



Small Grants – Project Completion and Impact Report

Instructions to grantees: please complete all fields, and respond to all questions listed below.

Organization Legal Name	<i>Tropical Biology Association</i>
Project Title	Strengthening organisational capacity of Civil Society Organizations' for Improved Conservation and Sustainability
Grant Number	S18-471-REG TBA / CEPF-109124
Date of Report	30/10/2019

CEPF Hotspot: EASTERN AFROMONTANE BIODIVERSITY HOTSPOT

Strategic Direction: SD3: Initiate and support sustainable financing and related actions for the conservation of priority KBAs

Grant Amount: USD 8,229

Project Dates: 01/11/2018 TO 31/09/2019

PART I: Overview

1. Implementation Partners for this Project (*list each partner and explain how they were involved in the project*)

The TBA, partnered with:

Tanzania Forest Conservation Group (TFCG)- hosted the Gender mainstreaming site visit and learning exchange in Tanzania in April 2019.

Catalytiks Limited – A consultant, who together with the Tropical Biology association co-hosted the organisational strategic planning exchange in Nairobi in September 2019. Catalytiks Limited facilitated the event providing core learning especially on organisational strategy development and leadership, and on social financing for conservation.

CEPF RIT for the Easter Afromontane Biodiversity hotspot – provided input needed in identifying suitable civil society organizations (CSOs) to participate in the site exchanges (both as host and visiting grantee) based on RIT long standing known engagement target CSOs and GTT scores.

2. Summarize the overall results/impact of your project

Seven CSOs (against a target of six) in the EAM Biodiversity Hotspot have improved skills and knowledge in strategic planning and management of CSOs and in mainstreaming gender as a result of participating in one of two thematic site visit and learning exchange organized by TBA. The consultant facilitator on the strategic planning exchange also indicated their knowledge of conservation, and the interconnectedness between conservation and business had greatly improved as a result of the engagement.

The first site visit and learning exchange took place from the 15th to 17th of April 2019 in Dar es Salam, Tanzania while the second happened on 26th and 27th September 2019 in Nairobi, Kenya. Ten individuals (50% being women) participant in the exchanges (see details below including names of benefiting CSOs).

Exchange theme	Participating CSO	Participant	Gender	Country of origin	Role
1. Gender Mainstreaming	Rwanda Wildlife Conservation Association	Marie Claire	F	Rwanda	Visitor
	Crane Conservation Volunteers	George Ndungu	M	Kenya	Visitor
	Nature Tanzania	Lota Melamari	M	Tanzania	Visitor
	Tanzania Forest Conservation Group	Betty Luwuge	F	Tanzania	Host
2. Organizational strategic planning	Crane Conservation Volunteers	Mary Waweru	F	Kenya	Visitor
	Conservation Through Public Health	Stephen Rubanga	M	Uganda	Visitor
	Tropical Biology Association	Anthony Kuria	M	Kenya	Host
		Ann Nyambura	F	Kenya	Host
		Joy Mukoma	F	Kenya	Host
Catalytiks Limited	Richard Wahiu	M	Kenya	Facilitator	

3. Briefly describe actual progress towards each planned long-term and short-term impact (as stated in the approved proposal)

List each long-term impact from your proposal

a. Planned Long-term Impacts - 3+ years (as stated in the approved proposal)

Impact Description	Impact Summary
The strengthened organizational capacity, including gender mainstreaming, and sustainability of civil society organisations (CSOs) will enhance biodiversity conservation in the Albertine Rift and Eastern Arc portions of the Eastern Afromontane Biodiversity Hotspot as these CSOs	<p>Seven CSOs participated in the two site exchanges and all increased knowledge along the themes of the exchange they participated in.</p> <p>All participants reported that they were likely to improve on the delivery of their projects as a result of their participation in the visit.</p>

increase their conservation impacts and respond to emerging threats to biodiversity	
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b. Planned Short-term Impacts - 1 to 3 years (as stated in the approved proposal)

