

CEPF Final Completion and Impact Report

Organization's Legal Name:	Solomon Islands Community Conservation Partnership
Project Title:	Institutional Strengthening of the Solomon Islands Community Conservation Partnership
Grant Number:	CEPF-109311
Hotspot:	East Melanesian Islands
Strategic Direction:	4 Increase local, national and regional capacity to conserve biodiversity through catalyzing civil society partnerships
Grant Amount:	\$58,000.00
Project Dates:	January 01, 2021 - January 31, 2022
Date of Report:	March 08, 2022

IMPLEMENTATION PARTNERS

1. Live & Learn Solomon Islands
- A partner to SICCP on other conservation projects in the Solomon. In this project they involved with the stakeholders consultation on the review of the SICCP Strategic Plan 2017-2020.
2. Solomon Islands Rangers Association (SIRA)
- Involved in the review of the SICCP Strategic Plan 2017-2020.
3. Solomon Islands Environmental Association (SIELA)
- Involved in the review of the SICCP Strategic Plan 2017-2020.
4. Ministry of Environment, Climate Change, Disaster and Meteorology
- Involved in the stakeholders consultations for the review of the SICCP Strategic Plan 2017-2020. With their inputs to update all the relevant laws and policy frameworks that SICCP will align its work with the Solomon Islands Government and other stakeholders to carry out conservation works in the country. Their inputs led to the preparation of the new SICCP Strategic Plan 2020-2025 that is now adopted by the organization.
5. University of Queensland (UQ)
- Capacity building and involved in the review of the SICCP Strategic Plan 2017-2020 and also provide inputs into the review of the draft Human (HR) policies and procedures and also provided ongoing technical support and working with the Program Coordinator to fundraising for SICCP.
6. Wildlife Conservation Society (WCS)

- Capacity building and involved in the review of the SICCP Strategic Plan 2017-2020.

CONSERVATION IMPACTS

Planned Long-Term Impacts: 3+ years (as stated in the approved proposal)

Impact Description	Impact Summary
SICCP is a financially stable and operational organization that will be a conservation sector that is supported by effective partnership with communities, government and international donors.	- SICCP became financially stable and an operational organization that is a conservation sector supported by effective partnership with Community , communities, government and other international donors.
SICCP will be engaged as primary conservation partner by Government and Community Based Organizations throughout the Solomon Islands.	- Well SICCP was already engaged as a primary conservation partner by the Solomon Island Government' s Ministry of Environment, Climate Change, Disaster, Meteorology and Zaira Resource Management Area, lead in the PA process for conservation.
Community Development beyond Strengthening of SICCP: SICCP is considered the focal point to link communities with capacity building and funding opportunities whether through government grants or internationally.	- SICCP acts as a bridge linking community based organization to local government and international donor partners for financial support. - SICCP became the focal point to link CBO's with capacity building in finance and management of donor funds. This capacity building was supported by grants from WCS, UQ, CEPF and the SIG.

Planned Short-Term Impacts: 1 to 3 years (as stated in the approved proposal)

Impact Description	Impact Summary
SICCP will be a functioning organization as evidenced by the recruitment and retention of key staff: Program coordinator, Financial manager.	- SICCP has become a well organized and structured organization and has managed to retain its key staff: the Program Coordinator and Finance Manager throughout this project period. In addition, TOR and Key performance indicators for each positions were also revised to enable to monitor staff performance.
Revisions will have been made to key organizational documents – financial policy, human resource policy and partner engagement policy and all staff members will be following these policies.	- During this project, SICCP has revised key documents such as the Financial Management Policies & Procedures and also a Human Resource (HR) policy and procedures was finally developed and this includes wide consultation with partners on the partner engagement policy. Likewise, all SICCP staff member fully understand the policies especially the one in Financial Management Policies and Procedures through training.
SICCP will have signed MOUs to work with key government departments – Ministry of Environment and Ministry of Fisheries to assist in implementing environmental initiatives and conservation efforts that will help to direct the country towards a path of sustainable development outcomes.	- SICCP has worked on the MOU with the Ministry of Environment but could not get it finalized and signed due to the ongoing restrictions in place due to the COVID-19 transmission. We will work on it and hope to get it approve and signed by this quarter. This will assist SICCP in implementing the environment initiatives and conservation that will help to direct

Impact Description	Impact Summary
	the country towards a path of sustainable development.
SICCP will be moving towards financial stability as evidenced by the securing of funding from other donors and through alignment with Solomon Islands Ministries	- SICCP has moved towards financial stability by securing funding from other donors during the course of this project period and also through submission of concept notes and proposal to other keen donors and also through aligning with Solomon Islands Community Conservation Partnership strategic Plan 2022.

