

Applicant: **Mottram, Lawrence**
Organisation: **Action Against Hunger UK**
Funding Sought: **£195,000.00**

DIR29CC\1179

Strengthening Local Partner Capacity For Effective Biodiversity-Poverty Interventions

This project will address the capacity challenges faced by local NGOs involved in environmental protection and climate change mitigation and adaptation. The local NGOs will be supported to improve systems, develop tools, and adapt new approaches for project management, data collection, storage, analysis and reporting. Ultimately, the organizations will be able to effectively design and implement high impact projects that contribute to slowing down the loss of biodiversity through programmes that provide alternative sustainable agricultural livelihoods.

PRIMARY APPLICANT DETAILS

Name Lawrence

Surname Mottram

Organisation Action Against Hunger UK

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Section 1 - Contact Details

PRIMARY APPLICANT DETAILS

Name Lawrence
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Organisation Action Against Hunger UK
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GMS ORGANISATION

Type	Organisation
Name	Action Against Hunger UK
Phone	[REDACTED]
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Website	[REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Section 2 - Title & Summary

Q3. Title:

Strengthening Local Partner Capacity For Effective Biodiversity-Poverty Interventions

Q4a. Is this a resubmission of a previously unsuccessful application?

No

Please attach a cover letter.

Please include a response to any previous feedback in your cover letter.

- [Action Against Hunger Cover letter R29Zambia sign ed](#)
- 07/11/2022
- 14:24:15
- pdf 843.57 KB

Q5. Summary

Please provide a brief summary of your project: the capability and capacity problem/need it is trying to address, its aims, and the key activities you plan on undertaking. Please note that if you are successful, this wording may be used by Defra in communications e.g. as a short description of the project on the website.

Please write this summary for a non-technical audience.

This project will address the capacity challenges faced by local NGOs involved in environmental protection and climate change mitigation and adaptation. The local NGOs will be supported to improve systems, develop tools, and adapt new approaches for project management, data collection, storage, analysis and reporting. Ultimately, the organizations will be able to effectively design and implement high impact projects that contribute to slowing down the loss of biodiversity through programmes that provide alternative sustainable agricultural livelihoods.

Section 3 - Title, Dates & Budget Summary

Q6. Country(ies)

Which eligible country(ies) will your project be working in? Where there are more than 4 countries that your project will be working in, please add more boxes using the selection option below.

Country 1	Zambia	Country 2	No Response
Country 3	No Response	Country 4	No Response

Do you require more fields?

No

Q7. Project dates

Start date:	End date:	Duration (e.g. 1 years, 8 months):
01 April 2023	31 March 2024	1

Q8. Budget summary

Year:	2023/24	2024/25	Total request
Amount:	£195,000.00	£0.00	£ 195,000.00

Q9. Proportion of Darwin Initiative budget expected to be expended in eligible countries: %



Q10a. Do you have proposed matched funding arrangements?

Yes

What matched funding arrangements are proposed?

Funding from Action Against Hunger and Environment Africa or other partners engaged

Q10b. Total confirmed & unconfirmed matched funding (£)

£ [REDACTED]

Q10c. If you have a significant amount of unconfirmed matched funding, please clarify how you will fund the project if you don't manage to secure this?

No Response

Section 4 - Project need

Q11. The need that the project is trying to address

Please describe evidence of the capability and capacity need your project is trying to address with reference to biodiversity conservation and poverty reduction challenges and opportunities.

For example, how have you identified the need? Why should the need be addressed or what will be the value to the country? Please cite the evidence you are using to support your assessment of the need (references can be listed in a separate attached PDF document).

Action Against Hunger in Zambia seeks to engage more partners within the Zambezi watersheds and ecosystems to support in conservation and restoration of the ecosystems in the Zambezi watersheds in Zambia and build a strong footing and focus on environmental protection, community climate resilience alternative livelihoods and adaptation.

Based on a mapping exercise the project aims to build the capacity of at least three local organizations, who are well placed with their reach and integration with communities in the watershed areas to carry out conservation and poverty reduction projects. By building these organisations capability, they will be able to implement interventions that generate evidence and can pursue high impact funded projects with significant funding, such as the Biodiverse Landscapes Fund (BLF) and contribute to larger initiatives for example in the Kavango Zambezi Trans-frontier Conservation Area (KAZA TFCA).

Through our partnership assessment Action Against Hunger identified capacity and capability needs for one such organisation, Environment Africa and their needs those of many local organisations in Zambia. These include in:

- Capacity to mobilise and initiate participatory climate-resilient food systems, livelihoods, services and markets in the Kafue-water shed communities
- Capability gaps in initiating integrated water resources management involving the communities, the authorities and facilitating responsible water use and access rights.
- Disaster risk reduction strategies such as early warning systems, and anticipatory action to mitigate drought effects or flooding
- Capacity to collaboratively implement large scale nature-based solutions, including the conservation management and restoration of forests and critical ecosystems. The capacity gaps are in form of staff gaps and knowledge retention within the organization.

