



BID Africa 2017 – Small Grant Template

Early progress 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 [BID@GBIF.org](mailto: BID@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

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2. Project Information

2.1. Principal investigator and grant coordinator: Institution/network/agency name:

Department of Forestry, University of Liberia
 Public/Governmental
 Main Contact Person: Prof. John T. Woods

2.2. Principal investigator name and role: Prof. John T. Woods, Lead Partner

2.3. BID proposal identifier: BID-AF 2017-0168-SMA

2.4. Project title: Building Capacity for Biodiversity Mobilization and Conservation in Liberia (the Action)

2.5. Start date and end date of the reporting period: November 1, 2017 to January 31, 2018

2.6. Country(ies) in which the activities take place: Liberia, West Africa

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 purpose of this grant is to finance the implementation of the action entitled Building Capacity for Biodiversity Mobilization and Conservation in Liberia (the Action). During this reporting period, a few activities have been implemented:

- a) Project partners/implementation team was organized into (1) project personnel (2) internal partners/collaborators (3) external partners and stakeholders
- b) Self-assessment was made (¹⁶/₄₀)
- c) Stakeholder's workshop was planned, promoted and conducted. More than 49 participants attended
- d) Initial tranche of the equivalents of \$4,582.75 United Dollars was received in Euros. This is the first of 4 tranches for the implementation of the project.
- e) A project member participated in the GBIF Capacity Enhancement Workshop
- f) Biodiversity data sharing agreements are being signed with stakeholders following the stakeholder's workshop. Data providers who sign these agreements will subsequently be registered on the GBIF network as data publishers.
- g) One data publisher has been registered on the GBIF network as a data publisher.
- h) Apart from the funds needed for the preparation and conduct of workshop, no other fund has been expended from the co-funding and BID funding of the project.

Challenges met during the implementation period includes: organizations and logistics. A stable supply of electricity has been a major constraint.



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3.2. Progress against expected milestones:

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
Completed capacity self-assessment questionnaire for data holding institutions https://www.gbif.org/document/82785/self-assessment-guidelines-for-data-holding-institutions (EN) https://www.gbif.org/document/82813/modele-dauto-evaluation-pour-les-institutions-detentrices-de-donnees (FR)	Yes	This will help with our monitoring and evaluation process.	Reported to GBIF
At least one data publishing institution is registered with GBIF.org Guidelines to become a publisher: https://www.gbif.org/become-a-publisher	Yes	The Forestry Development Authority has been registered.	GBIF
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	Yes	Ben Freeman of our team attended the workshop	GBIF-BID
Knowledge dissemination activities have been scheduled following the BID Capacity Enhancement workshop on Data Mobilization	Yes	A stakeholders workshop was held where presentations were made about Data Mobilization.	Current report

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
Signed data sharing agreements	Stakeholder workshop	Yes	The workshop was held and 8 stakeholders have signed data sharing agreements so far.	See attached agreement.
Mobilized data for threatened species	Stakeholder workshop Literature review	No	Part of this activity has been completed and the data gathering process is ongoing.	Current report, attached agreements signed.
Bibliography of data collectors, sources,	Literature review Stakeholder	No	Ongoing, same as mentioned above.	Same as above.





databases, and users	workshop			
Biodiversity information available in desk study report, in hard copy and electronic copy	First evaluation report	Yes	Inclusive in this report.	See attached documents.





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” and expected date of publication (month and year). Add as many rows as needed.

Dataset title	Publishing institution	DOI or URL/Planned hosting institution	Date/expected date of publication	Explanatory notes
Ocuurence and checklist	Forestry Development Authority	SANBI, South Africa	NA	Still gathering data from data holders.
Ocuurence and checklist	Wild Chimpanzee	SANBI, South Africa	SANBI, South Africa	Still gathering data from data holders.
Ocuurence and checklist	Society for conservation of Nature in Liberia	SANBI, South Africa	SANBI, South Africa	Still gathering data from data holders.
Ocuurence and checklist	Conservation Internation, Liberia	SANBI, South Africa	SANBI, South Africa	Still gathering data from data holders.
Ocuurence and checklist	Fauna & Flora International, Liberia	SANBI, South Africa	SANBI, South Africa	Still gathering data from data holders.
Ocuurence and checklist	Farmers Associated to Conserve the Environment	SANBI, South Africa	SANBI, South Africa	Still gathering data from data holders.

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 published on GBIF or data downloaded from GBIF in the “Dataset” column. Briefly describe how the data have been used or are planned to be used in the “Data use” column (ca. 50 words). Provide the date or approximate time frame in months for the use or planned use in the “Date/time frame” column. Please provide links to any documents or webpages documenting the use in the “Sources of verification” column. Add as many rows as needed.

Dataset	Data user	Data use	Date/time frame	Sources of verification	Notes
Threatened birds of Western Africa	University of Kansas	Ecological niche modelling	Report expected next summer	NA	To be published in a scientific journal







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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 institution	Dates	Number of participants	Sources of verification
Capacity needs assessment	Fauna & Flora Interantional	TBA	Two institutions	
Data mobilization training	University of Liberia, University of Kansas	TBA	20	
2 Seminars	Project team	TBA	100	



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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 01 – 11 – 17 to 30 – 10 – 18																
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Notes
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											
Capacity needs assessment	X	X	X													
Literature review	X	X	X	X	X											
Stakeholder workshop			X													This was brought forward to reach out stakeholders early enough in the project.
Training workshop								X	X							
Data mobilization, processing and publication							X	X	X	X	X					Data processing and publication
Establish facility for data management										X	X	X				
Stakeholder seminar												X				These seminars will be used to communicate project results to stakeholders.



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Evaluation period start date and end date 01 – 11– 18 to 01 – 02 – 19				
Activity	1	2	3	Notes
Final financial and narrative reporting		X	X	
Stakeholder workshop (Signed data sharing agreements)	X			Almost done.
Literature review (Bibliography of data collectors, sources, databases, and users; mobilized data)	X	X		
Training workshop (capacity enhancement)	X	X		
Establish facility for data management		X		
Data mobilization, processing and publication (checklist, distribution maps, etc)	x	x		

4.1. Explanatory notes:

The first phase of the project was implemented satisfactorily as proposed.



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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 relationship between project partners has been cordial so far. All collaborators are fulfilling their roles as agreed in the project proposal. In fact, the project has been recognized by the Liberia Species Group for its effort to collate and published biodiversity data.

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, how far has your BID project been able to build upon/complement the previous project(s) ?

GBIF South Africa node has agreed to host our data.

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

All project communications and presentations carry required logos of GBIF and BID.

Sources of verification

Project documents attached.

6.2. Visibility of the EU contribution

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

Short summary

All project communications and presentations carry required EU logo.

Sources of verification

Project documents attached.

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: _____

