M&E Workshop sessions

How to find them



Standard Indicator Guidance:

- Darwin Initiative:
<https://www.darwininitiative.org.uk/resources-for-projects/reporting-forms-change-request-forms-and-terms-and-conditions/>
- IWT Challenge Fund:
<https://iwt.challengefund.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/>
- Darwin Plus:
<https://darwinplus.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/>

Standard Indicators

- Darwin Initiative Standard Indicator Guidance

4. The Darwin Initiative Standard Indicator Menu

Group A: Capability and Capacity

Indicator number	Darwin Initiative Standard Indicator	Units	Disaggregation	
RE INDICATORS	DI-A01	Number of people from key national and local stakeholders completing structured and relevant training ² .	People Proportion	Gender; Age Group; Stakeholder group: Indigenous Peoples, Local Communities, Nationals, public sector, civil society, private sector; Training typology (biodiversity, sustainable development, finance, programme management, safeguarding, gender etc.) Proportion of trained people employed by their host organisation at the end of the project.
	DI-A02	Number of secondments or placements completed by individuals of key local and national stakeholders ³ .	People Proportion	Gender; Age Group; Stakeholder group: Indigenous Peoples, Local Communities, Nationals, public sector, civil society, private sector; Host Organisation Type; Training typology (biodiversity, sustainable

Note: Core Indicators in Green

Poll



How is the pace of this webinar?

- Far too slow
- A bit slow
- About right
- A bit fast
- Far too fast

Reducing the reporting burden



- Report against original application unless changes have been made to logframe
- Significant changes to logframe/design need to be approved
- More tips can be found in the information note [here](#).



Indicators



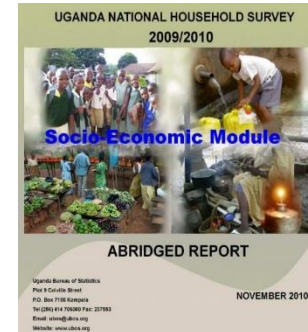
- Indicators are what will be measured to show progress and outcome
- Should be SMART:



Means of Verification



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



REGION	DISTRICT	SUB-DISTRICT	AREA	POPULATION	AREA
1020	Western District	St. Joseph	10,000	100,000	10,000
1021	Western District	St. Mary	10,000	100,000	10,000
1022	Western District	St. Peter	10,000	100,000	10,000
1023	Western District	St. Paul	10,000	100,000	10,000
1024	Western District	St. John	10,000	100,000	10,000
1025	Western District	St. James	10,000	100,000	10,000
1026	Western District	St. Andrew	10,000	100,000	10,000
1027	Western District	St. George	10,000	100,000	10,000
1028	Western District	St. Mark	10,000	100,000	10,000
1029	Western District	St. Luke	10,000	100,000	10,000
1030	Western District	St. Philip	10,000	100,000	10,000
1031	Western District	St. Nicholas	10,000	100,000	10,000
1032	Western District	St. Basil	10,000	100,000	10,000
1033	Western District	St. Constantine	10,000	100,000	10,000
1034	Western District	St. Helena	10,000	100,000	10,000
1035	Western District	St. Agatha	10,000	100,000	10,000
1036	Western District	St. Katerina	10,000	100,000	10,000
1037	Western District	St. Barbara	10,000	100,000	10,000
1038	Western District	St. Elizabeth	10,000	100,000	10,000
1039	Western District	St. Ann	10,000	100,000	10,000
1040	Western District	St. Rose	10,000	100,000	10,000
1041	Western District	St. Ursula	10,000	100,000	10,000
1042	Western District	St. Margaret	10,000	100,000	10,000
1043	Western District	St. Cecilia	10,000	100,000	10,000
1044	Western District	St. Dorothea	10,000	100,000	10,000
1045	Western District	St. Ursula	10,000	100,000	10,000
1046	Western District	St. Agatha	10,000	100,000	10,000
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1098	Western District	St. Cecilia	10,000	100,000	10,000
1099	Western District	St. Dorothea	10,000	100,000	10,000
1100	Western District	St. Ursula	10,000	100,000	10,000

