



New Projects Workshop

Darwin Initiative, Darwin Plus and IWT
Challenge Fund

M&E Plan and Communications Strategy



Department
for Environment
Food & Rural Affairs



UKaid
from the British people

Welcome!



Welcome to this interactive online workshop!

We hope you have had the chance to visit Miro and introduce yourself there – we will be using this platform shortly for some group work so please check now that you have access.

You might want to take a look there to see who else is in attendance (make sure you are on the correct “board” – i.e. “AM - M&E and Comms” / “PM - M&E and Comms”)

Agenda



9:30 / 3:00 - Communications Strategy – Presentation on Zoom then group work on Miro (groups will be allocated into Zoom breakout rooms)

10:45 / 4:15 - Short 15 minute break (either stay on the call or leave the meeting and come back)

11:00 / 4:30 - M&E Plan – Presentation on Zoom then group work on Miro (groups will be allocated into Zoom breakout rooms)

12:00 / 5:30 - Finish

General Housekeeping



Please keep yourself muted during the presentation

If you have any questions, please use the “raise hand” feature (you can find this by clicking on the “Participants” button at the bottom of your screen) and we will invite you to unmute and ask your question.

We have some specific guidelines later on for how we plan to use Miro but if you have had any difficulties accessing that platform, please let us know in the chat ASAP and we can help get you sorted

Introductions



Before we get started, I'd like to thank everybody who took the time to introduce themselves in advance.

If you could now visit the Miro board and take a look at everybody who is here today and to confirm you can access it if you haven't already tried.

Introducing the LTS Team

...any volunteers to read out their elevator pitch?



Strategic Communications



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Strategic Communication



- Reasons to communicate
- Importance of a strategy
- Communications strategy key points
- How to influence change

Why communicate?



Reasons may vary for each project:

ENGAGE: engagement with project stakeholders and to share results

INFLUENCE: influence audience, and change their behaviour to support or take up your results

EXPECTATIONS: sharing what you can and will achieve

Benefits of having a Strategy



- Prevents communications being ineffective
- Ensures communications are targeted to the appropriate audiences
- Results in impactful communications

Key Elements



- **WHO** – think about your audiences
- **WHY** – what are you trying to influence
- **WHAT** – different types of communication products & processes for different purposes
- **WHERE/WHEN** – windows of opportunity



Darwin/IWT Audiences



- Darwin/IWT Community
- Government ministers
- Beneficiaries
- General Public
- Policy makers



... put yourself in your audience's shoes

Communication Objectives



- **WHY** do you want to communicate?
- **WHAT** do you want to achieve through the communication?
- What are you aiming to **INFLUENCE/CHANGE?**
Knowledge? Behaviour? Attitudes? Policy?
- Each audience is **DIFFERENT**

How will you know it is effective?

