



## EMI Small Grants – Final Project Completion and Impact Report

### *Instructions to grantees:*

CEPF requires each grantee to report on your project results and impacts at the end of your grant. To monitor CEPF's global indicators, CEPF will combine the data that you submit with data from other grantees, to determine the overall impact of CEPF investment. These impacts will be reported on in CEPF's annual impact report and other communications materials.

Your Final Completion and Impact Report will be posted on the CEPF website.

**Please ensure that the information you provide relates to your entire project, from start date to end date.**

<b>Organization Legal Name:</b>	<i>NGO PROMotion Inc</i>
<b>Project Title:</b>	Strengthening civil society organizations to support biodiversity conservation in Bougainville
<b>Grant Number:</b>	GA20-05
<b>Project Dates:</b>	1 June 2020 – 31 August 2021
<b>Date of Report:</b>	30 September 2021
<b>CEPF Hotspot:</b>	East Melanesian Islands
<b>Strategic Direction:</b>	4
<b>Grant Amount:</b>	\$13,549

### **PART I: Overview**

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

The implementation partners for this project were:

**Kagalalo Conservation Association (KCA)**, based in Wisai, Buin who are in the process of legally registering their organization. The focus of this group is to conserve their forests and lake and carry out research of the biodiversity of the area. The lake is a sacred site where locals including in the whole of south Bougainville believe is the resting place of those who have passed on. It is also an important watershed area for South Bougainville. The organization has started a microfinance scheme (selling vegetables at the market). NGOPRO plays an important role in providing training in the areas of governance and financial management so that they can manage future funding.

**The Kainake Project (TKP)** is a sustainable development organization based in Kainake, Siwai, Autonomous Region of Bougainville, Papua New Guinea and in Port Moresby. TKP was established to address capacity gaps in education, social development and security and sustainable management of vulnerable ecosystems specifically in the Kainake community in south Bougainville. Capacity building of TKP representatives in Kainake, in the areas of organizational governance, financial management and project cycle management, is necessary for the organization to sustainably develop.

**Rotokas Ecotourism (RET)** RET is a long-standing eco-tourism organization based in Wakunai. RET's vision is conserving their environment, sustaining their culture and providing livelihoods through responsible ecotourism. There is a need to strengthen the organizational and financial capacities of the organization. NGOPRO will provide training in the areas of governance and financial management so that they can address their capacity gaps.

**2. Summarize the overall results/impact of your project**

NGO PRO provided organizational capacity support to the three partner biodiversity conservation organizations in Bougainville.

All planned activities were implemented, and we had a small time extension.

The expected results were not all obtained as planned.

This was due to a number of factors: a lack of telecommunications in the locations of the organizations, geography, commitment of the management and board of the organizations and staff turnover within NGO PRO.

In addition, results of such capacity support cannot be measured in months. The result/impact of the organizational capacity will be noticed after years of these organizations implementing what they have learned.

**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
<ul style="list-style-type: none"> <li>➤ The partner CBOs will be empowered and their organizational capacity strengthened, contributing to the implementation of their programs</li> </ul>	<p>NGO PRO worked with the 3 CBOs towards this. This expected impact will be reached in time, as the partner CBOs' implement their training action plans and development plans.</p>
<ul style="list-style-type: none"> <li>➤ The partner CBOs boards and management teams have gained additional skills and knowledge and are equipped with tools to achieve the organization's goals and</li> </ul>	<p>Two partner CBOs (TKP/RET) received the Good Governance and Leadership Training. The participants were able to describe their roles and responsibilities and were able to identify the importance of the Board and Management teams working together.</p>

objectives of the conservation program	
<ul style="list-style-type: none"> <li>➤ The partner CBOs organizational and financial management systems are improved as evidenced by the capacity assessment tools.</li> </ul>	The partner CBOs received Financial Management Training. The organizational and financial systems have not been fully improved but steps have been taken. We expect that implementation of financial policies and systems will improve over time. Further funds (eg for staff positions) will enable the CBOs to spend more time on improvements.
<ul style="list-style-type: none"> <li>➤ The partner CBOs will have established relations with relevant stakeholders and NGOPRO and their AROB partners through networking and linking.</li> </ul>	RET was able to establish links with UN Food and Agriculture Organization.

b. Planned Short-term Impacts - 1 to 3 years (as stated in the approved proposal)

