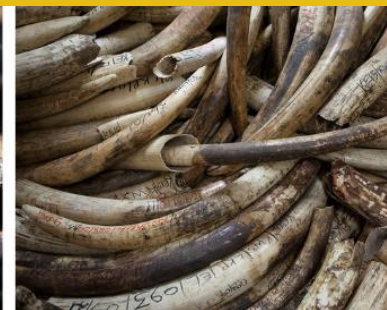









IWT Challenge Fund Round 11 Main & Extra



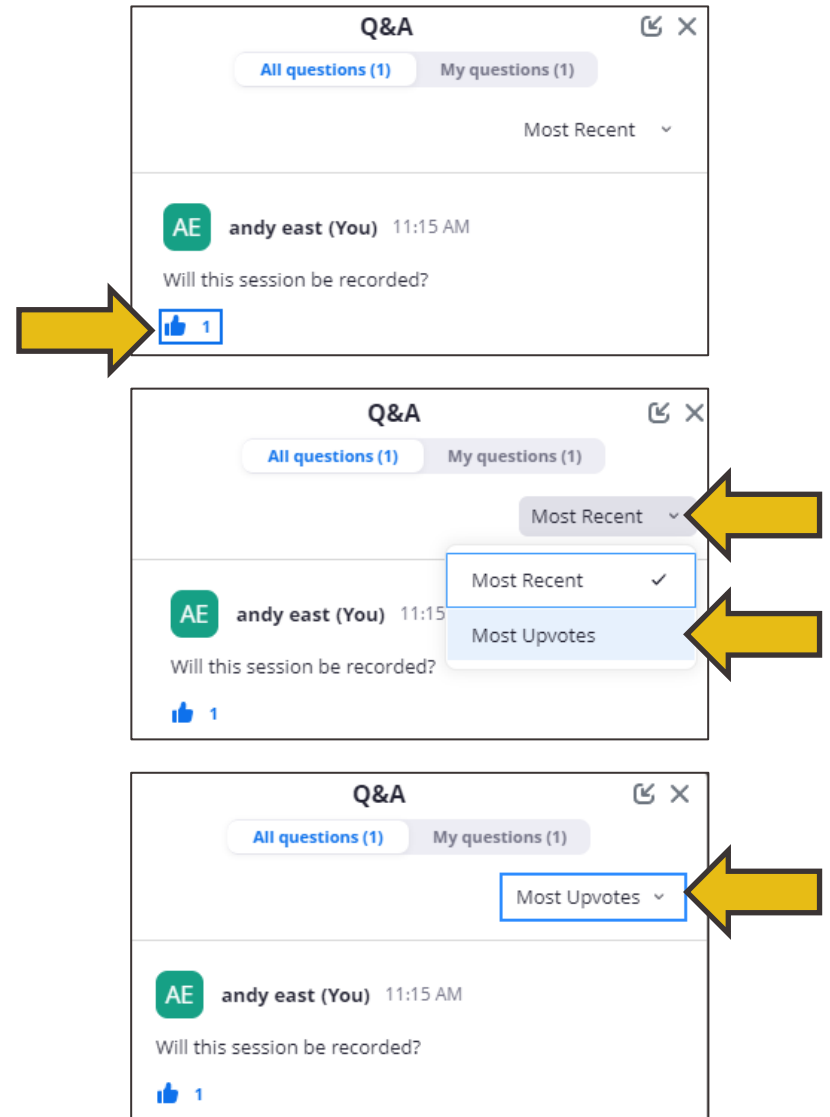
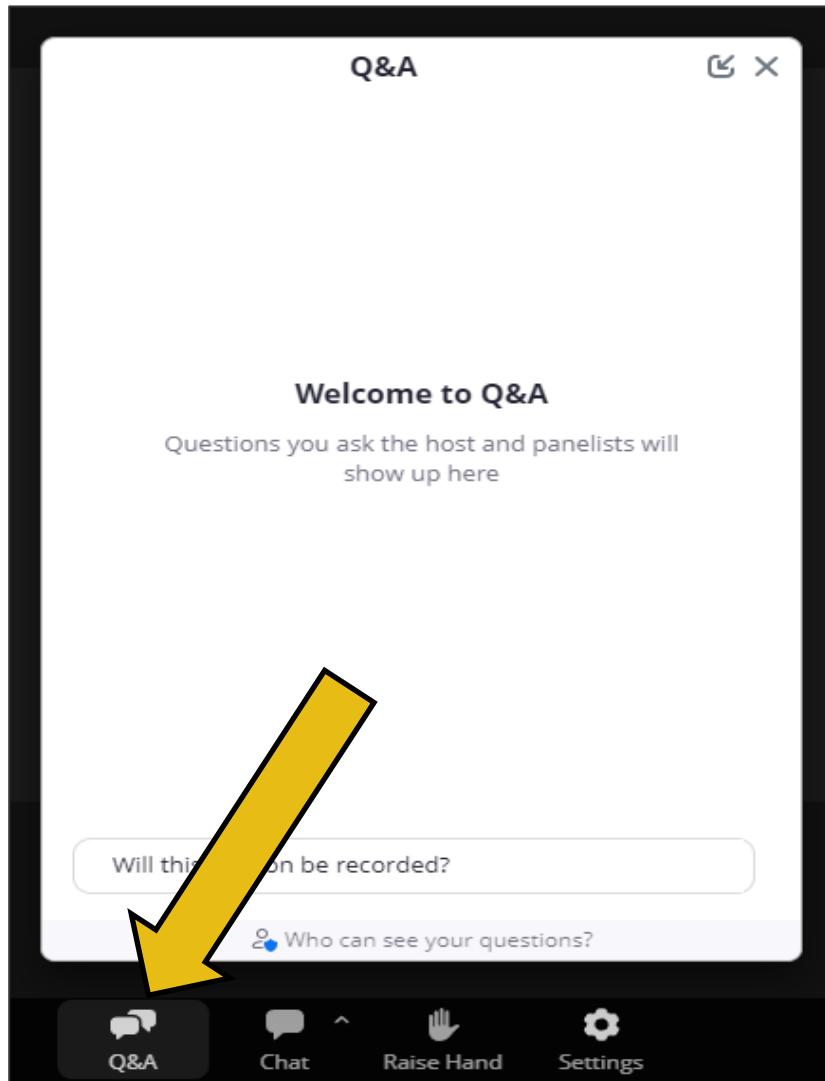
Stage 2 Webinar: Frequently Asked Questions



