New Projects Online Webinars and Workshops 2020

In Summer 2020, six events were hosted for new projects funded under Darwin Initiative Round 26, Darwin Plus Round 8, and the Illegal Wildlife Trade Challenge Fund Round 6. These events were open to new grantees under all funding schemes.

For the first time, because of the international Covid-19 situation, all events were held online. There were three different types of event, with each event held twice (once in the UK morning and once in the UK afternoon) to account for time differences of new projects.

Webinar – Financial, administrative and technical reporting for new Darwin, Darwin Plus and IWT Challenge Fund projects

One 23rd June, we hosted webinars for new projects to introduce the financial and administrative reporting systems for new Darwin Initiative, Darwin Plus and IWT Challenge Fund projects. The aim of this webinar was to welcome newly funded projects, and provide advice and support relating to financial, administrative, and technical reporting for Darwin and IWT projects.

Workshop Session – M&E Plan and Communications Strategy

On 24th June, we held an online, interactive workshop. The workshop content built on the webinar, and its aim was to provide advice and support relating to project monitoring and evaluation.

Workshop Session – Common issues & complementarities and sharing experiences on M&E

On 30th June, we held another online interactive workshop. This session focused on providing a forum for projects to network with those working on similar topics and areas in order to foster lesson learning.

This note covers the presentations that were given on all three days, including questions and answers, and notes on the workshop activities carried out by participants. All the presentation slides from the webinar and workshop are also available via the Darwin website here.

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Notes on the new project webinar

This was the fourth time a webinar had been held for new Darwin and IWT projects. For the morning session, a total of 34 people registered, and 28 people were able to attend. For the afternoon session, a total of 37 people registered, and 32 people were able to attend. See Annex 1 for details on the spread of people attending the workshop.

The objectives of the session were:

- To provide an introduction to the DI & IWT Challenge Fund
- To 'meet' the Darwin Initiative key people and understand their roles
- To get an insight into the administration and reporting requirements under Darwin & IWT

The webinar gave participants the opportunity to ask questions on project administration, finance, reporting, and communications. Questions and responses are summarised in the following section of this report. Surveys carried out during the webinar indicated that the pace of the webinar was about right. Following the completion of the webinar more detailed feedback was requested from participants. This is also summarised below.

Webinar Q&A

This section includes questions submitted in advance of the workshop/webinar as well as questions submitted on the day.

Financial and admin questions

You will find most information regarding financial management of your projects in the documents below, which will be an excellent reference resource throughout the duration of your project.

- The "Finance for Darwin and IWT" document can be found here: http://www.darwininitiative.org.uk/resources-for-projects
- Terms and conditions for all funds can be found here: http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms
- Claims forms for Darwin and IWT can be found here: http://www.darwininitiative.org.uk/resources-for-projects/claim-forms
- Technical reporting templates for Darwin Initiative can be found here: http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms
- Technical information notes can be found here: https://www.darwininitiative.org.uk/publications/information-notes-and-reviews

- For IWT Challenge Fund key documents, please see: https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects

Q: Have there been any updates to the financial and administrative processes for this year?

There have been no significant updates to finance and admin processes in the last year. As mentioned during the webinar, the grant agreements/T&Cs will look different this year compared to previous years in order to better align with Defra and the UK Government's other grant agreements. However, the specific terms themselves haven't significantly changed.

Q: If we are submitting a change request due to Covid-19 delays, should we wait until this is confirmed to return the GAF and Supplier form?

No, you should return your Grant Acceptance Form and Supplier form as soon as possible. Any changes agreed via the Change Request process made in connection with your grant will automatically form part of your grant paperwork.

Q: If the Covid-19 issue worsens in our countries (or there are other issues, like extreme weather events), could we make further changes? For example, if we are unable to meet some timelines, how flexible can you be?

We are able to be flexible, but if you are requesting movement of money between financial years then Defra also needs to consider the overall budget commitment across all of its projects. Please discuss with us as soon as possible if you expect significant changes to your project design or budget may be needed. Submit a change request once you are clear what changes you need to make.

Q: How will Defra treat project travel costs if Year 1 travel is postponed due to Covid-19 travel restrictions?

Any changes to your budget beyond the flexibility outlined below (e.g. around 10% of each budget line) need to be approved via the change request process. These requests are agreed on a case by case basis.

