

Applicant: **Musgrave, Ruth**
Organisation: **EPI Foundation**
Funding Sought: **£605,621.00**
Funding Awarded: **£605,621.00**

IWTEXR10S2\1001

IWTEX004 Securing wildlife product stockpiles in 5 West African countries

Wildlife departments in West Africa hold an array of wildlife products in custody, including pangolin scales, ivory, and hippo teeth. These are a target for corruption, theft and are often mismanaged. The EPIF will support 5 West African countries to strengthen storeroom management using the EPIF “Gold Standards” toolkit, including a storeroom assessment tool; model operating procedures; and the SMS digital inventory system, and will work with governments to develop policies on the long-term fate of these items in storage.

IWTEXR10S2\1001

IWTEX004 Securing wildlife product stockpiles in 5 West African countries

Section 1 - Contact Details

PRIMARY APPLICANT DETAILS

Title	Mrs
Name	Ruth
Surname	Musgrave
Organisation	EPI Foundation
Website (Work)	[REDACTED]
Tel (Mobile)	[REDACTED]
Email (Work)	[REDACTED]
Address	[REDACTED]

GMS ORGANISATION

Type	Organisation
Name	EPI Foundation
Phone (Work)	[REDACTED]
Email (Work)	[REDACTED]
Website (Work)	[REDACTED]
Address	[REDACTED]

Section 2 - Title, Themes and Summary

Q3. Title:


IWTEX004 Securing wildlife product stockpiles in 5 West African countries


What was your Stage 1 reference number? e.g. IWTEXR10S1\1001


IWTEXR10S1\1023

Please provide a cover letter as a **PDF** document, responding to feedback received at Stage 1 if applicable.

 [EPIF Cover Letter 30102023](#)

 30/10/2023

 09:24:19

 pdf 159.99 KB

Q4. Which of the four key IWT Challenge Fund themes will your project address?

Please tick all that apply. Note that projects supporting more than one will not achieve a higher score, and ticking themes that your project does not address may negatively affect project scores.

- Ensuring effective legal frameworks and deterrents
- Strengthening law enforcement

Q5. Key Ecosystems, Approaches and Threats

Select up to 3 conservation actions that characterise your approach, and up to 3 threats to biodiversity you intend to address, from dropdown lists.

Conservation Action 1

Species management (harvest, recovery, re-introduction, ex-situ)

Conservation Action 2

Law & policy (legislation, regulations, standards, codes, enforcement)

Conservation Action 3

External Capacity Building (institutional, partnerships and finance)

Threats 1

Human intrusions & disturbance (recreation, war)

Threats 2

Biological resource use (hunting, gathering, logging, fishing)

Threats 3

Other threats

Q6. Species project is focusing on

Please include both the common name and scientific name.

Elephant – *Loxodonta africana* and *Loxodonta cyclotis*

Pangolins - Tree and Giant *Phataginus tricuspis* and *Smutsia gigantea*

Hippo - *Hippopotamus amphibius*

Other wildlife species whose products are trafficked in the IWT

Do you require more fields?

No

Q7. Summary of project

Please provide a brief non-technical summary of your project: the problem/need it is trying to address, its aims, and the key activities you plan on undertaking.

Wildlife departments in West Africa hold an array of wildlife products in custody, including pangolin scales, ivory, and hippo teeth. These are a target for corruption, theft and are often mismanaged. The EPIF will support 5 West African countries to strengthen storeroom management using the EPIF “Gold Standards” toolkit, including a storeroom assessment tool; model operating procedures; and the SMS digital inventory system, and will work with governments to develop policies on the long-term fate of these items in storage.

Section 3 - Countries, Dates & Budget Summary

Q8. Country(ies)

Which eligible host country(ies) will your project be working in?

Country 1 Liberia

Country 2 Guinea

Country 3 Togo

Country 4 Sierra Leone

Do you require more fields?

Yes

Country 5 Burkina Faso

Country 6 *No Response*

Country 7 *No Response*

Country 8 *No Response*

Q9. Project dates

Start date:

01 May 2024

End date:

31 March 2027

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

2 years 11 months

Q10. Budget summary

Year:	2024/25	2025/26	2026/27	2027/28	Total request
Amount:	£159,183.00	£280,098.00	£166,340.00	£0.00	£605,621.00

Q11. Do you have matched funding arrangements?

Yes

Please ensure you clearly outline your matched funding arrangement in the budget.

Q12. If you have a significant amount of unconfirmed matched funding, please clarify how you will deliver the project if you don't manage to secure this?

The EPIF will provide matched funding for the EPIF's own administrative costs, including non-technical staff salaries, and general EPIF operating costs. These costs will be covered by a mixture of other funding sources – primarily drawing on unrestricted funding from the EPIF's own fundraising.

Q13. Have you received, applied for or plan to apply for any other UK Government funding for the proposed project or similar?

No

Section 4 - Problem statement & Gap in existing approaches

Q14. Problem the project is trying to address

Please describe the problem your project is trying to address in terms of illegal wildlife trade and its relationship with poverty. What is the need, challenge or opportunity? Please describe the level of threat to the species concerned. You should also explain which communities are affected by this issue, and how this aspect of the illegal trade in wildlife relates to poverty or efforts of people and/or states to reduce poverty.

Governments accrue stockpiles of wildlife products (ivory, pangolin scales, hippo teeth, etc.) from law enforcement operations, natural mortalities, and legal culls. Once in government custody, these products are often poorly managed due to a lack of robust management procedures, poor security, and/or inadequate infrastructure, which undermines accountability and transparency. This can result in items being misplaced, staff corruption, and theft. Without clear procedures, evidence can be inadvertently mishandled (i.e., cross contamination of cases and/or incomplete chain of custody) resulting in inadmissibility and/or weak prosecution cases. All of which undermines work to tackle the illegal wildlife trade.

The deployment of EPIF's Gold Standards, across 10 other African countries, has highlighted common security and management issues, including lack of access controls or logs, poor inventory records, poor key control, lack of audit procedures, lack of storeroom staffing structure, and inadequate staff training. These issues stem from

a lack of documented management procedures, as well as inadequate facilities to appropriately house and control items. Storerooms are often ill-equipped, with no shelving for organisation, insecure windows, weak locks and central storerooms often have no basic surveillance, such as CCTV.

Furthermore, most governments do not have a clear policy on the long-term fate of wildlife products once they are not of evidentiary value. This results in overcrowded storerooms, the approbation of additional space without adequate security, and/or the need to invest in larger storerooms.

In addition to this, a lack of management procedures has resulted in governments being unable to comply with CITES recommendations to report on ivory, rhino horn and pangolin parts stockpiles by the 28th of February each year, as outlined in Resolutions 10.10 (Rev.CoP19), 9.14 (Rev.CoP19) and 17.10 (Rev CoP19) (respectively). For elephant ivory, only 46 of 184 CITES parties have ever reported their stockpiles but not consistently (24 are from the African region).

These issues are relatively simple to fix. By having strong documented procedures for the management of storerooms and wildlife products, coupled with equipment provision, and the training and mentoring of staff on procedure use, should address opportunistic storeroom theft and corruption (from petty to systemic), and lead to improved accountability. Having a clear policy for the periodic disposal of items will also reduce the number of items in storage, therefore reducing security risk and prevent capacity issues.

Management of stockpiles can support poverty alleviation through upholding of the law and reducing the illegal wildlife trade. Criminal networks exploiting wildlife resources work in various ways. They corrupt and coerce government employees, who often come from the local communities around the national parks. If identified, the government employee will be fired and potentially sentenced to jail, consequently removing a family's income stream and other benefits. Stricter protocols will reduce the opportunity for corruption and support a securer workplace for individuals.

