



Darwin Initiative

Guidance Notes for Applicants – Round 27

**Main Projects: Stage 1 and Stage 2 applications
Partnership Projects and Fellowships**

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This publication is available at [The Darwin Initiative - GOV.UK](http://TheDarwinInitiative.gov.uk)

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1. Summary

These guidance notes provide information on:

- what can be funded by the Darwin Initiative
- how to apply to the Darwin Initiative
- the process used to select projects for funding

This document does not cover The Overseas Territories Environment and Climate Fund, known as Darwin Plus. Darwin Plus funds projects in the UK's Overseas Territories and has [separate guidance](#) available on GOV.UK.

Applicants should also read the [Finance for Darwin/IWT](#) document, which explains:

- what budgetary information you need in your application
- how the payments will be made if your application is successful, and how you should manage your budget
- when reporting is due and how it is linked to payments

Applications to all Darwin funds are through the online application portal Flexi-Grant at itsi.flexigrant.com. There is additional guidance to support applications through Flexi-Grant. **All** of the relevant Guidance documents can be accessed through Flexi-Grant, however important information and all key documents can also be accessed on [GOV.UK](#). Applications will be administered independently by LTS International.

Please read all guidance notes and the [Finance for Darwin/IWT](#) document before requesting additional assistance, as these provide answers to most queries. If you can't find the answer, please contact the Darwin Administration Team:

Email: Darwin-applications@LTSI.co.uk

Telephone: + 44 (0) 131 440 5181

For queries specific to using the Flexi-Grant system, email: Flexigrant@LTSI.co.uk

2. Introduction

Biodiversity is the variety of all life on Earth. It includes all species of animals, plants and fungi and the natural systems that support them. Biodiversity matters because it supports the vital benefits we get from the natural environment. It contributes to our economy, our health and wellbeing, and it enriches our lives. As set out in the UK Government's 25 Year Environment Plan, published in January 2018, the UK Government is committed to protecting and improving international biodiversity, and to supporting developing countries in managing their biodiversity.

The Darwin Initiative is part of that effort. It is a competitive grant scheme, to support projects in developing countries. The Darwin Initiative aims to build local capacity to manage local biodiversity and the natural environment for the future, securing the benefits of these natural resources for people.

The Darwin Initiative primarily helps developing countries meet their commitments under the Convention on Biological Diversity (CBD).

Projects may also demonstrate benefits towards the aims of the Ramsar Convention on Wetlands, the Nagoya Protocol on Access and Benefit Sharing (ABS), the Convention on International Trade in Endangered Species (CITES), the Convention on the Conservation of Migratory Species (CMS), the UN Framework Convention on Climate Change (UNFCCC), and the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA).

The UK Government is committed to achieving the Sustainable Development Goals, and the Darwin Initiative can make an important contribution. You can read more about the Sustainable Development Goals here: <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

In Round 27 the fund will achieve its objectives by supporting up to four types of project:

- **Main Darwin Initiative Projects:** support for projects tackling key threats to biodiversity in developing countries
- **Partnership Projects:** small grants intended to help organisations who are new to the Darwin Initiative to develop a robust application
- **Fellowships:** support for promising individuals to acquire skills and knowledge that will contribute to achieving the Darwin Initiative's objectives: protecting and enhance biodiversity and in doing so, to contributing to sustainable development
- **Darwin Extra:** a call for projects between £1m and £3m in size may open in October 2020, and separate guidance will be issued if this takes place. Please note that no further funding is guaranteed at this stage, and Defra reserves the right not to open any such call.

Since it was established in 1992, the Darwin Initiative has funded 1,220 Darwin projects in 159 countries, with over £177m awarded by the UK Government.

3. What kind of projects can be supported by the Darwin Initiative?

3.1 Objectives of the fund: Biodiversity

The objective of the Darwin Initiative is to protect and enhance biodiversity and contribute to sustainable development in developing countries. It does this by funding projects that help developing countries to meet their obligations under at least one relevant international environment convention/agreement and that tackle key threats to biodiversity.

Climate change and biodiversity decline are interlinked threats for wildlife and people. Tackling these issues together allows us to take advantage of the synergies between these two areas whilst also delivering sustainable development. We encourage projects which use nature-based solutions to contribute to halting biodiversity loss and supporting climate change mitigation.

We strongly welcome projects either lead by local organisations, or that contribute to building local capacity.

Projects should address at least one of the following fund objectives:

1. To understand and support action to address linkages between biodiversity and human health including, but not limited to, the role of biodiversity loss in the increased emergence of zoonotic diseases
2. To increase the area of coverage and effectiveness of marine protected areas to meet global targets
3. To develop an understanding of blue carbon ecosystems, including wetlands, and their capacity for carbon sequestration in supporting climate change mitigation
4. To address the multiple pressures driving freshwater habitats decline, including agriculture and industrial water use, pollution, rapid habitat loss, overexploitation of species, and non-native species invasions
5. To focus on practical restoration/re-wetting methods for peatland, especially those types such as tropical peatlands
6. To understand and tackle impacts of agriculture practices on biodiversity, livelihoods and climate
7. To promote the responsible stewardship of natural assets through sustainable use and the practice of sustainable livelihoods, both within and across borders
8. To promote the sharing of the benefits arising from the use of biodiversity by facilitating sustainable access to genetic resources and traditional knowledge

Any project is welcome to apply provided it is contributing towards reversing the increase in threats of extinction to the world's flora and fauna, halting the overall decline in biodiversity at the ecosystem level (including improving ecological connectivity), species level, and/or genetic level.

Applicants will be asked to indicate on the application form which of these objectives they are addressing. Projects may address more than one, but this will not affect the likelihood of an application being successful.

Above all we want good quality projects with a clear focus on protecting and enhancing biodiversity and which can demonstrate that in doing so, they are contributing to sustainable development in developing countries.

3.2 Objectives of the fund: Reducing poverty

Projects funded under the Darwin Initiative must support sustainable development in developing countries for the reduction of poverty.

Poverty is multi-dimensional and not solely about a lack of money. It encompasses a range of diverse issues that are required to fulfil basic needs and better one's life with dignity. These are often country and context specific and include health, education, clean water and sanitation, access to natural resources, gender and social equality, and a voice in decision making, as well as economic assets. There are, therefore, many different ways of defining a project's contribution to poverty reduction, and approaches will differ from project to project. The Sustainable Development Goals provide a good lens through which to consider the elements of poverty your proposal is seeking to address.

The contribution of Darwin projects to poverty reduction may be:

- direct e.g. through activities that help secure increased income or access to other important assets for local communities whilst helping them to protect and improve biodiversity
- indirect e.g. through safeguarding traditional rights, cultural values and increasing the voice of marginalised communities, while seeking to increase equality within communities, or through safeguarding plant genetic resources for improved food security, climate resilience, and sustainable agricultural development
- through practice orientated research e.g. through activities that expand the knowledge base on biodiversity and the interaction with poverty alleviation. This could include, for example, the fair and equitable sharing of benefits arising from the utilisation of biodiversity

Projects should look systematically at the relationship between poverty and biodiversity. Project designs should explicitly consider how planned project activities relate to poverty or to the efforts of people and/or states to alleviate poverty. Please see **Annex D** for further detail on how you can demonstrate both direct and indirect poverty alleviation benefits.

Engagement with other organisations involved in broader development activities in the location covered by the project may help with understanding and demonstrating likely impact on the dimensions of poverty that are of most significance.

Projects should consider carefully the long-term impact and sustainability of any income-related measures proposed, demonstrating clear evidence around issues such as market access and demand for products and supporting infrastructure.

Projects should also ensure that new assets provided do not lead to increased inequality within communities, including between genders (see Section 3.4). Projects should therefore be designed based on thorough context analysis, identifying social, economic, cultural and political risks and opportunities. Social inclusion analysis can help to identify groups who may face exclusion within communities and who can be empowered through project activity.

A recent information note, called [Poverty and the Darwin Initiative](#), might help you understand the multiple dimensions of poverty and how conservation projects can meaningfully contribute to economic development and welfare of people in developing countries.

The anticipated impact on poverty should be reflected in the logframe. Further details about the logframe are provided in Annex E at the end of this document.

3.3 Countries eligible for support

Table 1 below summarises all the countries eligible for Darwin funding.

Upper-middle income countries (UMICs) are now fully eligible for Darwin funding. However, the objectives for the fund include support to sustainable development and poverty alleviation in the poorest countries in the world. This means that projects applying to work in a UMIC must clearly demonstrate poverty alleviation benefits, be technically excellent, and will be operating in areas of high importance for conservation of biodiversity or most at risk of biodiversity loss. Funding will be ring-fenced to ensure that at least 70% of available funding is allocated to projects in least developed, other low income, and lower-middle income countries.

The justification for funding in a UMIC should be presented in the methodology as well as in the logframe, clearly identifying where there are clear benefits for biodiversity and people. It should be clear if the UMIC project partners would provide co-financing and if not, why not.

ODA eligible UK Overseas Territories (UKOTs) are now eligible for Darwin Initiative funding, and any applications should be submitted following the guidance in this document. **Projects in ODA eligible UKOTs should no longer submit applications to the Darwin Plus scheme.** Although part of the St Helena Group, Ascension is not eligible for ODA funding and should continue to apply under Darwin Plus. Funding will be ring-fenced to ensure that projects in UKOTs have access to at least the same amount of funding as was available under Darwin Plus.