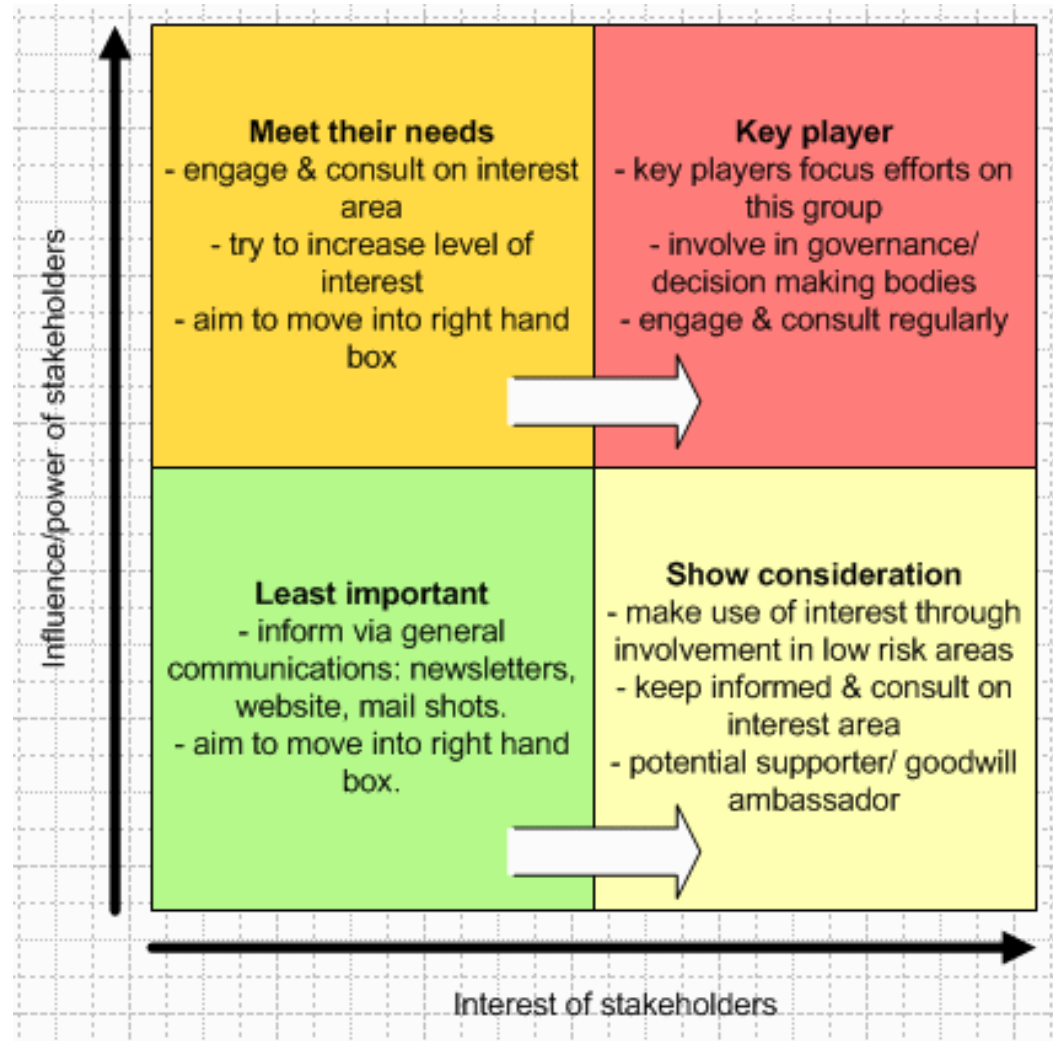
Measuring Effectiveness



It is useful to develop performance indicators for communications products.

- **Who is using them?**
- **How are they using them?**
- **How do you show the usefulness?**
 - Journal articles have impact factors
 - Analytics and other metrics - useful for social media/internet materials
 - Testimonials/surveys/questionnaires
 - Policy evaluation methods

Stakeholder analysis: Interest/ Influence tool



Stay in touch!



- Journal Articles
- Newsletters
- Twitter account
- Facebook page
- Blog
- Flickr
- Darwin/IWT Websites

Newsletter
June 2020

Mating pair of Darwin's nudibranchs (*Thecacera darwini*). Credit: SAERI

The Darwin Initiative supports developing countries to conserve biodiversity and reduce poverty. Funded by the UK Government, the Darwin Initiative provides grants for projects working in developing countries and UK Overseas Territories (OTs).

Projects support:

- the Convention on Biological Diversity (CBD)
- the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- the Nagoya Protocol on Access and Benefit-Sharing (ABS)
- the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)
- the Ramsar Convention on Wetlands
- the Convention on the Conservation of Migratory Species of Wild Animals (CMS)
- the Convention on Climate Change (CCC)

DARWIN INITIATIVE

[/DarwinInitiative](#)
[@Darwin_Defra](#)
[darwininitiativeuk.wordpress.com](#)

Department for Environment, Food & Rural Affairs

darwininitiative.org.uk

Newsletter
March 2020

Crocodile on the shores of Congo River. Credit: Matt Shirley

The UK government is committed to ending the illegal wildlife trade, and has committed £30m over three years to help eradicate illegal wildlife trade and better protect the world's most iconic species from the threat of extinction.