Additionally, criminal networks exacerbate poverty by depleting resources for food and alternative livelihoods, and destabilising the community. Enhancing security, addressing corruption, and tackling the illegal wildlife trade leads to safer communities, improved livelihoods, and a long-term reduction in poverty.

Q15. Gap in existing approaches

What gap does your project fill in existing approaches? Extra projects should also provide evidence of the intervention's success at a smaller scale.

Anti-poaching operations, investigations and prosecutions are pivotal in combatting IWT. Storeroom management is often overlooked but is crucial for securing wildlife evidence. Despite calls for effective stockpile management (CITES), governments have failed to make this a priority, primarily due to limited capacity and distribution of scarce resources to law enforcement activities.

EPIF supports member countries in meeting their commitment to keep ivory out of economic use, via 'best practice' implementation for storeroom security and management. With previous IWTCF funding, we developed the "Gold Standards" toolkit; piloted it in 3 countries and, since, expanded to 10. Currently, we're working with 4 countries in developing policies on fate of stored items. No known thefts/issues with case management from our supported storerooms have been recorded, to date, as demonstrated by stockpile audits.

We wish to support 5 additional countries to strengthen their stockpile management, expanding our existing work in Cote d'Ivoire, Benin and Nigeria. Ultimately, securing stockpiles across the West African region - a significant trafficking route for pangolin, and other wildlife products.

Establishing the system and infrastructure to organise and secure storerooms, allows governments to manage stockpiles with little external support. SMS running costs are minimal, as EPIF pays annual server fees.

Section 5 - Objectives & Commitments

Q16. Which national and international objectives and commitments does this project contribute towards?

Consider national plans such as NBSAPs and commitments such as London Conference Declarations and the Kasane and Hanoi Statements. Please provide the number(s) of the relevant commitments and some brief information on how your project will contribute to them. There is no need to include the text from the relevant commitment.

This project contributes to the following objectives and commitments, the details of which can be elaborated upon further if needed:

1. The EPI commitment to “keep ivory out of economic use”. Liberia, Burkina Faso, Sierra Leone and Guinea are all EPI members, and we are in discussion with Togo about joining. Therefore, all 5 countries have a self-declared obligation to improve the management and security of ivory, which the project activities will support.

2. London IWT conference 2014

The relevant commitments are:

- Eradicating the market for illegal wildlife products I
- Strengthening law enforcement XIII and XV

The project will serve to stop items from leaking back into the IWT, and with new disposal policies ensure that they are permanently removed from the IWT. The project will further promote the rule of law in these countries. The project activities will have a direct impact on supply-side issues as well as capacity within law enforcement agencies.

3. National Action Plans

- Togo National Ivory Action Plan (NIAP) - which specifies the need for improved storage facilities and inventory/auditing processes.
- Liberia National Elephant Action Plan (NEAP) – 2020-2029. Objective: 1.6.3 and 1.6.4.
- The National Strategy and Action Plans for the Conservation of elephant in Burkina Faso, which has priority actions to combat poaching and control the illegal trade in wildlife, in general, and ivory, in particular.

4. CITES commitments including:

- Resolution 10:10 (CoP18) to report ivory stockpiles each year.
- Resolution 17:10 (CoP19) to effectively manage pangolin scales each year.
- Resolution 17:08 (CoP19) to dispose of confiscated specimens.
- Resolution 9.14 (CoP19) to report on rhino horn stockpiles each year.

5. West African Strategy on Combatting Wildlife Crime

This includes objectives to ensure adequate national and regional capacities for the disposal of confiscated specimens, and to strengthen institutional responses to combat wildlife crime; through training, capacity building, and law enforcement.

The project will build institutional capacity in the 5 countries to enable them to manage stockpiles of all wildlife products effectively and securely. This will increase transparency and accountability, enabling them to meet their international and national commitments, as well as work towards stopping IWT by preventing items re-entering the market.

Section 6 - Scaling up approaches

Q17. Evidence for Scaling

IWT Challenge Fund Extra projects should utilise and build on evidence from past activities (from IWT Challenge Fund and beyond) to demonstrate why the approach will deliver. Please provide evidence on how your proposed project will do this.

Since 2014, the EPIF has developed tools to aid governments manage stockpiles:

- SMS and inventory protocol, regularly used by 14 countries to inventory their stockpiles.
- Gold Standards toolkit, model SOPs, and storeroom assessment tool, being implemented across 10 countries.
- Package of documents to guide discussions on the fate of wildlife products.

We regularly refine these tools based on feedback or implementation experience (e.g., creation of SMS training videos to compliment the manuals).

Each tool is tailored to meet the needs of each country, through discussions during scoping trips, and during implementation. Our aim is to capacitate and equip governments with the protocols and tools, and for them to manage storerooms with limited external support. We do this through training of trainers and mentoring the nominated government focal point, as well as maintaining regular communication at the Director level to keep them apprised of progress.

The 5 targeted countries requested our support to implement a digital inventory system and secure stockpiles, based on feedback from neighbouring countries that we are working with. With a direct mandate from government, supported by a unified regional system approach, the project will deliver on its promise to address IWT at scale.

Section 7 - Method, Change Expected, GESI & Post Project Sustainability

Q18. Methodology

Describe the methods and approach you will use to achieve your intended Outcome and contribute towards your Impact. Provide information on:

- How you have reflected on and incorporated **evidence and lessons learnt** from past and present activities and projects in the design of this project.
- The specific approach you are using, supported by **evidence** that it will be effective and **justifying why you expect it will be successful** in this context.
- How you will undertake the work (activities, materials and methods).
- What will be the **main activities** and where will these take place?
- How you will **manage the work** (governance, roles and responsibilities, project management tools, risks etc.).

Project activities

The following activities will be undertaken in each country, except in Burkina Faso (BF), where (due to elevated risks) activities will be restricted just to the central storeroom, whilst the other countries will also have basic support for 3 target field sites.

1. By year 3: five countries will have improved central storerooms, with implemented and documented procedures, and strengthened security.

1.1 Baseline Assessment: The central storeroom will be assessed using our Gold Standards assessment tool,

looking at management practises and security. The assessment report, including prioritised recommendations will be presented to the wildlife departments, and a detailed workplan for the remainder of the project defined, including determining the SMS setup and initial discussions on the fate of items in storage.

1.2 Development of Management Procedures: Strengthen, or develop procedures for storeroom management and product handling, taking into account CITES guidance, national laws, and EPIF material. We propose developing storeroom management procedures, rather than national standard operating procedures, as the development of national SOPs has been a time-consuming, expensive process, requiring Ministerial level sign-off, often delaying implementation. The procedures will outline key operating practices and be a rapid, cost-effective tool to secure stockpiles. The procedures can be submitted to the Minister as national SOPs once effective implementation can be shown at target storerooms.

The development process will involve: drafting procedures based on assessment; a 2-day technical workshop including field site staff (aside from BF) to incorporate different storeroom requirements; revisions; a small 1-day validation meeting; submission to Director General for approval. Once approved, procedural forms and labels printed. This process will be government-led, with technical input from EPIF and implementing partner.

1.3 Strengthening Storerooms: Strengthen the central storeroom with required security equipment, shelving units, CCTV, locks, inventory and sampling equipment (balance, tablet, saw, etc.). If a dedicated storeroom is not available, this may involve installing a shipping container. Caged shelving units and inventory equipment will be procured for 3 target field sites (none in BF). All improvements will be agreed with the government, a bid analysis undertaken, and procurement launched.

