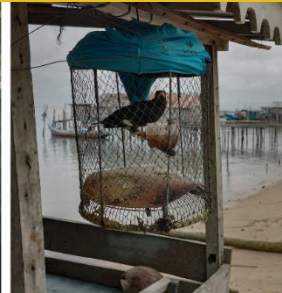
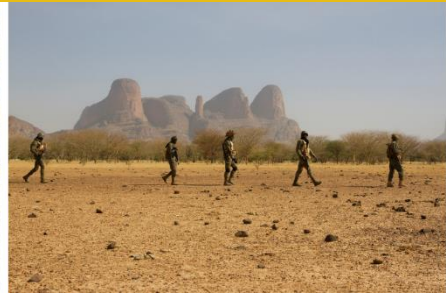


# IWT Challenge Fund- R10

**ILLEGAL  
WILDLIFE  
TRADE**  
CHALLENGE  
FUND

## Stage 2 Webinar: Frequently Asked Questions



Department  
for Environment  
Food & Rural Affairs



**BIODIVERSITY**  
CHALLENGE FUNDS

# Welcome!



**Rachel  
Beattie**

BCFs Technical &  
Admin  
**IWTCF focal point**

NIRAS



**Linzi  
Ogden**

BCFs Finance &  
Admin

NIRAS



**Victoria  
Pinion**

BCFs  
Programme Manager

NIRAS



**Serene  
Hargreaves**

IWTCF Lead

Defra



**Andy  
East**

BCFs Comms

NIRAS

# Welcome!

- Welcome from Defra
- Administrative eligibility
- Meeting objectives
- Finance
- Project team expertise and letters of support
- Risk Framework
- Flexi-Grant and other FAQs
  - *Questions*
- Gender & safeguarding
- Communications
  - *Questions*

# Welcome from Defra!



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

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.

# 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 and GESI** - properly addressed

# Meeting IWT 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://itsi.flexigrant.com/>

# Key Dates and Deadlines

<b>Key date</b>	<b>IWT Challenge Fund (Evidence, Main and Extra)</b>
Stage 2 Deadline	Monday 30 <sup>th</sup> October
Expected notification of results	Mid-March 2024 at the earliest
Projects expected to start from	1 <sup>st</sup> May 2024



# Key Application Requirements

- Eligible dates (start after 1<sup>st</sup> May 2024) and budget limits (different for different 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)
- Ensure you **check websites for any updates to templates**
- **Supporting docs including:**

<b>Cover Letter</b>	Required for all – max 2 pages in PDF format Outline how you have responded to feedback from St1 (but response should also be in application)
<b>Logframe</b>	Logframe required using the template provided for Stage 2
<b>Budget Table</b>	Required on our template. N.B. different templates for <£100k & >£100k (check matches request and certification in application)
<b>Workplan</b>	Required on our template

# Key Application Requirements

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

<b>CVs</b>	Required for key personnel: <i>partners and project teams</i> – each CV should be one page and all CV's should be combined into one PDF document
<b>Letters of Support</b>	Required - <i>including applicant organisation</i> – in one PDF document (partners, government, stakeholders...)
<b>Account Copies</b>	Require last 2 sets of <b>signed/audited accounts (covering 3 years)</b> <i>in English &amp; currency clear</i>
<b>Safeguarding Policy, Whistleblowing policy and Code of Conduct</b>	Required - Lead Partner'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
<b>Risk Register</b>	Required at application stage for Extra
<b>Additional Material</b>	Optional – up to 5 pages only, could include a map, list of references or Theory of Change. <b>If you submit more than 5 pages your application will be rejected as ineligible.</b>

# 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 Partner:  
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 FY of project
- Projects between £100,000 and £599,999 - up to £3,000 in last FY of project
- Projects over £600,000 – annual audits, up to £3,000 in each FY

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



# Matched Funding in Flexi-Grant

## Example from the application form

Q10. Budget summary

Year:	2024/25	2025/26	2026/27	Total request
Amount:	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	£0.00

\* Q11. Do you have matched funding arrangements?

Yes  
 No

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?