Find out more here or follow #endwildlifecrime on social media for the latest news and information.

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:

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

DARWIN INITIATIVE

Department for Environment, Food & Rural Affairs

[gov.uk/government/collections/illegal-wildlife-trade-iwt-challenge-fund](https://www.gov.uk/government/collections/illegal-wildlife-trade-iwt-challenge-fund)

[#endwildlifecrime](https://www.gov.uk/government/collections/illegal-wildlife-trade-iwt-challenge-fund)

Group Activity



- We are going to assign you to small groups using the breakout feature in Zoom
- The activity itself is on the interactive whiteboard Miro – Keep Zoom open so you can talk to your group, but navigate to the specific space on Miro for your group. There should be a “frame” with the same number your breakout room number! (you should see other members of your group their with cursors – no need to share screens)
- Kelly (“LTS International”), Simon and Victoria and Eilidh will be moving between groups to help you with the exercises – if you have any questions or need help at any point, please just press the “call host” feature and someone will join your room as soon as possible!

Group Activity

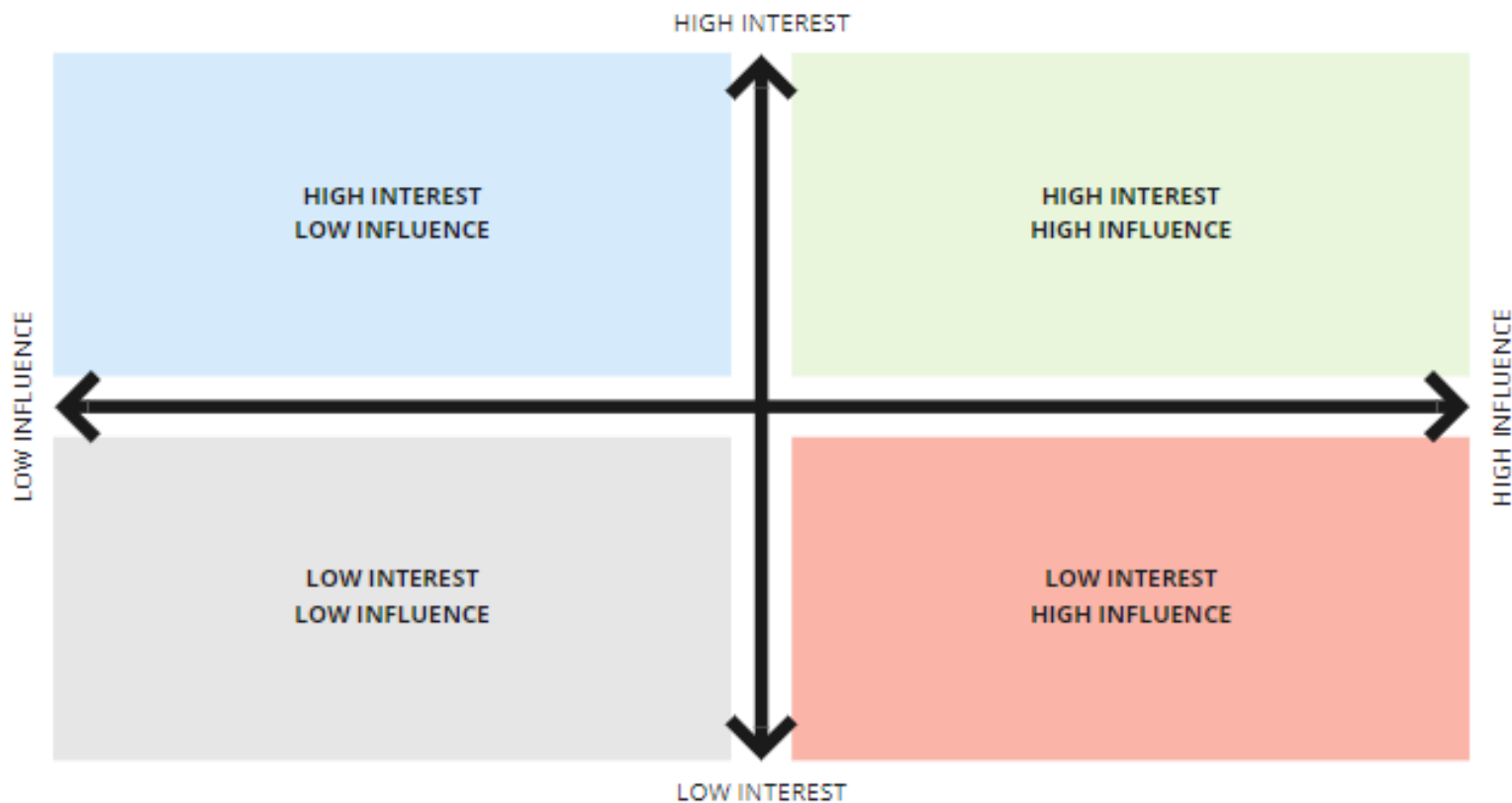


Step 1: Introduce yourself to the people in your group! (spend no more than 10 minutes on this so you have time for the exercise!)

Step 2: Map the influence/interest of key stakeholders for a project in small groups (in your Zoom breakout room)

Step 3: Complete communications strategy table outlining why, how, when etc.

Step 2 Template from Miro



Step 3 Template from Miro