Unexpected impacts (positive or negative)?

The unexpected impacts of this Project (positive or negative) are as follows;

Positive:

- SICCP has broaden its public image beyond its Partnership Network.
- SICCP has build financial capacity with its partnership network leaders to proper manage their funds.
- SICCP’s board and key staff have strong working relationship.

Negative:

- SICCP Institutional capacity is still in progress, so to build the capacity of its Partnership Network has been challenging.
- Communication is still a challenge through the Partnership Network. Internet network in the office sometime not reliable and this has resulted in delay of submission of reports. Likewise, no communication officer
- SICCP is without a Country Manager half way through the project period has put more burdens on the Program Coordinator and have challenged the implementation of the project as well.
- The delay of disbursement of funds have an impact on the implementation of the project activities.

PROJECT RESULTS/DELIVERABLES

Overall results of the project:

The overall results of this project detailed in the approved project proposal were achieved greater then planned despite of the rioting and Covid-19 pandemic situations currently experienced in the Solomon Islands. Strengthening of the governance system of Solomon Islands Community Conservation Partnership through its staffing, financial and administration capacity, its internal policies and procedures and its funding base will able the organization to provide appropriate support to communities and partners. As a result SICCP managed to retain key full-time staff positions within the organization namely the Finance Manager and the Program Coordinator that are vital in the management and implementing this project and in addition, these positions are very important in the successful management of this project. Likewise, the organization has revised its financial management policies & procedures to successfully manage the finance and procurement process of the organization and also to enable staff to abide by this policies in a transparent manner. This project also enable SICCP to develop its Human Resource (HR) policies & procedures to oversee the office administration and employees affairs including staff recruitment and contracts. In addition, the organization has made a positive outcome by reviewing all key staff position's terms of reference descriptions (TOR) and their key performance indicators and this will enable the successfully monitoring of staff overall

performance and work progress in the organization as well as to successfully meet the objectives set apart. In addition, the organization has also established and is using the MYOB package for managing finances in a more robust and transparent manner and this is a success for us when it comes to monitoring finances and to report back to donor partners and the board as well and this will give more confidence to donors when it comes to donor funding.

Likewise, this project enable SICCP to purchase a laptop for the Program Coordinator to make sure successful operation and also getting IT support through the purchase installation of anti-virus software and latest Microsoft office and other software that used by the organization for its operations.

Furthermore, the review of the SICCP Strategic Plan 2017-2020 was completed and the development of the new strategic plan for 2021-2025 (SICCP Strategic Plan 2021-2025) was completed during the course of this project which will guide/direct the organization's work for the next 4 years since adopting it last year. Likewise, some of the objectives of the Strategic Plan 2021-2025 that were part of our 2021 plans were already achieved. This strategic plan has lead us to conduct a very successful and informative planning workshop that involved the SICCP staff and partners to brainstorm and discussed the organization's work-plan for the year 2022, that is a 1 year plan that will guide the organization's operations and management.

Likewise, a training material was prepared and a training was successfully conducted for all the staff within SICCP on the new finance management policies and guidelines to enable all staff members to understand the contents and master the manual as well and this was coordinated by the SICCP finance manager through zoom due to the coronavirus community transmission experienced here in the country. This training really helps us in understanding the new financial management policies and guidelines and standard operating procedures and process in terms of managing SICCP funds.

Furthermore, the SICCP board did undertake Quarterly meetings as stipulated in its constitution and also as stated in this project outcomes and minutes of these meetings have been documented and recorded. The Board act as an oversight committee supports the Program Coordinator and the Finance manager in there work.

Due to the Coronavirus situation in the country, SICCP was unable to sign an MOU with the Solomon Islands Government Ministry of Environment, Climate Change, Disaster and Meteorology (MECDM) but hope a deal will be made once the COVID-19 situation in the country phase out.