Welcome!

	Andy East BCFs Communications & Workshops Lead - NIRAS	BCF-Comms@niras.com
	Linzi Ogden BCFs Administrator and Finance Assistant - NIRAS	
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	Serene Hargreaves Head of BCFs – Defra	 Sabah Rahou IWT Challenge Fund Lead – Defra

Housekeeping - Q&A



Agenda

- Welcome from Defra
- Meeting objectives
- Key Information
- Finance
- Project team expertise and Letters of Support
- Flexi-Grant and other Frequently Asked Questions (FAQs)
 - *Questions*
- Gender Equality and Social Inclusion (GESI)
- Safeguarding
- The Importance of Communication
 - *Questions*

Welcome from Defra



The Illegal Wildlife Trade (IWT) Challenge Fund is one of three competitive funds in Defra's Biodiversity Challenge Funds Programme.

The intended impact of the **IWT Challenge Fund** 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.

Welcome from Defra



In particular, we are looking for projects that can demonstrate:

- **Scalability** – what successes and lessons learnt can be scaled to deliver a greater impact beyond the project, e.g. at a landscape scale; replicable in another geography; capacity scaling; changing systems
- **Engagement** – how is the need identified? Who will benefit? How are they engaged in the project? What is the role of in-country partners in the design, delivery and legacy of the project? How are you building in-country capability?
- **Safeguarding & Gender Equality and Social Inclusion (GESI)** - ensure these issues are properly addressed in your application form

Meeting Fund 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.



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 guidance
 - Terms & Conditions
 - Draft Word form – but submit via Flexi-Grant!
 - Various other templates
- Application form
 - <https://bcfs.flexigrant.com/>

Key Dates and Deadlines

Key date	IWT Challenge Fund (Main and Extra)
Stage 2 Deadline	Monday 31 March 2025
Expected notification of results	Mid-June 2025 at the earliest
Projects expected to start from	1 September 2025

Key Application Requirements

- Ensure you meet the requirements for the fund you are applying to
- Eligible dates (start after 1 September 2025) and budget limits (varies between schemes)
- Word counts and page limits are strictly enforced by eligibility checks
- Past experience and awards (if new as a lead) including contacts for references (all in application – no uploads needed)
- Ensure you **check websites for any updates to templates**
- **Supporting documents including:**

