



Small Grants –Project Completion and Impact Report

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

Organization Legal Name	ZESMAN Consultancy
Project Title	Organising an impact assessment / lessons learned / KBA workshop in Ethiopia, for all (ex) CEPF grantees
Grant Number	CEPF-110275
Date of Report	11 December 2019

CEPF Hotspot: Eastern Afromontane biodiversity hotspot

Strategic Direction: Strategic Direction 3. Initiate and support sustainable financing and related actions for the conservation of priority KBAs and corridors

Grant Amount: USD10920 (ten thousand and nine hundred twenty)

Project Dates: 1 October – 30 November 2019

PART I: Overview

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

EWNHS – hosted the event

RIT – co-organised the event

Donors – attended the event

Grantees – contributed to and benefited from the event

2. Summarize the overall results/impact of your project

The workshop has brought about 25 ex-grantees, donors, consultants and RIT members whereby lessons were shared and project impacts were identified. Among all concepts about biodiversity hotspots were shared and the need for National Coordination Group was identified.

3. Briefly describe actual progress towards each planned activity

Specific tasks to be performed by ZESMAN included:	Report:
1. Participants' Invitation and Registration	
Send out detailed invitation to all participants, latest by 25 October.	Invitation letter was prepared by ZESMAN, shared with RIT Coordinator and signed by EWNHS. The invitation letter was sent out to all the participants.
Arrange and manage participants' registration.	All the participants were registered and attendance taken regularly daily during the workshop.
Prepare participants' register with relevant contact details.	Participants were registered indicating their organization and email contact.
2. Participant's Management	
Follow up on invitations through telephone and or email.	Participants were reminded about the workshop.
Book plane tickets and pay for them.	Flights booked, tickets bought and communicated to the participants.
Arrange all other transport and accommodation logistics.	Participants flying into Addis Ababa were picked from the airport of arrival and accommodation pre-reserved for all the participants.
Effect payments related to per diems and transport allowances for participants coming from Regional States and abroad (if relevant).	Local transport payment was made for all the participants.
3. Training Venue Arrangements	
Book and pay venue.	Booked and paid venue at the Ethiopian Red Cross training center.
Arrange and ensure meeting venue is arranged and ready for the workshop.	A suitable venue was arranged for the workshop.
Ensure high-speed internet is available at the venue.	Reasonably high-speed internet was available throughout the workshop period at the meeting venue and in the compound.
Ensure required audio-visual equipment is available in the venue.	A projector was made available during the workshop.
4. Facilitation	
Support facilitation of the workshop, including - <ul style="list-style-type: none"> ○ Timings of coffee/tea breaks and lunch ○ End-of meeting dinner for all participants ○ Translation during the meeting (English-Amharic and v.v.) as and where necessary, during plenary and break-out sessions 	<ul style="list-style-type: none"> ● Twice a day coffee/tea breaks and lunch were made available. ● Dinner was organized on the evening of the 3rd workshop day at

○ Provision of materials including notebooks, pens, flipcharts, markers, cards etc	NegaBongerHotel. Two external reviewers who supported the CEPF programme joined the participants over the dinner.
Share ZESMAN's accumulated knowledge and wealth of experience in conservation of Ethiopia's biodiversity, including best practices/lessons learnt	Experiences and knowledge of ZESMAN in conservation of Ethiopia was shared.
5.Reporting	
Provide detailed meeting report (all 4 days)	The workshop was conducted for four days at the Red Cross Training Center. As per the workshop programme, the first two days were devoted for project impacts and lessons. The ex-grantees have presented the respective project's impacts and lessons using flipcharts. Bilateral discussions were held between RIT members and the ex-grantees. The last two days were devoted mostly for training about KBA and monitoring KBAs. The participants has evaluated the workshop using a format provided by RIT with respect to KBA presentation, introduction to KBA form, KBA exercises, presentation about NCG, monitoring presentation and monitoring form.
Provide separate report on lessons learned (day 2)	See attachment as ppt.
Provide final completion report following CEPF format	This format
Provide final financial report following CEPF format (including all receipts, and time sheets for all staff)	Done

4. Describe the success or challenges of the project

The workshop was successful in that the majority of the invited grantees and donors have attended the workshop.