Results for each deliverable:

Component		Deliverable		
#	Description	#	Description	Results for Deliverable
1.0	Review and Strengthen SICCP's Governance	1.1	Final organizational policy manual that includes sections relating to HR, work safety, board governance, etc	- SICCP has developed its Human Resource (HR) policies & procedures that has sections relating to HR, including overall board governance, safety at work and leave passes.
1.0	Review and Strengthen SICCP's Governance	1.2	Minutes of Board Meeting provided to reflect adoption of the manual.	- SICCP board meetings took place each quarter during the grant period and minutes of the meetings were recorded and shared to all staff and donor partners as well. There was a board meeting on the 28th of January 2021 (Q1) at the SICCP office to discuss the closing off of the CEPF grants and also to finalize all the revised documents such as the Financial Management policies & procedures, HR policies & procedures, TOR for all staff including the Key Performance Indicators and deliverables also to look into possible fundraising. At this meeting, the board approved and endorsed the following documents: 1. Financial Management Policies & Procedures 2. Human Resource (HR) Policies & Procedures 3. Terms of reference for all staff position 4. Key Performance Indicators & deliverable. - Board meeting minutes attached.
1.0	Review and Strengthen SICCP's Governance	1.3	Report on training of SICCP personnel with the manual	A training on the use of the manual was conducted early this year through zoom platform as we cannot come together due to the COVID-19 outbreak and the training aimed for SICCP staff, Program Coordinator,

Component		Deliverable		
#	Description	#	Description	Results for Deliverable
				Finance Manager and Field Officer. The training was facilitated by the SICCP finance manager and its aim was to enable all SICCP staff to familiarize themselves with the revised financial management policies and procedures.
2.0	Review and Strengthen SICCP's financial policies and procedures	2.1	Final financial operations manual the includes section on payment remittance, petty cash, account reconciliation, audit, reporting, etc	-During the grant period, SICCP through its Finance Manager revised the SICCP Financial Management Policies & Procedures Manual which include petty cash, account reconciliation, audit and reporting processes including section on payment remittance. This manual will be used by all SICCP staff and also local community partners for proper managing of funds. - Final SICCP Financial Management Policies & Procedures attached.
2.0	Review and Strengthen SICCP's financial policies and procedures	2.2	Minutes of Board Meeting provided to reflect adoption of the Manual.	There was a board meeting on the 28th of January 2021 (Q1) at the SICCP office to discuss the closing off of the CEPF grants and also to finalize all the revised documents such as the Financial Management policies & procedures, HR policies & procedures, TOR for all staff including the Key Performance Indicators and deliverables also to look into possible fundraising. At this meeting, the board approved and endorsed the following documents: 1. Financial Management Policies & Procedures 2. Human Resource (HR) Policies & Procedures 3. Terms of reference for all staff position

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#	Description	#	Description	Results for Deliverable
				4. Key Performance Indicators & deliverable. Likewise, all the documents are now adopted by SICCP from 2022. See minute attached
2.0	Review and Strengthen SICCP's financial policies and procedures	2.3	Report of training by SICCP staff with the manual	<ul style="list-style-type: none"> - Training for SICCP staff on the new/revised Financial Management Policies & Procedures was successfully completed in January 2021 (Q1) via zoom meeting due to covid-19. - Training was prepared and facilitated by the Finance Manager through power point presentation materials. - 3 full time staff benefited from this training (Finance Manager, Program Coordinator & Field officer) - SICCP staff now fully understand the content of the manual and also have the knowledge on the processes involve. - The manual is now adopted for use by all SICCP staff members.
3.0	Develop SICCP's Strategic Plan for 2021-2025	3.1	SICCP Strategic Plan	<ul style="list-style-type: none"> - During the grant period, SICCP has managed to revise the SICCP Strategic Plan 2017-2020 by having a stakeholders meeting/consultation that was facilitated by a local consultant and come with a lot of strategies. - With inputs collected during the stakeholders meeting, a five year Strategic Plan 2021-2025 was developed and circulated to all SICCP staff, SICCP board members, stakeholders and partners for comment and inputs and finally we have the update 5 year plan that will guide SICCP's work.

