BIODIVERSITY CHALLENGE FUNDS

DARWIN INITIATIVE

ILLEGAL WILDLIFE TRADE CHALLENGE FUND

DARWIN PLUS

Standard Indicator Guidance Notes

Biodiversity Challenge Funds

Capability and Capacity

Department for Environment, Food and Rural Affairs (Defra)

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UK International Development
Partnership | Progress | Prosperity

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Contents

Glossary and Definitions

Term	Definition
A training week	A training week involves at least 30 hours of tuition / training per week. If fewer than 30 hours have been spent, training weeks should be calculated on a pro-rata basis.
Activities	The actions carried out by the project to effect the desired change and lead to outputs, outcomes and impact in the results chain.
Biodiversity Challenge Funds (BCFs)	Collective name for Defra's Darwin Initiative, Illegal Wildlife Trade Challenge Fund, and Darwin Plus.
Capability	The types of ability (skills and knowledge) required for a task.
Capacity	The amount of available ability or resources at a point in time to deliver a task.
Secondment or placements	Temporarily providing personnel to augment capability or capacity, including short- or longer-term placements.
Direct beneficiaries	A person, group, or organisation that receives immediate and tangible benefits from a project. For example, individuals who are recipients of the training - people receiving training at a workshop, or attending a seminar or conference.
Eligible countries	Countries in which Biodiversity Challenge Funds' projects work, as outlined in each fund's Guidance for Applicants.
Impact	The impact is your project's long-term objective, and is often a contribution to a wider advance in the field, for example, in conservation and poverty reduction. Note that the impact will not be achieved solely by the project and will often be achieved outside of the timeframe of the project.
Indirect recipients	Individuals and/or groups who benefit from a project or intervention in a secondary or less immediate way, without being directly targeted or engaged. For example, those who benefit from the training but did not receive training themselves. For instance, your project delivers training on forestry management to a community natural resource management committee. While the product of the training activities may benefit others in the community, e.g. due to increased awareness, the wider community has only indirectly benefited.
Indigenous People and Local Communities (IPLC)	Per IPBES (2020), this term is widely used by international organisations and conventions to refer to individuals and groups who self-identify as indigenous or as members of distinct local communities. We adopt this terminology with particular emphasis on those who "maintain an inter-generational historical connection to place and nature through livelihoods, cultural identity, languages, worldviews, institutions, and ecological knowledge".
Outcome	The outcome is a project's main objective. It is the change you expect to achieve as a result of, and within the timeframe, of this project. There can only be one outcome for a project. It should identify what will change, and who will benefit. There should be a clear link between the outcome and the impact.
Outputs	Outputs are the specific, tangible results from the completion of more than one activity. Their delivery is totally attributable to your project; they would not happen without your project. Outputs will provide the conditions necessary to achieve your intended outcome. Most projects will have three or four outputs in order to achieve the intended outcome.

Targeted beneficiaries	Specific individuals, groups, or communities that a project is intentionally designed to support or reach. For example, individuals for which the training was intended by design.
Training of Trainers (ToT)	Capacity building approach where experienced individuals are trained to become effective trainers themselves.
UK Overseas Territories (UKOT)	Also known as British Overseas Territories, these are the fourteen territories that include: Anguilla; Bermuda; British Antarctic Territory (BAT); British Indian Ocean Territory (BIOT); British Virgin Islands (BVI); Cayman Islands; Falkland Islands; Gibraltar; Montserrat; Pitcairn, Henderson, Ducie & Oeno Islands; St Helena, Ascension and Tristan da Cunha; South Georgia & the South Sandwich Islands (SGSSI); Sovereign Base Areas of Akrotiri and Dhekelia (on Cyprus); Turks & Caicos Islands (TCI).
Untargeted beneficiaries	Individuals who received training that was not intended / designed for them. For example, a workshop on forest data management is delivered to staff of the Ministry of Forestry, but is open to anyone interested in the subject. Some postgraduate students attend the training – they are untargeted beneficiaries.

1. Summary information

The Biodiversity Challenge Funds (BCFs) Capability and Capacity Indicators measure the provision of support to individuals or organisations to develop and improve their capability or capacity in a given area.

