



# 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 [GBIF@GBIF.org](mailto: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

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## 1. Table of Contents

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## 2. Project Information

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

Natural History Museum of Zimbabwe

### 2.2. Principal investigator name and role:

Kudzai Mafuwe, Curator of Entomology

### 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:

2017-10-01 to 2018-12-13

### 2.6. Country(ies) 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 600 records from the invertebrate and Ichthyology sections. The project teams continue 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 BID-AF2017-0237-NAC being coordinated by Dr. Luke Jimu from the 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 teams continue to mobilize the much-needed data using the right Biodiversity Informatics tools they picked up during the workshop.





### 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 <a href="https://www.gbif.org/document/82785/self-assessment-guidelines-for-data-holding-institutions">https://www.gbif.org/document/82785/self-assessment-guidelines-for-data-holding-institutions</a> (EN) <a href="https://www.gbif.org/document/82813/modele-dauto-evaluation-pour-les-institutions-detentrices-de-donnees">https://www.gbif.org/document/82813/modele-dauto-evaluation-pour-les-institutions-detentrices-de-donnees</a> (FR)	yes	The forms were successfully sent by email to the GBIF secretaria	The forms were sent by email to the GBIF secretariat
At least one data publishing institution is registered with GBIF.org Guidelines to become a publisher: <a href="https://www.gbif.org/become-a-publisher">https://www.gbif.org/become-a-publisher</a>	Yes	Natural History Museum of Zimbabwe is successfully registered with GBIF.org	<a href="https://www.po.org/publisher/5f2df235-914f-4cc9-b247-08fb981e8b8a">https://www.po.org/publisher/5f2df235-914f-4cc9-b247-08fb981e8b8a</a>
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	No	he capacity enhancement certification requirement was waived for this project as the team hsd the necessary capacity to kick start the project	An email was received from Laura Russell Laura Russell, the Programme Officer for Participation and Engagement and The Global Biodiversity Information Facility (GBIF) Secretariat dated 28 September 2018
Knowledge dissemination activities have been scheduled following the BID Capacity Enhancement workshop on Data Mobilization	Yes	A workshop was conducted from the 16 <sup>th</sup> of January to the 19 <sup>th</sup> of January 2018 to train the project teams on the Data Quality Data Cleaning and Data Sharing principles.	<a href="https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440">https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440</a>



### 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	The laptops will be purchased using the next batch of funds by the 31 <sup>st</sup> of May 2018	
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	Project teams are in the process of data capturing the records from the accession register and the estimated date of completion is 31 May 2018.	<a href="https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp">https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp</a>  <a href="https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw</a>  <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>
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	<a href="https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440">https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440</a>
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	The records are still being captured into an excel spread sheet and the first batch of the Checklist will be uploaded by 31 June 2018.	<a href="https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp">https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp</a>  <a href="https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw</a>  <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>
Development of a checklists and at	Data sharing and	No	The records are still	<a href="https://drive.google.com/op">https://drive.google.com/op</a>



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 access		being captured into an excel spread sheet and the expected completion date is 30 November 2018	<a href="https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp">en?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp</a>  <a href="https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw</a>  <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>
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	<a href="https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440">https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440</a>
At least 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 <sup>st</sup> of July 2018	<a href="https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp">https://drive.google.com/open?id=1M6xa9IonmKAD4EHKhY2jTtQ63bOKI9Lp</a>  <a href="https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw</a>  <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>



### 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
Freshwater invertebrates, birds, amphibians and fish from the eastern Highlands of Zimbabwe	Natural History Museum of Zimbabwe	<a href="http://www.nhmbyo.co.zw/ipt/">http://www.nhmbyo.co.zw/ipt/</a>	31 June 2018	The records are still being captured into an excel spread sheet and the first batch of the Checklist will be uploaded by 31 June 2018

### 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
Freshwater invertebrates, birds, amphibians and fish from the eastern	Zimbabwe Parks and Wildlife management authority, BirdLife International,	Checklist of indicator species, Occurrence records, Species distribution	To be available starting from the 31 <sup>st</sup> of July 2018	<a href="https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp">https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp</a> <a href="https://drive.google.com/open?id=1slQSacxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1slQSacxado6K91N6rtyruZKpSgcl_oZw</a> <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>	National Parks has access to our database and can use the data to





Highlands of Zimbabwe	DAMBA RI Wildlife Trust.	ranges, preferred habitats and threats			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
	University of Zimbabwe	Baseline data for registered undergraduate, master's and PhD researchers	To be available starting from the 31 <sup>st</sup> of July 2018	<a href="https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp">https://drive.google.com/open?id=1M6xa9lonmKAD4EHKhY2jTtQ63bOKI9Lp</a> <a href="https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw">https://drive.google.com/open?id=1sIQSaxado6K91N6rtyruZKpSgcl_oZw</a> <a href="https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf">https://drive.google.com/open?id=1cfm_HKyZeSG51bHsc6vgmgA0Jbo6kokf</a>	With existing agreements, the University researchers have access to our data for its students as they do their final year dissertations.





### 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
Data Quality, Data Cleaning and Data Sharing Principles	Natural History Museum of Zimbabwe	16-19 January 2018	35	<a href="https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440">https://www.facebook.com/pg/NHMZimbabwe/photos/?tab=album&amp;album_id=1595574997223440</a>





#### 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)																
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											
Upgrading of infrastructure								X								Laptops to be purchased by the 31 <sup>st</sup> of March using the second batch of BID funds
Training for project team and data holders		X			X							X				
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				
Uploading Data to GBIF											X	X	X	X	X	
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 01/012019 to 31/03/2019				
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, for produce species delimitation and IUCN assesment of the freshwater Odonata in this region as well as guide future surveys to 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. 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, how far 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 also exchanging ideas on best ways to implement the projects

#### Visibility

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

### 5.3. Visibility of the BID project

*How is the visibility of your BID project being ensured?*

#### Short summary

The attendees for the Data cleaning, Data Sharing and Data Quality principles received t-shirts with the project logos which are being worn as often as possible to ensure visibility of the project. Customized folders and pens with the project logos where also given to attendees during the Data cleaning, Data Sharing and Data Quality principles workshop in January, Short presentations where 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://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=1P1jsJFILNh1_b5hHbDZUVj4dFOe6TqGd)

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

[https://drive.google.com/open?id=1-d2HaohTIL2LX2Xw61\\_5nK2iegjxci1Y](https://drive.google.com/open?id=1-d2HaohTIL2LX2Xw61_5nK2iegjxci1Y)



#### 5.4. 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=1P1jsJFILNh1_b5hHbDZUVj4dFOe6TqGd)

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

Signature \_\_\_\_\_

Name of the contact person for the BID Project: \_\_\_\_\_

Date report sent by email in Word format to [bid@gbif.org](mailto:bid@gbif.org) for pre-approval: \_\_\_\_\_

Date report sent by post to GBIF Secretariat: \_\_\_\_\_