1.4 Training on Storeroom Management: Staff from the central storeroom and target sites will be trained over 2-days. The government-nominated focal point (or national storeroom supervisor) will run the training on procedures, with EPIF support. It will include a pre- and post-training questionnaire, and the training will be as interactive as possible.

1.5 Storeroom Mentoring: Post-training the national storerooms supervisors will mentor target storerooms via regular communication and storeroom visits (monthly to the central storeroom and annually to field sites) to check implementation and provide on-site training; a standardised mentoring checklist will be used to record progress. Meanwhile, EPIF and implementing partners will provide remote support.

1.6 Final Assessment: In Year 3, the central storeroom will be independently assessed to evaluate if the storerooms and their procedures have been strengthened by the project, via repeating the Gold Standard assessment together with interviews of storeroom staff. The assessment results will be presented to the government, EPIF, and the implementing partner.

2. By year 2: At least four countries have a policy for the maintenance of a limited stockpile of wildlife products. Discussions with governments on long-term plans for stockpiles are complex. We have adapted and developed key information documents to facilitate these discussions; an aim for smaller technical meetings, over large workshops. This approach, together with the alignment to the WASCWC aims and CITES recommendations, facilitates the discussion.

2.1 Legal review: A legal review will be commissioned to understand laws and regulations relating to contraband storage and disposal. The terms of reference will be agreed with the partners, and a legal expert commissioned. The draft will be reviewed by all partners and a final document produced.

2.2 Technical meeting: A 1-day technical meeting will be held in the capital with key representatives from government and partners. EPIF information documents (adapted for each country), and the legal review will be presented; and different long-term options discussed. The aim is to reach an agreement on what the government will do with wildlife products and what type of policy document is required.

2.3 Drafting and review of policy: Based on the meeting outcomes, the agreed documents e.g., modified law, policy document, will be drafted by an expert and circulated for review.

2.4 Submission of document and endorsement: The finalised document will be submitted and the government process for endorsement followed. Once endorsed, we will undertake a series of meetings to educate stakeholders of the new policy.

3. By year 2 Five countries have an up-to-date digital inventory for management, transparency and reporting to CITES.

3.1 SMS database creation: Working directly with the governments, we will agree on the SMS setup including data fields, server location, nomination of an SMS administrator, and then tailor the SMS to their needs.

3.2 SMS Training: A 1-day training course, will follow after the procedural training (activity 1.4). It will include use of the app, server and, for the administration, management of the SMS.

3.3. Stockpile Inventory: Using the SMS, the central and other identified storerooms will be inventoried by the government with EPIF/partner support directly after the training.

3.4 Field site refresher training. Due to often high turnover of government staff, and to promote government ownership, the SMS administrator will conduct a refresher training on the SMS and procedures, with remote support from the EPIF, in year 3.

3.5 Final Audit: In Year 3 an independent physical stockpile audit will be undertaken to confirm if the inventory is accurate and all the items are present.

Project management:

The EPIF will work directly with the government department, which is the primary beneficiary of the project, and their nominated focal point. EPIF will provide the tools and experts to support the implementation of the activities, and mentor the government focal point.

We will also have an implementation partner in-country (NGO or consultant) to facilitate logistics and administration of the grant. The government recommended the partner, and the EPIF due diligence process undertaken to confirm suitability.

Q19. Capability and Capacity

How will the project support the strengthening of capability and capacity of identified local and national partners, and stakeholders during its lifetime organisational or individual levels?

Strengthening institutional capability and capacity:

The aim of the project is to strengthen the capability of the 5 governments to manage wildlife products in their custody securely and transparently. This will be done through key activities.

Firstly, supporting each of the 5 governments to develop their own procedures for the management of storerooms and wildlife products, using the EPIF model procedures as a base. The EPIF's and implementing partner's role is to support the process but it needs to be government-led to ensure ownership. The procedures will be approved by the Wildlife Department (and where possible, formally endorsed by the Minister) and published as a formal decision by the Wildlife Department for implementation. These procedures will aid the government to be transparent and accountable for the storerooms and stockpiles in the long-term.

Secondly, training, delivered using the train-the-trainer model, to promote ownership and institutionalisation of

the procedures. The EPIF will support the government-nominated focal point (and/or national storeroom supervisor) to conduct the training on the procedures, as they will have oversight of the storeroom staff and its implementation. This empowerment of the focal point and the building of storeroom staff capacity will promote the implementation of and adherence to the procedures.

Thirdly, reinforcing target storerooms is vital to enable the governments to have the capability to implement the procedures effectively.

Fourthly, mentoring – too often training stops once the training course is over and the certificates are issued. Mentoring is important to ensure the procedures are embedded into daily routine and can help to resolve any technical issues. Supporting the government-nominated national storeroom supervisor(s) to carry out the mentoring will aid in implementation of and adherence to the procedures, as it will be government-led.

Strengthening individual capability and capacity:

The training and mentoring support will be targeted to specific individuals holding specific roles in the management of storerooms – ensuring their capacity to implement the SOPs and manage the storerooms. We recommend stating in the SOPs that, once nominated to a storeroom manager role, that the individuals stay in that position for at least 2 years or more to promote ownership. However, if posts do change, all the procedures are fully documented for the new person to adhere to.

Q20. Gender equality and social inclusion

All applicants must consider whether and how their project will contribute to promoting equality between persons of different gender and social characteristics. Explain your understanding of how individuals may be excluded from equal participation within the context of your project, and how you seek to address this. You should consider how your project will proactively contribute to ensuring individuals achieve equitable outcomes and how you will engage participants in a meaningful way.

Our project will aim to promote gender equality and social inclusion, by:

- Influencing government to promote gender equality in the process of nominating staff to fill the roles required for storeroom management.
- Conducting workshops and training courses in a way that supports gender equality and social inclusion (accounting for timings, locations, days – for example avoiding Ramadan for training and inventory work).
- Encouraging gender equality for all activities.

The project is focussed on government staff involved in storeroom management. As it doesn't involve hiring new staff, we will be required to work with the existing staff, which may not include persons of different genders and social characteristics. However, when developing the management procedures, new responsibilities will need to be allocated to staff (e.g., key holders, SMS administrator), and we will promote gender and social inclusion in this decision process on responsibility allocation. Currently 2 out of 5 focal points working on the proposal with us are women, and the main EPIF technical lead is a woman.

Individuals involved in storeroom management may face exclusion from equal participation due to various factors, including gender bias (security roles are often male dominated), social marginalization, and cultural barriers. These challenges can hinder their ability to engage fully and contribute on an equitable basis.

That being said, the project has been designed in accordance with SDG5 and the International Development (Gender Equality) Act (2014). EPIF will work within its means to promote gender equality and social inclusion.

Q21. Change expected

Detail the expected changes to both illegal wildlife trade and poverty reduction this work will deliver. You should identify what will change and who will benefit, considering both people and species of focus a) in the short-term (i.e. during the life of the project) and b) in the long-term (after the project has ended) and the potential to scale the approach.

When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used.

Demand reduction projects should demonstrate their indirect links to poverty reduction.

Short term impact

In the short-term, the project will have an immediate impact in the way wildlife items in government custody are managed in the 5 countries, with a demonstrable and measurable increase in transparency and accountability. By the end of Year 2, the governments, in compliance with CITES Resolution 10:10, will be able to submit an accurate and up-to-date inventory of all wildlife products in government custody by 28 February of each year, and maintain the inventory for subsequent reporting.

In the short term, new items arriving in the central storeroom will have a clear chain of custody, be securely stored, and not be at risk of being inadmissible in court due to poor management within the storerooms.

