

Stage 2 Webinar

FAQs & Common Issues: the 'easy wins'



Department
for Environment
Food & Rural Affairs



Welcome!



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- Supports applicants and projects across all funds
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Agenda

- Welcome from Defra
- Administrative eligibility
- Meeting objectives
- Finance
- Project team expertise and letters of support
- Other FAQs
- Avoiding common issues in Flexi-Grant
- *Questions*
- Gender & safeguarding
 - *Questions*
- Communications
 - *Questions*

Welcome from Defra

The intended impact of the IWTCF is to provide **scalable, repeatable** and **innovative** solutions to reduce pressure on wildlife from illegal trade and, in doing so, reduce poverty in developing countries.

The IWTCF budget comes from the UK's Official Development Assistance and so projects must show how they will support the economic development and welfare of ODA-eligible countries.

The IWTCF seeks to achieve its impact by accelerating the shift towards a high-risk low-reward environment for those taking part in the illegal wildlife trade, therefore reducing the incentives.



Key changes this year

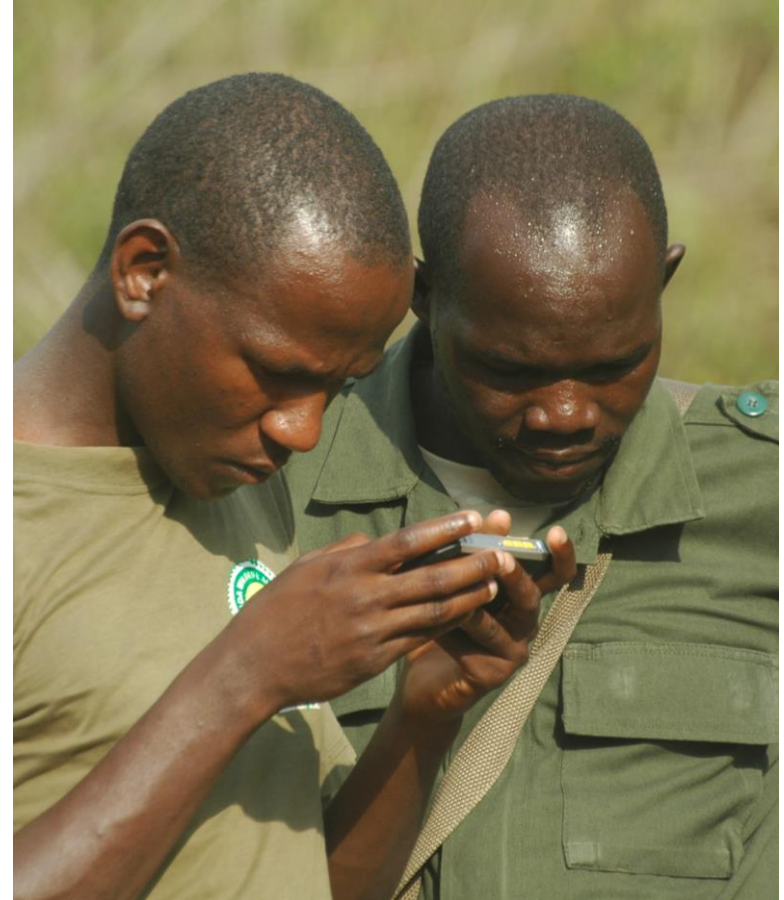
- Three project 'stages':
 - **Extra** - already demonstrated success at a smaller scale,
 - **Main** - testing innovative solutions to problems at a smaller scale, and
 - **Evidence** - designed to gather evidence to design an intervention
- A stronger approach to **ineligibility**
- Priority for **Demand Reduction** projects
- Stronger approach to **Risk Management**
- Correspondence with FCDO Posts on all projects, including **Overseas Security and Justice Assistance** assessments where required
- Focus on projects from **Sub-Saharan Africa, East and South East Asia and Latin America**

Key information

- Apply page: <https://iwt.challengefund.org.uk/apply/>
- All key documents, including guidance and templates, there including:
 - Guidance for applicants
 - Finance guidance
 - Flexi-Grant, Risk Management and MEL Guidance
 - Terms & Conditions
 - Budget template (different templates for <£100k and >£100k)
 - Implementation timetable template
 - Logframe template (ensure you use Stage 2!)
 - Risk framework template (only submitted if funded)
 - Draft Word form – but submit via Flexi-Grant!
- Deadline – 23:59 Tuesday 22nd March 2022

Meeting IWTCF objectives

- Outlined in full in guidance
- Which strategic theme and why?
- Consider national and international commitments and priorities.
- Don't just list relevant agreements – sign-post **how** your project is contributing towards these.



