

## CEPF Final Project Completion Report

<b>Organization Legal Name:</b>	Kijabe Environment Volunteers
<b>Project Title:</b>	Kikuyu Escarpment Payment for Water Ecosystem Services Initiative
<b>Grant Number:</b>	66167
<b>CEPF Region:</b>	Eastern Afromontane
<b>Strategic Direction:</b>	3 Initiate and support sustainable financing and related actions for the conservation of priority KBAs and corridors.
<b>Grant Amount:</b>	\$100,000.00
<b>Project Dates:</b>	June 01, 2016 - May 31, 2018
<b>Date of Report:</b>	April 30, 2018

### Implementation Partners

List each partner and explain how they were involved in the project

The partners were fully involved in the implementation of the project. The key partners formed a coordination mechanism for Payment for Water Ecosystem Service (PES) named Boresha Kieni/Kamae and Boresha Kamiti to steer the payment for water ecosystem initiative at Keriita. Water Resource Users Associations (Kamiti and Ruabora) - mobilizing the community during the consultation meetings on the establishment of payment for water ecosystem initiative (PES).

Community Forest Associations (Kamae and Kieni) - Support the mobilization for community to participate in meetings, guided the consultants who were engaged in the hydrological mapping, identifications of hotspots and baseline survey for interventions. The CFAs/WRUAs represented the communities living in the Kikuyu Escarpment forests and raised awareness for the project.

County government of Kiambu- engagement of business and policy directions and building alliances. It also worked with county government to develop water county policy taking into account PES scheme, sitting in steering forum for PES who with noted appreciation for having government officials in the meetings.

Nature Kenya and East Africa Wildlife Society(EAWLS - rallying for project support, replication of lessons and marketing the initiative and bringing partners and people to learn on PES at Kikuyu Escarpment forest.

### Conservation Impacts

Summarize the overall impact of your project, describing how your project has contributed to the implementation of the CEPF ecosystem profile

**The overall result of the project was laying ground work for PES initiative at Kikuyu Escarpment, the engagement of buyers and sellers and creating a platform for continuous negotiations and engagements. With this in place the buyers will continue to be engaged and approached.**

**Specifically the key results were;**

- **Establishment of platforms for engaging business -Boresha Kamiti and Boresha Kieni/Kamae and their willingness to participate in the initiative and conserve the catchment**
- **5,000 seedling planted in identified Kamiti river source intervention area at Roromo wetland supported by the County Government of Kiambu.**
- **2,000 indigenous seedling planted at source of river Karemeno financed by Coco Cola Company and the Gatundu Water and Sanitation Company through the County Government of Kiambu.**
- **Kamiti WRUA supported to carry out riparian conservation through tree planting by the County Government of Kiambu.**
- **The WRUAs/ CFAs involved are being recognized by county and are invited in their forums.**
- **KENVO was a member of the Technical Committee involved in developing the Kiambu County Water Policy which proposed to establish a water trust fund to finance catchment conservation.**
- **WRUAs/ CFAs trained in negotiations ,leadership ,governance and financial management**
- **WRUAs/ CFAs learned from Imarisha Naivasha on how to engage the private sector in conservation.**
- **Commitments from stakeholders to forge ahead with the initiative is promising.**
- **Through the enactment of the Kiambu Water Policy, the County is planning to set up a water fund to support conservation of the Kikuyu Escarpment Catchment.**
- **Contributed to improved management of Forest through revising of participatory forest management plans.**
- **Organization capacity development.**

**From the Lessons learned the KENVO is using these interventions that can be implemented in the landscape to share and train groups that visit KENVO to learn on PES.**

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

Impact Description	Impact Summary
Enhanced conservation status of Kikuyu Escarpment Forest KBA as measured in 2020 against baseline of IBA status report of 2016.	Although the IBA report to measure conservation status of the KBA is due in the next two years, the project laid foundation for Payment for water Ecosystem Services Initiative in the KBA . The Initiative is slowly being embraced by both the private and public sector including the County Government which has proposed to establish a county water fund to support such initiative. By building the capacity of sellers through training in leadership, governance and financial management, the sellers are better armed to engage the private sector to support conservation of