In the short term, the project will also reduce the level of stress and pressure often faced by the only key holder of a storeroom. Implementing robust key management will mean no individual has sole responsibility of all the keys and the storeroom management. Thereby reducing the inherent stress and risk associated with their role, as well as reducing the overall corruption risk.

Long term impact

In the long term, the 5 wildlife departments will be able to demonstrate clear accountability and transparent management of wildlife stockpiles. They should also have a limited stockpile to maintain and secure. This will reduce the risk of theft and corruption and promote a secure working environment.

Effective management by the wildlife departments, will garner trust from other government departments, encouraging and strengthening collaboration to combat illegal wildlife crime.

Additionally, where communities may not have faith that the seized items are being effectively managed and could be used for personal sale or benefit by officials, the project will be able to demonstrate that these items are secure, effectively managed and potentially disposed of. Consequently, strengthening trust in the wildlife officials, and fostering working relationships.

Scalability

This project focuses on working with 5 wildlife departments, the central storerooms in 5 countries (as they hold the most wildlife products) and 12 field sites across 4 countries. However, as demonstrated by our work in Nigeria and Benin, this work can be replicated across different agencies, including Customs, Police, Courts, and other departments which handle wildlife products (or other contraband items). The procedures developed for the wildlife department can be easily replicated within each of these other departments and to other parts of the country as well. Additionally, the EPIF has recently presented our work on stockpiles to a government in Asia, and our work may expand to other regions outside Africa.

Q22. Pathway to change

Please outline your project's expected pathway to change. This should be an overview of the overall project logic and outline why and how you expect your Outputs to contribute towards your overall Outcome and, in the longer term, your expected Impact.

Having clearly documented procedures, which clearly set out the documentation and processes to be followed for confiscated, seized, or recovered wildlife products, from the moment they arrive at the storeroom, during any transfer between locations, and finally their removal from government custody (disposal or otherwise), will increase transparency and accountability. Moreover, as these are formally documented, the procedural standards should not erode over time.

Implementing storeroom management procedures and a digital inventory system, via the training of personnel and follow-on mentoring, together with the provision of necessary storeroom equipment, will augment the government's capacity to manage the storerooms. Resulting in wildlife products being managed securely and transparently; thereby reducing the opportunities for corruption and theft, and providing a safer working environment for individual officers. All of which should result in clear and accurate evidence being available for prosecution and fewer items re-entering the illegal wildlife trade.

Improved security and a reduction in stockpile size (from a policy of wildlife disposal) will result in lower operating costs associated with management, storage and security, thereby relieving over-stretched government department human and financial resources, which can be deployed elsewhere.

Involving other relevant stakeholders, such as Police, Courts, Judiciary, and NGOs, in the procedure development, training, audit, and legal review will foster trust and collaboration. With the aim of more transparent and coordinated management of wildlife cases.

Ultimately, stronger storeroom management and security contributes towards a decrease in the risk of wildlife products, including ivory, re-entering the illegal wildlife trade as well as towards an increase in successful prosecution of wildlife crimes. The net effect is a reduction in the scale, scope and impact of illegal wildlife trade throughout the region.

Q23. Sustainable benefits and scaling potential

Q23a. How will the project reach a point where benefits can be sustained post-funding? How will the required knowledge and skills remain available to sustain the benefits? How will you ensure your data and evidence will be accessible to others?

EPIF aims to build capacity of governments to manage their stockpiles with limited external support. The SMS is implemented across 14 countries, who now only need remote troubleshooting support; occasional refresher training; and auditing. The EPIF will cover server costs long-term. This project aims to replicate this.

Working with governments and implementing partners we will develop country-specific practises, aiding implementation through training and mentoring. All procedures and training tools remain with governments. EPIF will mentor national storeroom supervisors so that they can effectively support the country's storerooms, ensuring adherence to procedures for the long-term.

As these are EPI member countries, we, as the Secretariat for the EPI, will remain in contact and available for remote troubleshooting after the project ends; reacting to staff or political changes, if needed.





Some tools are accessible via our website, with others available upon request. Tools are adapted and improved based on lessons learned.

Q23b. If your approach works, what potential is there for scaling the approach further? What might prevent scaling, and how could this be addressed?

Effective, secure, accountable and transparent storeroom management is applicable to all government departments holding sensitive items in government custody. We focus on the wildlife departments as they hold the most wildlife products. However, this work can be expanded across to customs, police or court storerooms. The best practice for storeroom management does not vastly differ across government departments.

We have focused on the management of wildlife products in government custody, but many storerooms also house seized arms. The procedures and inventory process can be expanded to include the management of arms (we would obtain expert guidance to do this) as well as other forms of contraband (e.g., illegal drugs, pharmaceuticals, timber, non-timber forest products, etc.).

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

-  [EPIF Supporting documentation](#)
-  28/10/2023
-  08:35:07
-  pdf 1 MB

Section 8 - Risk Management

Q24. Risk Management

Please outline the 6 key risks to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the Risk Guidance. This should include at least one Fiduciary, one Safeguarding, and one Delivery Chain Risk.

Risk Description	Impact	Prob.	Inherent Risk	Mitigation	Residual Risk
Fiduciary					
Several countries are experiencing significant inflationary pressure and exchange rate depreciation. This may have a major impact on costs in-country, such as payment for goods and services, day rates, etc. compared to what is currently budgeted. Project activities may, as a result, need to be scaled back.	Moderate	Possible	Major	EPIF has matched funding and other unrestricted income available, which can be allocated and used to support project activities where inflation has outstripped budgeted costs. Economies of scale can also be achieved by combining project activities in other countries. Or project activities will be scaled back.	Moderate

Safeguarding

Storeroom management staff, are a vulnerable group, given their role and access valuable wildlife products. And at risk of exposure to corruption and/or associated threat to their safety and security (either by not complying with criminals or if detected by authorities who might not follow due process procedures).

Minor

Possible

Moderate

The project aims to mitigate this safeguard risk by reducing their ability to be corrupted, as the procedures and infrastructure will be enhanced to such a degree (including no single person being able to access a storeroom on their own) that attempts at corruption will be pointless

Minor

Delivery Chain

All 5 countries are categorised by the UN Department of Economic and Social Affairs as a Least Developed Country. Resources, equipment, and skills development within government institutions are severely lacking. This will impact the quality and reliability of support afforded to the project by our government partners.

Minor

Possible

Moderate

Inherent to the project's objectives is building capacity within government. The skills, equipment, and infrastructure development which will take place is a mitigating action in itself. Moreover, the phased approach to project delivery has been designed that key milestones/incentives are built into the activities. Thereby increasing the likelihood of support.

Minor

Risk 4

Burkina Faso - a transitional government assumed control following the coup d'état on 30 September 2022.

Major

Likely

Severe

The EPIF will continue to monitor political developments in Burkina Faso. If the situation deteriorates to the point where project activities cannot (safely) take place, then a readjustment will be submitted.

Major

Risk 5

Guinea a coup took place in September 2021 and an interim government is in place. Political tensions remain high and public demonstrations can start with no notice and can turn violent. These sorts of disruptions can make it difficult, if not impossible, to conduct work with Governments.

Moderate

Possible

Moderate

The political situation is not overly hostile and the likelihood of incidences of civil disobedience having a major or ongoing impact on the project is low. The EPIF will monitor the situation and adapt planned activities/schedules accordingly..

Minor

Risk 6

Transmissible diseases, in particular malaria, are rife in West Africa. There is a high risk throughout all countries of personnel falling ill. This could preclude EPIF staff, consultants, and/or others from taking part in project activities.

Minor


Possible


Moderate


Personnel travelling will be up-to-date on all necessary immunisations, take antimalarial prophylaxis, and be covered under a comprehensive insurance program. Additional local staff will be nominated to take part in project activities to account for the likelihood of individuals being unavailable due to illness.