Action Against Hunger aims to build the capacity of local NGOs such as this to become adept technically and operationally, in order to be able to lead projects that bring local communities together for biodiversity conservation, restoration in the Zambezi watersheds and poverty reduction.

Overall, the country will benefit from an internal capacity of local organisations that jointly work with communities living around the Zambia's major water towers / watersheds to implement poverty eradication and produce sustainable food systems. Zambia will also benefit from sustainable conservation and restoration approaches that will see the watershed ecosystems thrive as natural and managed ecosystems benefitting from the organizations' strong capabilities.

For sustained ecosystems management, the local partners will have tools and capabilities that enable them to partner with other funders and organisations by confidently articulating their community engagement, transformational approaches and impact in proposals, with comprehensive work-plans and project implementation plans.

Section 5 - Darwin Objectives and Conventions

Q12. Biodiversity Conventions, Treaties and Agreements

Q12a. Your project must support the commitments of one or more of the agreements listed below.

Please indicate which agreement(s) will be supported.

- Convention on Biological Diversity (CBD)
- Convention on the Conservation of Migratory Species of Wild Animals (CMS)
- Ramsar Convention on Wetlands (Ramsar)
- United Nations Framework Convention on Climate Change (UNFCCC)
- Global Goals for Sustainable Development (SDGs)

Q12b. National and International Policy Alignment

Using evidence where available, please detail how your capability and capacity project will contribute to national policy (including NBSAPs, NDCs, NAP etc.) and in turn international biodiversity and development conventions, treaties and agreements that the country is a signatory of.

Action Against Hunger will work to empower of local organisations capacity and capability to implement climate-resilient food systems, improve water resources management and implement nature-based solutions including conservation and forest restoration. This capacity will contribute to restoring Zambia’s Zambezi watershed and Kafue watershed making up part of the Kavango Zambezi Trans-frontier Conservation Area (KAZA TFCA). This project will also contribute to the Nationally Determined Contribution of Zambia to the Paris Agreement on climate change through building the capacity and capability of local organizations that jointly work with communities living around the Zambia’s Kafue and Zambezi watersheds to implement poverty eradication measures and food systems that are climate resilient, less wasteful, less environmentally-destructive and less carbon-intensive through training and demonstration. The capacity boasted to actually implement climate resilient food systems, livelihoods and markets will contribute significantly and directly to seven Global Goals for Sustainable Development (SDGs) specifically Goals (1) No poverty, (2) Zero hunger, (3) Good health and well-being, (7) Affordable and clean energy, (8) Decent work and economic growth, (10) Reduced inequality, (13) Climate action.

The capability and work of the local organizations will also contribute to the Zambia National Biodiversity Strategy and Action Plan (NBSAP) developed in 1997 after Zambia ratified the Convention on Biological Diversity in 1993. The NBSAP identifies Zambia priorities, potential and constraints and identifies opportunities for donor support in the conservation and management of the country's biodiversity. The plan recognised over 600,000 households depended directly on Zambia’s biodiversity for their livelihoods. The number has grown since. The dependence of Biodiversity along the Kavango Zambezi Trans-frontier Conservation Area (KAZA TFCA) section of Zambia is evident on the highways given the huge number of trucks ferrying wood for timber and biomass inform of charcoal.

Section 6 - Method, Change Expected, Gender & Exit Strategy

Q13. Methodology

Describe the methods and approach you will use to achieve your intended capability and capacity Outcome and contribute towards your Impact. Provide information on:

- **How you have reflected on and incorporated evidence and lessons learnt from past and present similar activities and projects in the design of this project.**
- **The specific approach you are using, supported by evidence that it will be effective, and justifying why you expect it will be successful in this context.**
- **How you will undertake the work (activities, materials and methods).**
- **What the main activities will be and where these will take place.**
- **How you will manage the work (governance, roles and responsibilities, project management tools, risks etc.).**
- **What practical elements will be included to embed new capabilities?**

Evidence and lessons learnt: In the past, Action Against Hunger has implemented several food security and livelihoods projects to adversely affected communities by climate and providing resilience initiatives aimed to halt ecosystem degradation while offering alternative income generation solutions for youth and women to pursue. These initiatives have been implemented in Kenya, Uganda, Tanzania, South Sudan and in safer areas of Somalia.

Approach: Action Against Hunger intends to build the capabilities and capacities of local organizations so they can go on to train communities. We aim to equip them with the necessary tools for programme design, planning, effective implementation, data collection, archiving, analysis and reporting. Our project officers will have the necessary skills and versatility to induct local partners on community mobilisation, climate resilience and food system approaches. The finance team and administration team will also support the partners in acquiring automated accounting systems, train them and set-up clearer processes and procedures. The MEAL and Project officers will support the local partner staff to gain skills in data collection using tools like ODK collect and OpenHDS and manipulating the same data through QGIS to generate mapped reports on community activities around the Zambezi and Kafue watersheds.

Methods, Materials and Practice:

Partner selection: We will engage local organisations working in 5 watersheds along Zambezi and Kafue Rivers, Action Against Hunger will invite local organisations who are in need of capability and capacity support to apply and they will be competitively and objectively evaluated for the Capability and Capacity building initiative.