	<p>the KBA, thus creating a fertile ground towards achieving the long term goal. This project has contributed to ensuring that a follow up project is implemented contributing to the impact of conservation projects taking place to support better management of Forest Reserve. In addition, buyers and sellers approached during the project have shown willingness to support communities around Kikuyu Escarpment Forest with conservation. In addition critical areas that needs interventions were identified during the baseline data collection, thus providing much needed information for planning. Some of these areas are being targeted by the County Government for conservation and protection.</p>
<p>At least USD 30,000 transferred from buyers to sellers to protect the Kikuyu Escarpment Watershed to improve 3000 ha of land annually</p>	<p>Although actual money has not been transferred, there is raised interest in the private sector to support conservation work once the sellers are fully organised. Additionally the County Government of Kiambu since mid-march when the long rains began have so far 50,000 ( approximately USD 20,000) seedling in catchment and riparian areas in order to secure water supply. All these seedlings have been purchased from the local community.</p>
<p>Improved Water quality and quantity for downstream users</p>	<p>Managing Directors of various water and sanitation companies which are charged with the sole responsibility of providing water to the citizens were involved in the project to help in monitoring water quality and quantity once interventions upstream have been done. This will be achieved over the next phase of the project. The documentary done at the start of the project shall also be used to monitor if the water volume /quality in some of the areas covered has improved.</p>
<p>3000 ha of land brought under improved management through protection and rehabilitation</p>	<p>The area were brought under improved management through zoning from revised management plans, active protection by CFAs and tree planting by partners(county governments and partners). The areas were brought under improved management through active community patrolling and policing and reporting of illegal activities.</p>

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

Impact Description	Impact Summary
<p>2 seller groups in the Kikuyu Escarpment</p>	<p>The kamiti WRUA and Kieni/Kamae CFAs were organized and prepared to enter into agreements through training in negotiations, development of draft agreements, meetings buyers and development of business cases</p>

Forest catchment organized and prepared to enter into PES agreements	The CFAs and WRUAs were organized and capacity built through training in negotiations skills, leadership and governance as well as conflict resolution and financial management. This was to build their capacity to engage the buyers (mainly private enterprises and corporates) to support their conservation efforts. Part of the training was to fill a gap identified by the buyers that they mainly do not support the sellers because they lack capacity to manage finances and account for funds as required and that most of the sellers have very poor managed groups. 18 leaders of the two sellers groups were trained.
2 buyer groups downstream organized and prepared to enter into PES agreements	The buyers have been engaged through meetings and platform already created. The buyers are Gatundu Water and Sanitation company at Tatu city.
2 agreements facilitated and signed between buyers and sellers	The agreements between buyers and sellers have not yet been made, however engagement of potential buyers happened within project period. Most of the potential buyers have requested for time to consult and engage their Boards of Management into making commitments to support the initiative. It is hoped that actual contracts will be made ongoing second phase of the project.

Describe the success or challenges of the project toward achieving its short-term and long-term impact objectives


#### Success

The main goal of the project was to initiate a PES for water in Kikuyu Escarpment Forest Reserve. This was achieved. With the initiative in place, baseline information available, in addition to the capacity of KENVO staff that has been built as the project was implemented. The interactions with the community as sellers built their capacity and identified strong willingness of the communities to participate in PES. The continued interaction with the community and potential buyers in platform is vital for the long term as it shall promote the use of best practices, identified by the initiative. This shall in turn attract more investment or buyers of ecosystem services. The engagement of potential buyers and county led to the identification of potential funding opportunities, for example the county government, that shall potentially invest in this or other ecosystem services through water fund and other catchment activities. In addition the CEPF accepted to fund follow up project activities. It was also learned that potential buyers were more willing to invest in PES, once provided with the information and understanding on the need to sustain these services and trust from CFAs/WRUAs. The implementation of the project also created understanding of PES and its implication for the sellers and the buyers. Sellers learned that they do have a product to sell and buyers learned that they need to 'purchase' these ecosystem services for the sustainability of their businesses. County government and national government agencies embracing the initiative.