Minor

Please upload your Risk Register, with Delivery Chain Risk Map, here.

 [EPIF Risk Framework](#)

 28/10/2023

 08:42:17

 xlsx 114.15 KB

Section 9 - Project Sensitivities and Workplan

Q25. Project sensitivities

Please indicate whether there are sensitivities associated with this project that need to be considered if details are published (detailed species location data that would increase threats, political sensitivities, prosecutions for illegal activities, security of staff etc.).

Yes

Please provide brief details.


The project will be working with data and information relating to wildlife product stockpiles and storeroom security. This information needs to remain confidential, as it could aid in the planning of a theft, coercion or other crime; potentially putting staff, as well as the items in storage, at risk.


The EPIF does not publish the information on stockpiles or specific details about storerooms, and the data remains the property of the government concerned.


Q26. Workplan

Provide a project workplan that shows the key milestones in project activities.

 [EPIF Workplan](#)

 28/10/2023

 08:42:44

 pdf 116.89 KB

Section 10 - Monitoring and Evaluation

Q27. Monitoring and evaluation (M&E)

Describe how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project's M&E.

IWT Challenge Fund 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).

IWT Challenge Fund Extra Projects are required to commission an Independent Final Evaluation to report by the time that the project completes. The cost of this should be included in the project budget, and within the total project cost for M&E.

The M&E will take various forms, and all the project partners involved in implementation will support this process.

We will request that the government nominates a focal point to work with us on a regular basis, as this has shown to be vital for activity implementation.

Evaluation:

1. The initial Gold Standard assessment undertaken will serve as the project baseline. The assessment runs through a series of questions with Yes, No or Partially answers (with room for comments) and gives a total score per storeroom. The assessment will be repeated at the end of the project by an independent contractor and will indicate if the project has met its goals.
2. An inventory will be undertaken of the stockpile in the central storeroom during the implementation and then maintained. The storeroom will be audited at the end of the project to confirm if the inventory is accurately maintained.
3. Workshop and training sign-in sheets will demonstrate number of participants, disaggregated by institution/gender/job function.
4. A pre- and post-training questionnaire will be used to show knowledge assimilation, together with the mentoring form, to show application of the information learned.

Project monitoring:

At the onset of the project, we will hold a planning meeting with the Director, the focal point, the in-country partner, and the EPIF to confirm the 3-year workplan; outline the steps required for each activity in year 1; and detail out the workplan for the first quarter of year one.

At the end of each quarter, a remote planning meeting with these stakeholders will assess progress for the previous quarter and make detailed plans for the following quarter. At the end of the project year, we will review the annual work plan. We will use the project workplan as a base, with meeting minutes taken and circulated.

This will enable us to keep on track with activities and deblock any issues.

In addition to the project planning, the EPIF project manager will be in regular communication with the focal point and in-country partner to organise activities and discuss specific details.

After completion of an activity, the means of verification (report, minutes, sign-in sheets, documents) will be filed electronically and the EPIF M&E data tables completed (e.g., numbers trained).

Responsibilities:

EPIF is responsible for the project overall and the financial management. EPIF will provide technical input for each activity, and will conduct the initial assessment, the SMS training, and discussions regarding the fate of stored wildlife products. The final assessment will be undertaken by an independent contractor.

The government partners are responsible for the development of the procedures, training, mentoring, storeroom improvements, and working closely with the on-the ground in-country partner.

The in-country partner is responsible for the financial management locally, and will support the administrative aspects of project implementation.

General M&E time and budget required has been built into the project and is not separate (e.g. within the initial assessment, training). The final assessment/evaluation cost has been separated (5 countries x 10 days).


Independent Final Evaluation (£)	£ [REDACTED]
Independent Final Evaluation (%)	[REDACTED]
Total project budget for M&E in GBP (this may include Staff, Travel and Subsistence costs)	[REDACTED]
Percentage of total project budget set aside for M&E (%)	[REDACTED]
Number of days planned for M&E	50


Section 11 - Logical Framework


Q28. Logical Framework (logframe)

IWT Challenge Fund projects will be required to monitor and report against their progress towards their Outputs and Outcome. 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.

 [EPIF Logical-Framework Final](#)

 28/10/2023

 08:43:38

 pdf 97.16 KB

Impact:

Stronger storeroom management will contribute towards a decrease in wildlife products, including ivory, re-entering the illegal wildlife trade, and an increase in successful prosecution of wildlife crimes.

Outcome:

Five West African countries will have stronger storeroom management practices at target storerooms, improving stockpile transparency and evidence management; reducing the risk of wildlife products in government custody being lost.

Project Outputs

Output 1:

By the end of Year 3, five countries will have improved central storeroom management with implemented and documented procedures, and strengthened security.

Output 2:

By the end of Year 3, five countries have a policy for the maintenance of a limited stockpile of wildlife products.

Output 3:

By the end of Year 2, five countries have an up-to-date digital inventory for management, transparency, and reporting to CITES.

Output 4:

No Response

Output 5:

No Response

Do you require more Output fields?

No

Activities

Each activity is numbered according to the Output that it will contribute towards, for example, 1.1, 1.2, 1.3 are contributing to Output 1.

- 1.1 Baseline Gold Standards assessment of storerooms and procedures, and project planning.
- 1.2 Development of Management Procedures through drafting and a workshop.
- 1.3 Equipping and Strengthening Storerooms – central storeroom and 3 field sites (except Burkina Faso).
- 1.4 Training on Storeroom Management Procedures (2-day training course).
- 1.5 Mentoring of storeroom managers by national supervisor (remote and onsite).
- 1.6 Final Gold Standards assessment undertaken by an independent consultant.

- 2.1 Legal review on laws relating to evidence and wildlife product fate.
- 2.2 Technical meeting to discuss the fate of items in storage.
- 2.3 Drafting and review of agreed policy document to be developed.
- 2.4 Submission of document and endorsement.


- 3.1 SMS database creation tailoring for each countries need.
- 3.2 SMS Training – 1 day training.
- 3.3 Inventory of the stockpiles using the SMS and paper register at central storerooms.
- 3.4. Field site refresher training (1-2 days per site depending on need).
- 3.5 Final stockpile audit to confirm accuracy.


Section 12 - Budget and Funding


Q29. Budget

Please complete the appropriate Excel spreadsheet which provides the Budget for this application and ensure the Summary page is fully completed. Some of the questions earlier and below refer to the information in this spreadsheet.

 [EPIF BCF-Budget-over-£100k-MASTER-Aug23](#)

 30/10/2023

 09:24:45

 xlsx 100.37 KB

Q30. Alignment with other funding and activities

We expect projects to clearly demonstrate that they are additional and complementary to other activities and funding in the same geographic/thematic area or region.

Are you aware of any other organisations/projects carrying out or planning activities, or applying for funding for similar work in this geography or sector?

Yes

If yes, please give details explaining similarities and differences, and explaining how your work will be additional, avoiding duplicating and conflicting activities and what attempts have been/will be made to co-operate with and share lessons learnt for mutual benefit.

We are not aware of specific inventory stockpile work planned for the five target countries, and have confirmed as much with each of the Government partners.

Two additional organizations are actively engaged in work complimentary to our project: CITES and Born Free. CITES is focusing its efforts on Togo and Guinea, with a primary objective of establishing storerooms via the provision of containers (XXXXXXXXXXXXXXXXXXXX). To complement their work, we will enhance security measures for these containers, including the implementation of CCTV surveillance. Collaboration with CITES is a fundamental aspect of our approach, aimed at ensuring the highest level of security for these vital resources.

