]1BID Africa 2017 – National 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 <u>direct link</u> or sending a copy of the documents.
- This report must <u>first</u> be sent as a **Word document** to 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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Template

1. Table of Contents

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 31/05/2018

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. A Knowledge dissemination workshop was conducted during the second week of May 2018. National Commision for Science and Technology registered with GBIF as a national data publishing institution; as of May 2018 their server is accessible and user accounts have been given.However, the midterm milestones are yet to be fully achieved; no data set has been published and only one data user is fully appraised on the project.

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; e.g. Agricultural research institutions had more on pests than pollinators. Some progress has been made on digitisation activities, these have since commenced following recruitment of data entry clerks. Human capacity building focusses on further training on digitization/databasing using BRAHMS to benefit a wider range of partners. For example, Department of Museums and Monuments will utilize the same BRAHMS v8 to digitize pollinator species. A follow up is being made with the resource person on his availability. Currently the project team has decided that website development and hosting be done by NCST; meanwhile a dialogue with NCST has been initiated. Partners agreed that flyres would be reasonably produced within the budget to target many end users. A final revised version of the flyer is available for reproduction.

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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
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) (***Early Progress report milestone***)	Yes	Questionnaire completed by the Malawi GBIF node, National Commission for Science and Technology	Completed questionnaire submitted to BID@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 (***Early Progress report milestone***)	Yes	National Commision 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 (***Early Progress report milestone***)	Yes	Attended workshop at SANBI Capetown, 3-8 December 2017. Submitted follow up excercises on Use Case2 and 3 for asssessment.	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 (***Early Progress report milestone***)	Yes	Held a two-day workshop, 7-8 May 2018, comprising project partners. Sought approval from BID to spend funds not allocated to this activity previously. Workshop	Knowledge dissemination workshop programme and revised budget attached. Email communication with BID of 7 March 2018 https://mail.google.com/mail/u/0/?tab=wm#search/BID/16200efd8a65c33e

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Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
		budget adjusted slightly upwards to accommodate crucial partners.	
At least one dataset has been published to GBIF.org (**Midterm report milestone**)	No	Some data captured for IAS and Threatened plant species but not processed for publication yet. Have also been waiting for IPT connectivity and as of 28th May 2018, 11.33 received IPT login details from NCST	Email for IPT login details: https://mail.google.com/mail/u/0/?tab=wm#inbox/163a618a4dd445b0 IPT link http://41.77.13.208:8081/ipt/
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	Awaiting a letter from EAD, but other users yet to be fully briefed about the project.	

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
Deliverables for GOAL 1 - Establish or strengthen national biodiversity information facilities				
Printed specimen barcode labels	Procuring laminated, pre-cut, 42mm x 16mm barcode labels	Yes	Procuring 50 000 x laminated, pre-cut, 42mm x 16mm barcode labels and 2 x barcode scanners done through Denis Filer of Oxford University, Oxford barcode order number is AP2014516. Still pending delivery.	Email communication with Denis Filer, https://mail.google.com/mail/u/0/?tab=wm#inbox/1612861515dcd76b
Trained technical staff	Training technical personnel in digitisation, database and website management	no result achieved yet	Originaly planned for November 2017. Rescheduled due to inadequate funds disbursed during the first payment. Had communication on same with BID. Workshop dates pending confirmation of availability from Denis Filer.	Email communication with BID of 8 & 9 October 2017. https://mail.google.com/mail/u/0/?tab=wm#search/maheva/15f1b130036b7194 Email follow up enquiry to Denis Filer of 28 May 2018 https://mail.google.com/mail/u/0/?tab=wm#sent/163a6d8bda82f007
Functional National Biodiversity Information website linked to MAL & MOM databases	Designing, developing and hosting a website	no result achieved yet	Project partners have decided NOT to outsource to private developers; rather the GBIF node, NCST is requested to develop and host such a website as they have capacity to do so. Planned for June-Aug 2018.	
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 (Liliongwe) and Northern region (Mzuzu).	Report attached
Database of the digitized IAS	Targeted plant specimen digitising	Yes commenced	Digitsation into BRAHMS commenced in April 2018. So far	

Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
and Threatened plant species			data from 1096 IAS herbarium specimens has been barcoded, imaged and digitised into BRAHMS; at least 100 specimens of Threatened plants have been barcoded.	
Database of the digitised vertebrate/invertebrate pollinator species	Targeted animal specimen digitising	Yes commenced	Digitsation using Excel commenced in March. At least 1000 insect specimens have been captured.	
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 June 2018	
Pollinator fact sheets	Fact sheets compiling & publishing	no result achieved yet	Planned to commence June 2018	
End user awareness materials	Sensitisation materials	no result achieved yet	Final version of flyre available. Printing planned for June 2018.	Sample of revised flyre 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 June 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 June 2018	Planned

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Pollinator aves of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From June 2018	Planned
Pollinator insects of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From June 2018	Planned
Pollinator mammals of Malawi	Department of Museum and Monuments	National Commission for Science and Technology	From June 2018	Planned

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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.

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	September 2018		
Invasive Alien Species (Plants) in Protected Areas of Malawi	Forestry dept., DNPW, EAD, NGOs-MMCT	Forestry and wildlife management, Production of biodiversity policy documents	September 2018		
Pollinator aves of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy	September 2018		
Pollinator insects of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy	September 2018		
Pollinator mammals of Malawi	Min of Agriculture, EAD	Production of biodiversity policy documents, Agronomy	September 2018		

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
Knowledge dissemination workshop following the first BID Capacity Enhancement workshop	National Herbarium & Botanic Gardens of Malawi; Dept. of Museums and Monuments	7-8th May 2018	14	Copy of Invoice from workshop venue

BRAHMS and database management training workshop	National Herbarium & Botanic Gardens of Malawi	19-24th August 2018	20	Copy of email communication with Resource Persons; copy of quotation for conference facilities

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)															
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	**Notes**
	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	
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	Available barcode labels being fixed on targeted plant specimens, pending more from Oxford
Human capacity building										X						Planned BRAHMS v8 training by Denis Filer from Oxford
Website development									X	X	X					Website design, development & hosting by NCST
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	Slightly delayed but commenced
Targeted animal specimen digitising							X	X	X	X	X	X	X	X	X	Slightly delayed but commenced
Handbook compiling & publishing									X	X	X	X	X	X	X	Delayed, work planned to commence June 2018

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Implementation period start date and end date (01/10/17 – 31/12/18)																
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	**Notes**
	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	
Fact sheets compiling & publishing									X	X	X	X	X	X	X	Delayed, work planned to commence June 2018
Sensitisation materials									X			X				Flyer printing

4.1. Explanatory notes:

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

Activity	Expected changes	Reason for expected change
Specimen barcode labels	March 2018 to July 2018	Delivery of printed barcode labels was planned to coincide with the Human capacity building workshop; rescheduled for March 2018 and now further rescheduled to possibly July 2018. Denis Filer, Oxford University, has already procured the barcode labels and will be asked to courier them in advance.
Human capacity building	March 2018 to July 2018	This activity is further delayed because it is dependent on availability of the resource person.

Activity	Expected changes	Reason for expected change
Targeted plant specimen digitising	Feb 2018 to April 2018	This activity started towards end of April 2018 after recruiting Data Entry Clerks instead of February 2018.
Targeted animal specimen digitising	Feb 2017 to March 2018	This activity started in March 2018 after recruiting Data Entry Clerks instead of February 2018.
Sensitisation materials	Feb 2018 to June 2018	Professional designing of flyer has been done and ready for printing. Procurement process for printing services is underway. The flyre would facilitate reaching out to data users identified in the full proposal to obtain documentation of their intended use of the mobilized data. Since June 2018 there have been further procurement delays in identifying a printing firm; this has hampered eventual printing of the flyre and impacting on reaching out to identified data users. However, flyre printing and consultation of data users is now expected to be completed in August 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, development and hosting of a biodiversity website. 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. Recently project personnel participated in a Malawi BIMF workshop.

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 finalized ready for printing and distribution to end users. Project team is also looking into having a documentary on local radio and TV channels.

Sources of verification

Attached finalized flyre

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" appears on the flyre

Sources of verification

Attached flyre