#### Challenges

There were some challenges among them delayed entering into agreements with business. This is expected to be realized in the upcoming phase of the project. Other challenges include

- Insufficient awareness on potential businesses on importance of catchment and PES initiatives

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- Inadequate policy framework to support co-investment schemes.
  - Lack of incentives to businesses to contribute towards restoration of catchment
  - Stakeholder unaware of key role played by WRUAs/ CFAs in conservation and low trust on them
  - Low commitment from business toward catchment restoration.

Were there any unexpected impacts (positive or negative)?

**Positive**

As result of the project many CFAs/WRUAs became more active and began engaging the bussiness community. The County Government is also recognizing the imporant role played by these two community institutions and is engaging them in the various conservation initiatives in the County. Kamiti WRUA planted 5000 seedlings in identified hotspot with support from the County government while Kamae-Kieni CFAs planted 2000 trees supported by Cococola Bottlers and Gatundu Water and Sanitation Company. The County Government started addressing conservation of riparian areas as a result of sensitization created by the project. Other positve unexpected impacts included KENVO members and staff joining key docket in the County Government in the environment and natural resources docket. Other positiveresults included working with water stewardship programme spearheaded by GIZ especially in building the capacity of WRUAs and CFAs at Kikuyu Escarpment forest. Other included KENVO trainings in Gender, project development and social rights and participation in conferences as well as assessing the internal capacity using the CSTT. There has been no noted negative impact so far.

## Project Components and Products/Deliverables

Describe the results from each product/deliverable:

Component		Deliverable		
#	Description	#	Description	Results for Deliverable
1	Engagement of water ecosystem service sellers	1.8	Business proposals by the sellers to be shared with potential buyers	Two business cases were developed for each site (i.e. Kamiti catchment and Kamae-Kieni catchment) in a participatory process. Negotiation teams for the sellers have also been trained in negotiation skills to build their capacity to engage the buyers. However the presentation of the business cases to the buyers is yet to be done owing to the need by various buyers representatives to engage and enlighten their management boards on PES before they can engage in the negotiations.
2	Engagement of water buyers	2.1	“Pitch” document with information package on PES opportunities in Kikuyu Escarpment Forest KBA for buyers	A documentary to assist in buy in of the project by buyers was produced. The documentary have assisted all the PES meetings and has been shared with county government and other stakeholders. The production of a comprehensive information package on PES at Kikuyu Escarpment Forest is ongoing.
2	Engagement of water buyers	2.2	Reports on meetings with potential buyers	Completed, All the reports on meetings with potential buyers are available and shared with buyers and stakeholders. A number of them have also been shared with CEPF during progress reporting while more are attached for this report.
2	Engagement of water buyers	2.3	Reports on site visits by potential buyers	Completed. Reports on site visit to two hotspots to Kamiti River catchment and Kamae-Kieni forest catchment, and visit to Naivasha PES Scheme. The reports have been shared with the participants.
2	Engagement of water buyers	2.4	Business cases presented to buyers based on proposals by the sellers	Buyers meetings have been held, although specific meetings to present the business cases have not been done. This is to give representatives of the buyers to sensitize their management boards (decision makers) on the PES initiative before they can formally engage. This is expected to be achieved in the next phase of the project.
3	Facilitation of water agreements	3.1	Indicative financing agreement No. 1 (as a basis	A draft of the agreement have been developed and presented to buyers. Actual contracts are expected to be achieved in the next phase of the project.