Cover Letter	Required for all – max 2 pages in PDF format *changed from previous years* - address feedback in your application and outline how you have addressed it in the question at the start of your application (Q4) <i>not</i> in your cover letter
Logframe	Logframe required using the template provided for Stage 2
Budget Table	Required on our template. N.B. different templates for <£100k & >£100k (check matches request and certification in application)
Workplan	Required on our template

Key Application Requirements

Supporting docs continued... **(see Guidance for full list):**

CVs	Required for key personnel: partners and project teams – each CV should be one page, and all CVs and Job Descriptions (JDs) should be combined into one PDF document. Do not submit pen portraits. See Annex A for advice.
Letters of Support	Required - including applicant organisation – in one PDF document for applicant, partners, government; stakeholders useful but not mandatory.
Account Copies	Require last 2 sets of signed / audited accounts (covering 3 years) in English & currency clear.
Safeguarding Policy, Whistleblowing policy and Code of Conduct	Required - Lead Organisation's Safeguarding and associated policies Documents should include a statement on commitment to safeguarding and zero-tolerance statement on bullying, harassment, sexual exploitation and abuse.
Risk Register	Required at application stage for Extra
Additional Material	Optional – up to 5 pages only, could include a map, list of references or Theory of Change. If you submit more than 5 pages your application will be rejected as ineligible.

Finances - Budget

- Project Leader 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 request audit costs for the Lead Organisation: check T&Cs for requirements and totals you can claim

- Projects under £100,000 – provide a statement of grant usage, up to £2,000 in last Financial Year of project
- Projects between £100,000 and up to £1,000,000 - up to £3,000 in last Financial Year of project
- Projects over £1,000,000 – **annual audits**, up to £3,000 in each Financial Year

Always include audit costs, even if funded from other sources.



Matched Funding in Flexi-Grant

Example from the application form

Q11. Budget summary
Please note there are different budget limits for the Main and Extra schemes, please ensure that the figures you enter below aligns with the requirements of your chosen scheme. **Applications which do not meet the requirements may be made ineligible.**

Year:	2025/26	2026/27	2027/28	2028/29	2029/30	Total funding
Amount:	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<input type="text"/>	0.00

***Q12. Do you have matched funding arrangements?**

Yes
 No

Q13. 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?

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 IWT Challenge Fund request) i.e. if the IWT Challenge Fund % 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 Financial Years
- Travel & Subsistence
- % of funds on Monitoring, Evaluation and Learning (MEL) (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. You cannot increase the budget later
- Recruitment delays leading to shift in timescales and funds being approved for the wrong financial year

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

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

Project Team Expertise

- Include CVs or job descriptions 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' ('to be confirmed') posts or pen portraits (i.e. short written description of a person)

Project Team – in Flexi-Grant

Example from the application form

Q38. 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.

Please include up to 12 rows if necessary.

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"/>

Do you require more fields?

Yes

No

Please provide 1 page CVs (or job description if yet to be recruited) for the project staff listed above as a combined PDF.

or drag and drop files here to upload

File name	Date uploaded	Action
-----------	---------------	--------

* Have you attached all project staff CVs?

Yes

No

- 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:
 - Max. 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

Additional Materials

*Q19. 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 the main activities will be and where will these take place.
- How you will manage the work (governance, roles and responsibilities, project management tools, risks etc.).
- Please explain how you have engaged with partners or communities involved to design the project; if this has not been done please explain why.

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 references / map (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!

Other Common Issues

- SMART logframes and Standard Indicators – separate session focused on Monitoring, Evaluation & Learning (MEL)
- Upper Middle Income Countries – address additional criteria
- 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 (policy and research projects common offenders!). Communication strategies should be clear and consider who the audience is, how they will use the results, when they will be engaged etc.

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 Equality and Social Inclusion (GESI)



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What is GESI?

Gender Equality & Social Inclusion (GESI) is comprised of two terms:

Gender Equality

is about **addressing inequalities and transforming the distribution of opportunities, choices and resources** available to girls, women and non-binary individuals so that they have **equal power to shape their lives and participate** in the process thereby increasing equality between people of all genders.

Social Inclusion*

refers to the **process of improving the terms of individuals and groups to take part in society**, and the process of improving the ability, opportunity and dignity of people disadvantage and historically excluded from decision making and spheres of influence on the basis of their identity to take part in society.

*inclusive of Disability Inclusion and Indigenous People and Local Communities

The Importance of GESI

Evidence demonstrates that individuals access resources differently depending on their gender and social background.