Some of the BCFs Standard Capability and Capacity Indicators are at Output level, while others measure Outcomes, as noted below:

Standard Indicator Ref	Standard Indicator	Units	Compulsory Disaggregation	Type
DI-A01; DPLUS-A01; IWTCF-D01	Number of people in eligible countries who have completed structured and relevant training[1].	Number of people	Country (or UKOT for DPLUS); Sex (male, female); IPLC Status (IPLC, other)	Output
DI-A02; DPLUS-A02;	Number of people in eligible countries who have completed secondments or placements[2].	Number of people	Country (or UKOT for DPLUS); Sex (male, female); IPLC status (IPLC, other)	Output
DPLUS-A06	Number of people participating in community events and activities	Number of people	UKOT; Sex (male, female)	Output
DI-A03; DPLUS-A03; IWTCF-D04	Number of local or national organisations with enhanced capability and capacity.	Number of organisations	Country (or UKOT for DPLUS); Organisation Type (public, private, other)	Outcome
DI-A04; DPLUS-A04; IWTCF-D02	Number of people reporting that they are applying new capabilities (skills and knowledge) six (or more) months after training.	Number of people	Country (or UKOT for DPLUS); Sex (male, female); IPLC status (IPLC, other)	Outcome
DI-A05; DPLUS-A05 IWTCF-D03	Number of trainers trained under the project reporting to have delivered further training.	Number of people	Country (or UKOT for DPLUS); Sex (male, female); IPLC status (IPLC, other)	Outcome
Related International Climate Finance (ICF) Key Performance Indicator		ICF TA KPI 2: Number of individuals and organisations informed by International Climate Finance technical assistance		
Revision History		Version 1, November 2025		

Interventions to improve capability and capacity are a type of technical assistance. This assistance can be provided in many forms, including sharing information and expertise, providing training, or through secondments or placements to share knowledge and develop the capability and capacity of individuals.

[1] Where possible, also show the number of total training-weeks aggregated across all people trained, alongside the indicator.

[2] Please show career level and total placement months aggregated for all people.

Activities which contribute to enhanced capability and capacity include:

- Structured training, such as workshops, training events, conferences or courses/seminars
- Fellowships
- Study tours
- Work placements or secondments
- Mentoring
- Organisational development
- Network building

Improving the capability and capacity of national and local partners and stakeholders to conserve biodiversity and reduce poverty is critical to supporting climate action and ensuring a project's long-term legacy and sustainability. This is an objective for all BCFs projects.

Report should use annual results. Reporting against quantitative results should be in annual increments (i.e. separate results reported for Year 1, Year 2, Year 3, etc.). Please refer to the relevant fund-specific Standard Indicator Guidance for your BCFs project for instructions on reporting against the BCFs Standard Indicators template.

Provide evidence supporting your calculations in notes accompanying the reported data.

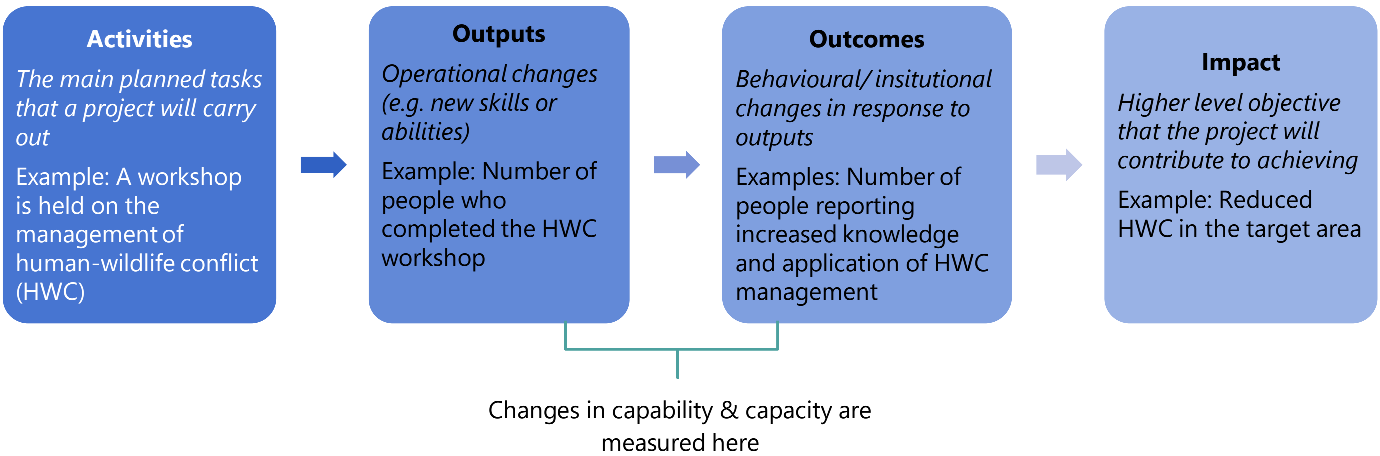
Generally, a project should have both Output and Outcome level indicators to measure changes in capability and capacity. The *Outputs* should lead to the desired *Outcome*, if the assumptions hold. For instance:

Output: Number of people in eligible countries who have completed structured and relevant training →

Outcome: Number of people reporting that they are applying new capacities (skills and knowledge) six (or more) months after training

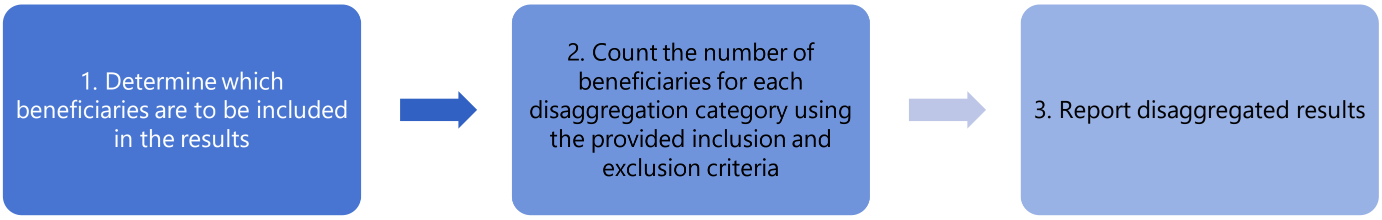
It is important to consider both Output and Outcome indicators for your project, as Output indicators alone do not measure the success, effectiveness, or impact of an activity – this is measured through Outcome indicators.

An example Results Chain for improved capability and capacity is presented below:



2. Approach

For each Capability and Capacity indicator that they have selected, BCFs projects should report according to the following steps, which are described in more detail in the Stepwise guidance per indicator in section 3:



To ensure that capacity building efforts are both equitable and effective, projects are strongly encouraged to take into account the social characteristics of their beneficiaries (gender, age, disability, ethnicity, and socio-economic background) when designing interventions and collecting data. By gathering and reporting data in a manner that is sensitive to these differences, projects can better understand who is benefitting most and where there may be gaps in reach or impact. This approach not only supports more inclusive projects but also enables evidence-based adjustments that can help address existing inequalities, ultimately strengthening the long-term effectiveness and sustainability of project outcomes.

3. Stepwise guidance

The below methodology is primarily derived from ICF TA KPI 2.

3.1 Number of people in eligible countries who have completed structured and relevant training (DI-A01; DPLUS-A01; IWTCF-D01)

Step 1: Determine which individual beneficiaries are to be included in the results

Before quantifying the number of beneficiaries supported, you should determine which individual beneficiaries should be counted following the guidance below:

- Only count beneficiaries who have received structured and relevant training.
    - Do not count beneficiaries for other parts of the project unrelated to training. The training received should be a planned project activity, delivered formally by the project to meet its objectives (and ideally, reported as an activity in the project logframe).
- Only count direct beneficiaries.
- Only count targeted beneficiaries.

You should verify whether support is direct and targeted based on project design and implementation documents outlining who the training is intended for, validated by details on how the training has been provided in practice. For example, those who were specifically invited, in advance, to participate in training schemes and/or workshops are targeted beneficiaries.

Do not include indirect beneficiaries who were untargeted and/or indirect recipients of the training.

However, sometimes training is intentionally designed to support other beneficiaries, such as Training of Trainer (ToT) programmes. For example, the training is provided to a person with the specific intention of the training being transmitted to other targeted beneficiaries in order to achieve a desired project outcome. In the cases where this is a specific design feature, you may consider the secondary targeted beneficiaries as both direct and targeted and can report the number of people trained within this indicator if they are trained during the project period. In the example of the ToT programme, in which educators are trained in sustainable forestry practices to then deliver this training to wood producers, the project should count both the trainers and wood producers as direct and targeted beneficiaries. Do not count beneficiaries who are trained after the end of the project.