	TARGET AUDIENCE	REASONS FOR COMMUNICATING	INTENDED OUTCOME	COST/LEVEL OF EFFORT/ RESPONSIBILITY	COMMUNICATION PRODUCTS/METHODS	PRIORITY
PROJECT REF:						HIGH MED LOW
PROJECT REF:						
PROJECT REF:						
PROJECT REF:						

ADDITIONAL COMMENTS:



Feedback from the session

- How was the session?
- Were you able to identify any new stakeholders?
- Can you give any examples of specific activities you identified in your communications strategy?
- Did you consider the budget for these activities and level of effort?

Time for a short break!



- We'll be starting the next presentation in about 15 minutes (to start at 11:00 / 4:30)
- After the break, please have a copy of your project's logframe to hand!



Developing a Monitoring & Evaluation Plan

Systematising the collection of evidence



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What is an M&E Plan?



- A document that helps to track and assess the results of the interventions throughout the life of your project
- An M&E plan identifies:
 - data collection tools for measuring variables
 - processes for data collection and data management
 - how resulting data and information will be used
 - staffing and other resources needed to implement M&E activities

Do we need an M&E Plan?



A well-thought-out M&E plan is an invaluable tool that can be used to guide project teams through the planning and implementation of M&E activities

- States how your programme will measure achievements
 - Accountability
- Documents consensus
 - Transparency
 - Responsibility
- Guides M&E implementation
 - Standardization
 - Coordination
- Preserves institutional memory



What does an M&E Plan look like?