Table 1: Countries eligible for Darwin funding

Least Developed Countries	Other Low Income Countries	Lower Middle Income Countries	Upper Middle Income Countries
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Central African Rep. Chad Comoros Congo, Dem. Rep. Djibouti Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Laos Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda São Tomé & Príncipe Senegal Sierra Leone Solomon Islands Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu Yemen Zambia	Korea, Democratic People's Republic Zimbabwe	Armenia Bolivia Cameroon Cape Verde Congo, Rep. Côte d'Ivoire Egypt El Salvador Georgia Ghana Guatemala Honduras India ¹ Indonesia Jordan Kenya Kyrgyzstan Micronesia, Federated States Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Swaziland Syria Tajikistan Tokelau Tunisia Uzbekistan Viet Nam Occupied Palestinian Territories	Algeria Belize Botswana Brazil China Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Gabon Grenada Guyana Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montserrat Namibia Nauru Niue Paraguay Peru Pitcairn Islands Samoa South Africa St Helena and Tristan da Cunha St Lucia St Vincent & the Grenadines Suriname Thailand Tonga Turkey Turkmenistan Venezuela

¹ Please note that only projects based in the 8 poorest states in India are eligible for funding through this scheme - Bihar, Madhya Pradesh, Orissa, Uttar Pradesh, Rajasthan, Jharkhand, Chhattisgarh and West Bengal

4. Project requirements

4.1 Gender Equality

Promoting gender equality is an important priority for the UK. All applicants **must** consider whether and how their project will contribute to reducing inequality between different genders. **Applicants should at a minimum ensure proposals will not increase inequality and are encouraged to design interventions that proactively contribute to increased equality in communities where they will operate.** Applicants are expected to provide indicators disaggregated by sex where possible.

Take care to understand the definition and importance of gender:

In a third of the households throughout the world, women are the sole providers and therefore they tend to be more involved in the household economy than men are. In many countries women are the ones responsible for providing their family with nutrition, water and fuel and therefore rely heavily on a healthy ecosystem. This often results in the women who utilise these natural resources being the most knowledgeable about how the land is used and the local biodiversity.

Aim to understand the scope of the gender issues within the target country, and don't assumed that half the participants of workshops and activities will be female:

Failure to understand the barriers faced by local women and other vulnerable groups will affect your ability to achieve 50% participation by women (or others). If you state that you will encourage female participation, provide an explanation on how this will be carried out.

Projects that recognise the need to include gender specific indicators and activities are more likely to score highly:

Be aware not to address the needs of one group of people and assume that this will simultaneously or indirectly benefit others. Projects should include indicators that are more relevant to women instead of assuming a "one size fits all" approach. For example, focus on improving female livelihoods by training them in appropriate skills and improving literacy as well as ensuring that any training sessions or workshops are held at times and locations that mean women can attend.

While you should include activities and outputs focused specifically on women and girls, and this will strengthen your project, consideration of gender should be integrated throughout project design.

Questions to ask which may help you consider gender within your project:

- What are the prevailing gender norms in the host country in relation to division of labour, access and control of resources, and ability to participate in decision making?
- How do these prevailing norms affect the project, in terms of what it can achieve and how it needs to be designed?

- How will the intervention impact (positively and negatively) girls, boys, women and men in their domestic, economic and community roles and responsibilities and in term of access to and control over assets?
- Will the intervention provide opportunities for girls, boys, women and men to participate in decision making and positions of influence?
- Does the intervention address underlying barriers that prevent girls and women from accessing opportunities created?
- How will any risks and unintended negative consequences be avoided or mitigated against, and monitored?
- Are relevant outcomes and outputs being measured, including through results data disaggregated by sex and age?

Girls and women are not a homogenous group. Women and girls in the project area may face additional layers of exclusion based on their ethnicity, caste, age, religion, sexuality and disability status. Thorough gender and social inclusion analysis can be utilised to identify and account for these issues in project design. Examples for incorporating gender in the logframe can be found at **Annex F**.

Further resources:

- [WWF – Gender and Conservation](#)
- [Nature – Gender in conservation and climate policy](#)
- [UN Environment Programme – Why gender is important for biodiversity conservation](#)
- [IIED – Gender and Biodiversity](#)
- [Convention on Biological Diversity – Gender in the conservation of protected areas](#)

4.2 Value for money and leaving a legacy

Projects must demonstrate good value for money in terms of the scale of impact expected relative to cost inputs. Projects should be designed to ensure that they have a real and lasting impact, and that the Outcome can be sustained after the Darwin Initiative project ends. Value for money is delivered through a combination of:

- strong budget management
- efficient and effective use of funding to deliver the desired outputs
- ensuring that delivering the chosen outputs are logical and likely to lead to the project's intended outcome
- sustainability of the intervention
- equitable distribution of any results

For further guidance on how value for money is assessed, please refer to ICAI's report on effective aid that delivers value for money:

<https://icai.independent.gov.uk/report/icaais-approach-effectiveness-value-money/>

Projects funded through the Darwin Initiative should not significantly cut across or duplicate work being funded through other mainstream environment and development or research programmes, as this would not represent good value for money.

Projects should consider relevant historical and existing initiatives, and reflect this in project design to maximise the chance of success.

Projects must deliver additional activity, above and beyond what might otherwise have occurred. Funding is for distinct projects with an end date and specific, measurable results. Projects may be an identifiable element of a larger project. The Darwin Initiative will not fund ongoing organisational running costs.

4.3 Supporting wider Monitoring and Evaluation

All projects must comply with monitoring and evaluation requests which may include providing supplementary reports on other aspects of project activities.

The Darwin Initiative regularly commissions evaluations and reviews of the Darwin portfolio which take place during the life of the project (i.e. mid-term reviews or monitoring visits). It is important to the success of the Darwin Initiative for all projects to fully engage in such reviews and evaluations. Failure to meaningfully engage with Darwin monitoring and evaluation work may result in an organisation no longer being considered eligible for future funding from the Darwin Initiative and, in extreme cases, the termination of their current grant.

4.4 Ethics

Darwin projects are expected to meet the following key principles of good and ethical project implementation practice. You will need to demonstrate how your project meets these principles.

All Darwin projects must:

- meet all legal and ethical obligations of both the UK and the countries involved in the project, including relevant access and benefit sharing legislation pertaining to the utilisation of genetic resources and associated traditional knowledge
- follow access and benefit sharing best practice where there is no legislation or measures in country
- include strong leadership and participation from developing countries and the communities directly involved to enhance the chances that the perspectives, interests and wellbeing of those directly affected by specific projects are properly addressed
- recognise the potential value and relevance of traditional knowledge and utilise it where appropriate, alongside international scientific approaches and methods
- respect the rights, privacy, and safety of people who are the subject of research and other project activities or other intended beneficiaries, whether direct or indirect
- use Prior Informed Consent (PIC) principles with partner communities
- protect the health and safety of all staff working full and part time on their project
- uphold the credibility of any research and other findings

Funding may be frozen or withdrawn in the event that these principles are not met.

Any project staff involved in the design or conduct of research should maintain the independence and integrity of the research process and ensure that they maintain an intellectual detachment from any personal convictions relating to the topic of their research.

4.5 Safeguarding

UK supported projects must fully protect vulnerable people all of the time, wherever they work. Projects are expected to provide a safe and trusted environment which safeguards anyone who the organisation has contact with, including beneficiaries, staff, and volunteers. The safeguarding of the local communities you are working in and with should always be central to every project. **In order to receive funding the lead organisation must:**

- have a safeguarding policy, which includes a statement of your commitment to safeguarding and a zero-tolerance statement on bullying, harassment and sexual exploitation and abuse
- keep a detailed register of safeguarding issues raised and how they were dealt with
- have clear investigation and disciplinary procedures to use when allegations and complaints are made, and have clear processes in place for when a disclosure is made
- share your safeguarding policy with downstream partners
- have a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised
- have in place a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours - inside and outside the workplace - and make clear what will happen in the event of non-compliance or breach of these standards

Safeguarding practices apply to anyone the project is in contact with, not just direct project staff and partners. Applications invited to Stage 2 will be required to submit a copy of their safeguarding policy as part of their application.

4.6 Fraud, bribery and corruption

The UK has a 'zero-tolerance' approach to fraud, bribery and corruption. Any indication of possible fraud, bribery or corruption will be investigated and may result in termination of the grant if appropriate action isn't taken by the project and the incident not reported to Defra. All projects are required to have transparent processes in place to identify and address fraud and error risk. All applicants will need to explain how much of a risk corruption is for their project, and how they will manage this risk. Defra appreciates that fraud and corruption cannot be entirely eliminated within a project, but the application should clearly demonstrate an understanding of these risks and how they will be mitigated.

4.7 Working with UK Embassies and British High Commissions

Applicants are encouraged to make contact with UK Embassies and British High Commissions in the relevant host country if they are proposing a new project or

initiative in the region. A list of UK Embassies can be found on GOV.UK: <https://www.gov.uk/world/embassies>

The purpose of this is to make sure that relevant UK Embassies or High Commissions are aware of proposed work in the area. We recognise that capacity to support projects is varied and applicants will not be penalised if they are unable submit comments from the Embassy or High Commission alongside their application, provided they have made contact in sufficient time to allow engagement.

All applications may be shared with other UK Government Departments including the Foreign and Commonwealth Office and its network of posts. Their views may be taken into account in the selection process.

If your application is successful, the local Embassy or High Commission may wish to publicise the award, or be involved in any formal launch.

If you feel you may need advice on any security or political sensitivities, or if the relevant Embassy needs to be aware of sensitivities before making any announcement, please tick the relevant box on the application form.

4.8 Open access policy and data sharing

The UK Government is committed to “push for a global transparency revolution” in the availability and use of data to improve accountability, decision making, and to help deliver sustainable development outcomes to people living in poverty. It is also a crucial part of our commitment to deliver the Sustainable Development Goals (SDGs).

Darwin projects are likely to generate significant outputs including datasets, peer-reviewed journal articles and technical reports which will be of interest to other countries and stakeholders. All outputs should be made available on-line and free to users whenever possible. This includes all derived and raw data on species, land cover and land use, through appropriate national, regional and global databases.

In your application, please consider the project outputs you expect and how this information can be shared. You may include appropriate costs in your budget for open access publishing but be realistic about when articles will be published. It is likely that dates will fall outside the formal project so it is worth considering matched funding for these costs.

Further information on open and enhanced access can be found on [GOV.UK](https://www.gov.uk).

4.9 Communications

Darwin Initiative projects are funded from UK Official Development Assistance (ODA).

It is important that people are able to understand how ODA funding is being used. Each applicant invited to Stage 2 is therefore asked to provide a very short, plain English summary of what the project will do, which may subsequently be used in communications activity if your project is successful.