Impact Description	Impact Summary
<ul style="list-style-type: none"> <li>➤ Development goals (e.g. financial and governance systems in place) are defined after conducting the assessments</li> </ul>	Development Goals were developed after Capacity and Financial Management assessments were carried out. The gaps identified during the assessment were addressed according to the organizations' priorities, with varying degrees of progress.
<ul style="list-style-type: none"> <li>➤ Action plans developed from the capacity building trainings are achieved</li> </ul>	The partner CBOs that received the Good Governance and Leadership and Financial Management Trainings developed their actions plans. Not all actions plans were addressed and achieved.
<ul style="list-style-type: none"> <li>➤ Partner CBOs have accessed on/off-site mentoring, coaching and advisory assistance</li> </ul>	The mentoring and coaching visits helped partner CBOs to put their organizational systems in place. However, there has been very little progress on the ground.
<ul style="list-style-type: none"> <li>➤ Partner CBOs have showcased and promoted their organization's activities through the networking and linking event.</li> </ul>	RET was the only partner organization that attended the networking meeting.

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

The three partner organizations' commitment and understanding of the project was one of our major setbacks in the implementation of the project.

We, as NGO PRO could have explained the project better, and ensured that the partner organizations were interested and committed to the project from the outset. On the other hand, the lack of interest and commitment of the partner CBOs who agreed to be part of this project, was a little disappointing.

It was not easy for us to carry out the trainings we planned (in Good Governance and Leadership and Financial Management). These were attended by two partner organizations, TKP and RET, only. Our follow up coaching and mentoring is done based on the training action plans and Development Goals that are developed by the partner organizations. Program Officers worked with KCA using a different approach: our Program Officers provided KCA with written information in Good Governance and Leadership for example we gave them notes on Roles and Responsibilities of the Board, Board management, How to conduct Board Meetings, Pillars of good governance. This is not nearly as effective.

Covid 19 restrictions, accessibility to project sites/locations and high staff turnover within NGO PRO also delayed and impacted the implementation of the project. With the no cost extension, NGO PRO managed to implement all its planned activities, even though we did not achieve all of the desired results.

The limitations in communication with the partner organizations has also been very challenging as these organizations are located in places where there is no mobile network coverage.

NGO PRO made two trips to the partner organizations. The two partner organizations that received the trainings and established their development goals through assessments with NGO PRO are aware of where they stand in terms of their capacity. They can continue to develop their organizations but its unlikely they can do this independently on their own. KCA still needs support to fully develop their organization. TKP Is fairly well established, but the field program side of the organization needs support – the capacity of TKP is largely in Port Moresby. RET is capable in some terms but needs to follow the policies and protocols of running an organization independently and transparently.

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

From NGO PRO point of view KCA was not as independent as it seemed initially . The people who were supposed to be responsible for the organization showed little interest in the project or in making connections with us and others. Even when the MOU for partnership was signed between KCA and NGO PRO, noone took on the responsibility of it. The lack of interest in being part of this project made it difficult for us to implement and achieve our goals, and made it difficult for the CBOs to get better and stronger.

**PART II: Project Products/Deliverables**

**6. List each product/deliverable as stated in your approved proposal and describe the results for each of them:**

#	Deliverable Description	Deliverable Update
1	Two assessments conducted at the beginning and end of the project phase using assessment tools, Financial Health	The partner organizations’ Development Goals were developed after Capacity and Financial Management assessments were carried out. The gaps identified during the assessment were then planned according

	Check (FHC) and Capacity Assessment (CA), and development goals identified	to the organizations' priorities. For instance, job descriptions of the Board and Management were developed
2	Two training workshops (covering aspects of financial management, governance and project cycle management); and an action plan developed for each CBO	The trainings were conducted for the partner organizations to improve their governance and financial systems. Training action plans were developed together with program officers. Not all action plans were achieved.
3	Field visits to each partner on a quarterly basis within the timeframe of the project for mentoring, coaching and technical assistance to monitor and assess their progress	Field visits were made to all partner CBOs for coaching and mentoring but not as well as planned due to transport and communication challenges. The partner CBOs with the support from the program officers improved their systems. For instance, understanding the importance of having policies to protect the interest of their organization.
4	A Bougainville wide networking meeting is held as a platform for the partner CBOs to network and link with other stakeholders.	This was not achieved as planned. Only RET attended. This was due to poor timing and planning on our part, and a lack of engagement from the partner CBOs. RET created links with invited stakeholders such as Food and Agriculture Organization of the United Nations PNG (FAO).

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

**Tools that contributed to the project are:**

**1. Financial Health Check tool**

Tool used by NGO PRO to assess and identify the financial management gaps of the partner organizations, the identified gaps are prioritized, planned and developed into Financial Management Development Goals. The responsibility is shared between NGO PRO and each partner organization.