Monitoring Workflow	Rationale	Indicators	Baseline	Targets	Measure	Methodology	Frequency	Tools	Responsibility
Impact	The 130,000ha of WSP Forest are managed sustainably, supporting biodiversity and the livelihoods of 6,630 people, acting as a model for sustainable forest management in Cambodia								
Outcome	By March 2019, the strengthening of relationships between WSPWS key stakeholders (Government and local communities), enables the Sanctuary to harbour a stable population of five critically endangered bird species and increases human wellbeing in four surrounding villages.	0.1 Increased food security in four target villages (5,052 people), with a reduction in the percentage of households with sufficient food for less than five months of the year from 38% of households to 25% By end of Yr.3.	38% of households have sufficient food for less than five months of the year	25% of households have sufficient food for less than five months of the year	0.1 Participatory Rural Appraisal undertaken 2018 compared with 2014 (pre) and 2016 (start of project) baselines.	1. Conduct baselines 2. PRA 2018	Annual	1. Baselines 2. PRA	Livelihoods Programme Manager
		0.2 Stable populations of five Critically Endangered species within WSPWS by end of Y3.			0.2 BirdLife biodiversity team led species census results compared with 2016 baseline.			Annual	
Opout 1	Local consultation structures established at village and district level, equitably representing the views of constituents	1.a Seven Village Forums established with equal representation of women and men (50% women, 50% men).	0 Village Forums	7 Village Forums, equal gender representation	1.a.1 Meetings are held regularly and attendance list shows equitable participation of women and men, evidenced by equal sex ratio of women : men attending meetings 1.a.2 Dialogue in village meetings show enhanced understanding of management planning process over the three year project implementation period, evidenced by meeting minutes and participatory learning assessment survey at end of Yr.3	1. Quarterly consultation meetings with Village Forums 2. Endorsement at Commune level 3. Protocol for beneficiaries counting into database	Six-monthly	1. Beneficiaries database 2. Attendance lists 3. Meeting minutes 4. Village Forums establishment certificates 5. Gender representation strategy 6. Participatory Learning Assessment Survey	Livelihoods Project Officer
		1.b WSPWS Stakeholder Forum established and working effectively.	0 Stakeholders Forum	1 Stakeholders Forum, regular consultations, requests included in the zoning plan	1.b.1 List of attendees at stakeholder meetings includes representatives from all relevant interest groups including representatives from village forums. 1.b.2 Requests from village forum representatives on traditional-use are collected and presented to Provincial level authorities. These requests and the rice field maps are included in the WSPWS zonation process, evidenced by forum minutes and zoning plan.	1. Quarterly meetings with Stakeholders Forum 2. Endorsement at Commune level 3. Collection of Village Forums representatives requests		Six-monthly	

Developing an M&E Plan



Key considerations:

- Purpose of the plan
- M&E management
- Resource needs HR and £
- Timing and sequencing
- Feedback and lesson-learning
- Provision of sound evidence

What to Measure?



Key considerations:

- Who is responsible?
- Who needs to be included in the monitoring process?
- Who needs to be included in the evaluation process?
- What aspects are you measuring:
 - Milestones
 - Indicators
 - Assumptions
 - Risks



How do you plan to measure it?



Key considerations:

- Are there set methods, and templates to ensure consistency in measurement?
- When do they measure it?
- Is there a system to store and collate data?
- How do you use the data?



What is the Budget?



- How much would the planned activities cost?
- Cost efficiencies and cost minimisation
 - How much can be done as part of routine reporting and management monitoring?
 - What requires specific evidence gathering?
 - What uses secondary data generated by others?



How do I develop an M&E Plan?



1. Identify the programme goals and objectives
2. Define indicators for tracking progress towards achieving those goals
3. Define Data Collection Methods and timeline
4. Identify M&E Roles and Responsibilities
5. Analyse data
6. Dissemination plan



Group Activity



- Prepare an M&E plan
 - To test the discipline of structuring the M&E plan and really testing the measurability of a project.
 - To allow you to then take this experience and apply to your own project.
 - Apply to your own project as soon as possible.

N.B. – your M&E Plan isn't something we need you to submit to Darwin/IWT (the logframe is the key tool we need you to report against regularly) but this M&E plan will help ensure you use your logframe most effectively!

Group Activity



- In your breakout rooms (the same groups as before!) but working on Miro
 - Develop a simple M&E plan using the template provided for one or two projects
 - You should aim to complete 3 or 4 lines during this session (1 or 2 per project). Each line should be an indicator (either Outcome or Output).
 - Use the template and sticky notes to guide your thinking and work through some indicator examples
 - Also consider whether any indicators could be improved or made more SMART



Feedback from the session

- How did you find the process?
- Has anyone done something similar for their projects before?
- Did you identify any opportunities to make indicators SMARTer in the process?

Wrap-up



- Thank you!
- Any final questions?
- We will upload slides to the Darwin website after the event
- Towards the bottom of the Miro board you will note we have a space for feedback – please grab a sticky note or two and let us know:
 - What went well?
 - What could be improved?
- And if anything else comes to mind after the session, please don't hesitate to get in touch!