For the summary please try to describe your project for a non-technical audience, including what the project expects to achieve and the activities the project will undertake.

5. Main Darwin projects

5.1 Size and length of project

We welcome a diverse range of applications.

Darwin projects should be a minimum of £50,000 and no more than £500,000. If your project is significantly larger than this you may want to consider waiting to apply for 'Darwin Extra' funding. However, as stated, this funding cannot be guaranteed at this stage.

An application will not score more highly if it is a large project taking the full length of time available. Shorter projects, with relatively small budgets, are just as likely to succeed in the assessment process. This could include, for example, a short pilot project that may be scaled up for a later application.

Project budgets should preferably show an even spread over the funding period and should not as a general rule be front-loaded, as this restricts the number of new projects that can be awarded in any year.

The minimum length of a project is 1 year and the maximum length is 3 years. Any budget commitment **must end by 30 June 2024**.

Applicants for Round 27 of the Darwin Initiative:

- should plan to start on or after 1 July 2021. You cannot start earlier and it is unlikely the final list of projects will be accepted until the end of May 2021 at the earliest.
- must ensure their budget commitments end by 30 June 2024.

Please ensure that your budget is set out by financial year (1 April – 31 March). Note that because of the timing of financial years, a 3 year project will cover 4 financial years. As set out in the [Finance for Darwin/IWT](#), budget cannot be moved between financial years, except in exceptional circumstances. Applicants should take this into account in designing project proposals, considering carefully the level of risk of delay with any activities proposed for the fourth quarter (January - March) of the financial year.

You should have a realistic budget and timeframe for your project, and logframe targets should be achievable. Do not be overambitious.

5.2 Monitoring and Evaluation

Projects must be able to produce robust evidence of their contribution to biodiversity conservation and supporting the economic development and welfare of people in developing countries. As a guide, projects would usually allocate 5-10% of their project budget for monitoring and evaluation purposes throughout the life of the project. This will include data collected by the project which clearly demonstrates its impact, including how indicators have been met (i.e. increase in welfare for people, biodiversity benefits). **Annex E** provides more information on monitoring and evaluation.

5.3 Applicant organisations

Applications must come from an organisation, and not an individual. Applicant organisations can be based in any country.

One of the aims of the Darwin Initiative is to build capacity. It is therefore common for an organisation from a developed country to be working with an organisation from the eligible developing country hosting the project, to jointly manage its implementation. We would encourage joint management of the project through a formal agreement setting out the responsibilities of each partner in advance. Funding would be awarded to the lead organisation who would normally provide the named Project Leader, but on a day to day basis the project could be managed by two individuals if appropriate. These arrangements should be described in the application form.

We do not expect **foreign governments and their agencies** to lead on projects, though they may be partners. Darwin funding cannot be used as a substitute for activities that would normally be part of a government's core functions (such as full-time staff salaries or routine management activities).

Organisations applying for funding must:

- have a credible record of working on similar types of projects
- have demonstrated experience managing projects, preferably of a similar size
- nominate a Project Leader who will be responsible for the technical direction of the project and be the main point of contact

In your application you are required to provide evidence of your organisation's experience of working on similar projects.

The UK Aid Strategy describes how the Government believes that the UK's world-leading science, research and development base has a crucial role to play in tackling global problems. With this in mind, we would also be interested to receive project applications that involve UK-based partners.

There is no limit on the number of applications an organisation may submit, but we would encourage internal co-ordination to ensure all submissions are competitive.

Defra may consider the number of applications from a single organisation in the round as part of their decision-making process. This supports the Darwin Initiative's aim to build capacity across delivery organisations.

5.4 Financial capacity of applicant organisation

As part of your application, you will need to provide evidence of financial capability and capacity, including audited or independently examined accounts. The maximum annual value of funds requested should not exceed 25% of the lead organisation's average annual turnover/income for the previous 3 years. Applicants that are unable to demonstrate this will only be considered in exceptional circumstances.

Please see the [Finance for Darwin/IWT](#) document for additional information on financial questions.

5.5 Project Leader

The CV submitted for the Project Leader should demonstrate evidence of relevant expertise and experience. The Project Leader should usually have a minimum of around 10 years' relevant experience.

The Project Leader will be the main point of contact for the project and will be the person responsible for ensuring any grant meets the relevant Terms and Conditions.

However, at the application stage, the Lead Applicant (i.e. Flexi-Grant account holder) will be the core contact point regarding the application. The Lead Applicant and Project Leader can be the same individual.

Applications may have a co-Project Leader if appropriate, and both individuals should be named on the application form and in the budget.

We would expect the Project Leader allocate at least 10% of their time to the project.

Project Leaders and their organisation are responsible for the health and safety of all staff working full and part time on their project, and Project Leaders should ensure that the same rigorous standards for assessing health and safety risks are applied to all staff on the project, regardless of nationality.

5.6 Matched funding/Co-Finance and other financial questions

Matched funding is not obligatory, but is highly desirable.

See the [Finance for Darwin/IWT](#) document, for additional information on financial questions.

5.7 Conditions of grant

Successful applicants will be issued a grant award letter. This will set out conditions that will apply to the grant, including the grant purpose, value, period, and reporting and financial arrangements.

The full schedule of terms and conditions and financial requirements currently in use can be found on the [Darwin website](#) and with the [Finance for Darwin/IWT](#) document. You should read these before making an application to be sure your organisation can meet these conditions. The Darwin Initiative retains the right to amend the conditions at any time.

6. Main Darwin Initiative projects - how to apply

Please read this guidance and look at past [examples of funded projects](#) before requesting additional assistance. If you can't find the answer, please contact Eilidh Young. Given the current restrictions on office workings, email is recommended and a call can be organised if appropriate.

Email: Darwin-applications@LTSI.co.uk

Telephone: +44 (0)131 440 5181 (restricted/changing days)

6.1 Completing the application form and eligibility

All applications **must** be submitted through Flexi-Grant and must be in comprehensible English.

Please note that applications at both Stage 1 and Stage 2 must meet the published administrative, technical and financial criteria in order to be considered. This includes, but is not limited to:

- All questions must be completed (N/A is acceptable if appropriate), and all required supporting attachments must be submitted
- Applications must be signed (with a PDF signature uploaded as part of the Flexi-Grant application)
- The start and end dates must be within the funding period stated in the guidance
- The logframe, using the Darwin template, is uploaded as a completed PDF document
- CVs or job descriptions (where role not yet recruited) submitted must be **one page only** and must be uploaded as one single PDF document (Stage 2 only)
- Letters of support should be uploaded as one PDF document where possible (Stage 2 only)
- The budget must be fully completed using the format provided (Stage 2 only). Please note: the financial format uses Defra's financial years: 1st April to 31st March. Please also note the following with regards to the completion of the budget forms:
 - Applicants seeking over £100,000 in funding **must** complete the full budget form which must be uploaded to Flexi-Grant.
 - Applicants seeking less than £100,000 in funding **must** complete the shorter budget form which must be uploaded to Flexi-Grant.

These eligibility criteria will be strictly enforced and applications that are incomplete, or do not meet the published criteria, including financials, will be rejected as ineligible.

6.2 Additional materials

You should only submit the materials requested. However, you may include a map to clarify project location. You may also include references, but these should be kept to

a minimum, as should weblinks and hyperlinks. You should be able to provide enough information in the space provided on the form. Maps and references should be uploaded as one additional PDF document. They must not be used as a means of providing additional information or avoiding word limits. However, you may include a cover letter to show how you have responded to any previous feedback.

6.3 Submitting your application

Darwin Initiative Main Projects follow a two stage application process.

Stage 1: Open call for applications. A shorter application.

Stage 2: By invitation only. A larger, more comprehensive application form.

Stage 1 applications - key dates:

- Application (via [Flexi-Grant](#) only) deadline - 2359 BST (GMT + 01:00) on **Tuesday 1 September 2020**.
- Acknowledgement – by midday on **Friday 4 September 2020**.
- Results – expected by late November/early December 2020.

N.B.: If you have not received an acknowledgement by Friday 4 September (pm), please call +44 (0)131 440 5181. **Please do not call between 1 and 4 September.**

Stage 2 applications - key dates

- Invitations expected to be issued by **late November/early December 2020**
- Application (via [Flexi-Grant](#) only) deadline – 2359 GMT on **Tuesday 9 February 2021**.
- Acknowledgement – by midday on Friday 12 February 2021
- Results – expected by end of May 2021

N.B.: If you have not received an acknowledgement by **Friday 12 February** (pm), please call +44 (0)131 440 5181. **Please do not call between 9 and 12 February.**

6.4 Stage 2 Applicants workshop

We will be holding a workshop in January 2021. This will be for applicants invited to Stage 2. This workshop is to provide support and guidance for those applying for funding. You will receive details of this workshop if you are invited to Stage 2. Details from last year's workshop are available on <https://www.darwininitiative.org.uk/publications/workshop-proceedings>

6.5 Essential and supporting materials

If the following **essential** material is not included with your application it will be rejected as incomplete.

Table 2: Essential and optional supporting material

Application	Essential materials for eligible application	Optional materials for application
Stage 1 Application	Stage 1 application completed on Flexi-Grant	Cover letter to outline how you have addressed previous feedback if this is a resubmission.
	Completed logframe using Stage 1 Darwin template submitted as a PDF document	
Stage 2 Application	Stage 2 application completed on Flexi-Grant Other materials can be uploaded within Flexi-Grant.	Brief covering letter – this should outline how you have addressed any feedback from Stage 1, although this should also be in the application
	Budget table in Darwin format including exchange rate, source and project dates in one Excel document.	Letters of support from stakeholders
	Completed logframe using Stage 2 Darwin template submitted as a PDF document	Details of any dialogue with the relevant Embassy or High Commission in the host country/ies
	Project timeline in Darwin format using Excel template	
	Letters of support from applicant organisation and key partners who are essential to the success of the project combined in one PDF.	
	Details of past experience and previous contracts/ awards (if new to Darwin as a lead organisation). Note that contracts must be with external organisations/grant bodies (not from within your own organisation). This is part of the	

Application	Essential materials for eligible application	Optional materials for application
	<p>application form and not a separate document.</p> <p>1 page CVs or job descriptions for key project staff named at Question 11² and job descriptions as appropriate combined in one PDF.</p> <p>Applicant organisation's last 2 sets of signed and audited or independently verified accounts, clearly identifying currency shown. Please include as separate PDF documents i.e. two documents. Maximum file size 5MB.</p>	

All material uploaded to Flexi-Grant should be either PDF or Excel.