Impact Description	Impact Summary
Six CSOs in the EAM Biodiversity Hotspot have improved skills and knowledge in strategic planning and management of CSOs and in mainstreaming gender as a result of participating in one of two thematic site visit and learning exchange organized by TBA by end of 2019	<p>There were seven CSOs that participated in the two site exchange visits. All the seven CSOs reported improved skills and increased knowledge in thematic area of their site exchange.</p> <p>100% of the participants reported to have received concrete examples of best practices on Gender and strategic planning during the exchanges' respectively</p>

Stephen Rubanga, the co-found of CTPH said he I learnt a lot from this exchange. He singled out the mistake they made of engaging a consultant in developing the CFTP strategic plan. "Now I realize this important process should be driven from within and only involve other at the later stages. Stephen also said the exchange helped him understand how he can respond to the human resource issues, he and CTPH has been grappling with"

4. Describe the success or challenges of the project toward achieving its short-term and long-term impacts

Success

We were able to achieve our results within the planned project period. We surpassed our planned number of target organizations that participated in the site visit and learning exchanges.

The strategic planning exchange benefitted greatly from the contribution of the co-host facilitator based on the experience in the business sector.

Challenges

Targeted CSOs were however also involved in their ongoing projects and therefore their availability was limited for the set exchange dates. This, delayed logistics especially for the second exchange as well as limiting the number of visiting grantees from the expected 3 down to 2.

5. Were there any unexpected impacts (positive or negative)?

TBA which was not an intended target CSOs for the strategic planning site exchange, and participation of TBA staff was necessary to enrich the discussions and experience sharing as only 2 visiting CSOs could make it. TBA staff in attendance also learned a lot. Having an expert facilitator, and especially from the business sector was very useful especially for Conservation through Public Health. Beyond helping the grantees understand the Strategic planning process

(including strategies and tools), he shared ideas on how CSOs can expanding their fundraising portfolio.

PART II: Project Outputs/Results

6. Outputs/results (as stated in the approved proposal/logical framework)

List each Output/Result and indicator from your logical framework, and describe what was achieved (also attach all means of verification to this report)

#	Output/Result	Indicator	What was achieved (using indicator)
1	6 grantees from CSOs in the EAM hotspot have increased knowledge and understanding in strategic planning and management of CSOs or in mainstreaming gender by end of 2019	Increased knowledge Improved skills	<p>10 individuals (half being women) representing 7 CSOs received practical training on strategic planning and gender mainstreaming .</p> <p>Learning areas were guided by gaps and expectations grantee identified as urgent for their organization, and these were integrated into the exchanges’ activity plans/ programmes and possible solutions provided during one-on-one experience sharing and discussions.</p> <p>During the Gender exchange participants learning importance of</p> <ul style="list-style-type: none"> • Gender policy in CSOs sustainability • Aggregated gender data in reporting • Gender integration in project design and implementation including when working with communities to enhance impact. <p>Participants on the strategic planning exchange learned</p> <ul style="list-style-type: none"> • Strategy development • Social entrepreneurship and fundraising opportunities by responding to social needs • Horizon scanning especially understanding changes in operational niche that could affect sustainability <p>All participants reported increased urgency to share knowledge gained with their colleagues, and integrate new skills in their work and CSOs.</p>

			<p>The exchanges provided the grantees with opportunities to interact and borrow each other's experiences in gender integration and strategic planning.</p> <p>Follow-up was undertaken, and grantees provided reports containing steps they will undertake towards implementing the lessons learnt to improve their organizations' capacity.</p>
2	2 thematic site visit and learning exchanges organised by end of 2019		<p>A gender mainstreaming exchange happened from 15th to 17th April 2019 hosted by Tanzania Forest Conservation Group. The four participants (2 females and 2 males) came from 4 CSOs working in Kenya, Tanzania and Rwanda.</p> <p>A Strategic planning exchange happened on 26th and 27th September 2019 was hosted by TBA. The 2 visiting grantees (a male and a female) from CSOs in Uganda and Kenya were joined by 3 TBA staff (1 male). The exchange was facilitated by a consultant.</p> <p>(See exchange reports, filled lesson learned survey forms, activity plans)</p>

7. Please describe and submit any tools, products, or methodologies that resulted from this project or contributed to the results.