Self-assessment, objective setting and project planning: Once organisations are selected Action Against Hunger will organise the partners to conduct self-assessment to identify their weaknesses as well as their aspirations to grow their capabilities in community engagement, project design and implementation and meeting funders requirements such as audited accounts, operational manuals in finance, logistics, Human Resources and Gender Equality

Finance system training: The local partners will be taken through training sessions on finance and accountability processes such as costing work, annual budgeting, project budgeting, system-led/automated accounting using Sage accounting for Non-Profit Organizations (NPO) to record multiple project budgets, daily transactions, record staff time and assets, analyse burn rates and so much more capability including extracting auditable transaction lists.

Develop and update Procurement and Logistics policy and guidelines: The local organizations will be trained and supported to develop and update their manual for procurement and logistics. Those with existing policies will be supported to update them and develop tools for use within their organizations with the correct separation of power for transparency

Develop and update Human Resources policy and guidelines: The local organizations will be trained and supported to develop and update their manual for Human Resources including the salary scales. They will also be supported to join network of non-profit organizations where current changes and policy are discussed and to participate in regular salary surveys. Those with existing policies will be supported to update them and develop tools for use within their organizations.

Project Life-cycle training and tools development: Action Against Hunger will support the local organizations to adapt climate resilience mentality and thereafter trained on project development, from theory of change to log-frameworks and evaluations and the tools used in different organization for them to adopt. These training will be critical as it will enable the organization to develop proposals that can be funded or open doors to join consortia with initiatives that run in the watershed that add value to consortia proposals.

Training and trial runs on data collection, subsequent data collection, analysis, mapping and curating the data for reporting as well as archiving: Action Against Hunger will support the local organizations to acquire skills in using open source data collection tools that help in developing baselines critical in project design as well as support monitoring and tracking progress in the communities. The data collection approach will need hiring The local organizations will be trained and supported to develop and update their manual for procurement and logistics. Those with existing policies will be supported to update them and develop tools for use within their organizations with the correct separation of power for transparency.

Q14. How will you identify participants?

How did/will you identify and select the participants (individuals and organisations) to directly benefit from the

capability and capacity building activities? What makes these the most suitable participants? How will you ensure that the selection process is unbiased, fair and transparent?

Action Against Hunger will advertise a call for applications for local organizations, from which we will conduct assessments organizations that have background in biodiversity conservation and coverage of the other watershed in Zambia of Tanganyika, Luapula, Chambeshi and Luangwa. Action Against Hunger has already identified Environment Africa as an organization that could benefit from capability and capacity building activities, so they will be invited to apply.

The assessments will be unbiased, fair and transparent. Action Against Hunger selection and assessment will be led by a tender committee of different persons from different departments both at country and regional level with a clear scoring matrix in the assessments. All documentation received from the applicants and used in the assessment will be documents and archived in an auditable file system.

Before the start of capacity building of the new organisations, community participation to validate past participation of the organisation with the communities will be conducted, to ensure there will be wide consultation and more importantly to assure acceptance of the organisation to continue working with the respective communities around those watersheds.

Q15. Gender equality

All applicants must consider whether and how their project will contribute to reducing inequality between persons of different gender. Explain your understanding of gender equality within the context of your project, and how is it reflected in your plans. Please summarise how your capability and capacity project will contribute to reducing gender inequality. Applicants should, at a minimum, ensure proposals will not increase inequality and are encouraged to design interventions that proactively contribute to increased gender equality.

The project will train the staff of the local organisations in gender awareness, equality and gender analysis. This will include that all persons have equal rights, responsibilities and opportunities within their organisations and the same principles of gender equality are included in the design of projects that the organizations implement. Ensuring they do not create gender inequality or perpetuate long-held norms of patriarchy that exclude women and girls from self-determination and asset ownership.

Action Against Hunger approach will:

1. Actively promote inclusion of women in the capacity training sessions for organisations and recruit gender ambassadors in the organisations
2. Enshrine Zambia National Gender Policy 2014 in the capacity training sessions and help the organisations to develop internal policy that recognise the policy ensuring the attainment of gender equality in their climate change mitigation and resilience programs while redressing the existing gender imbalances
3. Support the organisation in developing outreach and communication materials that use images of women as participants in the different actions designed for climate resilience at community level.

Q16. Change expected

Detail what the expected changes to in-country capability and capacity will deliver for both biodiversity and poverty reduction. You should identify what will change and who will benefit a) in the short-term (i.e. during the life of the project) and b) in the long-term (after the project has ended) and the potential to scale the approach.

When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used

The long-term changes to the local organization that Action Against Hunger will build their capacity and Capability will:

1. They will have access to professional accounting and reporting systems that will improve tremendously their project budgeting and planning to conform with best practices and standards and give confidence to donors
2. They will also have updated operational policies and procedures that are transparent and clearly map out process ownership, accountabilities and responsibilities. This assure stakeholders that the organization confirms to universal rules and regulations and is still flexible enough to adapt to specific donor guidelines.
3. They will be empowered with tools developed during the trainings that are specific to the organizations that guide the organization in the steps of project design, theory of change principles, log-frames and indicator matrices.
4. The organizations will be trained and gain hand-on expertise on registration of project participants, gathering data using

open Data Kits (e.g. Kobo Toolbox) and continuous data collections during implementation using OpenHDS. Both systems are open source.

