**Darwin Plus Local: Final Report Review**

**Submit to:** **BCF-Reports@niras.com** **including the project ref in the subject line**

**Darwin Plus Local Project Information**

|  |  |
| --- | --- |
| Project reference number |  |
| Project title |  |
| Overseas Territory(ies) |  |
| Lead organisation or individual |  |
| Partner organisation(s) |  |
| Value of Darwin Plus Local grant award |  |
| Start/end dates of project |  |
| Project Leader name |  |
| Project website/Twitter/blog etc.  |  |
| Review date |  |

The notes in blue are guidance for the reviewers and not all guiding questions need to be answered – only those that are relevant to this project. **Please remove the guidance notes from all sections before submission**.

This review should provide an independently verified viewpoint of the project. This should include the impact, challenges and lessons learned. Please therefore document how the project achieved its results with clear reference to evidence submitted. It is important to ensure this is a fair and balanced review. Please ensure all comments (positive and negative) can be substantiated by reference to material submitted with the Final Report.

This review will be shared with the project and relevant UK Government Departments. It may also be shared with organisations asked by the UK Government to review the effectiveness of Darwin Plus. There is no plan to share the review publicly. However, you should be aware that all information held by HMG can be subject to a freedom of information request.

You will be supplied with the full project file to undertake your review. The application document forms the contract between Defra and the project. Please ensure you read this first. It may also be helpful to read the full Final Report template as this includes similar guidance that will help you understand what the project was asked to report on. The Final Report should be a stand-alone report.

Some projects may have made changes to their project since its start. Projects are required to seek approval for changes at the Impact, Outcome or Output level (activity level changes do not require approval), in addition to budget and staff changes. These changes, if approved, should be documented in Change Request Forms which will be in the file you receive.

If you have a project that has made unapproved changes to its design please check with the Biodiversity Challenge Funds Administrator before proceeding any further
(BCF-Reports@niras.com).

Please note that the Darwin Plus Local report form varies from other reporting forms in that some sections of the report are optional to complete. Projects should not be penalised if they do not complete optional questions.

It is expected that this report will be 4-5 pages in length. Please do not exceed this limit excessively.

# Project Summary

Please use maximum of half a page (ideally less) on this section.

* Give a brief summary of the project, main activities and outputs.
* This section should only contain facts about the project based on information contained in the application or Final Report.
* Feel free to copy and paste from the report for this section if it is suitable, but do ensure the language is appropriate.

# Project Outcomes

* Which Darwin Plus theme(s) did this project contribute towards?
* What was the project’s planned objective(s) and outcomes?
* Was it achieved? Please include any comments to qualify this. Please substantiate any claims with evidence.
* If the project received recommended improvements in their feedback letter, have they considered this in their project implementation? (please note that ‘required actions’ were dealt with prior to funding)
* We ask that Darwin Plus Local projects assess the success of their own project. Do you agree with their assessment? If not, why not? What grade would you give the project for how well it achieved its outcomes? Please use only the grades available below and leave the table in the review.

**The project’s Grade:**

**Your Grade:**

|  |  |
| --- | --- |
| **Grade** | **Outcome description** |
| 1 | Outcome substantially exceeded |
| 2 | Outcome moderately exceeded |
| 3 | Outcome met expectation |
| 4 | Outcome moderately did not meet expectation |
| 5 | Outcome substantially did not meet expectation |

1. **What lessons learned/failures/challenges from this project could be used to improve/inform future Darwin Plus projects or the wider Darwin Plus programme and community?**

Consider issues such as:

* What worked well, and what didn't work well?
* What would the project do differently next time?
* What recommendations would you make to others doing similar projects?
* Did the project have an appropriate approach to risk management?
* Did any significant risks arise over the lifetime of the project that were not previously accounted for?
* Have any significant adaptions been made to the project design to address changes to risk?
* What key lessons have been learnt as a result of this project? (including administrative, management, technical, M&E).

# Project expenditure

The Final Report should tabulate grant expenditure and explain any variations from the original application. The report is only accounting for the funds in the last active period of the project, not for the full project so you should comment accordingly. If this section is incomplete, please still carry out your review as we can deal with the finances separately if necessary.

* Are stated changes in the budget clear, sensible and justified and is the level of detail on expenditure adequate?
* How were changes managed by the project?
* Does the project appear to be good value for money? If not, what could have improved this?

# Contribution to Darwin Plus Programme Objectives

We have recently developed a list of Standard Indicators and we have asked Darwin Plus Local projects to report against these if they can (N.B. this is optional so projects should not be penalised if they did not report).

* Did this project report against any of the Standard Indicators? Has evidence been provided in support of the claims made?
* Are there other Standard Indicators you think the project could have reported against but they haven’t? If yes, please provide details.

Please summarise the project’s reporting against the indicators below.

|  |  |
| --- | --- |
| **Indicator reference and description** | **Result** |
| Group A indicator*e.g. DPLUS-A03 Number of local/national organisations with improved capability and**capacity as a result of project.* | *e.g. 1 organisation (name organisation(s))* |
| Group B indicator |  |
| Group C indicator |  |
| Group D indicator |  |

# Project partnerships

Has the project reported on its project partnerships? Do partnerships appear to have been managed effectively? Does the project report on any particular achievements, lessons, strengths or challenges with the partnership(s), and how well were these managed?

# Project impact

Has the project influenced wider decision-making or in any way helped embed environmental issues into decision-making?

# What is the sustainability and legacy of the project?

What achievements are likely to endure and why?

# Contribution to Gender Equality and Social Inclusion (GESI)

Darwin Plus Local projects should make all reasonable and adequate efforts to address inequalities, including gender inequality and other power imbalances in project design, implementation and reporting. Although there isn’t a specific question in the Final Report on gender, comment on whether there is evidence of any of the following points in the project’s implementation?

* Is there reference to the GESI context the project was operating within?
* Is there evidence that the project contributed to ensuring individuals achieve equitable outcomes and engaged participants in a meaningful way?
* Has the project provided information on whether or how they supported the most vulnerable communities?
* Has the project made any particularly notable achievements to gender equality and social inclusion?

# Key Facts for Defra Publicity

Please use maximum of half a page (ideally less) on this section. Think about what could be quickly synthesised and used by Defra to highlight a project’s success, but remember that some projects will not lend themselves to publicity. Think about items that Defra might be interested in that tell a story or make it different/new/exciting from other projects.

For example:

* *High quality collections of priority native plant species has secured the future of the UKOT’s plant diversity, and laid the foundation of the islands green economies.*
* *The project has supported local poor people to become involved in the governance of natural resources that are vital to their well-being.*
* *The first ever coral nursery in the Cayman Islands will directly improve the health of the reef eco-system, and provide high quality habitats for fish and invertebrates.*
* *Globally important seabird populations, and the sustainable management of marine resources, is now secured for the benefit of the people of Anguilla and the British Virgin Islands.*