The selection of participating grantees was guided by CEPF's Gender Tracking Tool and Civil Society Tracking Tools. CSOs that returned higher scores in their self-assessment using both tools were targeted as hosts, while those with low scores, as visiting grantees.

For the gender mainstreaming exchanges, we reviewed overall GTT scores for 11 large grantees (with GTT scores range of 9 to 20), and identified the Tanzania Forest Conservation Group (GTT score = 20) to host the event. Similarly, we assessed the needs of 8 small grantees with GTT scores ranging from 3 to 15, leading to selection of Rwanda Wildlife Conservation Association (GTT score =5); Crane Conservation Volunteers (GTT score =4); and Nature Tanzania (GTT score = 8). The National Museums of Kenya, though with GTT score of 3, was dropped because being a government agencies, their participant at this exchanges was very unlikely lead to the expected changes in gender-related decisions.

We (TBA) decided to host the strategic planning exchange, because we could not find a suitable host involved in the strategic planning process as initially planned. Also to maximize learning, we recognized the need to integrate targeted training, in line with TBA experience and expertise. However, we used CSTT scores to identify visiting grantees. But rather than the overall scores of the 10 small grantees (with CSTT score range from 47 to 90.5), we used the toolkit's subthemes scores on individual CSO's strategic planning capacities. The final nominee CSOs were For Consult, Kigezi Initiative for Women and Children Empowerment and Development-Uganda, Conservation Through Public Health, and Crane Conservation Volunteers; only the latter 2 managed to join the events.

We found the toolkits, when combined with knowledge of the target CSOs (as provided by the CEPF RIT), to be effective, and both contributed substantially to the success of the project.

PART III: Lessons, Sustainability, Safeguards and Financing

Lessons Learned

8. Describe any lessons learned during the design and implementation of the project, as well as any related to organizational development and capacity building.

Consider lessons that would inform:

- Project Design Process (*aspects of the project design that contributed to its success/shortcomings*)
 - Project Implementation (*aspects of the project execution that contributed to its success/shortcomings*)
 - Describe any other lessons learned relevant to the conservation community
1. The matching of skills of visiting grantees and existing expertise of hosts CSOs fostered the success of the exchanges enriching learning and sharing of the best practices and experiences.
 2. The one-on-one sessions were very informative and positive, and hearing others openly share real issues in their organizations, gave other participants the confidence to delve deeper into concerns in their own CSO and seek guidance moving forward.
 3. TFCG's good relationship and with TBA experience in capacity development eased the scheduling of activities and discussions allowing for more active participation by all grantee.
 4. Having an external facilitators from the strategic planning and a CEPF's gender staff on the gender exchange was very rewarding in helping break the status quo in thinking. It also provided important expert reference information around the exchange theme.
 5. CEPF RIT (EAM) knowledge of capacity needs of diverse CSOs in the hotspot was invaluable in identifying suitable resulting in success in the implementation of the project.
 6. In filling GTT (as well as CSTT) scores, it would be excellent if CSOs are to benefit from capacity development actions, they commit to specific actions from the onset. Just giving a score at the start and end of the project does not guarantee positive and essential changes within the CSOs management.

Sustainability / Replication

9. Summarize the success or challenges in ensuring the project will be sustained or replicated, including any unplanned activities that are likely to result in increased sustainability or replicability.

Together with the 2 exchanges reported here, the Tropical Biology Association organized 12 site visits and learning exchanges in the EAM; the other 10 were under CEPF large grants to TBA for this hotspot. The TBA designed the exchanges from scratch with invaluable guidance and support from the hotspots RIT. In facilitating these exchanges we have learnt a lot (tools, skills, and experience), strengthened our collaborations, and gained new partners.

Building on experience and successes from the EAM, the TBA as have successfully delivered a further 6 exchanges in the MADIO (also with CEPF funding). This has helped catalyse new opportunities for collaboration between and across CSOs working in isolated areas and islands needed to tackle pressing conservation threats.

Knowing what works, and what does not work has given us the confidence to add learning exchanges among our portfolio of key capacity development activities, and hope to continue out scaling our new tools and skills across to other hotspots.