			for negotiation between buyers and sellers	
3	Facilitation of water agreements	3.2	Indicative financing agreement No. 2 (as a basis for negotiation between buyers and sellers)	A draft of the agreement have already been presented to the buyers to study and initiate negotiations
3	Facilitation of water agreements	3.3	Reports on negotiations for completion of two financing agreements between buyers and sellers	Negotiations have not yet been made, however negotiation teams for the sellers have been set and well trained on negotiating with identified buyers.
3	Facilitation of water agreements	3.4	Monitoring Report on the adherence of the MoUs	Though monitoring of the project in general has been taking place, monitoring on the adherence of the MoUs has not taken place since the MoUs are yet to be drawn. The County committee will be developing a monitoring tools to ensure adherence.
4	Strengthening of KENVO	4.1	Baseline CSTT form to CEPF at start of project	Baseline for CEPF Civil Society tracking tool was carried out following the guidance of the CEPF Secretariat and submitted in the first year of the project.
4	Strengthening of KENVO	4.2	Final CSTT form to CEPF at end of project	The Final CSTT will be done at the end of the current project
1	Engagement of water ecosystem service sellers	1.1	Watershed and hydrological maps showing hotspots and areas of interventions	At the beginning of the project, Ermis Africa was hired to conduct a baseline survey on the Kikuyu Escarpment watershed and develop hydrological maps for the area. The survey identified hotspots that needed intervention and also the hydrological showing the linkage between upstream and downstream, moreso indicating the catchment areas for major rivers used by most water service provide. The baseline report was completed and shared with CEPF during progress reporting. The report was further shared with County Government of Kiambu, partners and stakeholders. The report was presented in

				workshops, meetings and conferences in which KENVO was represented. Ermis Africa also trained the project team on GIS and how to populate data on the ODK, an phone application available for most smart phones..
1	Engagement of water ecosystem service sellers	1.2	Inventory report about sellers with their contacts	The project developed an inventory on sellers within the project areas. The information was collected using a predesigned questionnaire which the interviewers used to conduct a face to face interview with the sellers. The inventory assessed governance and leadership structures of Community Forest Associations (CFAS), user groups and Water Resource Users Associations(WRUAs) as major project stakeholders, The inventory also documented CFA, user groups and WRUAs activities and jurisdiction zones and mapped ongoing positive (sustainable) conservation intervention and negative (unsustainable) activities happening within the forest blocks and riverline within the project scope .The inventory further captured data on the name of the leaders and their contacts as well as exact location and area of operation of each seller group.
1	Engagement of water ecosystem service sellers	1.3	Work plans for KFS, CFAs and WRUAs1	Community consultation engagements were held with CFAS/WRUAS/kfs and produced actions plans.. The main objectives of the Action Plans, were to restore 40 ha annually of degraded forest area , support land use practices that improve water quantity and quality and capacity build the local community to secure catchment restoration through water payment services scheme and reduction of pressure on forest resources through provision of alternative means of livelihoods to forest adjacent communities. Steering committees were also set up in the two sites where PES initiative is being implemented to oversee implementation of the action plans. The action plans for short term activities have been implemented while long term activities are continuing to be implemented.
1	Engagement of water ecosystem service sellers	1.4	Policy briefs covering relevant laws and regulations at County and National Government levels	The policy briefs were produced. Further one of the staff manager was part of the committee that spearheaded the development of Kiambu County water policy where valuable inputs were drawn from the PES project.In addition KENVO partnered with GIZ in the Kiambu Water Stewardship program where various policy beliefs including fact sheets were produced and shared with stakeholders.
1	Engagement of	1.5	Training	The materials on PES have been gathered. The material



	water ecosystem service sellers		manuals on PES (policies, opportunities, rights and responsibilities , modalities, negotiation skills ) for the sellers	gathered from RIT team and Nature Kenya including KENVO contribution to the manual on PES guidelines. The training materials and notes on PES covered opportunities, rights and negotiation skills. In addition forest management plan for Kereita community forest association was reviewed to incorporate PES opportunities
1	Engagement of water ecosystem service sellers	1.6	Training reports on the various PES-related trainings and simple fact sheets for distribution	Training's were conducted among them negotiations, leadership, governance, financial management and resource mobilizations. The reports are available and shared with CEPF. In addition during meetings and workshops, the soft copy materials were distributed to stakeholders. A fact sheet was also produced explaining the co-investment and shared responsibility, PES models, key activities and long term vision of the PES in the area. The fact sheet was distributed to stakeholders. Additionally sellers and buyers had an opportunity to learn from IMARISHA Naivasha, a PES scheme based in L. Naivasha Basin where they went for field based learning. During the visit the learnt on how sellers and buyers are engaged in the scheme including the responsibilities of each party as well as the coordination committee in-charge of overseeing the PES initiative in the basin. Most of the lessons learnt are being replicated at Kikuyu Escarpment Forest where we are setting up the PES initiative.
1	Engagement of water ecosystem service sellers	1.7	Operation manual for fund management committee containing monitoring frameworks	Although the operational manual has not yet fully been completed, the operation guidelines has been drafted. An Umbrella committee to oversee the PES initiative at the County level has also been set up composed of various stakeholders including University Dons. Part of the roles of this committee is to develop an operational manual on managements of PES funds in the county. This is hoped to be fully completed in the next phase of the project.

