



BID Africa 2017 – National 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 GBIF@BID.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: National Herbarium and Botanic Gardens of Malawi

2.2. Main contact person and role: Montfort Mwanyambo, Project Lead

2.3. BID proposal identifier: BID-AF2017-0385-NAC

2.4. Project title: STRENGTHENING MALAWI's BIODIVERSITY INFORMATION FACILITY

2.5. Start date and end date of the reporting period: 01/10/2017 to 31/12/2018

2.6. Country in which the activities take place: MALAWI

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)

Most of the milestones for this reporting period were met. Knowledge dissemination activities have been scheduled and expected to be carried out in the month of February 2018. National Commission for Science and Technology registered with GBIF as a national data publishing institution, however their server is not accessible at the moment pending further work on connectivity.

Activities planned to have commenced during the reporting period included: Specimen barcode labels, Human capacity building, Website development, Targeted specimen data mobilisation, Targeted plant specimen digitizing, Targeted animal specimen digitizing and Sensitisation materials. Various institutions were visited for biodiversity data mobilization; there were varying degrees of success with respect to availability of targeted datasets. Some institutions expected to host such data simply had no records. Digitisation activities are pending knowledge dissemination activities and engagement of data entry clerks. Similarly, Human capacity building will benefit from knowledge dissemination activities; but a further training on digitization using BRAHMS was earlier conceived to benefit a wider range of partners. For example, Department of Museums and Monuments will utilize the same BRAHMS to digitize pollinator species. Procurement of service providers for website development is in very early stages. Partners agreed that flyers would be reasonably produced within the budget to target many end users. A draft flyer is available for reproduction after finalization as sensitization materials at the onset of the project.



3.2. Progress against expected milestones:

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
Completed capacity self-assessment questionnaire for national biodiversity information facilities https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities (EN) https://www.gbif.org/document/82782/auto-evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite (FR)	Yes	Questionnaire completed by the Malawi GBIF node, National Commission for Science and Technology	Completed questionnaire submitted to GBIF@gbif.org on 22 November 2017 at 14:43. https://mail.google.com/mail/u/0/?tab=wm#inbox/15fe3c11348c86fd
At least one national data publishing institutions are registered with GBIF.org Guidelines to become a publisher: https://www.gbif.org/become-a-publisher	Yes	National Commission for Science and Technology registered with GBIF in December 2017; pending connection of Server to GBIF and according access to other stakeholders	Link for NCST registration: https://www.gbif.org/publisher/b43aa701-bc51-40a4-9f6c-b37e41d0e660
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	Attended workshop at SANBI Capetown, 3-8 December 2017. Submitted follow up exercises on Use Case2 and 3 for assessment.	Completed exercises uploaded through the Assignments section in the learning portal, also emailed as attachment to Laura Anne Russell larussell@gbif.org on 22 January 2018 at 16:33. https://mail.google.com/mail/u/0/?tab=wm#search/larussell%40gbif.org/1611e497d0c93db6
Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop	Yes	To hold a three day seminar in February 2018 comprising partners and recruited Data Entry Clerks	Knowledge dissemination schedule attached

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



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notes and indicate planned completion date. Add as many rows as needed.

Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
Deliverables for GOAL 1 - Establish or strengthen national biodiversity information facilities				
Printed specimen barcode labels	Procuring laminated, pre-cut, 42mm x 16mm barcode labels	no result achieved yet	Procuring 50 000 x laminated, pre-cut, 42mm x 16mm barcode labels and 2 x barcode scanners expected through Denis Filer of Oxford University, Oxford barcode order number is AP2014516. Pending delivery; expected March 2018.	Email communication with Denis Filer, https://mail.google.com/mail/u/0/?t=ab=wm#inbox/1612861515dcd76b
Trained technical staff	Training technical personnel in digitisation, database and website management	no result achieved yet	Originally planned for November 2017. Rescheduled due to inadequate funds disbursed during the first payment. Had communication on same with BID.	Email communication with BID of 8 & 9 October 2017. https://mail.google.com/mail/u/0/?t=ab=wm#search/maheva/15f1b130036b7194
Functional National Biodiversity Information website linked to MAL & MOM databases	Designing, developing and hosting a website	no result achieved yet	Procurement process commenced. Quotations to be sourced from service providers.	Procurement requisition and Request for quotations attached
Deliverables for GOAL 2 - Increase available biodiversity data, within and beyond the grant period				
Mobilised data on IAS, Threatened plants and pollinator species	Targeted specimen data mobilisation	Yes	Data mobilisation trips were conducted in November and December 2017 to institutions in Central region (Lilongwe) and Northern region (Mzuzu).	Report attached
Database of the digitized IAS and Threatened plant species	Targeted plant specimen digitising	no result achieved yet	Digitisation not commenced, pending knowledge dissemination after Capacity Enhancement workshop in February 2018	



Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
Database of the digitised vertebrate/invertebrate pollinator species	Targeted animal specimen digitising	no result achieved yet	Digitisation not commenced, pending knowledge dissemination after Capacity Enhancement workshop February 2018	
Deliverables for GOAL 3 - Apply biodiversity data in response to national priorities				
IAS and Threatened species handbook	Handbook compiling & publishing	no result achieved yet	Planned to commence March 2018	
Pollinator fact sheets	Fact sheets compiling & publishing	no result achieved yet	Planned to commence March 2018	
End user awareness materials	Sensitisation materials	no result achieved yet	Draft flyer available, yet to be finalised; stationery for producing the flyer is procured.	Draft flyer attached