Administrative Eligibility

- Eligible dates (start after 1st July 2022) and budget limits (different for each project stage/type)
- Word counts are strictly enforced in Flexi-Grant
- Supporting docs including:
 - **Cover letter** outlining how you have responded to feedback from St1 (but should also be in application)
 - **Letters of support** *including applicant organisation* – in one PDF document (partners, government, stakeholders...)
 - Last 2 sets of **signed/audited accounts** *in English and currency clear*
 - **Budget table** (matches request and certification in application)
 - **Timeline** using the template provided
 - **CVs** for key personnel: *partners and project teams* – in one pdf document
 - **Logframe** in correct template
- Past experience and awards (if new as a lead) including contacts for references (all in application – no uploads)
- Ensure you **check websites for any updates to templates**

Finances - Budget

- Project Lead normally expected 10% or more on project: if less please clarify
- ‘Consultancy costs’ and ‘Other’ – provide adequate detail
- Capital costs normally <10% otherwise clearly justify in text
- Allow for exchange rates to fluctuation – but no ‘contingency’



Finances – Audit costs

Make sure you only include audit costs for the Lead Partner: check T&Cs for requirements and totals you can claim

- Projects under £100,000 – up to £2,000 in last FY of project
- Projects £100,000 to £600,000 – up to £3,000 in last FY of project
- Projects over £600,000 – annual audits up to £3,000 per year



Matched Funding – in Flexi-Grant

Example from IWTCF application form

Q9. Budget summary

Year:	2023/23	2023/24	2024/25	2025/26	Total request
Amount:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0.00

Q10. Proportion of IWT Challenge Fund budget expected to be expended in eligible countries: %

Q11a. Do you have matched funding arrangements?

Yes

No

What matched funding arrangements are proposed?

You have entered 0 words (150 words max)

Q11b. Total confirmed & unconfirmed matched funding (£)

Q11c. If you have a significant amount of unconfirmed matched funding, please clarify how you fund the project if you don't manage to secure this?

You have entered 0 words (100 words max)

- Ensure dates are eligible for this round
- Budget figures should match spreadsheet and certification
- For matched funding, the % should be of the **total** project cost (not compared to the IWTCF request) i.e. if the IWTCF % of total project cost is 70% then matched funding is 30%
- Large % matched funding unsecured is risky - we ask you to outline how you will manage if this is not secured

Finances – general

- It is good to see a significant % of funds going directly to host country partners/costs – but no specified amount
- Consider budget spread across FYs – don't front load
- T&S - include testing/quarantine costs if needed. You cannot increase the budget later.
- % of funds on M&E (between 5% and 10%)
- Refer to Finance Guidance



Attention to Risk - Financial

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

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

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

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

Project team expertise

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



Project team – in Flexi-Grant

Q33. 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?
<input type="text"/> *	Project Leader	<input type="text"/> *	<input type="checkbox"/>
<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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

This is for project staff key for delivery – no need to list **all** staff (up to 12 slots). If more than 12 needed, provide a full table with CV pdf

For anyone named here:

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

Project partners

- Partners vs stakeholders – partners have explicit project governance role
- Clear evidence of buy-in from partners is needed at Stage 2 through provision of Letters of Support
- Important that listed partners actually reflect true partnerships – are they critical to project delivery and involved in project management/decision making? (vs stakeholders who may well be involved but not actually delivering activities)
- Evidence of support from the eligible country government is particularly critical

Letters of Support

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

- the extent to which partners have been involved in the development of the proposal
- an outline of how the proposed work aligns with organisational priorities **and** the priorities of the country
- information on the capacity of partners to support the project
- specify actual level of support e.g. any matched funding your organisation is proposing, either financially or in kind
- English or translation required (doesn't need to be certified)

Poll

How is the pace of this webinar?

