



BID Africa 2017 – Small Grant Template

Midterm narrative report

Instructions

- Fill the template below with relevant information. If no result has been achieved on a specific point, please indicate it as “no result achieved yet” and **indicate expected date of completion**
- Use the information included in your project Full proposal (reproduced in annex III of your BID contract) as a baseline from which to complete this template
- The information provided below must correspond to the financial information that appears in the financial report
- Sources of verification are for example direct links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc. **Please provide access to all mentioned sources of verification** by either providing direct link or sending a copy of the documents.
- This report must first be sent as a **Word document** to GBIF@GBIF.org and be pre-approved by GBIFS
- Once this report is pre-approved in writing by GBIFS, it must be signed by the BID project coordinator and sent by post to:

The Global Biodiversity Information Facility Secretariat (GBIFS)
Universitetsparken 15
DK-2100 Copenhagen Ø
Denmark

Template

1. Table of Contents

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2. Project Information

2.1. Project Coordinator: Institution/network/agency name:

Natural History Museum of Zimbabwe

2.2. Main contact person and role:

Kudzai Mafuwe, Curator, Project Lead

2.3. BID proposal identifier:

BID-AF2017-0023-SMA

2.4. Project title:

Freshwater biodiversity of the Eastern Highlands of Zimbabwe: Assessing conservation priorities using primary species-occurrence data

2.5. Start date and end date of the reporting period:

Freshwater biodiversity of the Eastern Highlands of Zimbabwe: Assessing conservation priorities using primary species-occurrence data

2.6. Country in which the activities take place:

Zimbabwe

3. Overview of results

3.1. Executive summary

Give a short summary of the activities implemented and the outcomes of the project for the reporting period (500 words maximum)

The Natural History Museum of Zimbabwe commenced the project on the 1st of July and roles were assigned to the heads of section and their assistants within the four Zoology branches involved in this project. In addition, 1 volunteer in the entomology division and 1 attachment student in the Ornithology department also joined the team as transcribers. The Team has since captured and over 1000 occurrence records from the invertebrate, herpetology, ornithology and Ichthyology sections. The project team has published a checklist of 322 species of the GBIF website along with the species distribution extension which contain the threat status of the species. In total 16 threatened species that have recorded from the region have specimens that are deposited in the collection. The team continues to mobilize more data and are working Geo-referencing, filling the gaps and checking the data for errors and inconsistencies. The project also co-hosted a 4-day training workshop that was titled Data Quality, Data cleaning and Data sharing principles with the 3 other BID projects running within the Natural History Museum of Zimbabwe as well as the National Project being coordinated by Bindura University. 35 participants including staff from The Natural History Museum of Zimbabwe and lecturers in the National BID project from the Bindura University of Science and Technology attended this workshop. Topics that were covered include, Introduction to Biodiversity Digitization projects, Data cleaning options, Taxonomy and Geography checks and Introduction to publishing Data on to the GBIF IPT. The project lead along with the head of section from the Herpetology department attended the Data Use workshop held in Capetown in April 2018. A similar workshop has been scheduled for the 25 to the 29th of June 2018 to disseminate the skills picked up from the Capetown workshop with the project team members as well as with the data users. The data users are expected to document their use of the mobilized data from this project after they have gained skills on data use from the pending workshop.



This programme is funded by the [European Union](#)



3.2. Progress against expected milestones:

Give an overview of all the expected milestones for your project from the beginning until now (see Annex IV of your contract)