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
- T&S - include testing/quarantine costs if needed, but assumed less likely now. 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. You cannot increase the budget later
- Recruitment delays leading to shift in timescales and funds being approved for the wrong financial year
- Ongoing 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





# Project Team – in Flexi-Grant

## Example from the application form

Q36. 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"/>

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



# Risk Framework

## Q23. 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 Risk**, and one **Delivery Chain Risk**.

Projects should also draft their initial risk register, using the Risk Assessment template, and be prepared to submit this when requested if you are recommended for funding. **Do not attach this to your 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
<b>* Fiduciary</b> <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)
<b>* Safeguarding</b> <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)
<b>* Delivery Chain</b> <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)
<b>* Risk 4</b> <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

- 6 key risks need to be included in the app form table
- 3 mandatory risk categories – fiduciary, safeguarding and delivery chain
- 3 other risks

# Additional Materials

## \* Q17. 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.).

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 – separate session focused on M&E
- 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



Department  
for Environment  
Food & Rural Affairs





# What is GESI?

GESI = Gender Equality and Social Inclusion

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

# Why is it important?

GESI is important to understand:

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

# 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?



# GESI in Your Applications

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

*All projects must consider how they will contribute to promoting equality between persons of different gender and social characteristics, with activities expected to deliver equitable net benefits for all.*

- 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
- Demonstrate you have analysed and understand the context.



# Exploring GESI Dimensions

- Speak with people living in communities where project implemented or other relevant project stakeholders
- 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?



# GESI in Your Projects

## Pre- Application Consultation

- Context specific gender analysis
- Safeguarding considerations

## Project Design/ Application

- Are opportunities identified to challenge stereotypical gender roles?
- Does the project's Theory of Change consider gender and inclusion?

## Implementing/ Reporting

- Has timing and location taken gender-based constraints into account?
- Do project partners have specific policies and capacities to ensure gender sensitive implementation?

## Monitoring, Evaluation and Learning

- Has gender been considered within the logframe?
- Are projects considering how GESI related lessons can be shared?



# GESI in Your Applications

Focus on the specific GESI context of your proposed work:

*“most stakeholders that currently receive a direct benefit from the marine park (fishers, charter boat operators, dive operators, restaurant owners) are men”*

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

*“men and women have different roles/personal responsibilities, but we will ensure equal opportunities for all genders in training events, taking into account the availability of participants in relation to their parental responsibilities during the organisation of training workshops and meetings”*

# Safeguarding



Department  
for Environment  
Food & Rural Affairs



# What is Safeguarding?

Defra has a zero tolerance of abuse and/or exploitation of any person (staff, implementing partners, the public and beneficiaries) by staff or associated personnel involved in grants

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
- The public
- Project staff including partners
- 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** which is clearly communicated
- identified, assessed and monitor safeguarding risks in the **project risk framework**
- 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***



# Communicating About Projects



Department  
for Environment  
Food & Rural Affairs



# 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	✓

# 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.

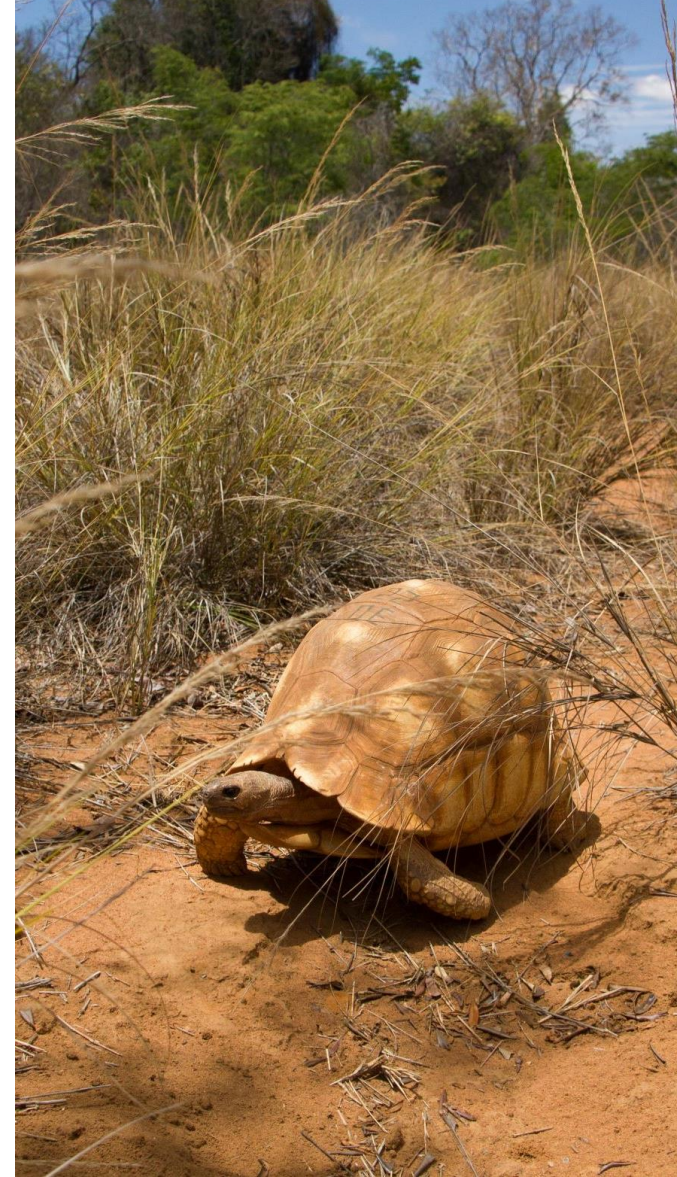
When communicating with stakeholders it is important to remember that a 'one size fits all' approach may not be the most effective.