Step 2: Count the number of individual beneficiaries trained for each disaggregation category (where available) and count the number of total training weeks

When you have determined that your project has provided direct and targeted training to individual beneficiaries, count the number of individuals trained.

Your project should keep evidence of the individuals trained, e.g. through attendance sheets / registers completed by the participants at the time of the training. Where possible, attendance sheets should include basic personal details of the individuals so that they can be identified, e.g. name, phone number, and sex. This will enable you to avoid double counting if the same training is held multiple times, for instance, and will also enable disaggregated reporting. Identifying personal details (names, phone numbers) should not be included in the data reported to the BCFs.

It is highly recommended that the project allow beneficiaries to self-report demographic details (e.g. sex) rather than having project staff report these on behalf of beneficiaries, to ensure the accuracy of the data reported. It is important to collect beneficiary data sensitively, ensuring privacy and confidentiality are respected, as this builds trust and safeguards individuals' personal information throughout the reporting process.

Do not count individual beneficiaries more than once in your results.

- A person receiving multiple trainings on different topics is only counted once. For example, an individual receives training for monitoring and reporting, and they also go to a conference about monitoring and reporting. This would only count as one beneficiary even though there are two separate training activities. This is because the same individual has been supported in both cases.
- A person trained over two or more years of a project is only counted once, in their first year of support.

Where possible, count the number of total training weeks aggregated across all people trained.

When collecting and recording demographic or personal information from beneficiaries, it is essential to ensure that all personal details are stored securely and in accordance with data protection regulations. Access to such information should be limited to authorised personnel only, and appropriate technical and organisational measures must be taken to prevent unauthorised disclosure, loss, or misuse of data. This will help maintain confidentiality and uphold the trust of beneficiaries throughout the reporting process.

Step 3: Report number of individual beneficiaries trained against appropriate disaggregation categories, including the number of training weeks

It is compulsory when reporting the number of individual beneficiaries trained by your project, to disaggregate by the following when appropriate:

- Country (for DI and IWTCF) or UKOT (for DPLUS)
- Sex (male, female)
- IPLC status (IPLC, other)

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

In your reporting against the indicator, include the total number of training weeks aggregated across all people trained.

3.2 Number of people in eligible countries who have completed secondments or placements (DI-A02; DPLUS-A02;)

Step 1: Determine which individual beneficiaries are to be included in the results

Before quantifying the number of beneficiaries supported, you should determine which individual beneficiaries should be counted.

- Only count beneficiaries who have completed a secondment or placement programme under the project of one month or longer.
- Do not count beneficiaries of other parts of the project unrelated to secondments / placements.

The secondment / placement completed should be a planned project activity, delivered formally by the project to meet its objectives (and ideally reported as an activity in the project logframe).

Step 2: Count the number of individual beneficiaries who have completed an eligible secondment / placement for each disaggregation category (where available), and capture details on career level and total placement months

Your project should keep evidence of the individuals who have completed the placement / secondment, e.g. through formal agreements with the sending / receiving organisation. Where possible, you should record the personal details of the individuals so that they can be identified, e.g. name, phone number, sex, and career level. This will enable you to avoid double counting, for instance if the same individual participates in multiple secondments / placements and will also enable disaggregated reporting. Personal details should not be included in the data reported to BCFs.

It is highly recommended that the project allows beneficiaries to self-report demographic details (e.g. sex) rather than having project staff report these on behalf of beneficiaries, to ensure the accuracy of the data reported. It is important to collect beneficiary data sensitively, ensuring privacy and confidentiality are respected, as this builds trust and safeguards individuals' personal information throughout the reporting process.

Do not count individual beneficiaries more than once in your results.

- A person who has completed multiple secondments / placements under the project is only counted once.
- A person who participates in a secondment / placement over two or more years of a project is only counted once, in their first year of participation.