Short-term Beneficiaries from the project:

1. Communities around the watershed areas will experience improved engagement with the communities' in terms of registration and pre-implementation surveys to ensure that the community voice is heard.
2. Local organizations recruited in the project will have capacity to engage communities confidently and therefore have better understanding of the climate change impacts at local village and household level
3. Local district and provincial administrators who work closely with Action Against Hunger as they will have access to general data at household, village, district and provincial level that is freely provided at household level but critical for planning and decision making at district and provincial level.

Long term beneficiaries from the project:

1. In terms of biodiversity, the communities and the local organization, they will have a better and actionable understanding of climate change impacts on ecosystems and wildlife as well as the challenges that emerge on human livelihoods along with the responses and interventions that the local organizations can initiate and spur communities to pursue alternative livelihood that does not instigate human-wildlife confrontation.
2. Local organizations will grow to be sources of transparent data for research and monitoring of projects based on wholesome implementation of Kobo toolbox and Open HDS systems for data collection.

Benefits by Gender: Both male and female counterparts at the local organizations will benefit from the institutional trainings and capacity building in the short term. With focal points for gender equality established at the organisation and at design level of projects, the project aims to also address gender inequality.

Q17. Exit Strategy

How will the project reach a sustainable point and continue to deliver benefits post-funding?

How will the built capability and capacity be maintained in-country? How will the new capability and capacity be replicated to strengthen additional future environmental leaders beyond the project? How will the benefits be scaled? Are there any barriers to scaling and if so, how will these be addressed? How will the materials developed during the project be made more widely accessible during and after the project?

The capability and capacity will maintained in-country through the engagement of local organisations and the building of staff skills and also organisational capacity. This in turn will be passed on to communities through their programmes and projects. Staff will also be supported in how to train other staff to pass on capacity beyond the project. It would be possible to scale up the programme with further funds to either reach more organisations to for those trained to go on to train others. The materials developed will stay with the organisations to support accessibility beyond the project. As to barriers, we have reflected on the risk of staff turnover and will be including support to HR to support talent retention at the organisations. Action Against Hunger will also be supporting the local organisations in their fundraising, further supporting the sustainability of the intervention.

If necessary, please provide supporting documentation e.g. maps, diagrams, references etc., as a PDF using the File Upload below:

No Response

Section 7 - Risk Management

Q18. Risk Management

Please outline the 6 key risks to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the [Risk Guidance](#). This should include at least one Fiduciary, one Safeguarding, and one Delivery Chain Risk.

Projects should also draft their initial risk register, using the [Risk Assessment template](#), and be prepared to submit this when requested if they are recommended for funding. Do not attach this to your application.

Risk Description	Impact	Prob.	Gross Risk	Mitigation	Residual Risk
Fiduciary (financial) Misuse of funds	Major	Rare	Moderate	Action Against Hunger has strict financial procedures and a Anti-Fraud and Corruption Policy including regular audits at project and organization level. Installing internal audit function at organization level and regular spot checks and reviews financial documents	Moderate
Safeguarding Harm caused to staff or beneficiaries	Major	Unlikely	Moderate	Action Against Hunger has an international safeguarding policy. Support the local organizations to institute safeguarding policies too. Staff sign up to policy and included in induction, further trained on safeguarding at least twice a year. Feedback and Complaints mechanism	Moderate
Delivery Chain Local organisations do not have the time to engage with capacity building	Major	Rare	Moderate	Action Against Hunger will work with organisations to build the capacity building into their strategies and staff workplans. A launch call and inductions with staff to make clear the benefits of the activities, including for future funding	Moderate
Risk 4 Staff turnover in local organisations undermining capacity building	Major	Possible	Major	Build local organisation operational systems including HR to retain talents. Including access to local pay survey data to align their compensation and adopting non-monetary practices that motivate staff. Ensure that knowledge management systems are in place so knowledge is not lost with staff turnover.	Moderate
Risk 5 Government/local authorities do not support the intervention	Major	Possible	Major	Close consultations and involvement of local administrations and appraising them on the projects and sharing frequent status updates and welcoming feedback. Supporting the organization to design participatory baseline surveys and sharing the reports with administration	Moderate

Risk 6 Due to COVID-19 resurgence, trainings and capacity building could be hampered affecting delivery of the project outcomes.	Moderate	Unlikely	Moderate	Draft different scenarios for delivery of sessions to the local organizations (including online collaboration sessions). Adherence and awareness of COVID-19 directives by government. Precautionary use of masks and sanitizers when in in-person group sessions	Minor
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Section 8 - Implementation Timetable

Q19. Provide a project implementation timetable that shows the key milestones in project activities

Provide a project implementation timetable that shows the key milestones in project activities, linking them to your Outputs. Complete the Word template as appropriate to describe the intended workplan for your project.