Born Free USA has an INL-funded project in West Africa to support the implementation of the West Africa Strategy on Combatting Wildlife Crime (WASCWC). The WASCWC has 9 strategic objectives, one of which is to ensure adequate national and regional capacities for the disposal of confiscated specimens. We are in touch with Born Free and will ensure our work compliments their project if it includes specific stockpile related work.

Of course, this project aligns with EPIF's own work in the region, which includes Benin, Côte d'Ivoire, and Nigeria. Thereby supporting a region-wide approach to combating IWT across West Africa.

Q31. Balance of budget spend

Defra are keen to see as much IWT Challenge Fund funding as possible directly benefiting communities and economies. While it is appreciated that this is not always possible every effort should be made for funds to remain in-country.

Explain the thinking behind your budget in terms of where IWT Challenge Fund funds will be spent. What benefits will the country/ies see from your budget? What level of the award do you expect will be spent locally? Please explain the decisions behind any IWT Challenge Fund funding that will not be spent locally and how those costs are important for the project.

We calculate that 80% of the budget will be spent in West Africa. With over 70% of the budget on activity implementation – e.g., costs for meetings, training courses, storeroom improvements and equipment, assessments and audits, and expert legal advice.

The 20% not spent in West Africa is required for the project implementation and cannot be spent in the region. This includes EPIF technical and project administrative staff who are based around Europe and Africa, SMS server costs, and general EPIF overhead costs (e.g., financial auditors). We endeavour to keep all our overhead costs to a minimum. For example, EPIF does not maintain a physical office (an expensive overhead) and we have a clear expense policy that prioritises cost-effectiveness in all procurement decisions.

For each country, we developed a budget with our government partners. Therefore, they know, understand and have agreed to the level of funding that is available.

Q32. Value for Money

Please demonstrate why your project is good value for money in terms of impact and cost-effectiveness of each pound spend (economy, efficiency, effectiveness and equity).

The secure and effective storage and management of wildlife products is vital, and, once set-up, should not impose a substantial burden on the annual budgets of wildlife departments, particularly when regular disposals of items are part of the standard operating procedure.

Economy:

We employ rigorous budgetary controls, seeking competitive bids for services and materials, and maximizing the use of existing resources. Our track record showcases our ability to achieve cost savings without compromising quality or the core objectives of our initiative. Additionally, we actively seek other matched funding sources to amplify the impact of government grants. Examples of financial policies include our procurement policy, which requires that for any costs over £500, a minimum of 3 quotes is obtained, and the best value (not necessarily the cheapest) will be selected. We also evaluate who is in the best position to request the quotes, as often a government agency will be quoted higher than a local NGO, though other times they have fixed agreed rates.

Efficiency:

We closely monitor project activities to ensure resources are utilized effectively and make necessary adjustments in real-time. We will also seek to optimise financial resources for meetings, which includes making use of government buildings for training and meeting venues. In terms of cost-effectiveness, we continually strive to enhance the return on investment for every pound spent. We keep administrative costs low, ensuring the majority of funds directly contribute to the project's objectives.

Effectiveness:

Our project's effectiveness is evident through a robust monitoring and evaluation framework. We employ well-defined performance indicators to measure progress towards our objectives. Regular data collection, analysis, and reporting help us adapt to changing circumstances and respond to emerging needs promptly.

Equity:

Our project prioritizes the sustainability of its impact. We focus on capacity building and skill development among beneficiaries, enabling them to become self-reliant and contribute positively to their communities. By doing so, we foster long-term positive changes that continue well beyond the project's duration.

Q33. Capital items

If you plan to purchase capital items with IWT Challenge Fund funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

The initial Gold Standard assessments will determine what exactly is required to strengthen storeroom security, organisation and management. Based on project planning discussions and experience with other countries, we are anticipating needing to procure shipping containers to be used as a secure storeroom, and to equip them with shelving units, locks, CCTV, and other storeroom equipment e.g., step ladders, fire extinguishers. The containers will be situated in the targeted government office compounds and will be signed across to the respective government department upon delivery. [REDACTED]

In addition, caged shelving units or trunks will be procured for 12 field sites [REDACTED] to facilitate secure storage of items at field sites before centralisation to the central storeroom. These will be located in government offices at the sites, and will be signed across to the respective government departments upon delivery. [REDACTED]

Overall capital items totals 12.6% of the budget. This is for 5 countries, [REDACTED] allocated to capital items to secure 5 central storerooms and 12 field storerooms. No capital items will be procured under this grant will be retained by EPIF – all materials will be signed over to the project beneficiaries.

Other equipment (for example tape measures, weighing scales, tablets, gloves) will all be under c£200 per unit so are not considered capital, and placed in consumables.

Section 13 - Safeguarding and Ethics

Q34. Safeguarding

All projects funded under the Biodiversity Challenge Funds must ensure proactive action is taken to promote the welfare and protect all individuals involved in the project (staff, implementing partners, the public and beneficiaries) from harm. In order to provide assurance of this, projects are required to have specific procedures and policies in place.

Please upload the following required policies:

- **Safeguarding Policy**: including a statement of commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse.
- **Whistleblowing Policy**: which details a clear process for dealing with concerns raised and protects whistle blowers from reprisals.
- **Code of Conduct**: which sets out clear expectations of behaviours – inside and outside the workplace – for all involved in the project and makes clear what will happen in the event of non-compliance or breach of these standards, including compliance with IASC 6 Principles.

If any of these policies are integrated into a broader policy document or handbook, please upload just the relevant or equivalent sub-sections to the above policies, with (unofficial) English translations where needed.

Please outline how (a) beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how to confidentially raise a concern, (b) safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld, (c) you will ensure project partners uphold these policies.

If your approach is currently limited or in the early stages of development, please clearly set out your plans address this.

We recognise the need to ensure safeguarding throughout this project.

EPIF staff are required to review and sign a set of detailed policies, including a specific policy on safeguarding. The safeguarding policy, as well as other policies, are shared with partners at the proposal stage. Moreover, when we onboard an in-country implementation partner, we ensure that that they also have appropriate policies (including safeguarding) in place as part of our own due diligence checks.

The project does not involve data collection which identifies individuals and the sign-in sheets for workshops and training courses will not include contact information. However, any and all data collected as part of the project will be governed by our data protection policy.

We keep a register of safeguarding issues raised, how they were dealt with , and have clear investigation and disciplinary procedures to use when allegations and complaints are made.

In addition, the EPIF has:

- a whistleblowing policy;
- a code of conduct for staff and volunteers;
- an anti-bribery policy;
- anti-money laundering policy;
- and various other policies committed to ensuring high ethical standards.

Q35. Ethics

Outline your approach to meeting the key principles of good ethical practice, as outlined in the guidance.

The EPIF is committed to follow the key principles of good and ethical development project implementation practice, as outlined in the guidance section 2.5, but also as per the EPIF's standard practise for all our work. This is based on our core policies, covering:

- Safeguarding
- Anti-Money Laundering
- Anti-Bribery
- Whistleblowing
- Grievances
- Data Protection

This project will:

- Work with local experts in government and NGO partners who will lead on the implementation of this project. We will have agreements with all partners to ensure that roles and responsibilities are clearly defined.
- Ensure that risk assessments for activities are discussed with the implementing partners for all aspects of the project.
- Meet all legal and ethical obligations of all countries involved in the project.
- Follow access and benefit sharing best practice.
- Include strong leadership and participation from developing countries and the communities involved to enhance the incorporation of their perspectives, interests and knowledge, in addressing the wellbeing of those directly impacted by the project.

There are no human rights and/or international humanitarian law risks expected in relation to this project.