Record details on the career level of the individuals who have completed a secondment / placement as well as the total number of placement months for all individuals. Career level can be aggregated according to the following categories:

- New entrant (less than 5 years full-time work experience)
- Early-career professional (up to 10 years full-time work experience)
- Mid-career professional (10-20 years full-time work experience)
- Late-career professional (more than 20 years full-time work experience)

When collecting and recording demographic or personal information from beneficiaries, it is essential to ensure that all personal details are stored securely and in accordance with data protection regulations. Access to such information should be limited to authorised personnel only, and appropriate technical and organisational measures must be taken to prevent unauthorised disclosure, loss, or misuse of data. This will help maintain confidentiality and uphold the trust of beneficiaries throughout the reporting process.

Step 3: Report number of individual beneficiaries trained against appropriate disaggregation categories

It is compulsory when reporting the number of individual beneficiaries who have completed secondments / placements under your project, to disaggregate by the following when appropriate:

- Country (for DI and IWTCF) or UKOT (for DPLUS)
- Sex (male, female)
- IPLC status (IPLC, other)
- Career level
- Total placement months

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

3.3 Number of people participating in community events and activities (DPLUS-A06)

Step 1: Determine which individual beneficiaries are to be included in the results

Before quantifying the number of people that have participated in community events and activities, you should determine which individuals should be counted following the guidance below:

- Only count beneficiaries who have participated in community events and activities under the project.
  - Do not count beneficiaries of other parts of the project. The events or activities should be a planned project activity, delivered formally by the project to meet its objectives (and ideally reported as an activity in the project logframe).
- Only count targeted beneficiaries.

You should verify whether support is targeted based on project design and implementation documents outlining who the events/activities are intended for, validated by details on how the events/activities have been delivered in practice.

Step 2: Count the number of people participating in community events and activities for each disaggregation category (where available)

To count individuals against this indicator, you will need to verify that the individuals attended a community event/activity delivered by the project have delivered further training to individuals not targeted in the initial ToT training. This can be identified through attendance sheets / registers completed by the participants at the time of the event/activity.

Your project should also capture basic personal details of the participants so that they can be identified, e.g. name, phone number, and sex. This will enable you to avoid double counting and will also enable disaggregated reporting. Personal details should not be included in the data reported to BCFs.

It is highly recommended that the project allows participants to self-report demographic details (e.g. sex) rather than having project staff report these on behalf of beneficiaries, to ensure the accuracy of the data reported. It is important to collect beneficiary data sensitively, ensuring privacy and confidentiality are respected, as this builds trust and safeguards individuals' personal information throughout the reporting process.

Do not count participants more than once in your results.

- A person attending multiple community events/activities on different topics is only counted once.
- A person who participates in multiple community events/activities over two or more years of a project is only counted once, in the first year.

When collecting and recording demographic or personal information from beneficiaries, it is essential to ensure that all personal details are stored securely and in accordance with data protection regulations. Access to such information should be limited to authorised personnel only, and appropriate technical and organisational measures must be taken to prevent unauthorised disclosure, loss, or misuse of data. This will help maintain confidentiality and uphold the trust of beneficiaries throughout the reporting process.

Step 3: Report the number of people participating in community events and activities against appropriate disaggregation categories

It is compulsory when reporting the number of participants to disaggregate by the following when appropriate:

- UKOT
- Sex (male, female)

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

3.4 Number of local or national organisations with enhanced capability and capacity (DI-A03; DPLUS-A03; IWTCF-D04)

This indicator measures the increased capability and capacity of national or local organisations which have received technical assistance under the project. The support could include building capacity by improving institutional processes within organisations or helping establish new institutions, or building capacity by improving the technical expertise within organisations (see full list of relevant capability and capacity building interventions in Section 2).

Organisational beneficiaries are organisations or institutions that have received Technical Assistance (TA) support from the project, rather than support delivered directly to the individuals within an institution. Different types of organisations include:

- At the public sector level: individual ministries, committees, state owned enterprises, and governmental agencies.
- At the private sector level: business organisations (e.g. cooperatives, trade associations), banks, financial institutions, and businesses.
- At the NGO / civil society level: NGOs, civil society groups.
- At the academia level: universities.

Different teams within the organisations listed above should not be counted as individual organisations. For example, in cases where support has been provided both to a policy team working on energy efficiency and a policy team working on renewables, both of which are in the Ministry of Energy, this should count as one organisation supported, not two.