[Implementation Timetable Template](#)

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and fill/shade only the quarters in which an activity will be carried out.

- [BCF-Implementation-Timetable-Zambia](#)
- 07/11/2022
- 19:54:55
- pdf 130.14 KB

Section 9 - Monitoring and Evaluation

Q20. Monitoring and evaluation (M&E)

Describe how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project's M&E.

Darwin Initiative projects are expected to be adaptive, and you should detail how the monitoring and evaluation will feed into the improved delivery of the project including its management. M&E is expected to be built into the project and not an 'add' on. It is as important to measure for negative impacts as it is for positive impact. Additionally, please indicate an approximate budget and level of effort (person days) to be spent on M&E (see Finance Guidance).

The Project Lead will develop a detailed work plan and allocate roles and budget for the respective activities. Project officers will adopt the work plan into Project Implementation Plans (PIP) lead the implementation and report using bi-weekly on the activities undertaken and outputs. Project officers will be allocated one local organization to work with, and therefore provide updates and concerns if any, while working jointly with the partners in setting priorities as guided by the PIP.

SMART indicators will be monitored in the bi-weekly meetings during which progress and challenges will be reported, allowing the project team supported by the coordinator to adjust work plan, the PIP, activities and timeframe.

The project will also have a Steering Committee made of leadership of the different organizations and the Project Lead. The Committee will be responsible in reviewing the work plan and performance and achievement of targets at top line level

and advise the Project Lead on adjustments needed as well as how to mitigate emerging risks and concerns.

Total project budget for M&E in GBP (this may include Staff and Travel and Subsistence costs) ██████████

Percentage of total project budget set aside for M&E █

Number of days planned for M&E 30

Section 10 - Indicators of Success

Q21. Indicators of success

Please outline the Outcome and Outputs of the project and how you will show that they have been achieved by using SMART indicators and milestones.

See the Monitoring, Evaluation and Learning Guidance for advice on selecting SMART indicators and milestones.

Please note that the number of participants in training is not an output, please consider how to measure the success of the training rather than participation in training.

In the table below please outline your Outcome and between 1-4 Outputs. Each statement should have between 2-3 SMART indicators and end target (figure/state/quality) including how you would evidence achievement – i.e. “Means of Verification”.

	SMART Indicator	Means of Verification
Outcome The local NGOs are enabled to operationally and technically design and deliver biodiversity conservation and poverty reduction programmes in watershed communities of Zambia	By the end of the project: 3 Local NGOs have knowledge on conservation and restoration approaches ideal for the watersheds 3 Local NGOs have sufficient internal capacity in Finance, HR, M&E and programs to implement large programs of over £100,000	Review of data collected using the M&E tools provided to the organization to generate reports on trends especially data on effectiveness of trainings, food security interventions adopted and yields, conservation efforts e.g. seeds and seedlings planted, etc Surveys conducted at the start of trainings for the organizations and by the organization at the beginning and end of the sessions evaluating knowledge of practice and policy and changes observed and needed at practice and community level Audit reports of organisations

<p>Output 1</p> <p>Training for local organizations on operational and technical knowledge that will empower them to implement projects that help communities in watershed areas</p>	<p>By the end of the project:</p> <p>3 Local NGOs develop at least one comprehensive project proposal with biodiversity and food security outcomes</p> <p>3 Local NGOs update their internal policies including safeguarding and operational manuals to support project design and implementation</p>	<p>Pre and post training surveys for the Local NGO to test impact, understanding and knowledge of the participants</p> <p>Detailed project proposals with in-depth theory of change, log frames and monitoring strategies from local NGOs</p> <p>Local organisational policies</p>
<p>Output 2</p> <p>Local organisations empowered with functional tools for operations like accounting system, HR system and M&E data collection system</p>	<p>By the end of the project:</p> <p>3 Local NGOs are able to prepare comprehensive budgets and record accounting transaction that can be audited</p> <p>3 Local NGOs have a simple and easy to use HR systems including recording of staff time, leave tracking and payroll processing away from spreadsheets</p> <p>3 Local NGOs have comprehensive data collection tools that help in setting up baseline surveys and community registration and continuous data collection when project officers visit communities for follow-ups and trainings</p> <p>3 Local NGOs have Successfully prepared project budget and comprehensive annual budget</p> <p>3.2.1 Drafted HR manual Salary scale and participation in peer salary and benefit surveys</p> <p>3.3.1 Organization is able to generate maps and reports</p>	<p>Successfully prepared project budget and comprehensive annual budget</p> <p>Drafted HR manual Salary scale and participation in peer salary and benefit surveys</p> <p>Organization is able to generate maps and reports</p>
<p>Output 3</p> <p><i>No Response</i></p>	<p><i>No Response</i></p>	<p><i>No Response</i></p>
<p>Output 4</p> <p><i>No Response</i></p>	<p><i>No Response</i></p>	<p><i>No Response</i></p>

Activities

Each activity is numbered according to the Output that it will contribute towards, for example, 1.1, 1.2, 1.3 are contributing to Output 1.

