

MID-TERM NARRATIVE REPORT

Guidelines on how to complete the activity report are included in italics.

Use the information included in your CESP Full Proposal (reproduced in Annex 1 of your CESP contract) as a baseline from which to complete this report.

Remember that this report will be made available on your project page on the GBIF website and therefore should not include any contact information, unless you have permission from all mentioned in the report that their contact information can be published.

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1. Project information

Please insert text in the table

Project title	Strengthening Zimbabwe's GBIF node through collaboration with GBIF Spain	
Project ID	CESP2019-001	
Project period	Start date (dd/mm/yy): 01/06/19	End date (dd/mm/yy): 31/05/20
Reporting period	Start date (dd/mm/yy): 01/06/19	End date (dd/mm/yy): 30/11/19
Project lead		
Name of the main contact person	Luke Jimu	
Name of institution	Bindura University of Science Education (BUSE)	
City and country	Bindura, Zimbabwe	
GBIF Participant represented	GBIF Zimbabwe	
Role(s) in this project	Project Leader	
Project partner(s)		
Name and institution of the representative	GBIF Participant represented (if applicable)	Role(s) in the project
Cristina Villaverde, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship, Coordinator
Katia Cezón, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship
Miguel Vega, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship
Felipe Castilla, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship
Carmen Lujano, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship
Esteban Manrique, Royal Botanic Garden-CSIC	GBIF Spain	Mentorship
Luke Jimu, Bindura University of Science Education	GBIF Zimbabwe	Mentee

Innocent Nyakudya, Bindura University of Science Education	GBIF Zimbabwe	Mentee
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2. Executive summary

*Provide a brief explanation of the project and the approach taken for the mid-term evaluation, as well as a summary of the main results, lessons learned and recommendations for the remaining project period.
(Max. 300 words)*

The project kicked off with online activities with GBIF Spain, which resulted in the installation of an IPT for GBIF Zimbabwe. This was followed by a fruitful and exciting five day hands on data publication workflow and citizen science engagement workshop, held in Madrid from 23-27 September 2019. The workshop was facilitated by five mentors from GBIF Spain and two members from GBIF Zimbabwe were trained. The two members of GBIF Zimbabwe were trained in data mobilization tools and concepts that will be useful in the training of data holders in Zimbabwe, as part of this project. The visit to Madrid was used to share experiences on how GBIF Spain node is structured and its activities. Therefore, the future structure of GBIF Zimbabwe was setup and modelled around that of GBIF Spain. Plans were made for the coming project activities which are mainly going to take place in Zimbabwe. We set up an online board to better track and organise the different activities within the mentoring project. Additionally to the activities in the proposal there were extra activities and ideas that we wanted to archive somewhere. We also open a room in the GBIF.ES chat to enhance communication within the project partners.

3. Progress against expected milestones

Please indicate the status of the expected milestones as outlined in Annex 3 of the contract, at the time of mid-term reporting.

Please provide more information in the Deliverables table in section 5 of this report, including detailed explanatory notes in the event of unexpected delay(s).

Expected milestones	Completed? Yes/No
IPT for GBIF Zimbabwe set up. (Mid-term report milestone)	Yes
Two staff members from GBIF Zimbabwe trained. (Mid-term report milestone)	Yes

4. Activities

Please indicate the status of the activities as outlined in your CESP Full Proposal (section 3.5), at the time of mid-term reporting.

The table below should be completed in the same way as in your CESP Full Proposal, but should include information and updates on the status of each activity. Please indicate relevant source(s) of verification and provide links, or a copy of the source of verification mentioned if no links are available. Attachments should be provided in the Annex.

In the event of unexpected delay(s), please provide detailed explanatory notes and indicate new planned completion date(s) within the project implementation period.

In the event of any additional activities having being completed, please add rows as required.