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



# Communicating Complexity

- IWT 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

**Make sure to follow our BCF socials:**



[@Biodiversity Challenge Funds](#)



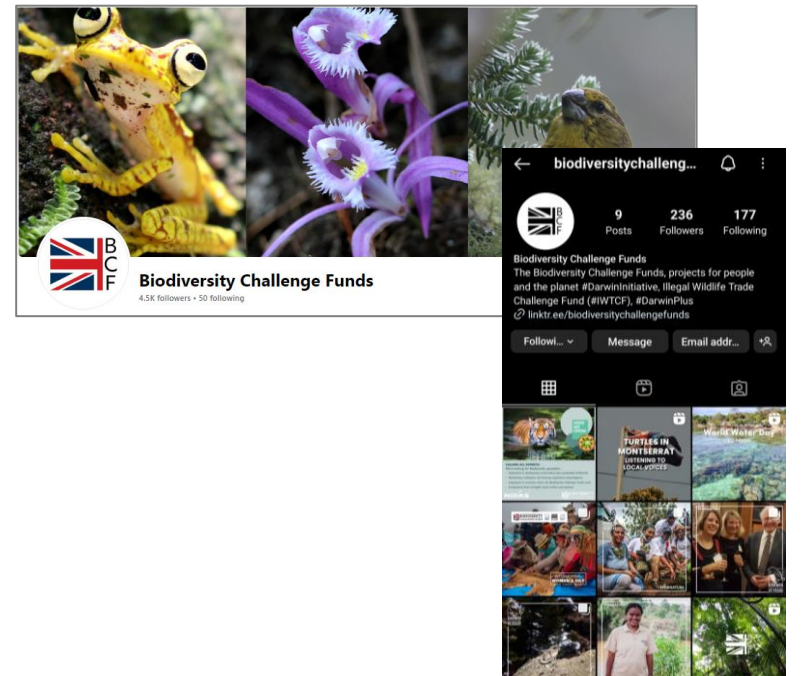
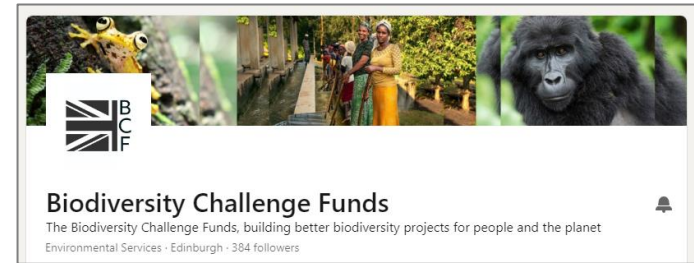
[@UKBCFs](#)



[@Biodiversity Challenge Funds](#)



[@biodiversitychallengefunds](#)





Thanks for listening!

ILLEGAL  
WILDLIFE  
TRADE  
CHALLENGE  
FUND