- 1.1 Training Local organization to review past project reports on successes and recommendations
- 1.1 Local Organization conducts baseline survey at community level to understand the ecosystem and the human element

of the communities living in the watersheds

1.2. Local organizations are taken through a workshop to do Self-assessment, objective setting and project planning

1.2. Finance system training

1.2. Train the local organizations to develop and update Procurement and Logistics policy and guidelines

1.2. Train the local organizations to develop and update Human Resources policy and guidelines

1.2. Train the local organizations to develop project Life-cycle training and tools development

1.2. Training and trial runs on data collection, subsequent data collection, analysis, mapping and curating the data for reporting as well as archiving

1.3 Conduct mid-term analysis on the use of data collection tool and the reports being generated by the organization to gauge communities appreciation of the competency of the local organizations and embrace jointly developed interventions in livelihood, conservation and ecosystem restoration

2.1 Conduct workshop where Local Organization develop comprehensive projects that are effectively planned, easily implementable with verifiable results on food security, value addition and marketing through collective invention by the communities.

2.2 Support the organization in developing visual reports to share with communities and stakeholders

2.3 Train and mentor the local organization update their internal policies especially on safeguarding as well as operational manuals to support elaborate project design and implementation

3.1 Conduct a budgeting workshop for the local organizations and have the teams develop comprehensive budget templates as well as sample project budgets

3.1. Train the account teams on using finance system acquired to record accounting transaction that can be audited

3.2 Train the local organizations to have simple and easy to use HR systems including recording of staff time, leave tracking and payroll processing away from spreadsheets

3.3 Acquire and support the local organization to integrate their M&E with comprehensive data collection tools that help in setting up baseline surveys and community registration and continuous data collection when project officers visit communities for follow-ups and trainings

Important Assumptions:

Please describe up to 6 key assumptions that, if held true, will enable you to deliver your Outputs and Outcome.

To achieve a team of local organisations that contribute to the national capacity and capability, the project assumes that:

1. The selected organisations have a close working relationship with local provincial and district administration in the respective watersheds

2. That there is acceptance from the communities where the organisations will be operating

3. There is participation of key government actors like forest and wildlife department and energy regulatory board with local organisations

4. There is participation of and endorsement of traditional leaderships like the Barotseland Royal Establishment

Section 11 - Budget and Funding

Q22. Budget

Please complete the appropriate Excel spreadsheet, which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

Note that there are different templates for projects requesting under £100,000 and over £100,000. Please refer to the [Finance Guidance](#) for more information.

- [Budget form for projects under £100,000](#)
- [Budget form for projects over £100,000](#)

Please ensure you include any co-financing figures in the Budget spreadsheet to clarify the full budget required to

deliver this project.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. The Darwin Initiative cannot agree any increase in grants once awarded.

Please upload the Lead Partner's accounts (or other financial evidence – see Finance Guidance) at the certification page at the end of the application form.

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- [Final Budget AAH Zambia](#)
 - 07/11/2022
 - 19:00:41
 - xlsx 92.04 KB

Q23. Funding

Q23a. Is this a new initiative or does it build on existing work (delivered by anyone and funded through any source)?

- New Initiative

Please provide details:

This is an new initiative, it builds on our partner mapping in Zambia.

Q23b. Are you aware of any current or future plans for similar work to the proposed project?

- No

Q24. Capital items

If you plan to purchase capital items with Darwin funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

The equipment (capital items) will be retained by the organisations/partners for ongoing and future projects and initiatives.

Q25. Value for Money

Please demonstrate why your project is good value for money in terms of impact and cost-effectiveness of each pound spend (economy, efficiency, effectiveness and equity). Please make sure you read the guidance documents, before answering this question.

In terms of economy, Action Against Hunger has robust procurement processes that follow international standards for best value inputs and also we will be recruiting the best placed people to staff the project, who will ensure efficiency in our inputs to outputs. The direct results of this project are multiplied as they are benefitting staff and organisations, who will then go on to benefit others through their programming. So for the input of resources we expect a good return on the investment. The effectiveness will be continuously monitored through our MEAL processes, so that adjustments can be made if necessary, in consultation with the donor as relevant, to ensure the intervention stays effective. In terms of equity, the project will be specifically addressing issues of gender inequality and through building capacity of organisations working with vulnerable communities it will be ensuring that equity is a key consideration.

Section 12 - Safeguarding and Ethics

Q26. Safeguarding

Projects funded through the Darwin Initiative must fully protect vulnerable people all of the time, wherever they work. In order to provide assurance of this, projects are required to have appropriate safeguarding policies in place.

Please confirm the Lead Partner has the following policies in place and that these can be available on request:

Please upload the Lead Partner's Safeguarding Policy as a PDF on the certification page.

We have a safeguarding policy, which includes a statement of our commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse	Checked
We have attached a copy of our safeguarding policy to this application (file upload on certification page)	Checked
We keep a detailed register of safeguarding issues raised and how they were dealt with	Checked
We 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	Checked
We share our safeguarding policy with all partners	Checked
We have a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised	Checked
We have 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	Checked

Please outline how you will implement your safeguarding policies in practice and ensure that all partners apply the same standards as the Lead Partner. If any of the responses are “no”, please indicate how it is being addressed.