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
Threatened Plants (CR, EN & VU) of Malawi	National Herbarium and Botanic Gardens of Malawi	National Commission for Science and Technology	From March 2018	Planned
Invasive Alien Species (Plants) in Protected Areas of Malawi	National Herbarium and Botanic Gardens of Malawi	National Commission for Science and Technology	From March 2018	Planned
Pollinator aves of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From March 2018	Planned
Pollinator insects of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From March 2018	Planned
Pollinator mammals of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From March 2018	Planned

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 Plants (CR, EN & VU) of Malawi	IUCN, Environmental Affairs Department, Forestry Dept./FRIM, Malawi Traditional Healers Umbrella Organisation	Priority plant species conservation, Production of biodiversity policy documents			





Dataset	Data user	Data use	Date/time frame	Sources of verification	Notes
Invasive Alien Species (Plants) in Protected Areas of Malawi	Forestry dept., DNPW, EAD, NGOs-MMCT	Forestry and wildlife management, Production of biodiversity policy documents			
Pollinator aves of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy			
Pollinator insects of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy			
Pollinator mammals of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy			





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





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 (01/10/17 – 31/12/18)																Notes
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Monitoring	X	X	X	X	X	X	X	X	X	X	X	X				
Early Progress evaluation & Reporting			X	X												
Mid-term evaluation & reporting							X	X								
BID Capacity Enhancement workshop – Data mobilization and publication (Participation is mandatory)			X													
BID Capacity Enhancement workshop – Data use (Participation is mandatory)							X									
Specimen barcode labels						X	X	X	X	X	X	X	X	X	X	
Human capacity building						X										
Website development				X	X	X										
Targeted specimen data mobilisation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Targeted plant specimen digitising					X	X	X	X	X	X	X	X	X	X	X	
Targeted animal specimen digitising					X	X	X	X	X	X	X	X	X	X	X	
Handbook compiling & publishing						X	X	X	X	X	X	X				
Fact sheets compiling & publishing						X	X	X	X	X	X	X				
Sensitisation materials					X							X				





Evaluation period start date and end date (dd/mm/yy)				
Activity	1	2	3	Notes
<Activity name>				
<Activity name>				

4.1. Explanatory notes: All highlighted calendar items denote a shift forward in the scheduling.

Activity	Expected changes	Reason for expected change
BID Capacity Enhancement workshop – Data use (Participation is mandatory)	Feb to April 2018	BID arrangement
Specimen barcode labels	Nov 2017 to March 2018	Delivery of printed barcode labels is planned to coincide with the Human capacity building workshop; originally scheduled for Nov 2017 and now expected for March 2018. Denis Filer, Oxford University, would assist in procuring and delivering the barcode labels as he is the identified resource person for the workshop.
Human capacity building	Nov 2017 to March 2017	First disbursement of funds not adequate to cover the workshop expenses. Also saw it sensible, following BID advice, to conduct the training of technical personnel in digitization and database management after the Capacity Enhancement workshop – Data mobilization and publication conducted in December 2017.
Targeted plant specimen digitising	Nov 2017 to Feb 2017	This activity was rescheduled to occur after the Capacity Enhancement workshop – Data mobilization and publication conducted in December 2017, as well as the follow up Knowledge dissemination activities expected early February 2018.
Targeted animal specimen digitising	Nov 2017 to Feb 2017	This activity was rescheduled to occur after the Capacity Enhancement workshop – Data mobilization and publication conducted in December 2017, as well as the follow up Knowledge dissemination activities expected early February 2018





Sensitisation materials	Oct 2017 to Feb 2018	Drafting of a flyer for project awareness began in November 2017; completion was delayed pending, inter alia, inclusion of verified logos for all local partners and engaging a procurement process for professional design and printing of the flyer. Completion was therefore rescheduled to February 2018.
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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.

Good relationship between project coordinating team and project partners. Collective decisions made where needed. As much as possible partners notified of any messages from BID that require action.

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) ?

There has been consultation with our GBIF node on project matters requiring the node's facilitation i.e. self-capacity assessment, registration of publishing institution. The BID project will be digitizing Threatened Plants using the Malawi Red Data List produced under the Southern Africa Botanical Network (SABONET) Project around early 2000s. The BID project is also building upon/complementing digitization synergies of University of Oxford who have provided equipment (camera, barcode scanner) & consumables (printed barcode labels) to MAL. Through BID funding we expect to purchase more barcode scanners and printed barcode labels. Knowledge gained through the Capacity Enhancement Workshops will benefit digitization of the whole collection. The project is also collaborating with the Africa Biodiversity Challenge project, implemented by both MoM and NHBG.

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

A flyer is drafted and once finalized will be distributed to widely to end users.

Sources of verification

Attached draft flyer

6.2. Visibility of the EU contribution

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

Short summary

The EU flag and a statement "This project is funded by the European Union" will appear on the flyer

Sources of verification

Attached draft flyer





<BID project id>

<Start and end date of the reporting period>



Signature

[Handwritten Signature] 2 Mar 2018

Name of the contact person for the BID Project:

MONTFORT MWAANYAMBO

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

14 FEB 2018

Date report sent by post to GBIF Secretariat:

2 MARCH 2018



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