Note that in many cases, support to individuals may be provided as part of support provided to the organisation they are employed at, and so it may be appropriate to report both the organisation support and the individuals supported in results. This is discussed further below.

Step 1: Determine which organisational beneficiaries are to be included in the results

Before quantifying the number of organisations supported, you should determine which organisations should be counted following the guidance below:

- Only count organisations which have received structured and relevant technical assistance under the project.
    - Do not count organisational beneficiaries for other parts of the project unrelated to enhanced capability and capacity. The support received should be a planned project activity, delivered formally by the project to meet its objectives (and ideally, reported as an activity in the project logframe).
- Only count direct organisational beneficiaries.
- Only count targeted organisational beneficiaries.

You should verify whether support is direct and targeted based on project design and implementation documents outlining who the training is intended for, validated by details on how the training has been provided in practice. For example, those who were specifically invited, in advance, to participate in training schemes and/or workshops are targeted beneficiaries.

Do not include indirect organisational beneficiaries who were either untargeted and/or indirect recipients of the interventions delivered by the project.

However, sometimes training is intentionally designed to support other beneficiaries, for example ToT programmes. In the cases where this is a specific design feature, i.e. the training is provided to a person with the specific intention of the training being transmitted to other targeted beneficiaries in order to achieve a desired project outcome, you may consider the secondary targeted beneficiaries as both direct and targeted and can report the number of people trained within this indicator if they are trained during the project period. In the example of a ToT programme in which educators are trained in sustainable forestry practices to then deliver this training to wood producers, the project should count both the trainers and wood producers as direct and targeted beneficiaries. Do not count beneficiaries who are trained after the end of the project.

Step 2: Count the number of organisational beneficiaries with enhanced capability and capacity

When your project has provided direct and targeted support to organisational beneficiaries, count the number of organisations reporting enhanced capability and capacity after intervention. Verification should be based on evidence from pre- and post-surveys conducted with relevant staff at least six months apart, showing the application of new skills and capacities aligned with project objectives.

Count organisations when technical assistance is delivered at the organisational level or when support to individuals is intended to benefit their organisation. Only include organisations once in your results, regardless of multiple forms or years of support. Keep records of supported organisations to avoid double counting and enable disaggregated reporting. You may report both individual and organisational beneficiary numbers as these are not considered double counting.

Step 3: Report number of organisational beneficiaries with enhanced capability and capacity against appropriate disaggregation categories

It is compulsory when reporting the number of organisational beneficiaries reporting enhanced capability and capacity, to disaggregate organisations by the following when appropriate:

- Country (for DI and IWTCF) or UKOT (for DPLUS)
- Organisation type (public, private, other)

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

Organisational beneficiaries should be named in the reporting of results to avoid possible double counting.

3.5 Number of people reporting that they are applying new capabilities (skills and knowledge) six (or more) months after training (DI-A04; DPLUS-A04; IWTCF-D02)

Step 1: Determine which individual beneficiaries are to be included in the results

Before quantifying the number of beneficiaries supported, you should determine which individuals should be counted following the guidance below:

- Only count individual beneficiaries which have received structured and relevant training under the project.
    - Do not count individual beneficiaries for other parts of the project unrelated to enhanced capability and capacity. The training received should be a planned project activity, delivered formally by the project to meet its objectives (and ideally reported as an activity in the project logframe).
- Only count direct beneficiaries.
- Only count targeted beneficiaries.

You should verify whether support is direct and targeted based on project design and implementation documents outlining who the training is intended for, validated by details on how the training has been provided in practice.

Do not include indirect beneficiaries who were either untargeted and/or indirect recipients of the technical assistance. Indirect beneficiaries are those who benefit from the support but did not themselves receive the intervention. For instance, your project delivers a training on forestry management to a community natural resource management committee. While the product of the training activities may benefit others in the community, e.g. due to increased awareness, the wider community has only indirectly benefited. Untargeted beneficiaries refer to those who received training but for whom it was not intended. For example, a workshop on forest data management is delivered to staff of the Ministry of Forestry, but is open to anyone interested in the subject. Some postgraduate students attend the training – they are untargeted beneficiaries.

Step 2: Count the number of individual beneficiaries with enhanced capability and capacity for each disaggregation category (where available)
When you have determined that your project has provided direct and targeted support to individual beneficiaries, count the number of individuals with enhanced capability and capacity.