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
<p>Completed capacity self-assessment questionnaire for data holding institutions</p> <p>https://www.gbif.org/document/82785/self-assessment-guidelines-for-data-holding-institutions (EN)</p> <p>https://www.gbif.org/document/82813/modele-dauto-evaluation-pour-les-institutions-detentrices-de-donnees (FR)</p> <p>(Early Progress report milestone)</p>	yes	The forms were successfully sent by email to the GBIF secretaria	The forms were sent by email to the GBIF secretariat
<p>At least one national data publishing institutions are registered with GBIF.org</p> <p>Guidelines to become a publisher:</p> <p>https://www.gbif.org/become-a-publisher</p> <p>(Early Progress report milestone)</p>	Yes	Natural History Museum of Zimbabwe is successfully registered with GBIF.org	https://www.gbif.org/publisher/5f2df235-914f-4cc9-b247-08fb981e8b8a
<p>At least one person from the project team has completed the certification process following the BID Capacity Enhancement workshop on Data Mobilization organized as a part of the BID programme Africa 2015 or the BID programme Africa 2017</p> <p>(Early Progress report milestone)</p>	No	The capacity enhancement certification requirement was waived for this project as the team had the necessary capacity to kick start the project; Two of the project teams are currently carrying out the Data Use online course which will be submitted by the 17 th of June 2018	The Global Biodiversity Information Facility (GBIF) Secretariat
<p>Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop</p>	Yes	A workshop was conducted from the 16 th of January to the 19 th of January 2018 to train the project teams on the	https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574997223440



(Early Progress report milestone)		Data Quality Data Cleaning and Data Sharing principles.	
At least one dataset has been published to GBIF.org (Midterm report milestone)	Yes	A Checklist of freshwater species was published and registered on GBIF.	http://www.nhmbyo.co.zw/ipt/resource?r=eastern_highlands_species
The data users identified in the full proposal have documented their intended use of the mobilized data and provided early feedback (Midterm report milestone)	No	A workshop has been scheduled for the 25 to the 29th of June 2018 to disseminate the skills picked up from the Capetown workshop with the project team members as well as with the data users. The data users are expected to document their use of the mobilized data from this project after they have gained skills on data use from the pending workshop.	https://drive.google.com/file/d/1GJTsjqXLirEfxYxG_IRKg-31vZqATZnU/view?usp=sharing



3.3. Project deliverables and activities

Refer to the table in section 2.2 “Deliverables, activities and reporting criteria” of your BID full proposal. Provide updates on the status of each of planned deliverables. In the event of unexpected delay, please provide detailed explanatory notes and indicate planned completion date. Add as many rows as needed.

Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
4 laptops and a scanner with the minimum requirement for hosting the chosen database and capable of running the required software for data cleaning and data analysis will be purchased for the participating departments	Capacity enhancement (Upgrading of infrastructure)	No	Project team is still sourcing for reasonably priced machines within the budget, however due to the price hikes in Zimbabwe after the budgets were made, the project team is now looking to source for laptops from outside the country.	
A database containing at least 4000 Geo-referenced records of fish, amphibians, birds and invertebrates from the Eastern Highlands of Zimbabwe by end of year 2018. Additional records the possible threats namely the presence of cattle grazing, illegal mining activities, over fishing, introduction of invasive species, water extraction and stream bank cultivation will be captured if recorded at these localities.	Data mobilization	No	50% complete. The project team has completed the checklist and are now working on completing the occurrence records for the species identified	https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2JTtQ63bOKI9Lp https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf https://doi.org/10.15468/uyrvez
At least 8 trained data clerks/data holders from 4 museum departments and project collaborators in Biodiversity Informatics and digitization and best practices by end of year 2018	Capacity enhancement (Training)	Yes	A workshop was conducted from the 16th of January to the 19th of January 2018 to train the project teams on the Data Quality Data Cleaning and Data Sharing principles	https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574997223440
At least 1 checklist of approximately 500 records, accompanied by an occurrence and media extensions will be uploaded to GBIF and made freely available by end of December 2018	Data sharing and data access	No	50% complete. The project team has completed the checklist and are still working on capturing the records into an	https://doi.org/10.15468/uyrvez https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2JTtQ63bOKI9Lp



			excel spread sheet and the first batch of the Checklist will be uploaded by 31 June 2018.	https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf
Development of a checklists and at least 4 distribution maps of the freshwater biodiversity in the Eastern Highlands of Zimbabwe, The metadata for the distribution maps will be made available onto GBIF by end of the year 2018	Data sharing and data access	No	The records are still being captured into an excel spread sheet and the expected completion date is 30 November 2018	https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf
At least 10 trained data users and holders from the project collaborators in Biodiversity Informatics and digitization and best practices by end of year 2018	Capacity enhancement (Training)	Yes	A workshop was conducted from the 16th of January to the 19th of January 2018 to train the project teams on the Data Quality Data Cleaning and Data Sharing principles	https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574997223440
Atleast 2 of the end users working and living in the eastern highlands of Zimbabwe access and use the checklists and maps into their conservation activities and management efforts within the region	Data use and conservation		Data sets will be available to the data users starting from the 31 st of July 2018	https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf

3.4. Datasets published on GBIF.org

Refer to the table in section 2.4 “Biodiversity data mobilization plan” of your BID full proposal. If the dataset is not yet published, please indicate the name of the institution that is expected to host the data when published in the column “DOI or URL/Planned hosting institution”. Add as many rows as needed.

Dataset title	Publishing institution	DOI or URL/Planned hosting institution	Date/expected date of publication	Explanatory notes
Freshwater invertebrates,	Natural History Museum	https://doi.org/10.15468/uyrvez	29 May 2018	A checklist





birds, amphibians and fish from the eastern Highlands of Zimbabwe	of Zimbabwe			was published along with an species distribution extension which shows the IUCN status of each species. 8





3.5. Examples of use of biodiversity data available through GBIF

Use the table to document use or planned use of data available through GBIF as part of your project. You may want to refer to the section 2.5 “Plan to support the integration of biodiversity information into policy and decision-making processes” of your BID full proposal. Please provide the DOI for datasets downloaded from GBIF in the “Contributing dataset(s)” column. Briefly describe how the data contribute or are planned to contribute in the “targeted application” column (ca. 50 words). Provide the date or approximate timeframe in months for the completion of activity in the “Date/time frame” column. Timeframe indicated may be after the completion of the project unless targeted application is one of the deliverables of your project. Please provide links to any documents or webpages documenting the use in the “Sources of verification” column. Add as many rows as needed.

Targeted application	Data user	Contributing dataset(s)	Date/time frame	Sources of verification	Notes
Checklist of freshwater species, Occurrence records, Specie distribution ranges, IUCN threat status	Zimbabwe Parka and Wildlife management authority, BirdLife International, DAMBARI Wildlife Trust.	Freshwater species of the Eastern Highlands of Zimbabwe	To be available starting from the 31st of July 2018	https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp https://drive.google.com/open?id=1slQSaxado6K91N6rtyruZKpSgcl_oZw https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf	National Parks has access to our database and can use the data to compare with the current trends. Training will also be provided to the staff on how they can use modelling techniques to predict current and future distributions

3.6. Events organized as part of the project

List all the events that have been organized as part of your project. Please provide links to any documents or webpages documenting the use in the “Sources of verification” column. Add as many rows as needed.

Full title	Organizing instituti	Dates	Number of particip	Sources of verification





	on		ants	
Data Quality, Data Cleaning and Data Sharing Principles	Natural History Museum of Zimbabwe	16-19 January 2018	35	https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574997223440
Data Use and Decision making Workshop	Natural History Museum of Zimbabwe	25-29 June 2018		https://drive.google.com/file/d/1GJTsJqXLirEfxYxG_IRKg-31vZqATZnU/view?usp=sharing





4. Updated calendar for the BID project implementation and evaluation period

The calendar should be completed in the same way as in the Full Project Proposal, but should include any expected changes. Provide reasons for any expected changes in section 4.1 'Explanatory Notes'.