**2. Capacity Assessment tool**

Tool used by NGO PRO to assess and identify the partner organizations' capacity. The identified gaps are prioritized, planned and developed into the organizations' Development Goals.

**3. Training Action Plans**

The Action Plans were developed towards the end of the 2 trainings (Good Governance and Leadership and Financial Management). The actions are shared and finalized with NGO PRO for further interventions.

**Summary**

The development goals and training action plans are monitoring tools for NGO PRO to develop interventions to support, coach and mentor the partner organizations

**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.**

“Lessons learned” are experiences you have gained that you think would be valuable successes worth replicating, or practices that you would do differently if you had the chance.

Consider lessons that could inform project design and implementation, and any other lessons relevant to the conservation community. CEPF Lessons Learned Guidelines are available here: <https://www.cepf.net/sites/default/files/cepf-lessons-learned-guidelines-english.pdf>.

- For a capacity building project, one year is not enough to see the change. Sufficient time should be given for project introduction, understanding and implementation. A 3 year project would show changes in the partner organizations’ development and growth
- Partner Organizations must be assessed to establish their existence, interest and capabilities prior to putting the project together.
- Accessibility for the partner organizations was a big challenge logistically. Program officers had to travel in hire cars then Private Motor Vehicles (PMV). PMVs travel on certain days, so Program officers had to plan for the days of the trucks. For example traveling from Kainake to Kagalalo/Wisai was not possible all the time, and program offers missed the trucks as they were still traveling on the road from Kainake to Arawa. Security for staff is very important, sometimes program officers were reluctant to travel due to security concerns.
- No telecommunication network in the project areas. Communicating with project partners was a big challenge for the implementation
- Covid 19 restrictions and fear delayed implementation of the project.
- High staff turnover in NGO PRO. There was a very high turnover of staff in the Buka office (Three senior program officers left consecutively). To mitigate this, a program officer from Madang was sent to AROB for a month to keep stability and continue with the project without delay. The program staff went to AROB under another project.

**Sustainability / Replication**

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

The partner organizations can continue to develop themselves using the development goals and training action plans they developed together with NGO PRO. They will require a lot of assistance to continue.

**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.**

None triggered

### Additional Funding

**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.

Donor	Type of Funding	Amount	Notes
Bread for the World	Match - counterpart	9850 USD	

### Additional Comments/Recommendations

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

All said above

### PART IV: Impact at Portfolio and Global Level

#### Contribution to Portfolio Indicators

In order to measure the results of CEPF investment strategy at the hotspot level, CEPF uses a set of Portfolio Indicators which are presented in the Ecosystem Profile of each hotspot. If CEPF assigned one or more Portfolio Indicators to your project, please list these below and report on the project's contribution(s) to them.

Indicator	Actual Numeric Contribution	Actual Contribution Description
At least 10 partnerships and networks formed among civil society, government and communities to leverage complementary capacities and maximize impact in support of the ecosystem profile	0	This indicator was not achieved for a number of reasons. The partner CBOs did not engage as expected, the timeframe did not allow for NGO PRO to push and focus on the creation of a Bougainville wide network and restrictions from Covid 19 meant that invited stakeholders did not attend the networking workshop.

#### Contribution to Global Indicators

Please report on all Global Indicators (sections 16 to 23 below) that are relevant to your project.

**13. Benefits to Individuals**

**13a. Number of men and women receiving structured training.**

Report on the number of men and women that have benefited from structured training due to your project, such as financial management, beekeeping, horticulture, farming, biological surveys, or how to conduct a patrol.

# of men receiving structured training *	# of women receiving structured training *	Topic(s) of Training
5	2	Financial management and Good governance

*\*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.*

**13b. Number of men and women receiving cash benefits.**

Report on the number of men and women that had an increase in income or cash (monetary) benefits due to your project from activities such as tourism, handicraft production, increased farm output, increased fishery output, medicinal plant harvest, or payment for conducting patrols.

# of men receiving cash benefits*	# of women receiving cash benefits*	Description of Benefits

*\*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.*

**14. Protected Areas**

**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 your project. Protected areas may include private or community reserves, municipal or provincial parks, or other designations where biodiversity conservation is an official management goal.

Name of PA*	Country(s)	Original # of Hectares**	# of Hectares Newly Protected	Year of Legal Declaration/ Expansion	Longitude***	Latitude***

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

*\*\* Enter the original total size, excluding the results of your project. If the protected area was not existing before your project, then enter zero.*

\*\*\* 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). To obtain the latitude and longitude of your protected area, use googlemap, right click on the center of your protected area, and select "What's here?", and copy the latitude and longitude appearing in the popup window.