Safeguards

10. If not listed as a separate Project Component and described above, summarize the implementation of any required action related to social or environmental safeguards that your project may have triggered.

N/A

Additional Funding

N/A

11. Provide details of any additional funding that supported this project and any funding secured for the project, organization, or the region, as a result of CEPF investment

a. Total additional funding (US\$)

b. Type of funding

Please provide a breakdown of additional funding (counterpart funding and in-kind) by source, categorizing each contribution into one of the following categories:

Donor	Type of Funding*	Amount	Notes

* Categorize the type of funding as:

- A *Project Co-Financing (other donors or your organization contribute to the direct costs of this project)*
- B *Grantee and Partner Leveraging (other donors contribute to your organization or a partner organization as a direct result of successes with this CEPF funded project)*
- C *Regional/Portfolio Leveraging (other donors make large investments in a region because of CEPF investment or successes related to this project)*

N/A

Additional Comments/Recommendations

12. Use this space to provide any further comments or recommendations in relation to your project or CEPF.

N/A

PART IV: Impact at Global Level

CEPF requires that each grantee report on impact at the end of the project. The purpose of this report is to collect data that will contribute to CEPF's portfolio and global indicators. CEPF will aggregate the data that you submit with data from other grantees, to determine the overall impact of CEPF investment. CEPF's aggregated results will be reported on in our annual report and other communications materials.

Ensure that the information provided pertains to the entire project, from start date to project end date.

Contribution to Global Indicators

Please report on all Global Indicators (sections 13 to 23 below) that pertain to your project.

13. Key Biodiversity Area Management

Number of hectares of Key Biodiversity Areas (KBA) with improved management

Please report on the number of hectares in KBAs with improved management, as a result of CEPF investment. Examples of improved management include, but are not restricted to: increased patrolling reduced intensity of snaring, invasive species eradication, reduced incidence of fire, and introduction of sustainable agricultural/fisheries practices. Do not record the entire area covered by the project - only record the number of hectares that have improved management.

If you have recorded part or all of a KBA as newly protected for the indicator entitled "protected areas" (section 17 below), and you have also improved its management, you should record the relevant number of hectares for both this indicator and the "protected areas" indicator.

Name of KBA	# of Hectares with strengthened management *	Is the KBA Not protected, Partially protected or Fully protected? Please select one: NP/PP/FP

* Do not count the same hectares more than once. For example, if 500 hectares were improved due to implementation of a fire management regime in the first year, and 200 of these same 500 hectares were improved due to invasive species removal in the second year, the total number of hectares with improved management would be 500.

14. Protected Areas

15a. Number of hectares of protected areas created and/or expanded

Report on the number of hectares of protected areas that have been created or expanded as a result of CEPF investment.

Name of PA*	Country(s)	# of Hectares	Year of legal declaration or expansion	Longitude**	Latitude**

* If possible please provide a shape file of the protected area to CEPF.

** Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456).

15b. Protected area management

If you have been requested to submit a Management Effectiveness Tracking Tool (METT), please follow the instructions below. If you have not been requested to submit a METT, please go directly to section 16.

Should you want to know more about the monitoring of protected area management effectiveness and the tracking tool, please click [here](#).

Download the METT template which can be found on [this page](#) and then work with the protected area authorities to fill it out. Please go to the Protected Planet website [here](#) and search for your protected area in their database to record its associated WDPA ID. Then please fill in the following table:

WDPA ID	PA Official Name	Date of METT*	METT Total Score

** Please indicate when the METT was filled by the authorities of the park or provide a best estimate if the exact date is unknown. And please only provide METTs less than 12 months old.*

Please do not forget to submit the completed METT together with this report.

15. Production landscape

Please report on the number of hectares of production landscapes with strengthened management of biodiversity, as a result of CEPF investment. A production landscape is defined as a landscape where agriculture, forestry or natural product exploitation occurs. Production landscapes may include KBAs, and therefore hectares counted under the indicator entitled “KBA Management” may also be counted here. Examples of interventions include: best practices and guidelines implemented, incentive schemes introduced, sites/products certified and sustainable harvesting regulations introduced.