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

**The tools and product generated in course of project implementation included the following;**

- **Awareness raising tool: This was a documentary covering the water interventions issues In Kiambu county that was widely shared in the County.**
- **Fact sheet: There was a fact sheet raising awareness on PES at Kikuyu Escaroment**
- **Poster: These was a poster presented at Ethiopia Conference on PES at Kikuyu Escarpment**

### Other tools and product includes

- 2. baseline survey reports for 2 sites at Kikuyu escarpment forest covering Kamae/Kieni and Kamiti Wrua
- Mapping and hydrology report of Kikuyu Escarpment catchment
- Terms of Reference (TOR) for Boresha Kamiti/Kame and Boresha Kieni coordination platform
- Stakeholder mapping tool- questionnaire used during the survey
- Mapping potential buyers and businesses challenges report.
- Training workshop report and notes on negotiation skills and governance and finance training for community groups
- Business cases for 2 sites that is Kieni/Kamae and Kamiti river catchment area
- Draft negotiation agreements

## Lessons Learned

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

**Some of the lessons learnt throughout the project cycle include;**

**i. Need to strengthen and expand the existing partnerships -This is to strengthen and scale up the initiative especially for the stakeholders that have expressed willingness and by incorporating more partners that are experiencing water challenges. The stakeholders have observed that opportunity for conservation of these important rivers and their catchment lies in participatory approaches involving building partnerships with wide involvement of stakeholders and covering broader geographic region. In the cause of implementing the project, GIZ through the Kiambu water stewardship program sought partnership with the project and have also been building the capacity of the CFAS and WRUAs in order to strengthen their governance.**

**ii) The importance of developing community institutions with strong governance structure-The community institutions were trained on basic institutional support. In the consultations meetings held with business operators and CFAs/WRUAs most have expressed need to develop a trusted and credible infrastructure to engage and allow them to channel their contributions to the sellers, thus strong community institutions becomes a strong pillar and determinant of establishment of successful PES Scheme.**

**iii) Influence County Policy and Linkages with PES initiatives- The ongoing project has established that there is need for policies that support PES schemes at the County government level. There is need for**

a formation of broader county initiatives. This also offers an opportunity to advocate for establishment of County Water Fund whereby those other corporates may establish a basket fund where CFAs and WRUAs can draw from to engage in specific activities to secure water sources and avail same downstream.

iv) Better communication on commitments of buyers and sellers in PES scheme to improve project delivery- There is need for better information flow and improved communication on commitments of sellers and buyers in the PES scheme. The stakeholders and partners expressed the need to monitor the initiative so that each party can comply with its strategic commitments.

v). Need to strengthen KENVO- KENVO as the lead facilitator need institutional support to manage and sustain the PES scheme. KENVO needs extended development of its capacity. This will make PES to succeed. Some of the identified gaps that need strengthening include development of a strategic plan, building capacity of various staffs in project management. negotiation skills, managing multistakeholders forum as well as expanding existing partnerships and networks. Resource base of the organization need to be broadened to sustain longterm initiatives like the PES scheme.

vi) Untapped or unutilised human resource from institutions of higher learning- Universities are key source of knowledge and information and holds diverse information including research findings, skilled manpower as well as readily available human resource to conduct field studies and research from the student fraternity. Most community projects have not utilised these resources to enhance delivery of their projects. During the implementation of the project, 3 universities were identified as beneficiaries of the water resources and they have been providing a lot of information including technical support during the conducting of the field studies. For example Dons from Kenyatta University provided technical support in ensuring quality standards and practices were applied during the baseline survey of kamiti river catchment. Mt. Kenya University, one of the private universities in Kenya, is willing to support in water testing to monitor on quality, deliberations on this are in progress.

vii) Embracing of the PES initiative by the County Government of Kiambu including involvement of KENVO in the development of the County water policy.