Reporting Evidence – Do's



- Report clearly and concisely
- Make sure you are reporting against the latest (and approved) version of your logframe
- Involve project partners where possible
- We encourage projects to report on what has changed and to provide evidence of these changes
- Ensure that you check the correct BCF website prior to submitting your report to ensure that you **are using the latest version of the template** – reporting templates are updated annually
- Ensure evidence submitted is clearly labelled and sign-posted

Reporting Evidence – Do's



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

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

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

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

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

Reporting Evidence – Don'ts



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



Any questions?

Logos



Maintaining a high profile for BCF helps maintain Government funding:

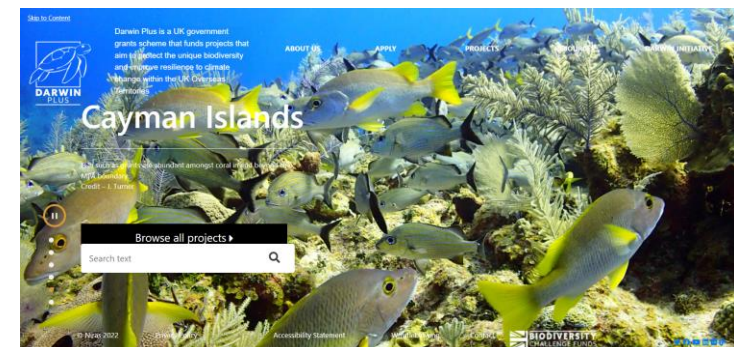
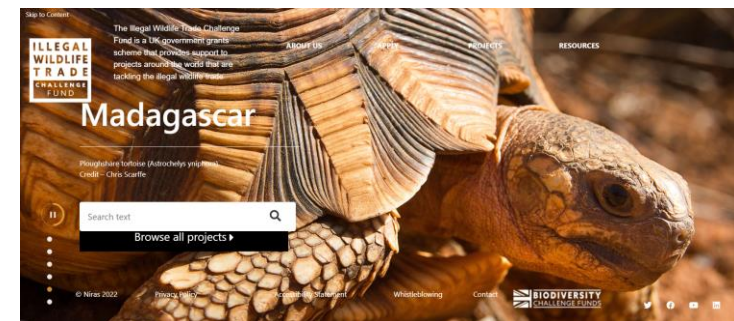
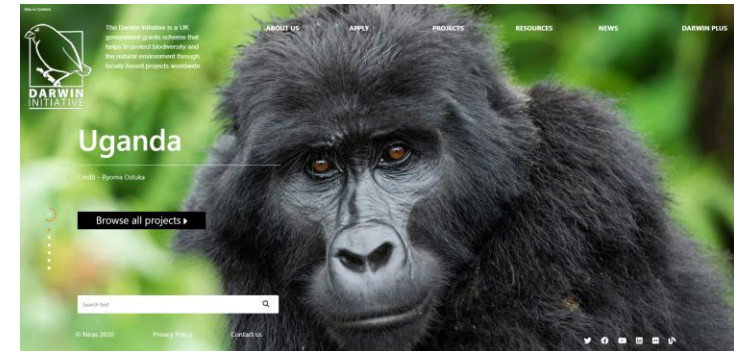
- Projects should use the fund specific logo as well as the UK AID logo if they can
- Logos are available on the “Resources” tab of the websites



Websites



- Darwin Initiative Website:
<https://www.darwininitiative.org.uk/>
- IWT Challenge Fund Website:
<https://iwt.challengefund.org.uk/>
- Darwin Plus Website:
<https://darwinplus.org.uk/>
- First stop for all technical and admin **resources** for **BCF projects** – including claim forms, reporting forms, and change request template
- Platform for our various **publications** – including newsletters, information notes, and workshop proceedings