Additional documents or annexes falling outside of the list above will not be passed to the Darwin Expert Committee (see "Assessment Process" below) for their consideration unless they have been specifically requested by or on behalf of the Committee.

Letters of support

Letters of support should be on headed paper and must be in English or with an English translation. Letters written by partners will normally be stronger than those based on a template. Letters of support are required:

- as evidence of your organisation's support for your application and the importance of the work to your organisation
- as evidence of your relationship with partners and contacts within the host country
- to support the demand for the work
- to show your ability to meet deadlines and to be able to achieve results with local contacts

If it is not possible to obtain a full letter of support from one of the partner organisations, please explain why.

Key project staff

In the application form you should list **all** key project staff, i.e. those people/roles that make up the main project team and are critical to project success. You may not

² See Annex C: CVs and Expertise of Project Team for more guidance

necessarily consider these to be staff roles internally, but for the purposes of the application they should be recognised as project staff. You must provide a one page CV or job description (if not yet recruited) for **all** these people and they should **all** appear in your Stage 2 budget. Your budget may include other staff providing support to the project beyond the key project staff identified in the applications form.

6.6 Workplan and budget breakdown

At Stage 1, we require an indication of budget spread by financial year only, however you may find it helpful to work in the Stage 2 budget templates to help you reach these figures. We do not require the workplan or completed budget at Stage 1.

At Stage 2, all applicants should complete a **basic workplan**. For applications requesting under £100,000, please complete the template for funds requested below £100,000. Applicants requesting **over £100,000** must complete the full budget table.

6.7 Results of applications

Once the results are agreed, all Lead Applicants (both successful and unsuccessful) will receive notification via email from Flexi-Grant.

If you are successful you will receive an offer of funding or, in the case of a Stage 1 proposal for a main project, an invitation to Stage 2. The Darwin Initiative retains the right to clarify any issues raised during the application process or to award funding subject to amendments to the project. The Darwin Initiative also retains the right to withdraw an offer if the applicant is subsequently unable to meet the requirements of the award.

Only unsuccessful applicants whose applications were competitive, but not shortlisted, will receive additional feedback.

6.8 Resubmission of applications

If your application is unsuccessful, you may submit it to a subsequent application round. A resubmitted application will only be accepted on one occasion, unless there is prior agreement owing to exceptional circumstances or unless there is a significant difference in the revised application. Applicants should re-submit on the correct forms and in accordance with the guidance applicable to the round in which the resubmission is made. Please include a cover letter with your Stage 1 application, outlining how you have addressed previous feedback.

7. Partnership Projects

7.1 What is a Darwin Partnership Project?

Partnership Projects are small grants intended to help organisations who are new to the Darwin Initiative to develop a robust application. The awards do this by:

- connecting organisations new to Darwin with partners who have experience of managing successful Darwin Projects; and/or
- supporting work to build and strengthen new partnerships between applicant organisations

A successful Partnership Project should lead to a Main Darwin Initiative project application.

Partnership Projects support activities which might previously have been supported under a Darwin Scoping award.

7.2 Who can apply?

Applications for Partnership Projects should seek to establish new, or build and strengthen relatively new, partnerships. Therefore applications which aim to continue existing strong working relationships may not be prioritised. We would normally expect applications from partnerships involving around 2-4 organisations.

Partnership Project **lead applicants** must also meet all of the following criteria:

- have recognised expertise in the sustainable use or conservation of biodiversity and/or development;
- have a proven track record of managing biodiversity-related and/or natural resource orientated development projects in partnership with local organisations;
- can provide evidence of work which has had an impact on the sustainable use and conservation of biodiversity and/or sustainable economic development;
- can demonstrate that alternative funding – including financial support from their own organisation – is not available to develop the Darwin project proposal in consultation with their partners. Partnership project funding should not be seen as an alternative to seeking matched funding from other sources

Partnership Project **partners**:

- must include at least one organisation that has not previously received Darwin funding

7.3 Conditions of funding

The Partnership receiving a Partnership project must submit a proposal for Main Round funding within two funding rounds. For example, those successful in receiving Partnership funding in Round 27 are required to submit a full proposal for Main Project funding in either Round 28 or Round 29.

Defra may seek to recover Partnership Project funding from the applicant organisation if a full application to the Darwin Initiative is not submitted within two funding Rounds of receiving the Partnership Project and an adequate explanation is not received. **The provision of a Partnership Project will not guarantee Darwin funding for the resultant full project proposal.** It is important that applicants manage the expectation of collaborating organisations in this respect.

7.4 What can be funded?

Partnership Projects fund the costs of a visit to the partner country, or travel in-country, to establish some or all of the following:

- development of the partnerships needed to pull together a full application, by establishing a working relationship between the lead organisation and the proposed partners;
- building an understanding between the new partners of the skills needed to deliver a successful Darwin project (e.g. understanding the need for logframes and how to use them) and getting their buy-in to use this type of approach in developing an application and implementing a project;
- carrying out any essential preparatory work in advance of a main project. This could include, for example, site visits, attending community meetings to better understand the local context and nature of the problem being addressed, the level of buy-in to an approach, testing transport links.

Funding up to £10,000 is available to cover the following costs:

- the actual cost of one return economy-class ticket for up to two people from the lead organisation to the proposed host country to meet with the main project partners;
- the actual cost of any visas or other necessary travel documents (including travel/medical insurance);
- salary costs for the two travellers are eligible up to a maximum of 20 days in total. We would expect to see salary costs shared between any other sources of funding;
- actual costs related to workshops or meetings, supported by valid receipts;
- subsistence costs for a maximum of 30 days per person for the main traveller (and secondary traveller if applicable) to cover reasonable accommodation and food costs for the visit. These costs should be realistic and should be in line with any rates applied within your own organisation. If the rates quoted appear to be high, then you may be asked to justify them, but they will not, in themselves, lead to your application being unsuccessful. Costs must be based on estimates of actual costs to be incurred, and we would expect these costs to be similar across team members;
- actual costs related to preparatory work e.g. in-country visits to assess technical facilities, travel and field-work costs incurred by in-country partners to visit field sites and colleagues.

If you are suggesting flights to a country which is not the expected host country for the project, a clear justification for this must be given.

The funding cannot cover:

- stipends or allowances for attending workshops will not be accepted
- the production of promotional materials such as T-shirts and DVDs

If you are applying for more than one person to travel, you must clearly justify the need for both individuals. If the travellers change after an award is made, any proposed replacement traveller must be approved and justified in advance of purchase of tickets.

Please note Defra cannot provide, or sponsor, visa applications.

In light of recent travel restrictions we will also accept applications for projects without a travel element, which are aiming to build partnerships remotely. The grant should cover any reasonable costs associated with this, such as technology for in-country partners to allow collaboration or virtual meetings. The limit on salary costs remains the same (20 days).

7.5 Start date and length of grant

In most cases, travel should commence after 1 July 2021 and, at the latest, be completed by 31 March 2022. You should be realistic about travel costs and ticket availability given that you will probably not hear the outcome of your application until the end of May 2021, at the earliest.

Claims submitted for travel undertaken after 31 March 2022 and/or miss the 31 May 2022 deadline may be ineligible and may not be paid.

8. Partnership Projects – how to apply

8.1 The application process

Application forms

All applications must be submitted online through the [Flexi-Grant](#) portal. There is separate guidance on how to use this portal.

Help completing the application

Please read this guidance before requesting additional assistance. If you can't find the answer, please contact Eilidh Young. Given the current restrictions on office workings, email is recommended and a call can be organised if appropriate.

Email: Darwin-applications@LTSI.co.uk

Telephone: +44 (0)131 440 5181 (restricted/changing days)

If your question is about using Flexi-Grant, please contact the Flexi-Grant mailbox, Flexigrant@LTSI.co.uk.

8.2 Eligibility criteria

Applications must meet the published administrative, technical and financial criteria to be considered. These include, but are not limited to applications that are:

- complete (mandatory questions completed)
- written in clear English
- provide start/end dates within the Round 27 period
- certification section complete
- complete budget
- one page CVs included

Please note: These eligibility criteria will be strictly enforced and applications that are incomplete, or do not meet the published criteria, will be rejected as ineligible.

8.3 Submitting your application

Applications must be received through the Flexi-Grant portal by 2359 GMT on **Tuesday 19 January 2021**.

You will receive a formal acknowledgement by midday on **Friday 22 January 2021**.

NB: If you have not received an acknowledgement by Friday 22 January 2021 (pm), please call +44 (0)131 440 5181. Please do not call between 19 and 22 January .

You should expect to hear the result of your application around the end of May 2021 at the earliest.

If you experience any issues in using the Flexi-Grant system please contact the Flexi-Grant mailbox: Flexigrant@LTSI.co.uk.

8.4 Supporting documents

Your application must include:

- CVs (maximum one page) for each individual travelling, provided as one PDF;
- letters of support from all the prospective partner(s) expressing their intention to collaborate and endorsement of the proposed partnership, and explaining the value of the proposed Darwin project to the biodiversity of the host country. This should cover both the biodiversity benefits themselves, but also why these benefits are important for the economic development and welfare of the country concerned. These should be provided in English, or with an English translation and preferably in one PDF.

Please note that additional documents or annexes will not be considered as part of the assessment process unless they have been specifically requested.

8.5 Results of applications

Once the results are agreed, written feedback will be issued to the lead applicants (both successful and unsuccessful) through Flexi-Grant. It is likely that results will be announced around the end of May 2021.

8.6 Resubmission of applications

If your application is unsuccessful, you may submit it to a subsequent Partnership Project application round assuming you meet the eligibility criteria. A resubmitted application will only be accepted on one occasion, unless there is prior agreement owing to exceptional circumstances.