Measuring enhanced capability and capacity in individual beneficiaries:

To count individuals against this indicator, you will need to verify that the beneficiaries are reporting that they are applying new capabilities and capacity six (or more) months after receiving the technical assistance provided by the project. This can be done through administering pre-and post-surveys to the beneficiaries before the technical assistance is provided and six months or more after.

The pre-survey should capture baseline data before the intervention has been delivered and should include questions to assess current capabilities and capacities. The questionnaire should capture quantitative data (Likert Scale, yes/no, or multiple-choice questions) which will make it easier to compare pre- and post-survey results to identify changes, but it can also include open-ended questions to capture more detailed feedback. The post-survey should be conducted after a specified period (six months or more) to ensure enough time for changes in capability and capacity to be seen. Pre- and post-survey results should be compared to identify changes, e.g. percentage changes for binary responses or changes in the averages for Likert scale questions. Qualitative questions in the post-survey can also solicit examples of practical application of new skills and knowledge to evidence that these have been embedded. Individuals should only be included in the results if the observed changes from the pre- and post-surveys align with the project objectives.

Your project should keep evidence of the individuals who have received the intervention, e.g. through attendance sheets / registers completed by the participants at the time of the training. Where possible, attendance sheets should include basic personal details of the individuals so that they can be identified, e.g. name, phone number, and sex. This will enable you to avoid double counting, for instance if the same training is held multiple times, and will also enable disaggregated reporting. Personal details should not be included in the data reported to BCFs.

It is highly recommended that the project allows beneficiaries to self-report demographic details (e.g. sex) rather than having project staff report these on behalf of beneficiaries, to ensure the accuracy of the data reported. It is important to collect beneficiary data sensitively, ensuring privacy and confidentiality are respected, as this builds trust and safeguards individuals' personal information throughout the reporting process.

Do not count individual beneficiaries more than once in your results.

- A person receiving multiple trainings on different topics is only counted once. For example, an individual receives training for monitoring and reporting, and they also go to a conference about monitoring and reporting. This would only count as one beneficiary even though there are two interventions because the same individual has been supported in both cases.
- A person trained over two or more years of a project is only counted once, in their first year of support. You may report on both the number of individuals as well as the number of organisations that have benefited. This is not considered double counting.

When collecting and recording demographic or personal information from beneficiaries, it is essential to ensure that all personal details are stored securely and in accordance with data protection regulations. Access to such information should be limited to authorised personnel only, and appropriate technical and organisational measures must be taken to prevent unauthorised disclosure, loss, or misuse of data. This will help maintain confidentiality and uphold the trust of beneficiaries throughout the reporting process.

Step 3: Report number of organisational beneficiaries with enhanced capability and capacity against appropriate disaggregation categories

It is compulsory when reporting the number of individual beneficiaries reporting enhanced capability and capacity, to disaggregate people by the following when appropriate:

- Country (for DI and IWTCF) or UKOT (for DPLUS)
- Sex (male, female)
- IPLC status (IPLC, other)

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

3.6 Number of trainers trained under the project reporting to have delivered further training (DI-A05; DPLUS-A05; IWTCF-D03)

Step 1: Determine which individual beneficiaries are to be included in the results

Before quantifying the number of trainers reporting to have delivered further training, you should determine which individuals should be counted following the guidance below:

- Only count individual beneficiaries which have received structured and relevant ToT training under the project.

    - Do not count individual beneficiaries for other parts of the project unrelated to ToT. The training received should be a planned project activity, delivered formally by the project to meet its objectives (and ideally reported as an activity in the project logframe).
- Only count direct beneficiaries.
- Only count targeted beneficiaries.

You should verify whether support is direct and targeted based on project design and implementation documents outlining who the training is intended for, validated by details on how the training has been provided in practice.

Do not include indirect beneficiaries who were either untargeted and/or indirect recipients of the training.

Step 2: Count the number of trainers trained under the project reporting to have delivered further training for each disaggregation category (where available)

When you have determined that your project has provided direct and targeted support to trainers, count the number of trainers who have delivered further training.

To count individuals against this indicator, you will need to verify that the trainers have delivered further training to individuals not targeted in the initial ToT training. This can be done by checking the evidence kept by the trainers documenting that they have delivered training sessions to relevant groups, e.g. through attendance sheets / registers completed by the participants at the time of the training.