Newsletter



- themed around a particular topic
- 1 page A4 articles or less
- Use images to grab attention
- Distributed widely via e-mail, Twitter and internally in Defra
- Reliant on good images and good stories



Newsletter

March 2022

Proteogenic vicuñas, Bolivia, Credit: Humber Albarto



[/DarwinInitiative](#)
[@Darwin_Defra](#)
[blog.darwininitiative.org.uk](#)

Funded by the UK Government, the IWT Challenge Fund provides grants to support projects that conserve biodiversity and reduce illegal wildlife trade, focusing its grants on the impact of climate change in the UK.

Projects support:

- the Convention on Biological Diversity
- the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS)
- the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGR)
- the Ramsar Convention on Wetlands
- the Convention on the Conservation of Migratory Species of Wild Animals (CMS)
- the United Nations Framework Convention on Climate Change (UNFCCC)

[darwininitiative.org.uk](#)



Biodiversity team member monitoring the helmeted hornbill nest. Credit: Planet Indonesia

IWT Challenge Fund Newsletter

The Enforcement Effort

We recently launched a dedicated website for IWT Challenge Fund projects.

Visit [iwt.challengefund.org.uk](#) to find out about all of our projects, see past editions of the newsletter, and more!

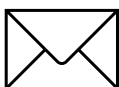
[iwt.challengefund.org.uk](#)
[gov.uk/guidance/illegal-wildlife-trade-challenge-fund-iwtcf](#)

The illegal Wildlife Trade (IWT) is a serious criminal industry worth up to £17 billion each year, threatening both wildlife and people. Funded by the UK Government, the IWT Challenge Fund tackles the illegal wildlife trade and, in doing so, contributes to sustainable development in developing countries. It funds projects which address one or more of the following themes:

- reducing demand for IWT products
- ensuring effective legal frameworks and deterrents
- strengthening law enforcement
- developing sustainable livelihoods to benefit people directly affected by IWT



#EndWildlifeCrime



BCF-Comms@niras.com

Social Media



Please follow, share and tag our BCF socials!



[@Biodiversity Challenge Funds](https://www.linkedin.com/company/biodiversitychallengefunds)



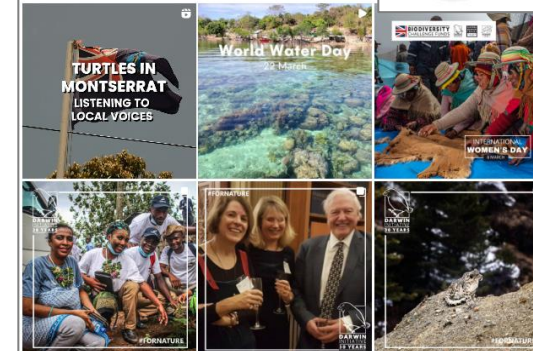
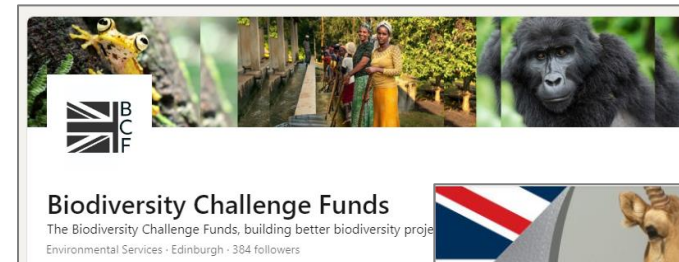
[@UKBCFs](https://twitter.com/UKBCFs)



[@Biodiversity Challenge Funds](https://www.facebook.com/BiodiversityChallengeFunds)



[@biodiversitychallengefunds](https://www.instagram.com/biodiversitychallengefunds)



Engagement opportunities



- Newsletter articles
- Case studies
- Workshops/webinars
- Project spotlights on social media
- Conferences

Engage, keep in touch and reach out!

Thanks for listening!



Final questions?