Applicants should re-submit according to the guidelines applicable to the round in which the resubmission is made. Applying direct to the Main round does not count as a resubmission.

8.7 Acceptance of the application

If you are successful you will receive an offer of funding and we will contact you with grant paperwork. The Darwin Initiative retains the right to clarify any issues raised during the application process and to withdraw an offer if the applicant is subsequently unable to meet the requirements of the award.

9. Fellowship Awards

9.1 What is a Darwin Fellowship Award?

Fellowship funding is aimed at building capacity in developing countries.

The Fellowship programme is intended to support Fellows to draw on UK technical and scientific expertise in the fields of biodiversity and sustainable development to broaden their knowledge and experience. A Fellowship should enable the beneficiary to increase their knowledge and ability to strengthen their home country's implementation of the priority Conventions and build capacity to do so.

Details of previous Fellowship grants awarded can be found on the [Darwin website](#).

9.2 Who can apply for Fellowship funding?

Applications for Fellowship funding should come from an organisation (the Lead Organisation) and not an individual. There should be a named individual within the Lead Organisation responsible for the application, called the Project Leader.

9.3 Eligibility of the organisation

The Lead Organisation:

- must have expertise in natural resource management
- can be either a public or private sector organisation
- should provide experts from within the organisation with a proven track record and at the forefront of their discipline(s) to work closely with or supervise the Fellow. This expertise is typically expected to be a minimum of 10 years of relevant experience
- should include UK expertise within the team supporting the Darwin Fellow

The Lead Organisation is responsible for the Darwin Fellow appropriate to their position as a member of the Darwin Initiative Fellowship Programme.

The Lead Organisation is also responsible for supporting the administration of the Fellow's travel and entry to the UK as well as subsistence payments. Please ensure you consider the support required to secure an appropriate visa – there is no pre-agreed visa scheme for this award.

9.4 Eligibility of the individual

Darwin Fellowships will support promising individuals who:

- have a link with a recent or current Darwin Initiative project
- or**
- are currently involved directly in the implementation of the key biodiversity conventions and agreements listed above
- and**
- are working in biodiversity or related fields or whose work may have an impact on biodiversity

- are from countries rich in biodiversity but poor in financial resources (see **Table 1**)
- have at least five years' relevant work experience, or a degree from a university/equivalent higher-education institution and at least two years' work experience in a relevant field
- demonstrate the ability and willingness to train others and/or disseminate knowledge (including for policy development) and technology upon their return to their respective communities, organisations or work
- provide evidence of support for their application from their government or organisation
- have a good working knowledge of the English language (if they are to be based in the UK)

Note: Age will not be a consideration. Applications for Fellowships for mid-career as well as early-career applicants are encouraged.

9.5 What can be funded?

A Fellowship can support the following activities:

- undertaking formal qualifications (where these are linked to the broader criteria of the scheme and the course is no longer than a year);
- broadening experience of working for the conservation or sustainable use of biodiversity through appropriate related work experience. This may include training on how to write applications for funding or a period of mentoring/networking with partner organisations;
- developing policy skills (for example, attendance at relevant national or international workshops or meetings).

Applicants must be able to demonstrate that the Fellowship work will contribute to the objectives of the Darwin Initiative and to the implementation of the objectives of the Convention on Biological Diversity (CBD); the Nagoya Protocol on Access and Benefit Sharing (ABS); the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA); the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); the Convention on the Conservation of Migratory Species of Wild Animals (CMS); the Ramsar Convention on Wetlands; the United Nations Framework Convention on Climate Change (UNFCCC) and/or the Global Goals for Sustainable Development.

Fellows should demonstrate how the skills and knowledge they acquired during the Fellowship will be applied in their country to spread knowledge or expertise (e.g. through training others, practical application, or wider dissemination). Where relevant, a strategy should be developed during the term of the Fellowship for the effective implementation of skills learnt during the training period.

9.6 Funding

Eligible costs (depending on the nature of the Fellowship) include a monthly subsistence, Lead Organisation expenses, travel costs and fees for academic qualifications. Defra is also willing to consider contributing towards the cost of English language training at the start of the award and this should be included in the budget. Details are set out below.

Applications will be considered on their merits in the light of available resources. There are limited funds available in each financial year for new Fellowships. The Department will not be able to fund all eligible applications.

If you are applying for funding from other scholarship bodies, you should consider the implications of being successful in more than one application. If you withdraw we may not be able to offer the funds to anyone else.

Defra reserves the right to terminate the Fellowship at any time and reclaim any monies paid for part or full months remaining.

Table 3: Eligible Fellowship costs

	Maximum ³	Comments
Arrival allowance	£300	Flat rate, one off allowance to meet immediate costs e.g. appropriate clothing and footwear
Contribution ⁴ to Fellow's living costs	£1,200 pcm	Based within London (per calendar month)
	£1,000 pcm	Based outside London (per calendar month)
Lead organisation expenses	£300 pcm	These monthly costs can also cover any organisations working with the Fellow and can include "bench fees" (e.g. the cost of laboratory and desk space), overheads, IT equipment, costs of employment, supervision and research costs. This rate may be reviewed by Defra where a Fellowship takes place outside the UK.
Return economy airfare to UK	Up to £2,000	To cover actual ⁵ travel costs from home country to the UK, plus travel to and from airports; also includes the cost of any visas or other necessary travel documents including appropriate insurance and medical cover for the duration of the Fellowship.

³ Costs incurred outside the UK will be agreed on a case by case basis – please discuss with the Darwin Administration Team.

⁴ This is an Allowance and need not be supported by receipts for actual costs. You are expected to ensure the Allowance claimed demonstrates good value-for-money.

⁵ That is, can only be claimed against receipts for actual costs incurred.

	Maximum ³	Comments
Travel / conference fees	Up to £500 OR Up to £1,500	An additional provision (up to £500 for local UK travel OR up to £1,500 for international travel) may be included for actual travel costs and conference fees during the course of the project where this will contribute to development of policy skills (for example, attendance at national or international workshops, meetings or flights to undertake fieldwork).
Academic fees	Reduced cost	Reasonable fees (i.e. not a full overseas fee) for academic qualifications will be granted, but a Fellowship consisting entirely of a programme of study towards an academic qualification will not be eligible for bench fees in addition to course fees.
Language training	Up to £2,000	You may include up to £2,000 as a contribution towards an intensive English language course at the start of the Fellowship if you think this may be required before the Fellow is accepted for a course of academic study. These funds will be ring fenced and should be surrendered back to Defra if they are not required for this purpose – they cannot be moved to a different budget line if the course is not required.

9.7 English language funding

If the proposed Fellow does not have at least a working knowledge of English it is strongly recommended that they consider taking an English language course at the beginning of the Fellowship, especially if the Fellow intends to undertake an academic qualification in the UK.

9.8 Start date, length and location of Fellowships

Fellowships will be provided for **up to 14 months** to cover a full academic year and time for an English language course or finalising analysis.

Fellowships should start on or after 1 July 2021 and finish on or before 30 September 2022.

Darwin Fellows will typically be based in UK institutions for the majority of the Fellowship, but we will also consider Fellowships based in the Fellow's own country or other Darwin target countries (for example, on a regional project) where this is appropriate.

Fellows are not limited to working in or with the Lead Organisation. They should be given the opportunity to establish contacts with other biodiversity institutions, inter-governmental and non-governmental organisations. The value of contact with, and work in, the private sector should also be considered.

9.9 Outcome

At the end of the Fellowship, the Fellow should be able to do at least one of the following:

- be capable of giving training within their communities and organisations in the field of biodiversity conservation and/or sustainable use, and more generally provide a reliable source of good practice and information;
- have the tools to solve practical country-specific problems related to the sustainable use and/or conservation of biodiversity and/or to make a greater contribution to policy development in the field of biodiversity;

be able to disseminate widely the information and knowledge gained during the Fellowship

10. Fellowship Awards – how to apply

10.1 Submitting your application

Applications must be received through the Flexi-Grant portal by 2359 GMT on **Tuesday 19 January 2021**.

You will receive a formal acknowledgement by midday on **Friday 22 January 2021**.

NB: If you have not received an acknowledgement by Friday 22 January 2021 (pm), please call +44 (0)131 440 5181. Please do not call between 19 and 22 January .

You should expect to hear the result of your application around the end of May 2021 at the earliest.

If you experience any issues in using the Flexi-Grant system please contact the Flexi-Grant mailbox: Flexigrant@LTSI.co.uk.

10.2 Supporting documents

Your application must also include:

- **CVs** (maximum one page) for the Fellow and Lead Organisation Project Leader and any other key project personnel listed at Q7 and submitted as one PDF.
- **Letter of support from the Lead Organisation** expressing their intention to collaborate and endorsement of the proposed Fellowship, and the value of the proposed Darwin Fellowship to the biodiversity of the Fellow's country.
- Letter of support from the proposed Fellow's employer or government of the expected value of the Fellowship.

10.3 Reporting

The Lead Organisation is responsible for ensuring that the following reports are submitted:

- an interim report, at the mid-point, providing a brief account of experience gained and showing progress against the programme of work
- a final report, no more than one month after the completion of the Darwin Fellowship, showing how the Fellow has achieved his/her objectives, and the objective and criteria of the Darwin Fellowship Programme

Both reports should be compiled by the Darwin Fellow in consultation with the Lead Organisation and using the templates provided on the [Darwin website](#).

To continue receiving funding from the Darwin Initiative, reports must be complete and within deadlines. If you do not meet these requirements your funding can be stopped.

11. Assessment Process for all Darwin Initiative projects

All applications to Darwin, including applications for Fellowships and Partnership Projects, will be assessed by the Darwin Expert Committee (DEC). DEC members are experts in biodiversity and sustainable development. Details of DEC members can be found on [GOV.UK](https://www.gov.uk).

The DEC follows a strict code of practice. If any member has been involved in the development of an application or is closely associated with the applicant or with a partner institution or organisation, they will declare their involvement and will not assess or be involved in discussions of that particular project.