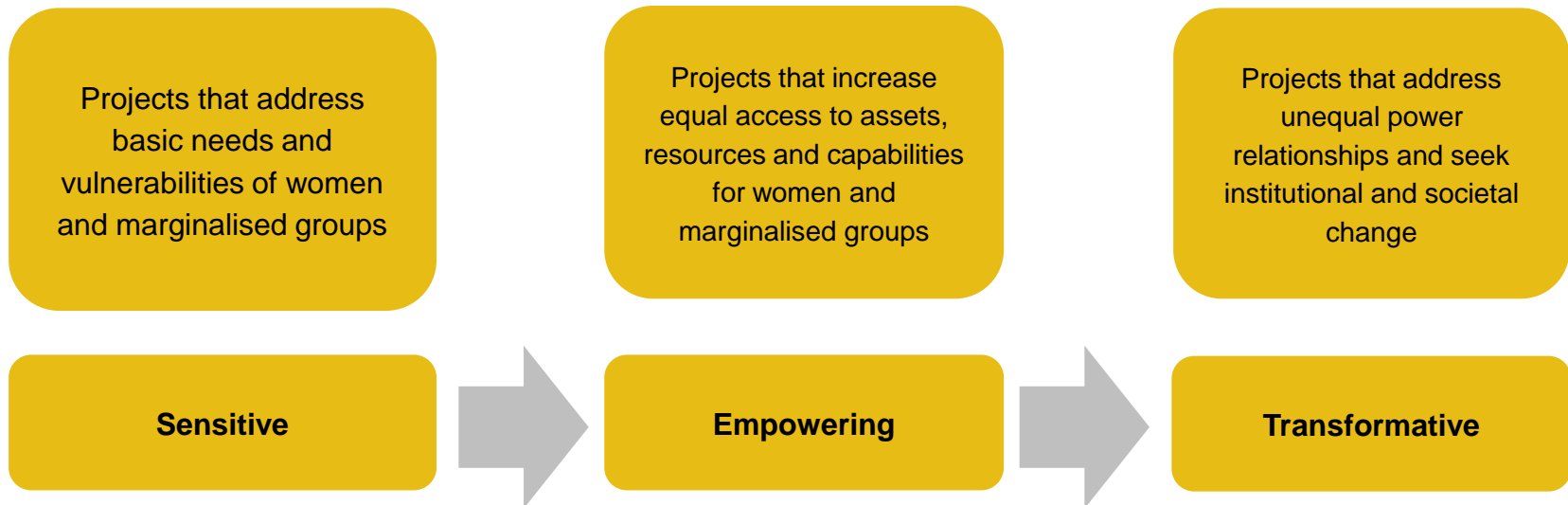
- Biodiversity practices and engagement with natural resources
- Knowledge or use of resources
- Inequalities in management and control of resources

An understanding of gender and social characteristics further identifies the ways in which those affected by exclusion and discrimination are unable to access the same economic opportunities.

Considerations of GESI are therefore crucial to developing stronger and more impactful projects!

GESI Sensitive

A **GESI Sensitive approach** is understood to demonstrate programming will “do no harm”, not exacerbate inequality and ensure meaningful and context appropriate engagement and participation of those involved in the project.



Project Requirements



Applicants and projects should consider integrating GESI and their GESI approach both within the design and implementation stages.

All successful projects must be able to demonstrate they:

- Understand the GESI context in which the project is working within.
- Ensure inclusive and meaningful participation of all those engaging with the project.
- Will not contribute to or create any further inequalities.

Safeguarding



Safeguarding

- Health, Safety and Security
- Sexual Exploitation, Abuse and Harassment (SEAH)



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
- The public
- Project staff including partners
- Volunteers

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



Commitment to PSEAH

- [IASC 6 Principles](#)
- Relevant [CHS standards on PSEAH](#)
- [CAPSEAH](#)



Common Approach to Protection from
Sexual Exploitation, Abuse and Harassment

How This is Assessed

In your application....

- You need to upload your safeguarding policies
- We ask you to outline how your project will ensure
 - a) beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how they can 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 also meet these standards and policies.
- You should also indicate which minimum standard protocol your project will follow (on previous slide)
- If your approach is currently limited or in the early stages of development, please clearly set out your plans address this.
- **Be clear to answer all parts of the question in your response**

Risk Framework

Q25. Risk Management

Please outline the **7 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**, two **Safeguarding**, and one **Delivery Chain Risk**.