Section 14 - FCDO Notifications


Q36. British embassy or high commission engagement


It is important for UK Government representatives to understand if UK funding might be spent in the project country/ies. Please indicate if you have contacted the relevant British embassy or high commission to discuss the project and attach details of any advice you have received from them.


Yes

Please attach evidence of request or advice if received.

 [EPIF communication with FCOs](#)

 28/10/2023

 08:59:52





 pdf 409.56 KB

Section 15 - Project Staff

Q37. Project staff

Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project.





Please provide 1-page CVs or job description, further information on who is considered core staff can be found in the Finance Guidance.

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
Ruth Musgrave	Project Leader	25	Checked
Ulysse Korogone	Technical supervisor	30	Checked
Christina Godding	Project Administrator	18	Checked
			





Do you require more fields?

Yes

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
		10	Checked

			Checked
		10	Checked
No Response	No Response	0	Unchecked
No Response	No Response	0	Unchecked
No Response	No Response	0	Unchecked
No Response	No Response	0	Unchecked
No Response	No Response	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.

 [EPIF CVs](#)
 30/10/2023
 10:50:54
 pdf 895.35 KB

Have you attached all project staff CVs?

Yes

Section 16 - Project Partners

Q38. Project Partners

Please list all the Project Partners (including the Lead Partner who will administer the grant and coordinate the delivery of the project), clearly setting out their roles and responsibilities in the project including the extent of their engagement so far. This section should demonstrate the capability and capacity of the Project Partners to successfully deliver the project.

Lead partner name: EPI Foundation

Website address: <https://www.elephantprotectioninitiative.org>

Why is this organisation the Lead Partner, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity):

The EPIF is the Secretariat for the EPI, and assists member States to implement it EPI aims – one of which is to put ivory out of economic use until elephants are no longer threatened. The EPIF has a toolkit to support Governments to achieve this including, the inventory protocol and Stockpile Management Systems (SMS); the Gold Standards for management of storerooms. We are currently supporting 10 countries to implement the gold standards and 14 countries to use the SMS. We work directly with Government partners and also in-country partners to implement this work.

The EPIF will lead this project, with responsibilities including to:

- Oversee project management, financial management and reporting, and coordination and communication between implementing partners;
- Provide technical support, and tools for the Assessments, development of the SOPs, storeroom improvements, and training;
- Provide in-country capacity building in the SMS, auditing storeroom management systems; and inventory;
- To ensure that any new tools developed in this project and lessons-learned are freely available to the wider EPI community.
- Collaborate with locally based NGOs to assist government agencies where necessary.

International/ In-country Partner International

Allocated budget (proportion or value): 

Representation on the Project Board (or other management structure): Yes

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: Government Departments: Guinea: Ministry of the environment and sustainable development; Sierra Leone: Ministry of Agriculture, Forestry and Food Security, Forestry Division; Togo: Ministère de l'Environnement et des Ressources Forestières, Direction des Ressources Forestières. Burkina Faso: Direction de la Faune et des Ressources Cynégétiques

Website address: Guinea: <https://medd-guinee.org> ; Sierra Leone: <https://maf.gov.sl> ; Togo: <https://environnement.gouv.tg> ; Burkina Faso: <https://www.environnement.gov.bf/accueil>

What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):

The government departments that we will work with on this project , have the mandate to manage wildlife product stockpiles in their respective country. The responsibility of our government partners in the project implementation will be:

- To lead on the development and implementation of the activities, with partner support.
- To ensure that the appropriate human resources and capacity is allocated to developing and implementing the procedures.
- To create the enabling environment for intra and inter-departmental decisions on ivory storage and stockpile movements.
- To ensure reporting on adherence to the developed guidelines and procedures, which also supports compliance with CITES Resolutions concerning ivory stockpile security, management and monitoring.
- Ensure that guidelines and procedures are adopted by all departments concerned with handling ivory, and that inter-departmental accountability is maintained.

The government partners have been involved in the development of the project, including determining which project sites, elaborating the country specific budget details, indicating which project partners they wish for us to work with. The government partners will nominate a focal point for us to work with on the project.

International/ In-country Partner In-country

Allocated budget (proportion or value): £ [REDACTED]

Representation on the Project Board (or other management structure): Yes

Have you included a Letter of Support from this organisation? Yes

2. Partner Name: Forestry Development Agency, Liberia

Website address: <https://www.fda.gov.lr>

What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):

The Forestry Development Agency is the government department that has the mandate to manage wildlife product stockpiles in Liberia. The responsibility of the FDA for the project implementation will be:

- To lead on the development and implementation of the activities.
- To ensure that the appropriate human resources and capacity is allocated to developing and implementing the procedures.
- To create the enabling environment for intra and inter-departmental decisions on ivory storage and stockpile movements.
- To ensure reporting on adherence to the developed guidelines and procedures, which also supports compliance with CITES Resolutions concerning ivory stockpile security, management and monitoring.
- Ensure that guidelines and procedures are adopted by all departments concerned with handling ivory, and that inter-departmental accountability is maintained.

The FDA has been involved in the development of the project activities, including determining which project sites, elaborating country specific budget details. We have been unable to confirm a project partner (the partner recommended didn't not get back to us), so we have agreed to work directly with the FDA and hire a consultant to provide logistical and administrative support as needed. The FDA will nominate a focal point for us to work with on the project.

International/ In-country Partner In-country

Allocated budget (proportion or value): £ [REDACTED]

Representation on the Project Board (or other management structure): Yes

Have you included a Letter of Support from this organisation? Yes

3. Partner Name: Agbo Zegue, Togo

Website address: <https://www.agbo-zegue.org>

What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):

Agbo Zegue is the preferred partner of the Government of Togo to work with us on the strengthening storerooms.

The role of our in-country partners will be to provide administrative and logistical support, and financial management for project implementation. This will include:

- Organising training, workshops and meetings (venue booking, catering organisation, workshop kit procurement).
- Support drafting letters, invitations, minutes of meetings and review of EPIF or government drafted documents.
- In-country financial management (adhering to their, and EPI financial policies) including undertaking bid analysis for costs; payment of pre-agreed invoices and costs related to the project, and quarterly reporting to the EPIF.
- Procurement of equipment.
- Project planning support and coordination with the government.

The in-country partner will also provide invaluable technical and local knowledge into implementation of the project activities.

The partner has been involved in the review of the project activities and the development of the country specific budget.

International/ In-country Partner

In-country

Allocated budget (proportion or value):



Representation on the Project Board (or other management structure):

Yes

Have you included a Letter of Support from this organisation?

Yes

4. Partner Name: Conservation Society of Sierra Leone

Website address: <https://cs-sl.org/news/>

Conservation Society of Sierra Leone is the preferred partner of the Government of Sierra Leone to work with us on the strengthening storerooms.

The role of our in-country partners will be to provide administrative and logistical support, and financial management for project implementation. This will include:

- Organising training, workshops and meetings (venue booking, catering organisation, workshop kit procurement).
- Support drafting letters, invitations, minutes of meetings and review of EPIF or government drafted documents.
- In-country financial management (adhering to their, and EPI financial policies) including undertaking bid analysis for costs; payment of pre-agreed invoices and costs related to the project, and quarterly reporting to the EPIF.
- Procurement of equipment.
- Project planning support and coordination with the government.

The in-country partner will also provide invaluable technical and local knowledge into implementation of the project activities.

The partner has been involved in the review of the project activities and the development of the country specific budget.