Q: If our start date has been delayed due to Covid-19, and it was a 3-year project to conclude in Q4 2022-23, can it extend to Q1 2023-24?

Defra will consider changes to your project end dates into a new FY. However, if there is scope to maintain your original end date then please consider this.

Q: Will our projects end later, if the original start date has expired?

As above, you may request changes to both your project start and end dates. If you are requesting a change to your start date, your end date does not shift automatically, so please consider any changes to your end date alongside your start date. Note that for projects moving beyond 31st March in any year, you will need to re-budget into a new financial year.

Q: I believe the IWTCF projects were initially scheduled to start in April 2020. Is there a formal new start date for all IWT projects as the decisions on the projects were postponed?

There is no single start date for all IWT projects – any changes to dates is agreed on a case by case basis so you should consider what is best for your project.

Q: I have an IWTCF grant that was due to start in April. Would as start date of Oct and Nov be possible?

Because of both the late notification of results and Covid-19, you may change the start date of your project. These requests are considered on a case by case basis and should be done through the change request process. Ensure you clearly justify why this change is necessary in this case.

Q: What % of an annual budget line can you move within budget lines without requiring a change request?

You can move around 10% of a budget line without approval via the change request process.

Q: What flexibility is there in spending across budget lines and financial years?

As above, you have about 10% flexibility to move money between budget lines within a financial year without a change request. You have no flexibility to spend money across financial years unless a re-budget has been formally agreed by the change request process.

Q: The definition of a budget line - is it the individual numbered line or the category, i.e. Travel and Subsistence category or the individual line number under that category?

When we talk about movement of money between budget lines, we mean the high-level budget lines included on the Summary page of your budget (e.g. T&S, Staff costs, etc.).

Q: Contracts with Defra - I think they are still being finalised so can't be shared with us yet. Please can you please share any T&Cs or guidelines which we will be held to by Defra so we can start composing our sub-grant agreements?

Grant agreements with Defra have now been finalised and will be issued shortly. Given it was possible that some details might change before they were finalised, we were not able to share a draft agreement.

Q: Will all the paperwork be received electronically? Or will hard copies be required?

All award paperwork will be shared electronically. No hard copies are required.

Q: Should we put in a Contract Change Request ahead of receiving the Offer Paperwork or should we wait?

Please do not wait for your offer paperwork if you are ready to submit a change request at this time.

Q: How do we account for/acquit funds that transferred for use by partners for their activities?

It is your responsibility to ensure you have adequate reporting and evidence from partners to account for all funds you send them. We would recommend this is done in a way that meets your own organisation's financial processes and requirements.

Q: As part of the project audit, will you be looking at pay slips, etc?

It is your responsibility as grantee to manage the financial records for the project and to follow good financial practices. This would normally include retaining receipts for all costs. These could be retained in hard or soft copy, in country or with the grantee. As far as possible, follow your own organisation's financial systems.

Q: Can you elaborate on what is required for the independent audit for funding over 100,000GBP? Is an independent audit on the overall organisation acceptable or does the audit need to focus on just the Darwin funding?

The specific audit requirements are outlined in the finance guidance - there is wording that your auditor should be happy to agree to. The audit needs to focus on Darwin funding specifically. We cannot accept an audit of the organisation's overall spend, but require an audit of the funds awarded only.

Q: Audit requirements - what level of evidence is required by overseas partners?

As above, auditing of the lead organisation only is sufficient to meet our requirements. When it comes to accounting for the spend of partners, please apply your own organisational systems.

Q: Is it possible to request additional funds under certain circumstances?

No, the total grant amount cannot change. Any changes you are proposing to your project needs to be managed within this overall budget amount, although movement of money between budget lines and financial years can be considered.

Q: The Change Request forms asks for changes to the logframe to be made in tracked changes. If there are significant changes, would you like a tracked change version and a 'clean-version' so easier to read/assess?

We ask that you submit tracked changes to the logframe so that **all** proposed changes are clearly marked. If you have an internal discussion/back and forth which creates a messy document, please create a new version of your logframe in Word with final changes clearly marked. You may also submit a clean version with tracked changes, but there is no need.