An overview of the process for assessment is:

- 1) **Initial review:** Applications that do not meet the essential eligibility criteria will be rejected. You will be informed of the reasons for rejection.
- 2) **Expert review:** Eligible applications are scored by at least three DEC members against the assessment criteria set out below.
- 3) **Moderating panel:** The DEC discusses the comments and scores of the strongest applications to draw up a shortlist to recommend for funding.
- 4) **Final result:** the DEC make recommendations to the Minister on which projects should be funded.

11.1 Assessment of costs

Costs are rigorously examined during the assessment process and decisions are based on realistic and justifiable budgets to deliver the work plan as well as the value for money justification in the application. Final awards may be subject to negotiation with the Darwin Secretariat.

12. Assessment criteria – Main Projects

12.1 Technical Assessment Criteria

The application will be assessed by the DEC against the criteria below to generate a score (see Annex A). The DEC will use these three scores to determine the suitability of your project for funding.

Score 1: Technical Merit of Proposed Project

Main Projects

- 1) The project is focusing on the priority issues outlined in the Guidance for Round 27.
- 2) The methodology outlined is scientifically robust, clear and sufficient to achieve the outcome detailed in the application.
- 3) The project demonstrates a highly collaborative approach, involving local institutions or communities in developing country/ies.
- 4) The project has outlined a strong ethics statement.
- 5) The Outputs and Outcomes from the projects funded under the Initiative are new and additional, and will not cut across or duplicate work already being funded.
- 6) The project provides a clear plan of how it will make data and project outputs publicly available.
- 7) The project demonstrates it will build capacity at institutional or individual levels in developing countries.
- 8) The project demonstrates good value for money.
- 9) The project demonstrates an ability to leverage additional funding.
- 10) The CVs and/or job descriptions submitted are relevant to the project and demonstrate that the make-up of the project team has an appropriate mix of skills and experience.
- 11) The project has a well-defined exit strategy in place.
- 12) The project has a clear monitoring and evaluation plan in place.
- 13) The project will have a clear and measurable Outcome.
- 14) The project will leave a sustainable legacy, through a real and lasting impact on biodiversity in the host country or in least developed, low, or lower middle income countries
- 15) The project includes work that is innovative and distinctive.

Score 2: Biodiversity Impact of Project

Main Projects

- 1) Will make a clear contribution to the priority biodiversity conventions and agreements.

- 2) Will raise awareness of the value of biodiversity (and the services it provides).
- 3) Improves the conservation, restoration and sustainable use of biodiversity (including agrobiodiversity) at genetic, species or landscape/seascape scales.
- 4) Addresses how environmental risks, with a particular focus on biodiversity, will be appropriately assessed and managed
- 5) Clearly identifies which elements of biodiversity will benefit, over which area and how.
- 6) Integrates management of land, water and living resources to promote conservation and sustainable use in an equitable way.
- 7) Incorporates biodiversity and ecosystem services into host country development objectives and economic decision making.
- 8) Will deliver data and research to contribute to a better understanding of the links between biodiversity and the welfare of poor people.

Score 3: Welfare and Poverty Alleviation Benefits

- 1) The application identifies clearly how the project will benefit poor people living in the host country/ies and should meet at least one of the following criteria:
 - advancing knowledge, evidence and impact in developing countries;
 - delivering global public goods benefits by, for example, advancing our understanding of local - global impacts and/or strengthening understanding of/evidence for global dimensions of biodiversity conservation/sustainable use and poverty reduction;
 - making serious and unique research advancements on a critical issue as a result of specific circumstances of the middle income country that could not be made elsewhere
- 2) Will help improve the lives of poor people whilst also contributing to the conservation and/or sustainable use of biodiversity.
- 3) Clearly identifies who will benefit (and how many) and how they will benefit.
- 4) Risks for poor or vulnerable groups will be sufficiently managed.
- 5) Has a strong Monitoring and Evaluation plan to measure impact and progress.
- 6) Has considered gender in its design and has provided disaggregated indicators by sex where possible.
- 7) The organisations identified as partners have sufficient expertise and experience to undertake the work identified.
- 8) The CVs submitted clearly outline the expertise of the team and are relevant to the project.

13. Assessment criteria – Partnership Projects

The application will be assessed by the DEC against the criteria below to generate a score (see Annex A). The DEC will use these two scores to determine the suitability of your project for funding.

Score 1: Need for Partnership Project

- Does the proposal connect and individual or organisation new to Darwin with partners who have experience of managing successful Darwin Projects?
- Will it support work to build and strengthen new partnerships between applicant organisations?
- Would the partnership benefit from a face-to-face meeting to plan a full Darwin proposal?
- Do the applicant organisations (the lead applicant and partners):
 - have recognised expertise in the sustainable use or conservation of biodiversity and/or development;
 - have evidence of work which has had an impact on the sustainable use and conservation of biodiversity and sustainable economic development;
 - demonstrate that adequate alternative funding – including financial support from their own organisation – is not available to develop the Darwin project proposal in consultation with their partners. Partnership Project funding should not be seen as an alternative to seeking matched funding from other sources
- Does the lead organisation have a proven track record of managing biodiversity-related and/or natural resource orientated development projects in partnership with local organisations?
- Is sufficient justification provided of the need for partners to meet and develop new applications that are competitive?
- Have they spent sufficient time researching the issue?

Score 2: Potential of proposed project for Darwin

Does the concept note show potential for a future Darwin project?

- Could the proposed project contribute to the conventions, treaties and agreements supported by the Darwin Initiative?
- Is the proposed project of value to the biodiversity of the host country/ies meeting a clearly identifiable need within that country or region?
- Is the proposed project likely to support the economic development and welfare of people in a country eligible for receipt of Darwin funding?
- Has the right expertise for this proposed project been identified? Are the right partners on board?

14. Assessment Criteria - Fellowships

Darwin Fellowship applications will be assessed against the following criteria.

The proposed Fellowship:

- draws on **UK expertise** in the field of biodiversity or convention implementation at a minimum of 10 years of relevant experience
- will result in the **transfer of knowledge** and/or technology relating to biodiversity between the UK and the Fellow's country
- is **collaborative**, involving the Darwin Fellow and the Lead Organisation in a dual partnership at all stages (including development of the proposal). Where relevant, the Fellow should demonstrate their own consultation and collaboration with local institutions or communities in the target country/ies
- will **contribute, directly or indirectly**, towards implementation of the key biodiversity conventions and agreements listed above
- where appropriate, Fellowship work will **raise awareness** of the potential worth of natural resources and encourage their sustainable use in order to directly or indirectly help eliminate poverty and develop sustainable livelihoods in those countries
- will be of **high quality and scientific** (or other appropriate professional) **excellence**
- will **leave a legacy**, through a real and lasting impact on the Fellow's capacity to help his/her country meet its obligations under the Conventions
- will **be additional** – that is, the outputs and outcomes of the Fellowship will not cut across work being funded through other mainstream environmental or research programmes. Research projects, in particular, must tackle work in an area of biodiversity that has previously been neglected or undervalued
- should be, wherever possible, **innovative and distinctive**. It should show a new approach to a problem or issue and not cover old ground - although tested methodology may be used for a new area or issue. To ensure Fellowship work is distinctive, applications should identify how any outputs will be badged and in what ways the Department's name and the Darwin name and logo would be used to help raise the Darwin profile
- demonstrates **good value for money**. Both actual results from the Fellowship work, as well as the benefits of the Fellowship to the Fellow and their country's capacity to meet the objectives of conventions will be taken into account

Annex A: Assessment Scoring for ALL Darwin applications

Score	Description
6	The proposed project meets all the of assessment criteria . The majority of the assessment criteria are met to a high standard. There are few minor issues which if addressed may improve the project but they are unlikely to be detrimental to the delivery of the project and should not prevent it from being funded without changes being made.
5	The proposed project meets most of the assessment criteria . The criteria it does meet are mostly to a high standard. There are minor issues that could improve the project but these are unlikely to significantly impact the project's success and should not prevent it from being funded. It is likely to significantly contribute to the objectives of the Darwin Initiative.
4	The proposed project meets most of the assessment criteria . The criteria it does meet are often to a good standard. There are a few minor issues that would improve this project which they would be advised to consider if funded. It is likely to contribute to the objectives of the Darwin Initiative.
3	The proposed project meets most of the assessment criteria . Those criteria it does meet are largely to an acceptable standard. It is likely to contribute to the objectives of the Darwin Initiative. The project has some issues with design which the team would be recommended to review to increase its suitability for funding.
2	The project meets some of the assessment criteria . Those criteria it does meet are to a modest standard. Overall however, it is inconsistent in terms of the assessment criteria. The application requires changes to make it suitably address the assessment criteria to make it competitive.
1	The proposed project is unsatisfactory and meets only a few of the criteria outlined. The proposed project is likely to require significant alterations to make it address the assessment criteria.
0	For special cases e.g. flawed in scientific approach, subject to serious technical difficulties, unclearly written that it cannot be properly assessed, success depends on the project student or is duplicative of other research. Fails to meet any of the criteria outlined.

Annex B: Awarded Grants

The award is made to the applicant organisation, not to an individual. The Project Leader will be the first point of contact for all aspects of project management (including financial management), and will be responsible for the overall management of the project and accountability of the award, on behalf of the institution they represent.

Contact details will be required for a nominated individual from the finance section of the institution to whom the award is made. This person may be identified once the grant has been offered.

Reporting Requirements

All projects are required to submit a Final Report at the end of the award.

Main Projects lasting for more than one year must provide Annual and Half Year progress reports that are reviewed each year. These reports must provide robust reporting against intended objectives and include information on outputs and ethics and environmental impact.

Fellowship projects lasting longer than 6 months must provide an interim report half way through.

To continue receiving funding from the Darwin Initiative reports must be complete and within deadlines. If you do not meet these requirements your funding can be stopped.

Project datasets

Data collection, analysis, management and storage protocols should be established to ensure the integrity of research findings and their subsequent use within the research team, Darwin Initiative and eventual wider public domain.

The application should demonstrate that the publication of results and secure data storage has been thought about, a plan exists and appropriate resources are included.

