# Darwin and Darwin Plus Fellowships

# Reporting Guidelines

Darwin Fellows are expected to submit two reports to the Darwin Initiative, in which they have the opportunity to report on their experiences gained during the Fellowship, and on any other issues they would like to raise. Please look at the formats for both reports provided overleaf and contact us if you have any questions.

Darwin Fellows are expected to prepare the reports in conjunction with the Lead Organisation who are responsible for ensuring their submission and that reporting deadlines are adhered to.

**You are required to provide**:

* A brief Interim Report at the half way point (maximum 3 pages) submitted within one month of the half way point.
* A Final Report within one month of completion of the Fellowship (maximum 6 pages excluding annexes).

LTS will read all reports submitted but will only provide a written review of the Final Report – please do not expect feedback from the Interim Report unless there are specific concerns about the progress of the Fellowship. LTS will provide a written review of the Final Report within 2 months of receipt – if you have not heard from us within that timescale, please feel free to contact us for an update.

Please send your report by email to [Darwin-Projects@ltsi.co.uk](mailto:Darwin-Projects@ltsi.co.uk) and include the name of the Darwin Fellow in the subject line.

If you have any additional queries about reporting, please feel free to email.

## Darwin Fellowship - Interim Report

## Due within one month of the half way point of your Fellowship (*maximum 3 pages*)

Remove the blue guidance text before you submit your report.

|  |  |
| --- | --- |
| Darwin Fellowship reference | DARFW |
| Name of Darwin Fellow |  |
| Lead organisation |  |
| Fellow’s organisation(s) |  |
| Fellow’s role within the organisation (prior to Fellowship) |  |
| Start/end dateof Fellowship |  |
| Location of Fellowship |  |
| Darwin Fellowship grant value (£) |  |
| Type of work (e.g. research, training, if other please specify) |  |
| Main contact in lead organisation |  |
| Author(s) and date |  |

1. **Background**

* Briefly describe your involvement in the Darwin project before the start of your Fellowship. If you were not involved with a specific project, please explain your involvement in the implementation of the key biodiversity conventions, agreements and treaties relevant to Darwin.
* Describe the aim and objectives of the Fellowship, and the programme of work.
* Briefly describe the roles of the lead and Fellow’s institutions.

### Progress

* Provide a brief account of your work since the start of your Fellowship, showing progress against the programme of work.
* Provide an account of any problems encountered and how you have or are planning to overcome them.
* Are there any issues you would like to raise?

1. **Achievements and Outcomes**

* What have been the main achievements and outcomes to date, and how do they relate to the overall aim and objectives of the Fellowship?

### Impact of COVID-19 on Fellowship

Please summarise the impact of COVID-19 on your Fellowship as well as providing an overview of how you have responded.

* To what extent has COVID-19 impacted your project?
* How have you responded? For example, by adjusting your workplan or approach to help maintain delivery.
* How did you assure the health and safety of everyone involved in the Fellowship?
* Could any of your Fellowship’s expected outcomes or impacts assist with the response to COVID-19 or reduce the risk of future pandemics?

1. **Safeguarding**

|  |  |
| --- | --- |
| Please tick this box if any safeguarding or human rights violations have occurred during this financial year.  If you have ticked the box, please ensure these are reported to [ODA.safeguarding@defra.gov.uk](mailto:ODA.safeguarding@defra.gov.uk) as indicated in the T&Cs. |  |

Projects funded through the Darwin Initiative must fully protect vulnerable people all of the time, wherever they work. All projects are expected to provide a safe and trusted environment which safeguards anyone who the organisation has contact with, including beneficiaries, project staff, volunteers, and downstream partners. In order to provide assurance of this, projects are required to have appropriate safeguarding policies in place. **Please outline and/or provide any updates on your lead organisation’s policies or procedures, outlining how you have ensured all project action (including activities led by downstream partners) has applied these principles in practice. Please provide any information on how safeguarding concerns relevant to your project have been managed during the reporting year, and how future risks will be mitigated.**

This question applies to all projects, but will be particularly relevant for projects working directly with communities or with informant networks. While you may not have a full safeguarding policy in place, Defra expects that this should be in development and you should consider the following:

* 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 work place - and make clear what will happen in the event of non-compliance or breach of these standards.

Additional guidance can be found on [GOV.UK.](https://www.gov.uk/guidance/safeguarding-against-sexual-exploitation-and-abuse-and-sexual-harassment-seah-in-the-aid-sector#external--guidance)

1. **Next Steps**

* Briefly describe forthcoming activities, events, and milestones.

## Darwin Fellowship - Final Report

## *Due within one month of the end date of the Fellowship (maximum 6 pages)*

|  |  |
| --- | --- |
| Darwin Fellowship reference | DARFW |
| Name of Darwin Fellow |  |
| Lead organisation |  |
| Fellow’s organisation(s) |  |
| Fellow’s role within their organisation |  |
| Start/end dateof Fellowship |  |
| Location |  |
| Darwin Fellowship grant value (£) |  |
| Type of work (e.g. research, training, if other please specify) |  |
| Main contact in UK organisation |  |
| Author(s) and date |  |

### Background

* Briefly describe your involvement in the Darwin project before the start of your Fellowship. If you were not involved with a specific project, please explain your involvement in the implementation of the key biodiversity conventions, agreements and treaties relevant to Darwin.
* Describe the aim and objectives of the Fellowship, and programme of work.
* Briefly describe the roles of the Lead and Fellow’s institutions.
* If you have undertaken a formal course of training, please provide a brief explanation of the course and a link to the course website if available.

### Achievements

* Summarise the work undertaken during your Fellowship. What were the main activities undertaken? Highlight any work undertaken but not originally planned and explain why this happened. Highlight any problems encountered and how they were overcome.
* What have been the main achievements of your Fellowship? How do they relate to the overall objectives of this Darwin Initiative funding scheme? Key documents should be annexed to this report.

1. **Outcome, lessons and impact**

* Do you feel that the work undertaken during your Fellowship has improved skills that are relevant and important for your work in your organisation? How are you planning to apply those skills in future work?
* What arrangements have been made for your future involvement? What discussions have taken place with your original employer to ensure that your new skills are utilised?
* Has the Fellowship helped to improve your capacity to solve practical problems related to the sustainable use and/or conservation of biodiversity in your country?
* Have you had the opportunity to make contacts with other UK biodiversity institutions, intergovernmental organisations, NGOs or the private sector during your Fellowship? Will these contacts be useful for your future work, and how are you planning to maintain them?
* Any other issues emerging from your experience as Darwin Fellow that you would like to raise, or suggestions for improvements to the Darwin Initiative Fellowship scheme.

### Impact of COVID-19 on Fellowship

Please summarise the impact of COVID-19 on your Fellowship as well as providing an overview of how you have responded.

* To what extent has COVID-19 impacted your project?
* How have you responded? For example, by adjusting your workplan or approach to help maintain delivery.
* How did you assure the health and safety of everyone involved in the Fellowship?
* Could any of your Fellowship’s expected outcomes or impacts assist with the response to COVID-19 or reduce the risk of future pandemics?