## **Sustainability / Replication**

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.

### **Successes**

i) Creation of wider partnership and networks in the implementation of the project- The project was able to bring on board the CFAs and WRUAs, commercial enterprises, social enterprises, institutions of higher learning, County Government of Kiambu, National Government agencies like Kenya Forest Service( who have termed the initiative as innovative in ensuring conservation and community benefits), Kenya Forestry Research Institute, National Environment Authority among others. All these stakeholders are able to engage in one forum and discuss issues as they are as well as propose interventions.

ii) Improved institutional capacity- Through the various trainings, the community institutions have been strengthened through training of their leaders. Moreover most of the CFAs and WRUAs involved in the project are also receiving further capacity building by GIZ under the Kiambu Water Stewardship program.

iii) Intervention by the County Government of Kiambu in some of the hotspots identified for urgent conservation action at the beginning of the project- So far the 5000 indigenous seedling have been planted in two hotspots which are sources of River karemeno and River Kamiti, while more than 10,000 trees have been issued to farmers for planting on riparian land. The County Government is also in the process of marking out riparian area under private land for conservation purpose as well as providing protection for water sources such as wetlands which in the past have been interfered with resulting to poor quality and quantity of water.

iv) Internal capacity development within KENVO- various staffs have been involved in the project from design stage to implementation thus improving their knowledge in project cycle management while others have participated in trainings organised or financed by CEPF thus acquiring immeasurable knowledge to improve on organizations service delivery. The CSTT is also an essential tool that has helped the organisation to assess her internal capacity and identify gaps where intervention is need. Equipping of the office has also enhance efficiency.

**Challenges:**

Some of the challenges include;

- Not managing to have a contract agreement with any potential buyer by the end of the project is a major challenge, however KENVO have put in place coordination mechanisms. The project will continue following up with those that had been engaged and willing to be involved to ensure sustainability of the project.
- Insufficient awareness on potential businesses on importance of catchment and co investment schemes, thus taking time in raising awareness among the commercial enterprises.
- Lack of policy framework supportive of co-investment schemes in the country.
- Lack of incentives to businesses to contribute towards restoration of the catchment.
- Stakeholder unaware of key role played by WRUAs/ CFAs in conservation of the catchment.
- Low commitment from business to ward catchment restoration.

## **Safeguards**

If not listed as a separate Project Component and described above, summarize the implementation of any required action related to social, environmental, or pest management safeguards

None

## **Additional Comments/Recommendations**

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

**Preliminary work before implementation of PES is important such as thorough baseline outlining the biodiversity resources within the catchment including flora and fauna, describing habitat types and ecosystem characterization including degraded hotspots as the primary entry for intervention**

activities, undertaking socio-economic survey of the catchment area in order to establish the core causal (socio-cultural and economic) factors that are contributing to the degradation of catchments, mapping land use practices in the catchment, the hotspots within the catchment and providing information on pollution types and sources, water quality, abstraction levels and water demand focusing on the major water users. These are key to convincing the potential buyers and establish baseline information that can be used to assess the impact of the initiative in the longterm.

## Additional Funding

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

**Total additional funding (US\$)**  
*\$10,000.00*

### 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:*

- 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)*

**US Dollars 10,000 from Global Resilient Programme financed by USAID through Cafe Producers Direct (now Producers Direct based in the UK) that supported staff salaries when the CEPF salary budget was exhausted and project was still being implemented.**

## 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.

1. Please include your full contact details (Name, Organization, Mailing address, Telephone number, E-mail address) below

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