Q: If a reporting due date falls on a weekend, should we presume it's due before the weekend?

The deadline date remains the same, so it's really up to you to manage your reporting. We are unlikely to be processing and reviewing material until after the deadline. You will not be penalised for submitting on the next working day.

Q: We will be requesting a Change Request for our project timetable, i.e. delaying our start date for our project. Does this impact on reporting dates or do we still have to stick to the normal reporting timetable?

The due date for half year reports (31st October) and annual reports (30th April) are fixed regardless of your start date. Your project's final report due date will change if you extend your project's end date, but it will always remain 3 months from the agreed end date.

Q: When should funds be surrendered / carried forward?

'Carry forwards' are not allowed (the change request form has more specific guidance). You should be managing your budget in a way that allow you to regularly review the full spread of funds and identify any possible underspend in advance. If you need to revise the budget spread, you can submit a change request to revise the spread of funds across the years. The deadline for these requests is 31st December, and only changes due to exceptional circumstances will be considered after that date. Unspent funds which are not rebudgeted through the change requests process will normally be surrendered in your actual claim at the end of the financial year.

Q: Should Advance Claims be sent before confirmation of the Actual Claim?

Yes, you can send the advance claim for Q1 of the next financial year before the actual claim for the previous financial year is confirmed. The finance guidance includes more information.

Q: What do the financial reports entail?

There are two types of claims, and the templates outline what is required in each:

- Advance claims – this is a straight advance of 25% of your annual award unless you have been invited to work on the Advance Actuals approach; or unless you are working on a Partnership or Fellowship project.
- Actual claims – this is a claim based on actual spend at the end of the financial year or end of project

The links to templates are provided below.

Q: Claim dates, what evidence is required, and are electronic copies of evidence acceptable?

The finance guidance includes a table outlining the key dates for claims. All we require are claim forms fully completed, particularly including all additional information if we are paying to a non-UK bank account. We do not require any additional evidence, but expect you to hold all supporting materials as set out in the Finance guidance.

Q: Are there particular reporting templates for technical and financial reports?

Yes, templates can be found online at the links below. Please note that the templates are updated each year so please check for the latest version.

- Darwin Initiative: https://www.darwininitiative.org.uk/resources-for-projects/reporting-forms
- IWT Challenge Fund: https://www.gov.uk/government/publications/illegal-wildlife-trade-challenge-fund-forms-and-templates-for-existing-projects

For technical reports, there are different templates for each scheme so please use the correct one. We cannot accept reports that are not on our templates.

Q: What are the requirements for the narrative reports? / M&E instructions can be found on the Darwin website, is this correct?

Project are expected to provide a half year report and annual report each year, and a final report at the end of their project. Guidance on how to complete the reporting templates is included in the templates themselves.

Q: What are the main guidelines for the execution of funds?

Broadly, we ask for: good budget management; end of project audit (for grants over £100k); and meeting the T&Cs for the relevant fund. As far as possible, follow your own organisation's financial systems.

Q: What are the main financial and administrative requirements of the project?

Key requirements for financial management of projects are outlined in the Finance guidance. For main projects under both Darwin and IWT, key requirements are:

- Quarterly claims and end of year actual claims
- An end of project audit for projects over £100k
- Technical reporting for main Darwin, Darwin Plus and IWT projects: Half year reports due 31st October, Annual Reports due 30th April and Final Reports due within 3 months of project end (please note there are different requirements for the small schemes, e.g. Fellowships and Partnerships)

Q: Guidance on what supplementary material should be included with reports

You should submit sufficient evidence to support claims made in your report, however we do not need to see all project documentation, as this will not be able to be reviewed in detail by the independent reviewer. We recommend you use a common-sense approach – consider sampling key documents or providing only sections of longer reports. They key thing is that we have independent evidence of claims you make and an indication of the technical quality of your work. Please ensure it is clear which annexes support which elements of your reporting (such as clear cross referencing).

Q: What is the best practice procedure for yearly reports? What are the essential elements Darwin is looking for?

The annual reporting template includes clear guidance on what should be included – if you follow this guidance, you should meet our essential requirements. **Although the templates change each year, the level of detail we look for should remain the same so we would recommend looking at the templates now to understand what might be required of you.**

Q: What types of financial reporting requirements do you recommend for international collaborators?