Action Against Hunger is committed to responsible Safeguarding practice and takes seriously our obligation to ensure we, and anyone who represents us, do not in any way harm, abuse or commit any other act that may place persons at risk. Our Safeguarding Policy and a range of tools help operationalise our commitments. All employees sign adherence to relevant policies and receive regular mandatory training on these. Policies are incorporated in all our contracts with downstream partners and in this project we will be specifically building capacity as needed around Safeguarding for local organisations.

Section 13 - FCDO Notifications

Q27. FCDO Notifications

Please state whether there are sensitivities that the Foreign Commonwealth and Development Office will need to be aware of should they want to publicise the project's success in the Darwin Initiative in any country.

No

Please indicate whether you have contacted FCDO Embassy or High Commission to discuss the project and attach details of any advice you have received from them.

Yes (no written advice)

Section 14 - Project Staff

Q28. Project staff

Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project.

Please provide 1-page CVs or job description, further information on who is considered core staff can be found in the Finance Guidance.

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
TBC	Project Leader	50	Checked
Alfred Ejem	Regional Food Security and Livelihoods Advisor	5	Checked
Philip Muthungu	Country Director/Acting Project Leader	5	Checked
TBC	Western Province Co-ordinator	30	Checked

Do you require more fields?

Yes

Name (First name, Surname)	Role	% time on project	1 page CV or job description attached?
TBC	Project Officer	100	Checked
TBC	Project Officer	100	Checked
TBC	MEAL Officer	40	Checked
TBC	Admin Officer	25	Checked
<i>No Response</i>	<i>No Response</i>	0	Unchecked
<i>No Response</i>	<i>No Response</i>	0	Unchecked
<i>No Response</i>	<i>No Response</i>	0	Unchecked
<i>No Response</i>	<i>No Response</i>	0	Unchecked

Please provide 1 page CVs (or job description if yet to be recruited) for the project staff listed above as a combined PDF.

Ensure the file is named clearly, consistent with the named individual and role above.

-
- [Zambia Darwin JDs](#)
 - 07/11/2022
 - 18:40:00
 - pdf 786.46 KB

Have you attached all project staff CVs?

Yes

Section 15 - Project Partners

Q29. Project Partners

Please list all the Project Partners (including the Lead Partner) – i.e. the partner who will administer the grant and coordinate the delivery of the project), clearly setting out their roles and responsibilities in the project and the extent of their engagement so far and planned.

This section should demonstrate the capability and capacity of the Project Partners to successfully deliver the project. Please provide Letters of Support for all project partners or explain why this has not been included.

Lead Partner name: Action Against Hunger

Website address: www.actionagainsthunger.org.uk

Why is this organisation the Lead Partner, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity): As a network, we are a global leader in food and nutrition security and actively integrate climate-sensitive methodologies into our programmes, recognising that the consequences of environmental degradation, including biodiversity loss, are a driver of poverty and food insecurity. We draw on our 40 years of global experience, including in tackling poverty through climate smart agriculture. Action Against Hunger has extensive experience managing large scale projects and the requirements for this. It also has experience building the capacity of local partners to support their implementation.

International/In-country Partner International

Allocated budget (proportion or value): ██████████

Represented on the Project Board (or other management structure) Yes

Have you included a Letter of Support from this partner? Yes

Do you have partners involved in the Project?

No

Please provide a combined PDF of all letters of support.

- LoS Zambia signed
- 07/11/2022
- 18:52:54
- pdf 420.82 KB

Section 16 - Lead Partner Capability and Capacity

Q30. Lead Partner Capability and Capacity

Has your organisation been awarded Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund funding before (for the purposes of this question, being a partner does not count)?

Yes

If yes, please provide details of the most recent awards (up to 6 examples).

Reference No	Project Leader	Title
DIR28IN\1014	Admire Mukorera	Farming with Alternative Pollinators for Increased Biodiversity and Smallholder Incomes
No Response	No Response	No Response
No Response	No Response	No Response
No Response	No Response	No Response
No Response	No Response	No Response
No Response	No Response	No Response

Have you provided the requested signed audited/independently examined accounts (or other financial evidence - see Finance Guidance)?

If yes, please upload these on the certification page. Note that this is not required from Government Agencies.