Your project should also capture basic personal details of the trainers so that they can be identified, e.g. name, phone number, and sex. This will enable you to avoid double counting and will also enable disaggregated reporting. Personal details should not be included in the data reported to BCFs.

It is highly recommended that the project allows trainers to self-report demographic details (e.g. sex) rather than having project staff report these on behalf of beneficiaries, to ensure the accuracy of the data reported. It is important to collect beneficiary data sensitively, ensuring privacy and confidentiality are respected, as this builds trust and safeguards individuals' personal information throughout the reporting process.

Do not count trainers more than once in your results.

- A person receiving multiple trainings on different topics is only counted once.
- A person trained over two or more years of a project is only counted once, in their first year of support.

When collecting and recording demographic or personal information from beneficiaries, it is essential to ensure that all personal details are stored securely and in accordance with data protection regulations. Access to such information should be limited to authorised personnel only, and appropriate technical and organisational measures must be taken to prevent unauthorised disclosure, loss, or misuse of data. This will help maintain confidentiality and uphold the trust of beneficiaries throughout the reporting process.

Step 3: Report the number of trainers trained under the project reporting to have delivered further training against appropriate disaggregation categories

It is compulsory when reporting the number of trainers to disaggregate by the following when appropriate:

- Country (for DI and IWTCF) or UKOT (for DPLUS)
- Sex (male, female)
- IPLC status (IPLC, other)

Please refer to Annex 1: Disaggregation Guidance for further support on unpacking data against the categories above.

Annexes

Annex 1: Disaggregation Guidance

Sensitive collection of disaggregated data

When collecting disaggregated data, it is crucial to approach the process with sensitivity and respect for the individuals involved. Care must be taken to ensure that questions are phrased appropriately and that participants understand the purpose of the data collection. This helps to foster an environment of trust and reduces the risk of causing discomfort or inadvertently excluding individuals from underrepresented or marginalised groups.

Individual-level disaggregation

Whenever possible, projects should assess the impact of their interventions through surveys which disaggregate population data as per the below.

Compulsory for all people-focused indicators:

- **Sex**: Disaggregate direct beneficiary counts by sex using two categories: male and female. Due to safeguarding with regard to gender minorities, further disaggregation according to sex or gender is not advised. Where a beneficiary's transgender, intersex or non-binary status is known, classify according to their gender identity where a 'male' or 'female' designation fits with this. Otherwise leave blank.
- **Country** (or UKOT for Darwin Plus)
- **IPLC Status** – IPLC, other[3] [4]

Recommended for all people-focused indicators:

- **Age**: Disaggregate direct beneficiary counts by age using 4 categories: children (age 0- 14); youth (age 15-24); adults (age 25-64); and elders (age 65+).
- **Disability**: Projects should incorporate the Washington Group 'short set' of six disability questions to their beneficiary monitoring surveys[5]. Anyone who answers 'a lot of difficulty' or 'cannot do at all' to one or more of the six questions counts as disabled.
- **Geography**. Disaggregate direct and indirect beneficiary counts by geography wherever possible, using two categories: urban and rural. In the absence of internationally agreed definitions of urban and rural, use the definition set by the national statistical office in the country where the project is operating.

Disaggregation by organisation type (for DI-A03; DPLUS-A03; IWTCF-D04)

Projects should disaggregate organisational data based on the organisational body that has received support:

- **Public sector** – Public sector actors such as national governments, sub-national regional or local governments, governmental agencies, or other public bodies.
- **Private sector** – Private sector such as businesses, financial institutions, smallholder farmers and private actors, such as households.
- **Finance sector** – Finance sector such as financial institutions; banking & capital markets
- **NGO/civil society** – NGOs, philanthropic organisations or civil society groups.
- **Academia** – Academic institutions or organisations.

Where projects have supported multiple categories of actors, projects should report each type of actor supported.

The names of the organisations supported should also be provided.

[3] See https://www.ipbes.net/glossary-tag/indigenous-peoples-and-local-communities
[4] Not compulsory for SI DPLUS-A06 Number of people participating in community events and activities
[5] https://www.washingtongroup-disability.com/question-sets/wg-short-set-on-functioning-wg-ss/