As much as possible, please follow your own organisation's processes.

Communications

Q: Do you encourage organisations such like ours to also tag you on our own sites?

We like to ensure that Darwin and IWT remain a high profile – so please do post about your projects on your own websites and social media, ensuring you acknowledge our funding and use logos where possible. Tag us on social media (more below) for us to help promote your projects.

Q: Should we get Darwin approval for other, external project publicity/communication?

The Terms and Conditions within the award paperwork ask you to notify the Department about UK media/news stories before they are published and that you acknowledge the funding scheme. However, please also use your own judgement when choosing whether to notify us of any news coverage – Defra doesn't need to know about every local news article, whereas any national coverage (or coverage in UK media) is something they would like to be notified about.

Q: When can we expect the official announcement?

The embargo has been lifted, with successful IWT Challenge Fund projects announced 22nd May and successful Darwin and Darwin Plus projects announced on 5th June 2020. Links to the press releases are included below:

- https://www.gov.uk/government/news/funding-boost-to-crack-down-on-the-illegal-wildlife-trade
- https://www.gov.uk/government/news/world-environment-day-109m-for-international-conservation

Q: Does IWTCF have a specific twitter account or IWTCF hashtag? If not do we use @defragovuk?

At the moment, we don't have dedicated social media channels for IWT Challenge Fund. Please tag us in the Darwin social media accounts on Twitter - @Darwin_Defra – and use the hashtag #EndWildlifeCrime.

Q: The High Commission in Sri Lanka is developing a communication plan with us for Sri Lanka would you like to be included in that plan?

Please do consider us when developing your own communication plans. We are able to engage through our existing channels and activities – including our social media and the Newsletters. Depending on your plan, we may not have the capacity to engage in a significant way, but please keep us updated and we will do the best that we can. For national level plans like this, particularly where you are engaging with Posts, please notify Defra.

Q: Would you like to receive informal updates via email sometimes with photographs that can then be used for communication by your team, or would you prefer we merely stick to formal reporting in our email communication?

We love to hear from our projects, so please do get in touch with informal updates letting us know how you are doing! You can also engage with us on social media:

- Facebook: https://www.facebook.com/DarwinInitiative/
- Twitter: https://twitter.com/Darwin_Defra
- LinkedIn: https://www.linkedin.com/in/darwin-initiative-98709491

Q: Is there a Comms user guide package (including logos etc) for us to share with our Comms team?

There is no dedicated Comms package available, but please acknowledge funding from Darwin/IWT as much as possible. You can download the Darwin logo on the Darwin website here: https://www.darwininitiative.org.uk/resources-for-projects/use-of-darwin-logo-and-publicity

For the UK Aid logo, for use on IWT Challenge Fund comms, please see this website: https://www.gov.uk/government/publications/uk-aid-standards-for-using-the-logo (further details are included in your grant agreement/T&Cs).

Other

What are the implications of DFID merging with FCO?

At present, it is too early to say what implications there may be of DFID merging with FCO.

Who can we contact later if we have questions about administrative / financial or technical issues?

There are a number of shared mailboxes we recommend you contact, depending on the issue/fund your project is supported under. Most of these are accessed and used by multiple members of the team.

IWT Challenge Fund projects:

- For all project queries, please use IWT-Fund@ltsi.co.uk
- For queries related to the IWT Newsletter or other project comms, please use IWT-Newsletter@ltsi.co.uk

Darwin Initiative and Darwin Plus projects:

- For general project queries, please contact Eilidh Young at Darwin-Projects@ltsi.co.uk
- For specific finance queries, please use Darwin-Finance@ltsi.co.uk
- For queries related to the Darwin newsletter or other project comms, please use Darwin-Newsletter@ltsi.co.uk

Q: What coordination is expected with FCO/Embassies

Depending on the country you are working in, overseas Posts may have greater or lesser capacity to engage with your project. As outlined in the guidance for applicants, we strongly recommend you make contact with in-country Posts as they can help facilitate networking, provide advice, and can be strong supporters of your projects.

Selected Webinar Feedback

How useful did you find the webinar?

Morning session: Of the 28 people who attended the webinar, 21 attendees provided feedback. 17 attendees reported finding the webinar very useful and 4 attendees responded that it was moderately useful.