### 15. 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", 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	KBA code from Ecosystem Profile	# of Hectares Improved *

\* 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.

If 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.

### 16. Production landscapes

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.

- For an area to be considered as having "strengthened management of biodiversity," it can benefit from a wide range of interventions such as best practices and guidelines implemented, incentive schemes introduced, sites/products certified, and sustainable harvesting regulations introduced.
- Areas that are protected are not included under this indicator, because their hectares are counted elsewhere.
- A Production Landscape can include part or all of an unprotected KBA.

**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. 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.

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

Name of Community	Community Characteristics (mark with x)							Country of Community	Type of Benefit (mark with x)							# of Beneficiaries		
	Small landowners	Subsistence economy	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	Improved representation and decision-making in governance forums/structures	Improved access to ecosystem services	# of men and boys benefiting

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

**18. Policies, Laws and Regulations**

Please report on change in the number of legally binding laws, regulations, and policies with conservation provisions that have been enacted or amended, as a result of CEPF investment. “Laws and regulations” pertain to official rules or orders, prescribed by authority. Any law, regulation, decree or order is eligible to be included. “Policies” that are adopted or pursued by a government, including a sector or faction of government, are eligible.

**18a. Name, scope and topic of the policy, law or regulation that has been amended or enacted as a result of your project**

No.	Name of Law, Policy or Regulation	Scope (mark with x)			Topic(s) addressed (mark with x)																
		Local	National	International	Agriculture	Climate	Ecosystem Management	Education	Energy	Fisheries	Forestry	Mining and Quarrying	Planning/Zoning	Pollution	Protected Areas	Species Protection	Tourism	Transportation	Wildlife Trade	Other*	
1																					
2																					
...																					

*\* If you selected “other”, please give a brief description of the main topics addressed by the policy, law or regulation.*

**18b. 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				

## 19. Biodiversity-friendly Practices

### Number of companies that adopt biodiversity-friendly practices

Please list any companies that have adopted biodiversity-friendly practices as a result of your project. 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 natural resources in a sustainable manner.

No.	Name of Company	Description of biodiversity-friendly practice adopted during the project	Country(s) where the practice has been adopted by the company
1			
2			

## 20. Networks & Partnerships

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

Report on any networks or partnerships between and among civil society groups and other sectors that you have created or strengthened as a result of your project. Networks/partnerships should have some lasting benefit beyond immediate project implementation. Informal networks/partnerships are acceptable. 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, or a working group focusing on reptile conservation.

Do not list the partnerships you formed with others to implement this project, unless these partnerships will continue after your project ends.

No.	Name of Network / Partnership	Year established	Did your project establish this Network/ Partnership? Y/N	Country(s) covered	Purpose
1					
2					

## 21. Sustainable Financing Mechanism

List any functioning sustainable financing mechanisms created or supported by your project. Sustainable financing mechanisms generate funding for the long-term (generally five or more years). These include, but are not limited to, conservation trust funds, debt-for-nature swaps, payment for ecosystem service (PES) schemes, and other revenue, fee or tax schemes that generate long-term funding for conservation. To be included, a mechanism must be delivering funds for conservation.

### 21a. Details about the mechanism

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

No.	Name of financing mechanism	Purpose of the mechanism *	Date of Establishment **	Description ***	Countries
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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.*

### 21b. Performance of the mechanism

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

No.	Project intervention (mark with x)			Has the mechanism disbursed funds to conservation projects?
	Created a mechanism	Supported an existing mechanism	Created and supported a new mechanism	
1				
2				
3				

### 22. Red List Species

If your project included direct conservation interventions that benefited globally threatened species (CR, EN, VU), as per the IUCN Red List, add the species below.

Examples of interventions include: preparation or implementation of a conservation action plan, captive breeding programs, species habitat protection, species monitoring, patrolling to halt wildlife trafficking, and removal of invasive species.

Genus	Species	Common Name (Eng)	Status (VU, EN, CR, EW)	Intervention	Population Trend at Site (increasing, decreasing, stable or unknown)

### 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](http://www.cepf.net), and publicized in our newsletter and other communications.

Provide the contact details of your organization (organization name and generic email address) so that interested parties can request further information about your project.

**Organization Name:** NGO PROmotion Inc

**Generic email address:** [ngoproinc@gmail.com](mailto:ngoproinc@gmail.com)