Activity name	Status of activity at mid-term: Completed / On-track / Delayed	Explanatory notes, including new planned completion date if necessary	Source(s) of verification
Online discussions on GBIF Zimbabwe Strategic Plan with GBIF Spain	On-track		
Setting up the IPT of GBIF Zimbabwe through assistance from GBIF Spain	Completed	We are struggling with stability of the server where IPT is installed and we mean to remove :8080 from the URL	https://ipt.buse.ac.zw/ipt/
Training of two staff members from GBIF Zimbabwe by GBIF Spain on the data publication workflow and citizen science engagement	Completed		Project activities planned https://www.gbif.es/en/first-mentoring-project-meeting-in-madrid-between-gbif-zimbabwe-and-gbif-spain/ https://www.gbif.es/en/proyecto/fortaleciendo-nodo-gbif-zimbabue/ https://twitter.com/hashtag/MentoringZimbabwe?src=hash
National training of new data holding institutions in Zimbabwe on data mobilisation by trainers trained by GBIF Spain and local partners	On-track	First draft of the agenda ready.	On-track

National data access stakeholders training workshop with participation from GBIF Spain	On-track		
Publishing datasets of data providers in Zimbabwe through GBIF	On-track		
Set up an online board to manage the CESP project	Completed		https://wekan.gbif.es/b/mWh44Yz8jLec3eLnB/mentoring-zimbabwe
Publish materials from Madrid workshop in the project web page	Completed		https://www.gbif.es/en/proyecto/fortaleciendo-nodo-gbif-zimbabue/
Translate gbif.es webpage about useful publication tools in English	Completed		https://www.gbif.es/en/datos-biodiversidad/participa-en-gbif-es/herramientas-de-publicacion/
Data repatriation from IPT cloud to IPT Zimbabwe	On-track		
Define the structure of the Node of ZW and define the roles of node staff	Completed		
Create a room in the GBIF.ES chat tool for enhancing the communication within the project partners and within the committees	Completed		https://chat.gbif.es

5. Deliverables

Please indicate the status of each of the planned deliverables as outlined in your CESP Full Proposal (section 3.6), at the time of mid-term reporting, listing the related activities connected to these and explanatory notes.

The table below should be completed in the same way as in your CESP Full Proposal, but should include information and updates on the status of each deliverable. Please indicate relevant source(s) of verification and provide links, or a copy of the source of verification mentioned if no links are available. Attachments should be provided in the Annex.

In the event of identifying a deliverable as “delayed”, please provide detailed explanatory notes and planned actions to address this issue and a new completion date within the project implementation period. Please provide links to any documents or webpages in the “Sources of verification” column.

In the event of any additional deliverables having being completed during the implementation period, please add rows as required.

Deliverable name	Status of deliverable at mid-term: Completed / On track / Delayed	Explanatory notes including new planned completion date if necessary	Source(s) of verification
5 year GBIF Zimbabwe Strategic Plan and 2020 Action plan developed	On track	During the workshop in Madrid, GBIF Spain shared their Annual Work Plan that GBIF Zimbabwe is going to use as a guide to develop the Strategic Plan. We are also using the materials from the Establishing a GBIF Participant Node Training as reference.	
IPT setup for GBIF Zimbabwe	Completed		https://ipt.buse.ac.zw/ipt/
Two GBIF Zimbabwe staff trained	Completed		https://www.gbif.es/en/proyecto/fortaleciendo-nodo-gbif-zimbabue/ https://twitter.com/hashtag/MentoringZimbabwe?src=hash
Mid-term report	Completed		Mid-term report
At least 40 participants from at least 10 new data holding institutions in Zimbabwe trained on data mobilisation	On track	Draft programme in circulation for finalisation	https://docs.google.com/document/d/1XXMpz8HNe7qLcPRq0nNK38olHx5i9T3JdAXawvOPyPl/edit?usp=sharing
At least 40 participants from Zimbabwe trained on how to access data from GBIF	On track		
At least 5 datasets and 20000 records published through GBIF	On track		
Completion of final capacity self-assessment	On track		
Final report	On track		

6. Events organized as part of the project

Please indicate the status of the events as outlined in your CESP Full Proposal (section 3.7), at the time of mid-term reporting.

The table below should be completed in the same way as in the CESP Full Proposal, but should include information and updates on the status of each event. Please provide links to any documents or web pages documenting the event(s) in the sources of verification. Attachments should be provided in the Annex

In the event of unexpected delay(s), please provide detailed explanatory notes and indicate new planned completion date(s) within the project implementation period.

In the event of any additional events having being completed, please add rows as required.

