**Stage 2 applicants workshop**

**29th October 2015**

**Workshop Note**

**Agenda**

| **Time** | **Agenda Item** |
| --- | --- |
| 09:30 | **Arrivals and registration** (Tea and coffee on arrival) |
| 10:00 | **Welcome and intro to the workshop**   * Purpose of the workshop * How the day will work * Introductions |
| 10:30 | **Overview of Frequently Asked Questions/ Common issues**   * Collection of questions that have come in and responses * Administrative and Technical Queries * Guidance notes |
| 11:00 | **DEC presentation: What makes a good application** |
| 11:15 | **Meeting the poverty requirements & an introduction to the SDGs**   * Poverty score and how to improve it * Sustainable Development Goals and Darwin |
| 11:30 | **Gender**   * Intro to International Development Act (Gender equality) * Common issues * Disaggregating data |
| 11:45 | **Communicating your ideas – lunchtime activity**   * Translating complexity into simplicity |
| 12:00 | **Lunch** |
| 13:00 | **Theory of change**   * An introduction to Theory of Change and how it can help project planning and communicating your ideas * Group activity |
| 13:15 | **Logframe development and evaluability**   * Developing SMART indicators * Group activity |
| 13:30 | **Evidence**   * What makes good evidence (means of verification) * Group activity |
|  | Tea and coffee will be served during group work |
| 15:45 | **Q&A and Feedback** |
| 16:00 | **Workshop close** |

The presentations from the day plus the handout can be accessed via the [Darwin website here](http://www.darwininitiative.org.uk/publications/workshop-proceedings/stage-2-applicants-workshop-oct-2015).

**Key points or common issues arising from the morning sessions**

**FAQs and Common Issues session**

**Q: Is it a problem if projects do not start on 1st April?**

A: So long as it begins before 1st November and Darwin are aware of your intention to start later this is fine. Remember the funding is only agreed until April 2019 so projects starting later will have a shorter time-frame.

**Q: How do we budget for and calculate indirect and direct costs**

A: There is a comprehensive document called Finance for Darwin that will give you some guidance but generally each institute calculates this differently.

**Q: Do projects need to be externally evaluated to satisfy M&E criteria?**

A: No it is not essential although many organisations do this as standard. We certainly wouldn’t discourage this practice but your M&E should be appropriate to the project.

**Q: There is a target of up to 5% of budget costs for M&E – is this a ceiling limit?**

A: No – this is a suggested guideline and it is the first year we have proposed such a figure. We certainly would not see this as a limit.

**Q: Can staff costs/time go towards M&E? How do we budget this?**

A: Each institution will likely take a different approach to this. Clearly staff time and costs can be allocated to M&E – we’re looking to ensure projets have sufficient budget at outset to cope with M&E needs.

**Q: Will a high budget count against our application?**

A: Look carefully at your budget – more expensive projects may find themselves competing with smaller projects that will have similar levels of impact. The Darwin Initaitive looks to get the best impact for its funds which are finite.

**Gender session**

**Q: Do we have to consider gender or can we show it was considered and not deemed necessary?**

A: Cultures and approaches can change within the lifetime of a project so be careful. While your activities may not target women in particular, you may wish to consider how the benefits of your project are distributed. Therefore your M&E plan may need to consider collecting evidence disaggregated by gender on impact.

**Theory of Change Session**

**Q: Clearly graphics are useful in developing a ToC – can we include this in our application?**

A: Needs to be legible and sometimes the ToC map is really only understood by those who were involved in its creation. Its more important that you have a good understanding of your pathway of impact and the various assumptions upon which your project is based.

**Q: How do we use the ToC to populate the logframe**

A: Generally the logframe is a simplistic view of a project – this should include detailed indicators which will outline how you will measure progress and impact. A ToC is a great first step to populating a logframe – neither should be static documents though and should be revisited regularly.

**List of attendees/organisations**

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