Data protection and use of personal data

Information supplied in the application form, including personal data, will be used by Defra as set out in the latest copy of the Privacy Notice for Darwin, Darwin Plus and the Illegal Wildlife Trade Challenge Fund available on GOV.UK. This Privacy Notice must be provided to all individuals whose personal data is supplied in the application form. Some information may be used when publicising the Darwin Initiative including project details (usually title, lead organisation, project leader, location, and total grant value) on the GOV.UK and other websites.

Information (including personal data) relating to the project or its results may also be released on request, including under the 2004 Environmental Information Regulations and the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the General Data Protection Regulation (Regulation (EU) 2016/679).

Annex C: CVs and Expertise of Project Team

Most applications require CVs for key staff, including the Project Leader, in English. These are one page CVs intended to demonstrate that the project will have sufficient expertise to carry out all aspects of the work. The table below provides an indication of the sort of information our reviewers find useful and what is less relevant. It is in your interest to tailor the CV to the proposed role on the project team to effectively support your application.

Useful information	What it demonstrates	How reviewers will use this
Previous roles/ positions on similar projects	Previous and relevant experience	If the roles listed are relevant to the proposed project it will demonstrate experience in leading or working on a similar type of project.
Skills and experience (tailored to match the project)	Previous experience and how relevant it is to the proposed role in the new project	If the experience is relevant and tailored to the project it will provide good evidence of the individual's suitability for the project
Countries worked in	This individual has experience working in a range of environments (political, social, legislative etc.).	We do not expect all members of the team to have worked in the host country but, depending on their role in the project, we do expect team members will have had some form of experience working in similar developing countries especially if the individual has a senior role in the project.
List of funding received from donors/ research councils	The individual is good at leading research teams The individual is good at obtaining funds	Good evidence of an experienced project leader in running projects of this type

Less useful information	What it demonstrates	How reviewers will use this
List of courses/ lectures given	The individual is a recognised teacher	This doesn't show that the individual is capable of undertaking practical field work particularly in a non-academic setting.
List of job titles held	Range of experience but not necessarily all relevant to the role on the project	If this is a list of job titles i.e. lecturer, coordinator, researcher then it is unlikely this list will provide much useful detail.
List of published papers	Academic or scientific achievement but may not be relevant to the project	A list of all papers ever published is of little interest to reviewers. A tailored list of papers, relevant to the project, will demonstrate expertise in this area.
List of Post Graduate Students	This individual is a recognised research supervisor	This doesn't show that the individual is capable of undertaking practical field work, although may be relevant if the project involves significant mentoring of local students

We recognise that securing CVs from government staff and Community Group representatives can be difficult: you are encouraged to provide a CV for all key members of the project team, and your main partners. If you cannot secure a CV, please provide an explanation on why it is not available, and a summary of the experience of the team member concerned.

Annex D: Demonstrating Poverty Alleviation

Darwin projects must clearly demonstrate how they will contribute to, or have a direct impact on, the economic development and wellbeing of poor people in **eligible** developing countries, by reducing poverty.

Successful applicants will demonstrate a clear understanding of development needs in their target situation and explain how their project will help address these needs. Projects will need to consider relevant social, cultural or political processes.

Some projects may look at sector specific issues, such as:

- water resources protection and rehabilitation, integrated watershed, catchment and river basin protection and management;
- sustainable agricultural and farming practices, integrated pest management strategies, soil conservation, and in-situ conservation of genetic resources
- combating deforestation and land degradation while maintaining or enhancing biodiversity in affected areas;
- promotion of sustainable marine, coastal and inland fishing, sustainable use of sensitive environmental features for tourism

Other projects may look more widely, and could include the following activities:

- preparation of national biodiversity plans, strategies and programmes (NBSAPs), biodiversity inventories and assessments, development of legislation and regulations to protect threatened species, development of incentives, impact assessments and policy and legislation on equitable access to the benefits of genetic resources;
- establishment of protected areas, environmentally oriented zoning, land use and regional development planning;
- protecting endangered or vulnerable species and their habitats;
- education, training and awareness raising on biodiversity, including capacity building in taxonomy, biodiversity assessments and information management;
- research on ecological, socio-economic and policy issues related to biodiversity;
- supporting development and use of approaches, methods and tools for assessment, valuation and sustaining of ecosystem services

Direct Benefits

Projects will need to demonstrate the benefits they will achieve. These benefits may have a direct economic impact (e.g. on the income for a specified number of people) or a direct impact on welfare issues (e.g. increased wellbeing, reduced vulnerability to the impacts of climate change, improved food and water security, a reduction in infectious diseases linked to environmental management).

For these direct impacts, projects should think about:

- what benefits will result from the project? What is the scale of impact expected (i.e. 5 households see a small increase in income or 500 households see significant improvements in water security)
- who are the recipients of the benefits? Will the project target specific groups i.e. rural poor, indigenous peoples or will the benefits be felt at a national scale
- are there risks for poor or vulnerable groups as a result of the work outlined? How will those risks be managed
- what is the sustainability of the venture?
- if the venture is dependent on production of a new product, is there a market for this product e.g. handicrafts, ecotourism, honey, and is this market expanding or contracting? Is the infrastructure needed in place?
- how will you measure these benefits? Is the Monitoring and Evaluating methodology (M&E) robust enough to measure progress and achievement?
- disaggregating data by sex where possible

Indirect Benefits

Projects that are more orientated towards policy, management effectiveness or capacity of institutions to implement biodiversity management measures may have fewer direct impacts within their timescale. They will, however, still be supporting the Darwin Initiative objective of protecting and enhancing biodiversity and, in doing so, contributing to sustainable development in developing countries, and will need to demonstrate this.

For example, a policy-orientated research project will need to demonstrate that it will contribute to or effect a change in policy in the target country. It will have identified avenues of engagement with Government, NGOs, donor agencies or others that have substantial influence on the development of policy. It is also essential that the results of research are packaged in a format that is accessible to the policy makers (and influencers) in the host country. The use of Executive Summaries in reports which provide a short, non-technical explanation of what the project has achieved is invaluable. Peer review papers are rarely read or used by policy makers and are often inaccessible to those outside academia.

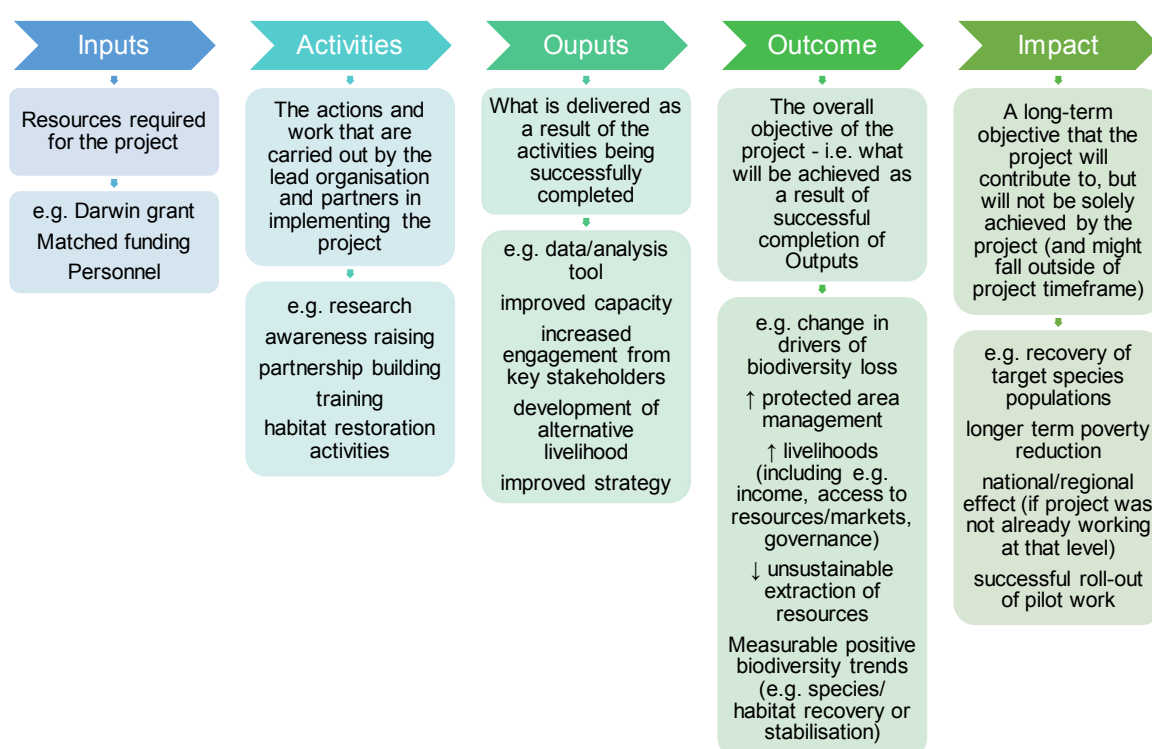
It is not sufficient to merely release the results of research at the close of a project and hope that there is a suitable audience for the results. The impact of the project must be evaluated and presented in a clear and succinct manner.

Annex E: Monitoring and evaluation - guidance on the logical framework

Developing a pathway to impact

We want the Darwin Initiative to make a real difference on the ground, through practical action. This means that it is important that we can measure the effect of the projects we fund and that we can learn from what works where and what does not so that this can be adapted and applied elsewhere.

A logframe is an expression of the 'results chain'. That is, the results you expect to achieve as a result of the project outlined in your proposal. The figure below provides an example of a results chain:



Measuring impact

Robust monitoring and evaluation allows projects to review their progress and evaluate their success in reaching their identified objectives, and will allow us to measure the impact the Fund has made.

The definition of evaluation agreed by the OECD Development Assistance Committee and widely accepted by the international development community is:

"The systematic and objective assessment of an on-going or completed project, programme or policy, its design, implementation, and results in relation to specified evaluation criteria."

Guidance on how to fill in the Logical Framework (“logframe”)

Before you develop your logframe it may be useful to consider and discuss with your project partners the following questions about your intended project:

- What is the project trying to achieve?
- How will it achieve its objectives? What activities will be carried out?
- What resources, people, and equipment will you need?
- What potential problems or risks may affect your delivery?
- How can you mitigate any potential problems or risks?
- How will the progress and ultimate success of the project be measured?