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

FAQs

- Changes to logframe and budget between St1 and St2
- Flexibility and managing uncertainty (including COVID)
- Structure for Theory of Change
- Risk management
 - 6 key risks need to be included in the app form table
 - 3 mandatory risk categories – fiduciary, safeguarding and delivery chain
 - 3 other risks

Other common issues

- SMART logframes – separate session focused on M&E
- Partnerships take time – new partnerships vs old and time taken to establish working relationships
- Don't underestimate how long it may take at project start up to finalise agreements, visas, staff recruitment etc.
- Consider how project results will be taken up – of particular relevance for Evidence projects. What will happen post-project? Communication strategies should be clear and consider who the audience is, how they will use the results, when they will be engaged etc.

Additional materials

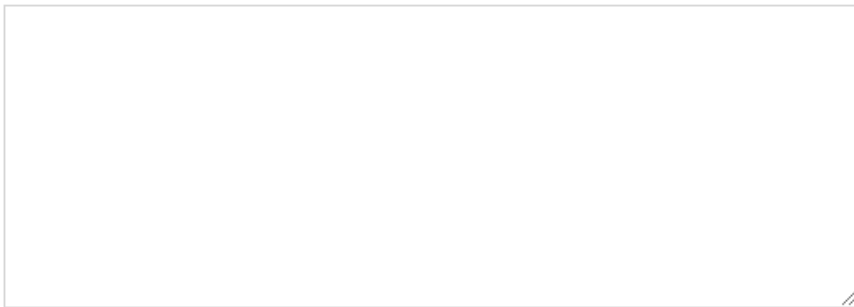
Q16. Methodology

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

- How have you reflected on and incorporated evidence and lessons learnt from past and present activities and projects in the design of this project?
- The need for this work and a justification of your proposed approach.
- How you will undertake the work (materials and methods).
- How you will manage the work (roles and responsibilities, project management tools, risks etc.).

Please make sure you read the guidance documents before answering this question.

(This may be a repeat from Stage 1, but you may update or refine as necessary)



You have entered 0 words (750 words max)

Methodology should be clear and link to logframe

Additional links/maps/ToC (for example) can be included as **one PDF** – but be reasonable!
5 page limit

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

Avoiding common issues on Flexi-Grant



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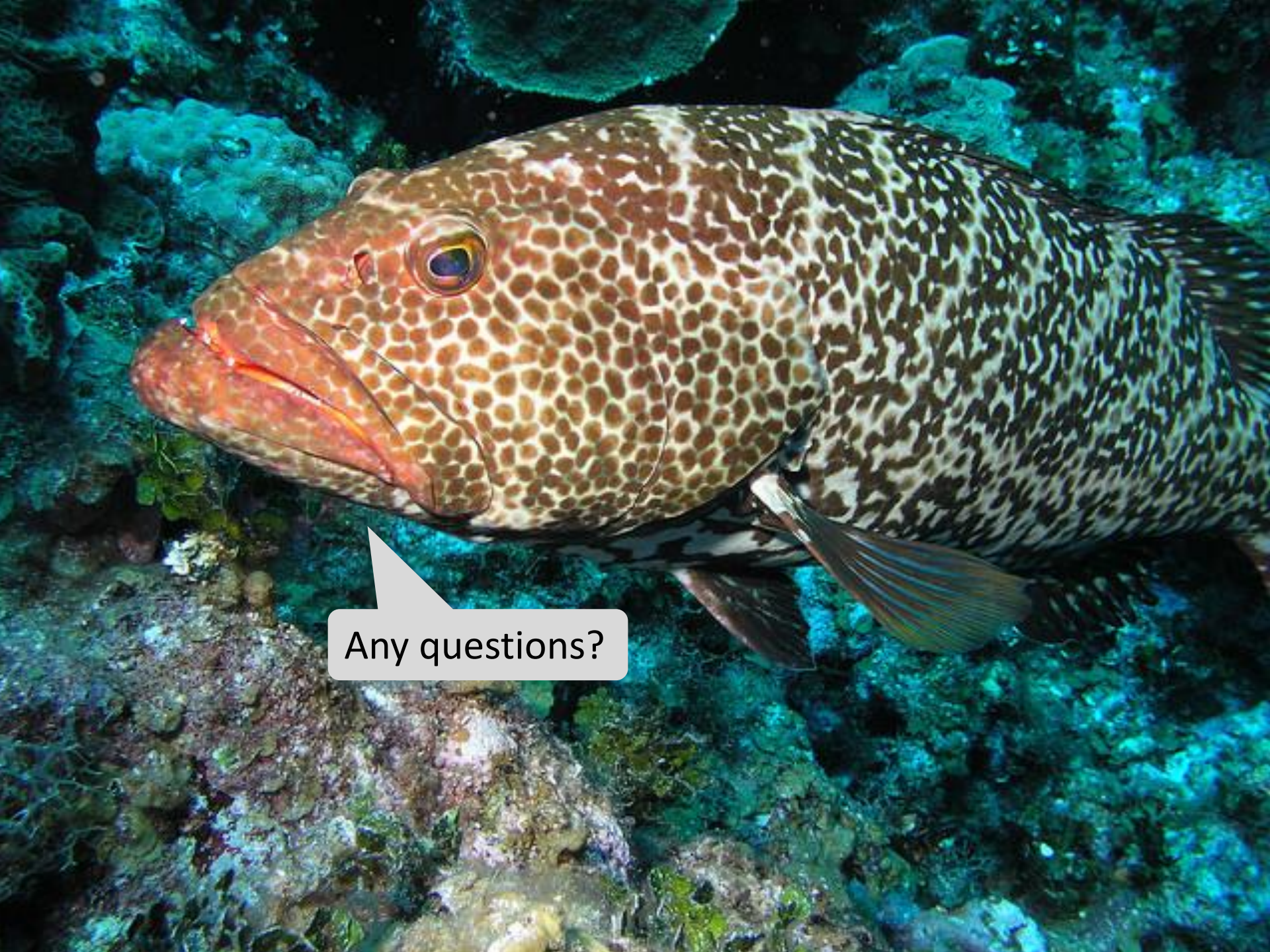
Flexi-Grant FAQs