Projects should also draft and submit their initial risk register, using the template provided, with their application.

- [Risk Assessment template](#)

Definitions:

Fiduciary: funds not used for intended purposes or not accounted for (fraud, corruption, mishandling or misappropriated).

Safeguarding: 'doing harm' incl. sexual exploitation abuse and harassment, staff safety and welfare, or unintended harm.

Delivery Chain Risk: the overall risk associated with your delivery model.

Risk Description	Impact	Prob.	Inherent Risk	Mitigation	Residual Risk
* Fiduciary <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Safeguarding (SEAH) <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Safeguarding (HSS) <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Delivery Chain <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Risk 5 <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Risk 6 <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)
* Risk 7 <input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (2 words max)	<input type="text"/> You have entered 0 words (1 words max)	<input type="text"/> You have entered 0 words (50 words max)	<input type="text"/> You have entered 0 words (1 words max)

Risk management

- 7 key risks need to be included in the app form table
- 4 mandatory risk categories – fiduciary, safeguarding (sexual exploitation, abuse and harassment), safeguarding (health, safety and security), and delivery chain
- 3 other risks

What We Want To See

- **Policies & procedures** - Safeguarding, Code of Conduct and Whistleblowing
- **Demonstration of commitment** - senior leader buy in and designated team member to support PSEAH initiatives
- Strong **Complaints and Feedback Response Mechanism** - stakeholders are aware of how to give feedback and raise concerns
- **Community sensitisation** - communities understand the feedback / complaints mechanism and their rights
- Prevention through **risk identification and mitigation**
- **Incident log** and improvements based on feedback



Reporting Cases

- What must be reported:
 - Allegation of SEAH where a community member has been harmed by project or partner staff
 - SEAH alleged against any senior staff within a project organisation
- Oda.safeguarding@defra.gov.uk
- Reporting form
- Advice and guidance

Further Support

- [IWT Challenge Fund Safeguarding Resource Page](#)
- [Safeguarding Support Hub](#) – Safeguarding Essentials Pack
- [CAPSEAH](#) principles, minimum recommended actions, practical guidance
- Training: [Kaya's Safeguarding Essentials](#)
- Training: [Safeguarding in the International Aid Sector](#)
- NIRAS Safeguarding Manager

The Importance of Communication



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The Importance of Communication

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

1. Design / application stage?
2. Starting up your project?
3. During implementation?
4. As your project nears its end?
5. Project reporting?

All Stages of the Project...!

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

How Communication Can Help

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.



Communicating Complexity

- IWT Challenge Fund 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



Any
questions?



Follow for Updates

**ILLEGAL
WILDLIFE
TRADE
CHALLENGE
FUND**

Make sure to follow our BCFs socials:



[@Biodiversity Challenge Funds](#)



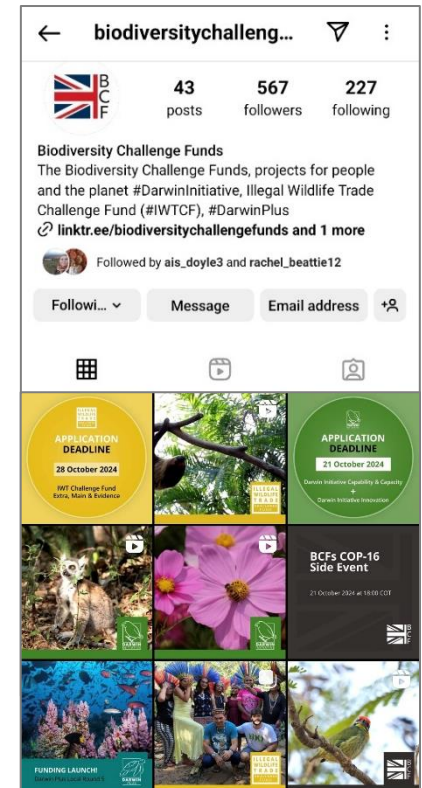
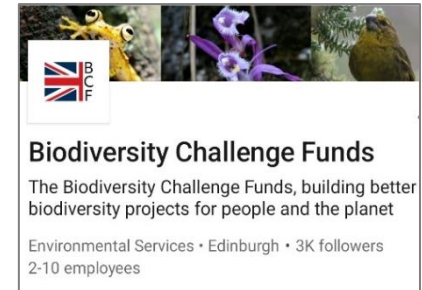
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Thanks for listening!