Event title	Organizing institution	Date held / expected dates	Number of participants	Explanatory notes	Source(s) of verification
Online discussions with GBIF Spain to develop GBIF Zimbabwe Strategic plan and 2020 Action plan	Bindura University	01/06/19 to 31/05/20	9		
Setting up an IPT for GBIF Zimbabwe	Bindura University	01/06/19 to 20/09/19	6		https://ipt.buse.ac.zw/ipt/
Training of two staff from GBIF Zimbabwe by GBIF Spain on Darwin Core standards, data quality tools, IPT and citizen science	GBIF Spain	23/09/19 to 27/09/19	7		https://www.gbif.es/en/proyecto/fortaleciendo-nodo-gbif-zimbabue/ https://twitter.com/hashtag/MentoringZimbabwe?src=hash
National training of new data holding institutions in Zimbabwe on data mobilisation	Bindura University	09/01/20 to 10/01/20	40		
National data access stakeholders workshop with participation from GBIF Spain	Bindura University	02/03/20 to 03/03/20	40		

7. Calendar of activities

The calendar should be completed the same way as in the CESP Full Proposal (section 3.9), but should also clearly indicate and include any changes (e.g. use of colour coding to indicate expected changes and/or delays). Please provide explanations for any changes in the notes column.

Activity	2019							2020					Notes
	J	J	A	S	O	N	D	J	F	M	A	M	
Activity: Online discussions with GBIF Spain to develop a Strategic plan for GBIF Zimbabwe Lead partner: Bindura University	X	X	X	X	X	X	X	X	X	X	X	X	
Activity: Setting up an IPT for GBIF Zimbabwe Lead partner: Bindura University	X	X	X	X									
Activity: Training of two staff members from GBIF Zimbabwe Lead partner: GBIF Spain				X									
Deadline for mid-term reporting and milestones						X							
Activity: Data mobilisation workshop for new data holders in Zimbabwe Lead partner: Bindura University								X					
Activity: Data Access Workshop to be conducted in Zimbabwe Lead partner: Bindura University										X			
Deadline for final reporting and completion of all activities and deliverables. Completion of final capacity self-assessment.												X	

8. Monitoring and evaluation

Please indicate the results of the monitoring and evaluation plans, as outlined in your CESP Full Proposal (section 3.8), at the time of mid-term reporting.

Please also use this section as an opportunity to identify the main lessons from the project experience that could be applied in other contexts, including any best practice that others in the GBIF community could apply. In addition, outline any recommendations for the GBIF Secretariat or the community to reinforce the initial success of the project. Consider also any plans for the sustainability of the project and any requests for guidance and/or assistance in the form of a specific project mentor.

The hands on workshop on Darwin Core standards, data quality tools, IPT and citizen science that was held in Madrid, Spain was evaluated soon after the workshop. The evaluation forms were completed by the two GBIF Zimbabwe staff.

9. Project communications and visibility

Describe the plans and how the results of your project have been and will be communicated and shared with the project stakeholders and broader GBIF community.

Please also review the page describing your project available from <https://www.gbif.org/programme/82219/capacity-enhancement-support-programme#projects> and highlight any additional documents, events, news items or links that you would like to add to your page and provide links/attachments in the Annex.

The proceedings of the workshop held in Madrid were shared through twitter and the GBIF Spain website. The knowledge and skills gained by GBIF Zimbabwe will be useful in the upcoming workshop on data mobilisation to be held in January 2020 for the stakeholders in Zimbabwe. The results of project activities will be shared to the global GBIF community through a GBIF Zimbabwe website to be launched before the end of the year. We also envisage increasing GBIF Zimbabwe's online activities through its twitter handle @GBIFZ.

10. Annex 1 – Additional sources of verification

Sources of verification are for example links to relevant digital documents, news/newsletters, brochures, workshop related documents, pictures, etc.

- 1) Agenda for Madrid meeting:
https://docs.google.com/document/d/1FiZhV-PKCXs7ZuL2kH-d1uksN_PGcTCjFT86qP55lws/edit?usp=sharing
- 2) Presentations from Madrid meeting:
<https://www.gbif.es/wp-content/uploads/2019/07/Presentations-from-theMadrid-meeting-Sept.-2019.zip>
- 3) Online exercises from Madrid workshop:
<https://www.gbif.es/wp-content/uploads/2019/07/Use-cases-from-theMadrid-meeting-Sept.-2019.zip>
- 4) Pictures from Madrid Meeting:
<https://photos.app.goo.gl/UkoVNuBD8TpnY7tb8>
- 5) Project web page:
<https://www.gbif.es/en/proyecto/fortaleciendo-nodo-gbif-zimbabue/>
- 6) Twits published:
<https://twitter.com/search?f=tweets&q=%23MentoringZimbabwe%20>