International/ In-country Partner In-country

Allocated budget (proportion or value): 

Representation on the Project Board (or other management structure): Yes

Have you included a Letter of Support from this organisation? Yes

5. Partner Name: 

Website address: *No Response*



What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):

The role of our in-country partners will be to provide administrative and logistical support, and financial management for project implementation. This will include:

- Organising training, workshops and meetings (venue booking, catering organisation, workshop kit procurement).
- Support drafting letters, invitations, minutes of meetings and review of EPIF or government drafted documents.
- In-country financial management (adhering to their, and EPI financial policies) including undertaking bid analysis for costs; payment of pre-agreed invoices and costs related to the project, and quarterly reporting to the EPIF.
- Procurement of equipment.
- Project planning support and coordination with the government.

The in-country partner will also provide invaluable technical and local knowledge into implementation of the project activities, some of the staff are retired from Government so have a great depth of knowledge.

The partner has been involved in the review of the project activities and the development of the country specific budget.

International/ In-country Partner In-country

Allocated budget (proportion or value):

Representation on the Project Board (or other management structure): Yes

Have you included a Letter of Support from this organisation? Yes

6. Partner Name: Anges Gardiens de la nature, Burkina Faso

Website address: <https://www.programmeppi.org>

What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity):


Anges Gardiens de la Nature is the preferred partner of the Government of Burkina Faso to work with us on the strengthening storerooms.

The role of our in-country partners will be to provide administrative and logistical support, and financial management for project implementation. This will include:

- Organising training, workshops and meetings (venue booking, catering organisation, workshop kit procurement).
- Support drafting letters, invitations, minutes of meetings and review of EPIF or government drafted documents.
- In-country financial management (adhering to their, and EPI financial polices) including undertaking bid analysis for costs; payment of pre-agreed invoices and costs related to the project, and quarterly reporting to the EPIF.
- Procurement of equipment.
- Project planning support and coordination with the government.

The in-country partner will also provide invaluable technical and local knowledge into implementation of the project activities.





The partner has been involved in the review of the project activities and the development of the country specific budget.

International/ In-country Partner	In-country
Allocated budget (proportion or value):	
Representation on the Project Board (or other management structure):	<input checked="" type="radio"/> Yes
Have you included a Letter of Support from this organisation?	<input checked="" type="radio"/> Yes

If you require more space to enter details regarding Partners involved in the project, please use the text field below.

For Liberia, we will work with the FDA directly, and will contract a logistical and administrative consultant to support the project as needed. The majority of expenses will be paid direct to the supplier (for example hotels, equipment procurement). And the smaller expenses will be dealt with the focal point - therefore we have not allocated a proportion of the budget to FDA as we will manage it directly. However they will be fully involved in the budget spending decisions.

Please provide a combined PDF of all letters of support in the order they are presented in the table.

-  [EPIF Support Letters Governments](#)
-  28/10/2023
-  09:03:34
-  pdf 2.56 MB

Section 17 - Lead Partner Capability and Capacity

Q39. Lead Partner Capability and Capacity

Has your organisation been awarded Biodiversity Challenge Funds (Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund) funding 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
IWT058	Ruth Musgrave	Securing Africa's ivory: Developing gold-standard stockpile management systems
DARCC019	Greta Iori	Building government capability and capacity to facilitate human-wildlife coexistence
IWT047	Ruth Musgrave	Developing Investigation and Prosecution Capacity to Save Angola's Elephants
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<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?

Yes

Section 18 - Certification

Certification

On behalf of the

Trustees

of

Elephant Protection Initiative Foundation (EPIF)

I apply for a grant of

£605,621.00





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 key project personnel, a cover letter, letters of support, a budget, risk register (inclusive of delivery chain risk map), logframe, theory of change, Safeguarding and associated policies, and project workplan (uploaded at appropriate points in the application).





- Our last two sets of signed audited/independently verified accounts and annual report (covering three years) are also enclosed.

Checked





Name	Ruth Musgrave
Position in the organisation	Director of stockpiles
Signature (please upload e-signature)	  28/10/2023  09:04:39  png 2.29 KB
Date	28 October 2023

Please attach the requested signed audited/independently examined accounts.

- | | |
|---|---|
|  2021 EPIF Audited Final Signed Accounts
 27/10/2023
 10:41:25
 pdf 1.09 MB |  2022 EPIF Audited Final Signed Accounts
 27/10/2023
 10:41:21
 pdf 326.84 KB |
|---|---|

- | |
|--|
|  2020 EPIF Audited Final Signed Accounts
 27/10/2023
 10:41:19
 pdf 655.06 KB |
|--|

Please upload the Lead Partner's Safeguarding Policy as a PDF

- | |
|--|
|  The EPI Foundation - Safeguarding Policy Signed by JS
 27/10/2023
 10:42:14
 pdf 126.54 KB |
|--|

Section 19 - Submission Checklist

Checklist for submission

	Check
I have read the Guidance, including the "IWT Challenge Fund Guidance", "Monitoring Evaluation and Learning Guidance", "Standard Indicator Guidance", "Risk Guidance", "Theory of Change Guidance" and "Finance Guidance".	Checked
I have read, and can meet, the current Terms and Conditions for this fund.	Checked
I have provided <u>actual start and end dates</u> for the project.	Checked

I have provided my <u>budget based on UK government financial years</u> i.e. 1 April – 31 March and in GBP.	Checked
I have checked that our <u>budget is complete</u> , correctly adds up and I have included the correct final total at the start of the application.	Checked
The application been <u>signed by a suitably authorised individual</u> (clear electronic or scanned signatures are acceptable).	Checked
I have attached the below documents to my application:	Checked
<ul style="list-style-type: none"> • a <u>cover letter</u> from the Lead Partner 	Checked
<ul style="list-style-type: none"> • my <u>risk register</u>, including <u>delivery chain risk map</u>, as an Excel file using the template provided. 	Checked
<ul style="list-style-type: none"> • my <u>completed logframe</u> as a PDF using the template provided and using “Monitoring Evaluation and Learning Guidance” and “Standard Indicator Guidance”. 	Checked
<ul style="list-style-type: none"> • my <u>1 page Theory of Change</u> as a PDF which includes the key elements listed in the guidance 	Checked
<ul style="list-style-type: none"> • my <u>budget</u> (which meets the requirements above) using the template provided. 	Checked
<ul style="list-style-type: none"> • a signed <u>copy of the last 2 annual report and accounts (covering three years)</u> for the Lead Partner, or provided an explanation if not. 	Checked
<ul style="list-style-type: none"> • my completed <u>workplan</u> as a PDF using the template provided. 	Checked
<ul style="list-style-type: none"> • a copy of the <u>Lead Partner’s Safeguarding Policy, Whistleblowing Policy and Code of Conduct</u> (Question 34). 	Checked
<ul style="list-style-type: none"> • <u>1 page CV or job description for all the Project Staff</u> identified at Question 37, including the Project Leader, or provided an explanation of why not, combined into a single PDF. 	Checked
<ul style="list-style-type: none"> • a <u>letter of support</u> from the Lead Partner and partner(s) identified at Question 38, or an explanation of why not, as a single PDF. 	Checked
I have <u>been in contact with the FCDO</u> in the project country(ies) and have included any evidence of this. If not, I have provided an explanation of why not.	Checked
My additional supporting evidence is in line with the requested evidence, amounts to a maximum of 5 sides of A4, and is combined as a single PDF.	Checked
(If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form.	Checked
I have checked the IWT Challenge Fund website immediately prior to submission to ensure there are no late updates.	Checked
I have read and understood the Privacy Notice on the IWT Challenge Fund website.	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 IWT Challenge Fund and our sister grant scheme, the Darwin

Initiative. 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 the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Forms and Guidance Portal](#).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising the IWT Challenge Fund including project details (usually title, lead partner, project leader, location, and total grant value).