Afternoon session: Of the 32 people who attended the webinar, 22 attendees provided feedback. 16 attendees reported finding the webinar very useful and 6 attendees responded that it was moderately useful.

How did you find the pace of the webinar?

Morning session: 20 webinar attendees (of the 21 who provided feedback) found the webinar pace just right and 1 found the pace too fast.

Afternoon session: All 21 webinar attendees who provided feedback found the webinar pace just right.

Do you have any recommendations for how we can improve?

The financial part was quite brief

No recommendations. Was informative and covered the areas I needed further information about.

It was interesting to hear about history and etc, but I was expecting that the full hour will be spent on technicalities of the reporting requirements and issues specifically.

Perhaps a short break (5 mins) to give participants time to ask questions.

No - this was a great introduction to a range of areas. I imagine most useful for people like me who have not personally worked on a Darwin Initiative project before

Perhaps include for some of the key components, such as reporting and change requests, a brief practical case study (either based on an existing/previous project or an imaginary example) to illustrate best-practice as well as anything that was not as it should be.

The slides don't always flow with the discussion, it would be better if those could be aligned. Perhaps clearly mentioning a change of slides so that we know what we should be seeing during the discussion.

Maybe provide some samples (for reporting issues). Also maybe, talk about the issues from the previous reporting so that the people who are new will try to avoid them.

A final screen that shows websites identified in webinar.

I was a little unclear on the financial changes section - this went a little faster than other sections. But I believe this will become clear with the paperwork. I would also have liked more time spent on changes as a result of the delayed start date - and how easy it would be to justify simply shifting the project back one month to account for this, with the result of having a single month in the following financial year.

I would probably condense the intro bit and provide more information on comms in terms of hashtags etc

Perhaps some examples from past projects. Slides were a bit wordy and could have used a bit of explaining.

Perhaps make it possible to see the questions people are asking, like in a chat function.

No, that was very clear and well organised thanks

I can't think of anything, no! It was all very well done. Thank you for doing this for us, and for the opportunity to get to know you all better!

It would have been nice to have the award documents before the webinar.

Excellent Webinar

None - very comprehensive and helpful to confirm the process to expect

I thought it was run very well and the LTS staff where very clear i.e. not mumbling etc

Do you have any suggestions for future webinar topics?

Once we move into the stages of the project, it would be good to have a webinar on issues we encounter with reporting and how to deal with it.

Linking to government policies and direction. A closer look at log frames (pre-project start).

Not yet but I'll let you know if I have any during our first year. Thanks!

It was just right.

As with current and new projects being affected by Covid, possibly a best-practice session on implementing projects in a post Covid world? I know this will be highly subject to location and specific place-based measures, but it can help to share knowledge and experience. Thank you for today!

Put interpreters into the local language for whom their native language is not English.

Workshop Session – M&E Plan and Communications Strategy

Agenda

Morning session/Afternoon session	Agenda Item
9:30 / 3:00	Communications Strategy – Presentation on Zoom then group work on Miro
10:45 / 4:15	Short 15 minute break
11:00 / 4:30	M&E Plan – Presentation on Zoom then group work on Miro
12:00 / 5:30	Finish

Notes on session

We held two interactive workshops sessions (one in the UK morning and one in the UK afternoon) focused on reporting and communications. This was the first time we had held interactive online workshops of this sort. We used a combination of two software packages to maximise collaborative working and simulate an in-person experience. Zoom conferencing software was used as its breakout room feature facilitates group work. We used Miro whiteboard software in combination to enable collaborative note taking.

Communications

The first half of the session focused on project communications. The aim of this session was to emphasise the importance of effective communication at the project level, and to outline the communications channels through which this can be achieved. The presentation outlined the key elements of a simple communications strategy and introduced the idea of using interest and influence tools for stakeholder analysis. It also outlined the existing Darwin and IWT communications channels of use to projects.

Group work allowed attendees to map their key project stakeholders on an interest/influence tool and develop the key elements of a communication strategy for their project.

Developing an M&E Plan

The second half of the session focused on project M&E. A short presentation was given focused on how to systematise the collection of evidence using a monitoring and evaluation plan. The presentation looked at what an M&E plan is, why they are a useful tool, and how to develop a simple M&E plan. The value of revisiting Stage 2 application logframes and indicators, and updating as necessary, was emphasised.