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

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

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

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



Any questions?

Gender and safeguarding



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What is gender?

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

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

Do no harm

- Consider not only the benefits but the potential **costs** of project activities
- Are there any project components that could potentially make life harder – for men or women?
- If so, how will this risk be mitigated?



Gender in your applications

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

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

- Avoid only including generic statements, such as that your organisation is an equal opportunities employer – we are interested in this **project specifically**, not your broader work
- Your project might not be able to engage significantly – but at least show us you have analysed and understood the context e.g. if you are working in a patriarchal context

Exploring gender dimensions

- Speak with people living in communities where project implemented
- Focus groups and interviews
- If you aren't working directly with communities – who are your stakeholders? Who will be benefiting from the project? Will proposed policy impact men and women differently?



Gender in your projects

4 steps to integrate gender into your projects:

1. Understand and examine gender dimensions of the project and setting
2. Develop project elements and activities
3. Develop project indicators for monitoring gender integration
4. Develop broader institutional process to further gender integration

Source: Conservation International's "Guidelines for integrating gender into conservation programming"

Gender in your applications

Focus on the specific gender context of your proposed work:

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

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

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

What is “Safeguarding”?

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

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

Who should be safeguarded?

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

This includes:

- Beneficiaries
- Project staff
- Volunteers



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

Key safeguarding principles

- Everybody has responsibility for safeguarding
- Do no harm
- Be transparent and accountable
- Safeguarding can be addressed through the four pillars of **prevent, listen, respond and learn**



Safeguarding Requirements

In order **to receive funding** the Lead Partner must:

- Have a **safeguarding policy** in place (and include with application)
- Keep a detailed **register of raised safeguarding issues**
- Have **clear investigation and disciplinary procedures**
- **Share your safeguarding** with project partners
- Have a **whistle-blowing policy**
- Have a **Code of Conduct** in place for staff and volunteers that sets out clear expectations of behaviours

You need to also clearly outline how you will put your policies into practice through your proposed project in the application form and outline safeguarding risks in the risk assessment table

Additional resources

- Conservation International has a number of resources on how gender interacts with conservation, including [guidelines for integrating gender into conservation programming](#). Further resources can be found on their [website](#)
- Fauna and Flora International implements conservation programmes with integrated gender components. Their [website](#) includes information on their overall approach, lessons learned and key questions to consider
- Resources on minimum operating standards can be found [here](#) as well as resources on [core humanitarian standard](#) on quality and accountability



Any questions?