Implementation period start date and end date (dd/mm/yy)																Notes	
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Early Progress evaluation & reporting			X	X													
Mid-term evaluation & reporting							X	X									
BID Capacity Enhancement workshop – Data mobilization and publication (Online training - Participation is mandatory)			X														
BID Capacity Enhancement workshop – Data use (Online training - Participation is mandatory)					X												
Upgrading of infrastructure										X							Project Team is still sourcing for reasonably priced laptops
Training for project team and data holders			X						X			X					Training workshops were/will be organized for January and June 2018
Data mobilization (data capturing of undigitized records)	X	X	X	X	X	X	X	X	X	X							
Data mobilization (data cleaning and geo-referencing)							X	X	X	X	X	X	X				
Uploading Data to GBIF									X	X	X	X	X	X	X		First Checklist was uploaded on the 29 th of May 2018, dataset will continue to be updated as more records become available
Data Analysis, Reports and map compilation													X	X			
Data sharing and data access (Distribute reports to end users)													X	X	X		
Plan and Host workshop for Data users														X	X		





Evaluation period start date and end date (dd/mm/yy)				
Activity	1	2	3	Notes
Final financial and narrative reporting		X	X	

4.1. Explanatory notes:



This programme is funded by the [European Union](#)

5. Beneficiaries/affiliated entities and other cooperation

5.1. Relationship with project partners

Please describe the relationship between your project coordinating team/institution and your project partners, and with any other organisations involved in implementing your BID project.

The organization received grants from CEPF (The Critical Ecosystems Partnership Fund) between June 2016 to July 2017 to assess the Eastern Highland of Zimbabwe and the coordination institution for this grant is also one of the project partners for this project. The Biodiversity Information collated and digitized during the BID project will be used to fulfill the long term objective of this project to produce species delimitation and IUCN assessment of the freshwater Odonata in this region as well as guide future surveys for other freshwater species focusing on where the species have been previously collected and found in the past. With existing agreements, the University students and researchers within our data users' circles have access to our data for their research. The University of Zimbabwe lecturers will also be providing training on MAXENT modelling techniques. Collaborative research is also being conducted with project Partners such as University of Zimbabwe and DAMBARI Wildlife Trust.

5.2. Links to other projects and actions

Where applicable, outline any links and synergies you have developed with other actions, e.g. GBIF nodes, other BID funded projects, etc. If your organization has received previous grants in view of strengthening the same target group, to what extent has your BID project been able to build upon/complement the previous project(s) ?

The project is coordinating with the other BID projects within the museum and from the Bindura University to conduct training and exchanging ideas on best ways to implement the projects

6. Visibility

Please refer to the [BID guidelines](#).

6.1. Visibility of the BID project

How is the visibility of your BID project being ensured?

Short summary

The attendees for the workshops received personalized t-shirts with the project logos which are being worn as often as possible to ensure visibility of the project. Customized folders, mugs, flash drives and pens with the project logos have been given to the attendees during the Data cleaning, Data Sharing and Data Quality principles workshop in January. Customized folders, mugs, flash drives and pens are also being organized for the upcoming Data Use workshop scheduled for end of June. Short presentations were also given to the Museum staff and other stakeholders to introduce the project. The link to the project's page on the GBIF website has also been shared with the stakeholders and data users

Sources of verification

https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&album_id=1595574997223440

https://drive.google.com/open?id=1P1jsJFILNh1_b5hHbDZUVj4dFOe6TqGd

<https://drive.google.com/open?id=1-CKJ1qGGL4OC156K1IZCLaQscuz6Grgz>

https://drive.google.com/open?id=1-d2HaohTIL2LX2Xw61_5nK2iegjxci1Y



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6.2. Visibility of the EU contribution

How is the visibility of the EU contribution being ensured within your project implementation?

Short summary

Similar to BID, before all the workshops started the EU, was acknowledged. Materials used such as writing sheets also had the GBIF, EU, BID logo on them and the Biodiversity informatics workshop will be made public on the Natural History Museum facebook page and website. Promotional materials with BID, EU, GBIF and NHM such as t-shirts pens, and folders were also made and given to the workshop participants

Sources of verification

https://drive.google.com/open?id=1P1jsJFILNh1_b5hHbDZUVj4dFOe6TqGd

<https://drive.google.com/open?id=1-CKJ1qGGL4OCi56K1IZCLaQscuz6Grgz>

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Signature _____

Name of the contact person for the BID Project: _____

Date report sent by email in Word format to bid@gbif.org for pre-approval: _____

Date report sent by post to GBIF Secretariat: _____