Component		Deliverable		
#	Description	#	Description	Results for Deliverable
				<ul style="list-style-type: none"> - The Strategic Plan 2021-2025 will be reviewed every 1-2 years. - Strategic Plan 2021-2025 attached.
3.0	Develop SICCP's Strategic Plan for 2021-2025	3.2	Report to Board on implementation of strategic plan	The SICCP Strategic Plan 2021-2025 was developed in Q3 2021 and a progressive report on the implementation of activities for Q4 2021 was submitted to the SICCP Board. Quarterly Progressive reports for implementation of the new strategic plan 2021-2025 from Finance Manager, Program Coordinator and Field Officer will be submitted once every quarter and final annual report will be submitted at the end of each financial year.
4.0	SICCP's long-term sustainability	4.1	Report of assessment of potential fundraising opportunities and funders for SICCP	During this grant period, SICCP assessment for potential fundraising opportunities and funders is still progressing well despite of the challenges faced in terms of the COVID-19 outbreak. SICCP has identified some potential fundraising opportunities through a call for proposals and concept notes and through the partnership with VSA and the government. Some opportunities that the organization is assessing are BIOPHAMA, SAFE project from UNDP, KIWA Initiatives and the DFAT funding.
4.0	SICCP's long-term sustainability	4.2	At least one concept note ready for submission	During the progress of the grant period, 1 concept note was already submitted for the KIWA Initiative local project component during the first call but will be considered for the second call on April 2022. The main focus of the project concept note is for nature based solution to climate change adaptation, through

Component		Deliverable		
#	Description	#	Description	Results for Deliverable
				biodiversity conservation for our project sites in Solomon Islands especially Marovo, Western Province that this project be implemented if successful.

Tools, products or methodologies that resulted from the project or contributed to the results:

Some products that are resulted from this project or contributed to the results are the development of the new SICCP Strategic Plan 2021-2025, the development of the SICCP Financial Management Policies and Procedures, development of the Human Resource (HR) Policies and Procedures. Likewise, terms of reference (TOR) description and the key performance indicators and deliverables for all positions were reviewed and developed.

PORTFOLIO INDICATORS

Portfolio Indicator Number	Portfolio Indicator Description	Expected Numerical Contribution	Expected Contribution Description	Actual Numerical Contribution	Actual Contribution Description
1	Hectares in a key biodiversity area (KBA) with new or strengthened protection and management.				
2	At least 100,000 hectares within production landscapes are managed for biodiversity conservation or sustainable use.				
3	At least 5 local land-use or development plans influenced to				

Portfolio Indicator Number	Portfolio Indicator Description	Expected Numerical Contribution	Expected Contribution Description	Actual Numerical Contribution	Actual Contribution Description
	accommodate biodiversity.				
1.4	Conservation incentives (ecotourism, payments for ecosystem services, conservation agreements, etc.) demonstrated for at least 5 priority sites.				
2	At least 100,000 hectares within production landscapes are managed for biodiversity conservation or sustainable use.				
1.5	Number of communities targeted by site-based projects that show tangible well-being benefits.				

GLOBAL INDICATORS

Protected Areas

Protected areas that have been created and/or expanded as a result of the 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 Protected Area	WDPA ID*	Latitude	Longitude	Country	Original Total Size (Hectares) **	New Protected Hectares ***	Year of Legal Declaration or Expansion
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*World Database of Protected Areas

**If this is a new protected area, 0 should appear in this column

*** This column excludes the original total size of the protected area.

Key Biodiversity Area Management

Key Biodiversity Areas (KBAs) under improved management—where tangible results have been achieved to support conservation—as a result of the project.

KBA Name	KBA Code	Size of KBA	Number of Hectares with Improved Management
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Production Landscapes

Production landscapes with strengthened management of biodiversity as a result of the project.

A production landscape is defined as a site outside a protected area where commercial agriculture, forestry or natural product exploitation occurs.

Name of Production Landscape	Latitude	Longitude	Hectares Strengthened	Intervention
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Benefits to Individuals

- **Structured Training:**

Number of Men Trained	Number of Women Trained	Topics of Training
2	1	Financial management policies & procedures training.

- **Cash Benefits:**

Number of Men – Cash Benefits	Number of Women – Cash Benefits	Description of Benefits
0	0	NA

Benefits to Communities

View the characteristics column below with the following corresponding codes:	View the benefits column below with the following corresponding codes:
1- Small Landowners	a. Increased Access to Clean Water
2- Subsistence Economy	b. Increased Food Security
3- Indigenous/ Ethnic Peoples	c. Increased Access to Energy
4- Pastoralists / Nomadic Peoples	d. Increased Access to Public Services
5- Recent Migrants	e. Increased Resilience to Climate Change
6- Urban Communities	f. Improved Land Tenure
7- Other	g. Improved Use of Traditional Knowledge
	h. Improved Decision-Making
	i. Improved Access to Ecosystem Services

Community Name	Community Characteristics							Type of Benefit									Country	Number of Males Benefitting	Number of Females Benefitting
	1	2	3	4	5	6	7	a	b	c	d	e	f	g	h	i			

Characteristics of "Other" Communities:

Policies, Laws and Regulations

View the topics column below with the following corresponding codes:			
A- Agriculture	E- Energy	I- Planning/Zoning	M- Tourism
B- Climate	F- Fisheries	J- Pollution	N- Transportation
C- Ecosystem Management	G- Forestry	K- Protected Areas	O- Wildlife Trade
D- Education	H- Mining and Quarrying	L- Species Protection	P- Other

No.	Name of Law	Scope	Topics															
			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P

“Other” Topics Addressed by the Policy, Law or Regulation:

No.	Country/ Countries	Date Enacted/ Amended	Expected impact	Action Performed to Achieve the Enactment/ Amendment
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Companies Adopting Biodiversity-friendly Practices

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.

Name of Company	Description of Biodiversity-Friendly Practice	Country/Countries where Practice was Adopted
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Networks and Partnerships

Networks/partnerships should have some lasting benefit beyond immediate project implementation. Informal networks/partnerships are acceptable.

Name of Network/Partnership	Year Established	Country/ Countries	Established by Project?	Purpose
SICCP-VSA Partnership	2021	Solomon Islands	Yes	To provide Capacity building in terms of finance management, HR policies etc for SICCP. And also to provide assistance to SICCP for potential fundraising opportunities.

Sustainable Financing

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 services (PES) schemes, and other revenue, fee or tax schemes that generate long-term funding for conservation.

Name of Mechanism	Purpose	Date Established	Description	Country/Countries	Project Intervention	Delivery of Funds?
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Globally Threatened Species

Globally threatened species (CR, EN, VU) on the IUCN Red List of Threatened Species, benefitting from the project.

Genus	Species	Common Name (English)	Status	Intervention	Population Trend at Site
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LESSONS LEARNED

Lessons learned during the Design & Implementation of the project:

1. A SWOT Analysis should be conducted out of SICCP prior to designing of project so that the activities of the project is realistic and can be implemented on time.
2. Organization's capacity is vital - ensure that the organization had absorptive capacity including staffing, appropriate policies & guidelines in place to accommodate such large grant before designing of any projects.
3. Key positions should be recruited prior to the designing of the projects and also be maintained through out the project period so that all the planned activities are successfully completed.
4. Communication between donors and grantees - ensure that there is ongoing communication between donors and grantee organization to make sure funds are spent appropriately according to budgets and project activities are implemented on time.
5. Project Ownership - Organization (grantees) must embrace and have ownership for donor funded projects to successfully implement the project.

lessons relevant to the conservation community:

Other lessons learned throughout this Project, is the need for Project Management Training for SICCP Staff established within this Project. These skills are important to ensure that Project activities are implemented in time, spent accordingly to the Project Budget and deliverables are achieved. Conservation as interpreted to communities is an ongoing practice for generations, but to formalize Conservation would be an issue for communities that live off their surrounding for decades. Therefore, ongoing awareness is important so communities are well versed and prepared to take on the formal approach to Conservation efforts.

SUSTAINABILITY/REPLICATION

Success or challenges in ensuring that the Project will be sustained or replicated is the establishment of the key positions of SICCP. The Program Coordinator and Finance Manager are fundamental roles required that maintains the day-to-day operations of the Organization. Both these positions maintained throughout the life span of this Project is vital for the sustainability or replication of this Project. In addition,

The challenges encountered, is the Project to have Training/Workshops that is relevant for the positions to exercise their roles and continue the fundraising efforts for SICCP. Skills based Training such as Project Management, Financial Administration were not included in the Project, and Personnel experienced issues in ensuring the Project is implemented on a timely manner.

Should this Project be replicated, it is crucial that skills as mentioned above are implemented on a timely manner.

ENVIRONMENTAL AND SOCIAL SAFEGUARDS/STANDARDS

N/A

ADDITIONAL COMMENTS/RECOMMENDATIONS

Recommendations in relation to this project or CEPF is as follows:

1. The desk review should take place every quarter after reports are submitted to avoid prolonging of funds to disburse to grantees for for the project implementation.

ADDITIONAL FUNDING

Total Amount of Additional Funding Actually Secured (USD)	\$0.00
Breakdown of Additional Funding	N/A

INFORMATION SHARING AND CEPF POLICY

CEPF is committed to transparent operations and to helping civil society groups share experiences, lessons learned and results. For more information about this project, you may contact the organization and/or individual listed below.

Organisation Name: Solomon Islands Community Conservation Partnership (SICCP),
Generic Email Address: pc.siccp@gmail.com