Impact

The Impact statement is a statement of the project’s long-term objective, as a contribution to a wider advance on, for example, conservation and economic and social development. The impact:

- will not be achieved solely by the proposed project
- will be achieved outside of the timeframe of the proposed project

Outcome

The Outcome statement is a project’s objective; what do you expect to achieve as a result of this project? There can only be one Outcome for a project which should identify what will change, and who will benefit. There should be a clear link between the Outcome and the Impact.

Indicators for measuring Outcome

Indicators are the tools and mechanisms you will use to measure the changes your project is making. Indicators should be useful both for project planning and external reporting. They should allow you to demonstrate what you have achieved and when.

Indicators used to measure Outcome may not be achieved until in the closing stages of your project. It is therefore advisable to break these indicators down into milestones so that project progress can be assessed at regular intervals, not just at project end.

The Darwin Initiative strongly encourages the use of SMART indicators. That is:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant, and
- **T**ime-bound

Indicators can be quantitative or qualitative. It is unlikely that one indicator will be broad enough at this level to capture progress across outcomes. The indicators should ideally cover all aspects of the project, whether they are environmental, social, economic or institutional aspects of intended change.

The indicators provide the detail of what you will measure to assess your progress towards achieving the Outcome. You should be able to state what the change you expect to achieve as a result of the project i.e. the difference between the existing state and the expected end state.

Verifying Outcomes

At the design stage you should identify the materials you will use to verify your Outcome. This is the 'source' material that supports your accounts of achievement.

To evidence the Outcome indicators, you can rely on a range of data sources. For example, these could include secondary data produced in CITES reports, government produced statistics, prosecutions, reports produced by external entities etc. or could include primary data you have collected, as long as this has been collected in a robust and credible manner.

In some cases it may be difficult to rely on independently produced materials to meet the timelines you require. For example, government statistics could be delayed in their production. It is useful therefore to rely on a range of materials from a variety of sources including those produced by your own project and those produced by independent sources.

Understanding important assumptions and managing risks at the Outcome level

Project achievements will often be dependent on external conditions outside the control of the project. Project design should reflect these risks and assumptions. Risks and assumptions should be monitored. If the situation changes a change in approach for your project may be needed.

Outputs

Outputs are the specific, direct deliverables of the project. These will provide the conditions necessary to achieve the project Outcome; if the outputs are achieved then the logic is that the Outcome will also be achieved. The logic of the chain from Output to Outcome therefore needs to be clear. Most projects will have three or four outputs in order to achieve the intended Outcome. More than five outputs for a Darwin Initiative project is likely to be excessively complex. Often, two or more outputs can be combined since they are steps in the same deliverable.

Understanding important assumptions and managing risks at the Output level

Outputs can also be dependent on, or affected by, external events outside the project's control. Risks and assumptions should also be recorded, and monitored, for Outputs. Often risks at Output level can be managed by the project, but it is still possible that the project's approach may need to change because of external events.

Activities

Activities do not need indicators; their completion should be sufficient. Only summarised main activities are required. These should be numbered against the Output that they relate to.

Other resources

This annex is not intended to be a fully developed resource for undertaking project level monitoring and evaluation. There are numerous resources available that provide useful step-by-step instructions for developing project level monitoring and evaluation systems including handy toolkits. Whilst some of these use different terminology for the components of a logframe, the principles remain the same. Some of useful resources include:

- [Darwin Initiative Logframe Information Note](#)
- [DFID How to Note: guidance on using the revised Logical Framework](#)
- [DFID: Review of the use of 'Theory of Change' in International Development](#)
- [The Magenta Book: HM Treasury guidance on what to consider when designing an evaluation](#)
- [Better Evaluation - https://betterevaluation.org/](https://betterevaluation.org/)
- [BOND – The Logical Framework Approach](#)
- [BOND – Some useful online materials for monitoring and evaluation.](#)

Annex F: Example Logframe

This is a worked example of a fictitious Darwin project. The measures and indicators are meaningless but demonstrate how you might develop a logframe for your project. You may also find it helpful to refer to the project logframes for real Darwin projects, which can be found on the website: <http://www.darwininitiative.org.uk/project/>

Project summary	Measurable Indicators	Means of Verification	Important Assumptions
Impact:			
Agriculture is managed sustainably at the national level with resultant increases in biodiversity and welfare of people			
Outcome: Roll-out of sustainable agriculture and micro-enterprises in 7th District resulting in increased access to food during the hungry months for 12,000 people, reduced land clearance for agriculture and increased biodiversity.	<p>0.1 12,000 people in 7th District (sample = n) report a 50% reduction in number of days they go hungry during the dry season from a baseline of 15 per month (2018) to 7 per month by 2023.</p> <p>0.2 Micro-enterprises registered in 7th District during 2019-2023 record an average income of £17 per person per month (against national average of £4 per month) with 50% headed by women</p> <p>0.3 Botanical and invertebrate diversity in project areas (particularly pollinator species) shows an increase of at least 10% annually from baseline (to be established in the first year)</p> <p>0.4 Agricultural productivity increases from a baseline of 3 tonnes per hectare in 2019 to 4 tonnes per hectare in 2023.</p>	<p>0.1 Household survey reports for 2019, 2021 and 2023</p> <p>0.2a Local Government registrations of new enterprises in 2019, 2021 and 2023</p> <p>0.2b Survey of enterprise income generation in 2019, 2021 and 2023</p> <p>0.3 Quarterly botanical and invertebrate surveys carried out in fixed sample plots on field margins.</p> <p>0.4 Survey of agricultural productivity in 2019, 2021 and 2023.</p>	<p>Enterprises continue to be registered by the Local Government and records remain open to scrutiny</p> <p>Increases in agricultural productivity does not correlate with a decrease in price for agricultural commodities in 7th District</p> <p>Satellite imagery remains free to non-profit organisations</p> <p>Reduced pesticide use and improved field margin management lead to an increase in beneficial invertebrate populations</p>

Project summary	Measurable Indicators	Means of Verification	Important Assumptions
	0.5 Land cleared for agriculture slows from 200 hectares per year in 2019 to 20 hectares per year in 2023	0.5 Satellite imagery of District 19 in 2019 and 2023.	
<p>Outputs:</p> <p>1. Training and capacity building provided for small holders on microenterprise generation and sustainable agriculture</p>	<p>1.1 1,000 small holders (40% women) attend 3 day training course in sustainable agriculture (200 in year 1, 400 in year 2, 400 in year 3)</p> <p>1.2 50 agricultural extension workers attend 1 week training course in sustainable agriculture</p> <p>1.3 By year 2, 2,000 small-holders apply sustainable agricultural practice including reduced pesticide use (# of litres of pesticide applied pa – 22 litres per smallholder in 2019, 5 per smallholder in 2023)</p>	<p>1.1 Training course attendance certificates</p> <p>1.2 Training course attendance certificates</p> <p>1.3 Local government records of pesticide distribution in 7th District in 2019, 2021 and 2023</p>	<p>Up to 90% of Agricultural extension workers are able to attend training courses</p> <p>Small-holders continue to apply 5-to-1 training distribution to other small-holders</p>
<p>2. Communities are trained in the maintenance of field margins for biodiversity benefits</p>	<p>2.1 50 agricultural extension workers and 20 teachers (at least 50% women) attend 2 day training course on managing field margins and the benefits of pollination</p> <p>2.2 50% of community members report increased awareness of benefits of pollinators and potential harm of insecticides by project end against year 1 baseline (to be established)</p>	<p>2.1 Training course attendance certificates; surveys before and after training demonstrating a change in perception on the value of non-productive land on agricultural margins</p> <p>2.2 Community perceptions surveys</p>	

Project summary	Measurable Indicators	Means of Verification	Important Assumptions
<p>3. Microenterprises established with seed-funding under a VSLA model</p>	<p>3.1 Business plans for microenterprises submitted to local government for approval (20 in year 1, 20 in year 2, 20 in year 3) with 50% female membership and an average membership of 4 people each</p> <p>3.2 Microenterprises registered to trade in 7th District (20 in year 1, 20 in year 2, 20 in year 3).</p>	<p>3.1 Project reports on business plan's submitted</p> <p>3.2 Local government registration from Commerce Division in 2019, 2021 and 2023</p>	<p>Cost of registration of microenterprises remains at a rate of 15 dollars per registration</p> <p>Small holders see value of participating in VSLA scheme</p> <p>Commerce Division continues to report annually on the number of microenterprises registered (new and recurring)</p>
<p>4. Research outputs developed and shared with target audiences (local government, small holders and international development community)</p>	<p>4.1 Journal article on application of sustainable agriculture and its effect on yield by year 2 submitted to open access journal</p> <p>4.2 Workshop hosted by Ministry of Agriculture on applying sustainable agricultural practice in 7th District</p> <p>4.3 Policy brief downloaded from project website at least 200 times in year 2</p> <p>4.4 Pop up survey of who is downloading document shows breakdown of practitioners, policy makers, researchers etc.</p>	<p>4.1 Journal confirmation email</p> <p>4.2 Workshop proceedings</p> <p>4.3 Google analytics for year 2.</p> <p>4.4 Pop up survey results</p>	<p>Government remains committed to co-hosting research outputs of project</p>
<p>5. Local Government in 7th District adopts the</p>	<p>5.1 Training manual developed for training course is incorporated into Agriculture Extension worker manual by end of year 2</p>	<p>5.1 Agriculture Extension worker manual and letter of</p>	<p>New extension workers are employed within the 3 year</p>

Project summary	Measurable Indicators	Means of Verification	Important Assumptions
training course developed by Darwin project as standard for all new agriculture extension workers	5.2 All new intake extension workers undertake sustainable agriculture training as standard	support from Ministry of Agriculture 5.2 Training records of new extension workers	project to test suitability of training materials Local Government deem training course to be of sufficient quality, and applicability, to roll it out more widely
<p>Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)</p> <p>1.1 1.2 1.3 etc.</p>			