Number of hectares of production landscapes with strengthened management of biodiversity.

Name of Production Landscape*	# of Hectares**	Latitude***	Longitude***	Description of Intervention

** If the production landscape does not have a name, provide a brief descriptive name for the landscape.*

***Do not count the same hectares more than once. For example, if 500 hectares were strengthened due to certification in the first year, and 200 of these same 500 hectares were strengthened due to new harvesting regulations in the second year, the total number of hectares strengthened to date would be 500.*

**** Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456).*

17. Beneficiaries

CEPF wants to record two types of benefits that are likely to be received by individuals: structured training and increased income. Please report on the number of men and women that have benefited from structured training (such as financial management, beekeeping, horticulture) and/or increased income (such as from tourism, agriculture, medicinal plant harvest/production, fisheries, handicraft production) as a result of CEPF investment. Please provide results since the start of your project to project completion.

17a. Number of men and women receiving structured training.

Please note, all individuals (including those tallied below) trained by Tropical Biology Association (TBA), Fauna and Flora International (FFI) and the Conservation Leadership Programme (CLP) in the EAM since 2015 are calculated in a separate spreadsheet, produced by TBA.

# of men receiving structured training *	# of women receiving structured training *
5	5

**Please do not count the same person more than once. For example, if 5 men received structured training in beekeeping, and 3 of these also received structured training in project management, the total number of men who benefited from structured training should be 5.*

17b. Number of men and women receiving cash benefits.

# of men receiving cash benefits*	# of women receiving cash benefits*
N/A	N/A

**Please do not count the same person more than once. For example, if 5 men received cash benefits due to tourism, and 3 of these also received cash benefits from increased income due to handicrafts, the total number of men who received cash benefits should be 5.*

18. Benefits to Communities

CEPF wants to record the benefits received by communities, which can differ to those received by individuals because the benefits are available to a group. CEPF also wants to record, to the extent possible, the number of people within each community who are benefiting. Please report on the characteristics of the communities, the type of benefits that have been received during the project, and the number of men/boys and women/girls from these communities that have benefited, as a result of CEPF investment. If exact numbers are not known, please provide an estimate.

N/A

18a. Please provide information for all communities that have benefited from project start to project completion.

N/A

Name of Community	Community Characteristics (mark with x)							Type of Benefit (mark with x)							# of Beneficiaries			
	Subsistence economy	Small landowners	Indigenous/ ethnic peoples	Pastoralists / nomadic peoples	Recent migrants	Urban communities	Other*	Increased access to clean water	Increased food security	Increased access to energy	Increased access to public services (e.g. health care, education)	Increased resilience to climate change	Improved land tenure	Improved recognition of traditional knowledge	Improved representation and decision-making in governance forums/structures	Improved access to ecosystem services	# of men and boys benefiting	# of women and girls benefiting

*If you marked "Other" to describe the community characteristic, please explain:

2																			
...																			

19b. For each law, policy or regulation listed above, please provide the requested information in accordance with its assigned number.

No.	Country(s)	Date enacted/ amended MM/DD/YYYY	Expected impact	Action that you performed to achieve this change
1				
2				
3				

20. Sustainable Financing Mechanism

Sustainable financing mechanisms generate financial resources for the long-term (generally five or more years). Examples of sustainable financial mechanisms include conservation trust funds, debt-for-nature swaps, payment for ecosystem services (PES) schemes, and other revenue, fee or tax schemes that generate long-term funding for conservation.

All CEPF grantees (or sub-grantees) with project activities that pertain to the creation and/or the implementation of a sustainable financing mechanism are requested to provide information on the mechanism and the funds it delivered to conservation projects during the project timeframe, unless another grantee involved with the same mechanism has already been or is expected to be tasked with this.

CEPF requires that all sustainable financing mechanism projects to provide the necessary information at their completion.

20a. Details about the mechanism

Fill in this table for as many mechanisms you worked on during your project implementation as needed.

N/A

NO.	Name of financing mechanism	Purpose of the mechanism*	Date of Establishment**	Description***	Countries
1					
2					
3					

*Please provide a succinct description of the mission of the mechanism.