Yes

Section 17 - Certification

Q30. Certification

On behalf of the

Company

of

Action Against Hunger

I apply for a grant of

£195,000.00

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

(This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)

- **I have enclosed CVs for key project personnel, a cover letter, letters of support, a budget, Safeguarding Policy and project implementation timetable**
- **Our last two sets of signed audited/independently verified accounts and annual report (or other financial evidence – see Finance Guidance) are also enclosed.**

Checked

Name Jean-Michel Grand

Position in the organisation Executive Director

Signature (please upload e-signature)

- Signature
- 07/11/2022
- 19:04:39
- pdf 21.34 KB

Date 07 November 2022

Please attach the requested signed audited/independently examined accounts or other financial evidence (see Finance Guidance)

- Action-Against-Hunger-UK-Annual-Report-2020
- 07/11/2022
- 18:54:56
- pdf 2.7 MB

- Action_Against_Hunger_UK_Annual_Report_and_Financial_Statements_2019
- 07/11/2022
- 18:54:51
- pdf 3.06 MB

Please upload the Lead Partner's Safeguarding Policy as a PDF

- Safeguarding Policy 2021
- 07/11/2022
- 18:54:34
- pdf 2.16 MB

Section 18 - Submission Checklist

Checklist for submission

	Check
I have read the Guidance, including the “Darwin Initiative Guidance”, “Monitoring Evaluation and Learning Guidance”, “Risk Management Guidance”, and “Finance Guidance”.	Checked
I have read, and can meet, the current Terms and Conditions for this fund.	Checked
I have provided actual start and end dates for the project.	Checked
I have provided my budget based on UK government financial years i.e. 1 April – 31 March and in GBP.	Checked
I have checked that our budget is complete, correctly adds up and I have included the correct final total at the start of the application.	Checked
The application been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).	Checked
I have attached the below documents to my application:	Checked
<ul style="list-style-type: none"> • My budget (which meets the requirements above) 	Checked
<ul style="list-style-type: none"> • My completed implementation timetable as a PDF using the template provided 	Checked
<ul style="list-style-type: none"> • I have included a 1 page CV or job description for all the Project Staff identified at Question 28, including the Project Leader, or provided an explanation of why not. 	Checked
<ul style="list-style-type: none"> • A letter of support from the Lead Partner and partner(s) identified at Question 29, or an explanation of why not. 	Checked
<ul style="list-style-type: none"> • I have included a cover letter from the Lead Partner, outlining how any feedback received 1 has been addressed where relevant. 	Checked
<ul style="list-style-type: none"> • I have included a copy of the Lead Partner’s safeguarding policy, which covers the criteria listed in Question 26. 	Checked
<ul style="list-style-type: none"> • I have included a signed copy of the last 2 annual report and accounts for the Lead Partner (or other financial evidence – see Finance Guidance), or provided an explanation if not. 	Checked
(If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form.	Checked
I have been in contact with the FCDO in the project country/ies and have included any evidence of this. If not, I have provided an explanation of why not.	Checked
I have checked the Darwin Initiative website immediately prior to submission to ensure there are no late updates.	Checked
I have read and understood the Privacy Notice on the Darwin Initiative website.	Checked

We would like to keep in touch!

Please check this box if you would be happy for the lead applicant (Flexi-Grant Account Holder) and project leader (if different) to be added to our mailing list. Through our mailing list we share updates on upcoming and current application rounds under the Darwin Initiative and our sister grant scheme, the IWT Challenge Fund. We also provide occasional updates on other UK Government activities related to biodiversity conservation and share our quarterly project newsletter. You are free to unsubscribe at any time.

Unchecked

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 **Privacy Notice**, available from the [Forms and Guidance Portal](#).

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 partner, project leader, location, and total grant value).

Project Title: Strengthening Local Partner Capacity For Effective Biodiversity-Poverty Interventions

	Activity	No. of mths	Year 1 (23/24)			
			Q1	Q2	Q3	Q4
Output 1						
1.1	Local Partner Selection	1	X			
1.2	Training Local organization to review past project reports on successes and recommendations	2	X	X		
1.3	Local Organization conducts baseline survey at community level to understand the ecosystem and the human element of the communities living in the watersheds	1		X		
1.4	Local organizations are taken through a workshop to do Self-assessment, objective setting and project planning	1		X		
1.5	Train the local organizations to develop and update Procurement and Logistics policy and guidelines	1		X		
1.6	Finance system training	1		X		
1.7	Train the local organizations to develop and update Human Resources policy and guidelines	1		X		
1.8	Train the local organizations to develop project Life-cycle training and tools development	1		X		
1.9	Training and trial runs on data collection, subsequent data collection, analysis, mapping and curating the data for reporting as well as archiving	1			X	
1.20	Conduct mid-term analysis on the use of data collection tool and the reports being generated by the organization to gauge communities appreciation of the competency of the local organizations and embrace jointly developed interventions in livelihood, conservation and ecosystem restoration	1			X	
Output 2						
2.1	Conduct workshop where Local Organization develop comprehensive projects that are effectively planned, easily implementable with verifiable results on food security, value addition and marketing through collective invention by the communities.	1			X	
2.2	Support the organization in developing visual reports to share with communities and stakeholders	1			X	
2.3	Train and mentor the local organization update their internal policies especially on safeguarding as well as operational manuals to support elaborate project design and implementation	1			X	
Output 3						
3.1	Conduct a budgeting workshop for the local organizations and have the teams develop comprehensive budget templates as well as sample project budgets	1				X
3.2	Conduct peer training sessions to review individual organization HR manual Salary scale and participation in peer salary and benefit surveys	1				X
3.3	Generate update maps with date of the watersheds that the local organization cover and reports from the baseline and mid-term reviews they conducted.	1				X