However, not every invited grantees have attended the workshop although they have confirmed their participation during the planning and invitation. Two grantees have failed to attend the workshop. Other two grantees have attended the workshop partly.

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

The outstanding positive impact of the workshop was the concern about environment and wise use of resources by the RIT Coordinator. Plastic bottles were totally avoided during the workshop in the venue. Left over name tags, pens and note books were made available for the use of the workshop participants.

The presence of UNDP/GEF representative in the workshop has created an opportunity for the grantees to establish a link with a potential donor for projects.

The presence of two representative from agro-forestry venture already created a link between a grantee and business to enhance livelihood of the participating communities through increasing income: the discussion between the venture and GPRDO for peppers marketing.

PART II: Project Outputs/Results

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

The grantees have depicted lessons learned using the new format and presented to the participants. Moreover, the conceptual discussion on KBA, NCG and monitoring form for KBAS have created an opportunity to widen the understanding of the grantees.

PART III: Lessons, Sustainability, Safeguards and Financing

Lessons Learned

7. 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

Sustainability / Replication

8. 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.

All CEPF grantees in Ethiopia know each other and are part of various networks as a result of FFI, CLP, TBA trainings.

Safeguards

9. 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.

Not applicable

Additional Funding

10. 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

Not applicable

- a. Total additional funding (US\$)

b. Type of funding

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

Donor	Type of Funding*	Amount	Notes

* Categorize the type of funding as:

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

Additional Comments/Recommendations

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

None

PART IV: Impact at Global Level

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

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

Contribution to Global Indicators

Please report on all Global Indicators (sections 12to 23 below) that pertain to your project.

12. Key Biodiversity Area Management

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

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

the entire area covered by the project - only record the number of hectares that have improved management.

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

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

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

Not applicable

13. Protected Areas

13a. Number of hectares of protected areas created and/or expanded

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

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

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

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

Not applicable

13b. Protected area management

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

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

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

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

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

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

Not applicable

14. Production landscape

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

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

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

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

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

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

Not applicable

17. Beneficiaries

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

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

# of men receiving structured training*	# of women receiving structured training*
15	1

Note that some of these participants also benefited from previous training.

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

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

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

**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.*

Not applicable

18. Benefits to Communities

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

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

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

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

Not applicable

18b. Geolocation of each community

Indicate the latitude and longitude of the center of the community, to the extent possible, or upload a map or shapefile. 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).

Name of Community	Latitude	Longitude
...		

Not applicable

19. 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.

19a. Name, scope and topic of the policy, law or regulation that has been amended or enacted as a result of your project

Not applicable

20. Sustainable Financing Mechanism

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

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

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

Not applicable

20a. 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
1					
2					
3					

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

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

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

20b. Performance of the mechanism

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

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

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

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

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

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

Not applicable

21. Biodiversity-friendly Practices

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

Number of companies that adopt biodiversity-friendly practices

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

Not applicable

22. Networks & Partnerships

Please report on any new networks or partnerships between civil society groups and across to other sectors that you have established or strengthened as a result of CEPF investment. Networks/partnerships should have some lasting benefit beyond immediate project implementation. Informal networks/partnerships are acceptable even if they do not have a Memorandum of Understanding or other type of validation. Examples of networks/partnerships include: an alliance of fisherfolk to promote sustainable fisheries practices, a network of environmental journalists, a partnership between one or more NGOs with one or more private sector partners to improve biodiversity management on private lands, a working group focusing on reptile conservation. Please do not use this tab to list the partners in your project, unless some or all of them are part of such a network / partnership described above.

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

No.	Name of Network	Name of Partnership	Year established	Did your project establish this Network/ Partnership? Y/N	Country(s) covered	Purpose
1	National Coordination Group		Idea discussed during this workshop	Plan/intention	Ethiopia	Promote the KBA concept and methodology in Ethiopia

23. Gender

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

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

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

Part V. Information Sharing and CEPF Policy

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

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