**Please indicate when the sustainable financing mechanism was officially created. If you do not know the exact date, provide a best estimate.

***Description, such as trust fund, endowment, PES scheme, incentive scheme, etc.

20b. Performance of the mechanism

For each Financing Mechanism listed previously, please provide the requested information in accordance with its assigned number.

N/A

NO.	Project intervention*	\$ Amount disbursed to conservation projects**	Period under Review (MM/YYYY -MM/YYYY)***
1			
2			
3			

*List whether the CEPF grant has helped to create a new mechanism (Created a mechanism) or helped to support an existing mechanism (Supported an existing mechanism) or helped to create and then support a new mechanism (Created and supported a new mechanism).

**Please only indicate the USD amount disbursed to conservation projects during the period of implementation of your project and using, when needed, the exchange rate on the day of your report.

***Please indicate the period of implementation of your project or the period considered for the amount you indicated.

Please do not forget to submit any relevant document which could provide justification for the amount you stated above.

21. Biodiversity-friendly Practices

Please describe any biodiversity-friendly practices that companies have adopted as a result of CEPF investment. A company is defined as a legal entity made up of an association of people, be they natural, legal, or a mixture of both, for carrying on a commercial or industrial enterprise. While companies take various forms, for the purposes of CEPF, a company is defined as a for-profit business entity. A biodiversity-friendly practice is one that conserves or uses biodiversity sustainably.

Number of companies that adopt biodiversity-friendly practices

N/A

No.	Name of company	Description of biodiversity-friendly practice adopted during the project
1		
2		
...		

22. Networks & Partnerships

Please report on any new networks or partnerships between civil society groups and across to other sectors that you have established or strengthened as a result of CEPF investment.

Networks/partnerships should have some lasting benefit beyond immediate project implementation.

Informal networks/partnerships are acceptable even if they do not have a Memorandum of Understanding or other type of validation. Examples of networks/partnerships include: an alliance of fisherfolk to promote sustainable fisheries practices, a network of environmental journalists, a partnership between one or more NGOs with one or more private sector partners to improve biodiversity management on private lands, a working group focusing on reptile conservation. Please do not use this tab to list the partners in your project, unless some or all of them are part of such a network / partnership described above.

Number of networks and/or partnerships created and/or strengthened

No.	Name of Network	Name of Partnership	Year established	Did your project establish this Network/ Partnership? Y/N	Country(s) covered	Purpose

1	EACN- East Afromontane Conservation Network		2015	This was established in a previous CEPF funded project which the participants of this project have now joint	Burundi, DRC, Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, UK, Yemen, Zambia, Zimbabwe	Information sharing among CEPF grantees across the Hotspot; mentorship for CEPF grantees; exchanging knowledge and experiences in conservation approaches and best practices so that lasting capacity for the grantees and their institutions is realized.
2	TBA Alumni Network		1998	TBA runs a strong alumni network and the participants of the two site visits have now been inducted into the TBA alumni network.	84 countries worldwide out of these 32 countries from Africa	Facebook group, twitter & Instagram pages created to offer information on sources of funding, training opportunities as well as job vacancies for all TBA alumni inclusive of all CEPF grantees to encourage extensive networking and collaborations as well as continuous updates on

						what individuals have been able to achieve over time in their fields and also provide every alumnus an opportunity to share ideas, events and opportunities with other members in the network.
2...		TBA-Catalytiks Limited	2019	Happened as result of this grant	Kenya	Sharing ideas and opportunities for capacity development including bridging the conservation-business gap

23. Gender

If you have been requested to submit a Gender Tracking Tool (GTT), please follow the instructions provided in the Excel GTT template. If you have not been requested to submit a GTT, please go directly to Part V.

Should you want to know more about CEPF Gender Policy, please click [here](#).

Download the GTT template which can be found on [this page](#) and then work with your team to fill it out. Please do not forget to submit the completed GTT together with this report.

Part V. Information Sharing and CEPF Policy

CEPF is committed to transparent operations and to helping civil society groups share experiences, lessons learned, and results. Final project completion reports are made available on our Web site, www.cepf.net, and publicized in our newsletter and other communications.

Please include your full contact details below:

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