The M&E plan presentation was followed by a group activity. Workshop attendees were asked to complete a basic M&E action plan in small groups using the template provided.

Feedback received

What did we do well?

Really enjoyed the M&E session as we focused on one project and really went through the different sections thoroughly.

Much better (and more affordable!) to do this online than in-person at ZSL. It was also nice that our colleagues from outside the UK could participate directly.

Tools presented - stakeholder communication strategy, M&E plan structure were useful.

What could we do better?

Online good/Miro not a great system to work in.

Encouraging whole project teams to join meeting together.

Assign someone to lead breakout groups. Was better with LTS member for second part. Timing disappeared for breakout but maybe go through an example first to speed this up.

Workshop Session - Common issues & complementarities and sharing experiences on M&E

Agenda

Morning session/Afternoon session	Agenda Item
9:30 / 3:00	Commons issues and complementarities – Presentation on Zoom then group work on Miro
10:45 / 4:15	Short 15 minute break
11:00 / 4:30	Technical themes and measurement challenges – Presentation on Zoom then group work on Miro
12:00 / 5:30	Finish

Notes on session

We held two interactive workshops sessions (one in the UK morning and one in the UK afternoon) focused on project complementarities and M&E challenges. The aim of these sessions was to provide the opportunity to make connections between projects with similar themes and/or geographies. We used a combination of two software packages to maximise collaborative working and simulate an in-person experience. Zoom conferencing software was used as its breakout room feature facilitates group work. We used Miro whiteboard software in combination to enable collaborative note taking.

Projects discussed the common challenges they were seeking to address and whether or not they had stakeholders in common – many projects found they were addressing the same threats to biodiversity conservation / environmental issues and were working with similar stakeholders in their focus countries. The specific challenges COVID-19 presents to project delivery were discussed, including:

- With a shift to hosting workshops/project activities online, there is a risk that some stakeholders get left out of important discussions (either due to accessibility or capacity to engage with technology). One way to manage that would be to supplement online sessions with one-to-one engagement where feasible.
- Remote meetings also present problems in terms of aligning timings (dependent on the location of the team vs project sites) and ensuring key, influential stakeholders

participate (e.g. high-level Government officials may also use in-person meetings as networking opportunities so may be less able/likely to engage in online meetings).

- Even as restrictions on travel are lifted, projects need to continue to consider issues around exposing their target communities or stakeholders to risk of the virus through project activities.
- Even if group activities (e.g. workshops or consultations) remain possible, there may remain limits in terms of group sizes.

On measurement challenges and sustainability issues, project discussions included reflections on how to most effectively measure capacity building impacts and how to measure progress towards longer-term goals within the lifetime of their projects. Capacity building was also relevant to the exit strategies of many projects in attendance, as was clear communication with important project stakeholders – such as focus communities and key government agencies.

Feedback received

What did we do well?

Group conversations were will led and initiated interaction from all projects participating.

Super helpful to learn from other projects.

On the first exercise, it might have been helpful to clarify whether this is the conservation challenge that is being addressed (the problem statement) or the implementation challenges that exist in trying to achieve the projects aim.

I've discovered Miro, which is a great tool for interactive workshops.

Discussions between projects - common themes, challenges, but also differences / source of inspiration.

What could we do better?

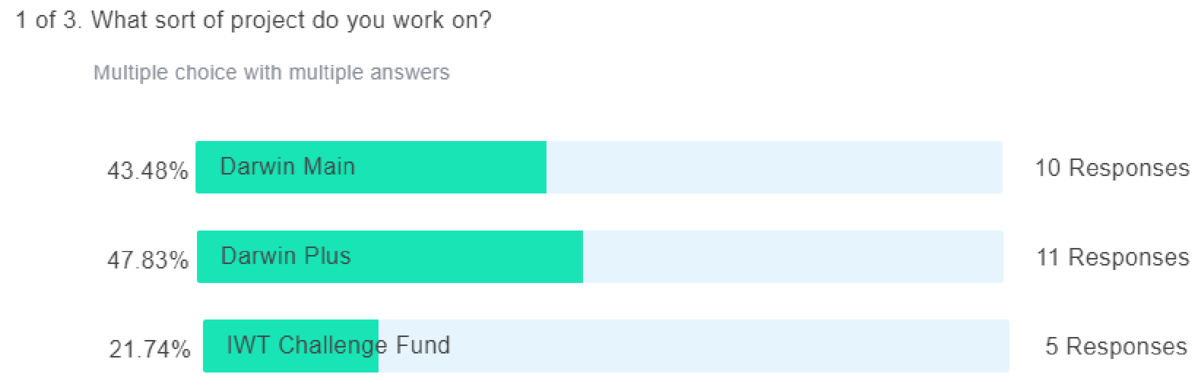
Maybe some examples of past or current projects where M&E was/is successful.