Communicating about projects



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The importance of communication

What stages of the project cycle do you think communication is relevant to?

- Design/application stage?
- Starting up your project?
- During implementation?
- As your project nears its end?
- Project reporting?

All stages of the project...!

Design/application stage	✓
Starting up your project	✓
During implementation	✓
As your project nears its end	✓
Project reporting	✓

Newsletters



Newsletter

February 2021

Sustainable agriculture and women empowerment programme in Gunung Nyiut, Indonesia. Credit: Planet Indonesia

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

Visit iwt.challenge.fund.org.uk to find out about all of our projects, see past editions of the newsletter, and more!

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



IWT Challenge Fund Newsletter

More Valuable than Gold

Ixiamas Mural, Bolivia. Credit: Norka Paz

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- reducing demand for IWT products

Get in touch with the newsletter team at IWT-newsletter@ltsi.co.uk

What can communication help you with?

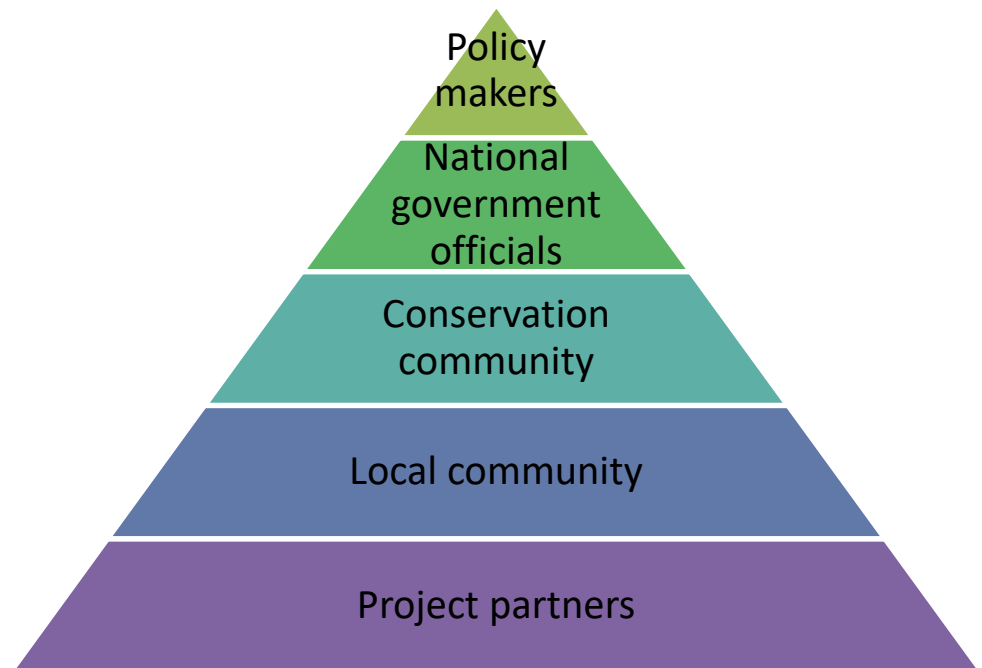
Design/ application stage	To EXPLAIN your proposed project and articulate your intended approach and its value
During implementation - from start to end	To ENGAGE stakeholders in your project, create a positive attitude towards it, and demand for its results
	To manage people's EXPECTATIONS about what you can and will achieve
	To INFLUENCE people, and change their behaviour to support or take up your results
Project reporting	To DEMONSTRATE how well you are delivering your project and what you are learning

A tailored approach

Communication with key stakeholders is important as they can often impact the overall success of a project. Effective communication can ensure buy-in and project support.

When communicating with stakeholders it is important to remember that a 'one size fits all' approach may not be the most effective.

Different stakeholder groups have different levels of understanding and interest and therefore this should be considered.



The challenging of communicating complexity

- IWTCF projects are inherently complex
- At Stage 2 you have a limited number of words to outline the problem your project will attempt to address
- Need to identify the core, central problem, this informs the logframe



Consider perceptions

- How might other people perceive what you say about your project?
- The world is not full of conservationists
- Don't assume people make the same mental links to global good
- A catchy title to get your project noticed? By who?
- Short & snappy, but err on side of caution



Thanks for listening!



Final questions?