Some type of icebreaker (not sure if possible online!)

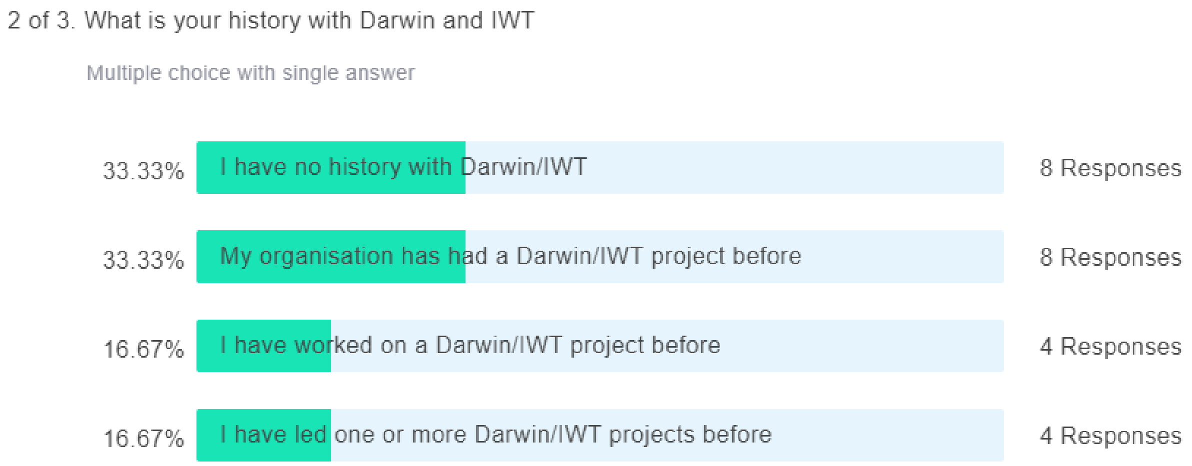
Assign a speaker for each group, to ensure key points are summarised?

Annex 1 - Webinar Poll Responses:

Morning session



(23 of 28 attendees responded)

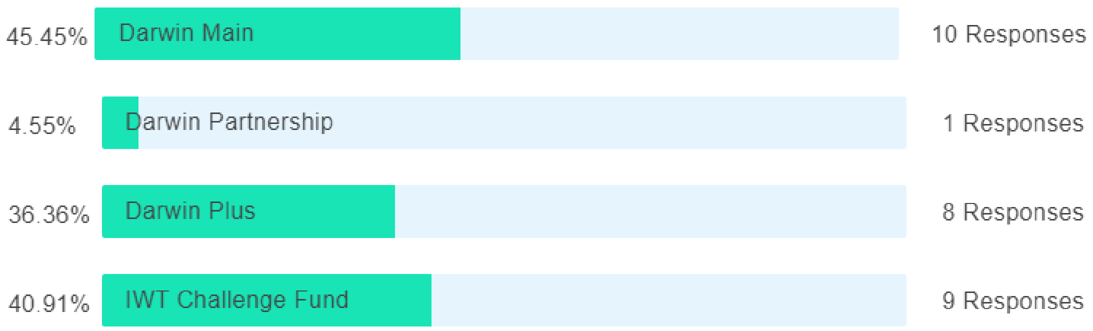


(25 of 28 attendees responded)

Afternoon session

1 of 3. What sort of project do you work on?

Multiple choice with multiple answers



(22 of 32 attendees responded)

2 of 3. What is your history with Darwin and IWT

Multiple choice with single answer

(24 of 32 attendees responded)