

Darwin Initiative Main and Post Project Annual Report

To be completed with reference to the “Writing a Darwin Report” guidance: (<http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms>). It is expected that this report will be a **maximum** of 20 pages in length, excluding Annexes)

Submission Deadline: 30th April 2020

Darwin Project Information

Project reference	25-013
Project title	NTFP micro-enterprises for competitive forests and livelihoods in Ethiopia
Country/ies	Ethiopia
Lead organisation	Huddersfield Business School (HBS), part of the University of Huddersfield (UoH)
Partner institution(s)	Ethio-Wetlands & Natural Resources Association (EWNRA), Ethiopian Biodiversity Institute, Apinec, Nati Spices, Ecopia and Bench Maji Zone Environmental Protection and Forest Office, in SNNPRS.
Darwin grant value	£374,420
Start/end dates of project	1 st July 2018 to 31 st March 2021
Reporting period (e.g. Apr 2019 – Mar 2020) and number (e.g. Annual Report 1, 2, 3)	April 2019 to March 2020 Annual Report 2
Project Leader name	Professor Adrian Wood
Project website/blog/social media	https://research.hud.ac.uk/institutes-centres/surge/src/projects/environmental-sustainability-and-natural-resource/honeyspiceandjams/ @CSRC_hud
Report author(s) and date	Adrian Wood, Matthew Snell, Kassahun Adelo, Desyalew Fantaye, Hailemariam Nadew, Afework Hailu, Jen Ball April 2020

1. Project summary

Deforestation has been identified as a major problem in the four districts in SW Ethiopia where this project is located (Figure 1). Forest loss occurs as people seek to improve livelihoods through agriculture rather than forest-based enterprises. Drivers of forest loss include lack of tenure security over forest and income from it. Additional drivers include investors’ claims to forest, population growth, in-migration, cultural change and urban demands. These will increase given recent completion of a tarmac road through this area connecting Ethiopia to South Sudan.

Between 2010-2016, Huddersfield Business School (HBS) and partners implemented a project to improve forest tenure and income in these same four districts in order to maintain the natural

forest and the wild coffee gene pool within it. That project had support from the Darwin Initiative for three years. Its focus was Participatory Forest Management (PFM) Agreements between communities and local government, providing security for communities and their Forest Management Groups (FMGs) managing the forests. In addition, communities generated income from forest coffee sold through cooperatives. An external assessment found annual rates of deforestation were 0.18% in community-managed forests compared to 2.6% in forests with no community management (Annex 4, Ref. 3, Wood et al., 2019). Coffee production volumes and revenue continue to grow post-project.

However, forest-coffee primarily benefits men and is only found in 25% of 100,000ha of the community managed forest in which these partners work. The remaining areas benefit from other Non-Timber Forest Products (NTFPs), including honey, cardamom, chillies, forest fruits, long pepper and forest mahogany seeds. These are variously harvested by men and women for domestic use and limited local sale. Studies in 2015 proposed ways to add value to these NTFPs and sell them to national and international buyers. The current project aims to build on the successes of the 2010-2016 forest-coffee work by developing value chains for these NTFPs, thereby helping to diversify the sources of forest-related income, engaging women more, and improving the sustainability of the cooperatives. These efforts will be supported by concurrent work strengthening tenure security through Communal Land Certificates which are stronger in Ethiopian law. Overall, it is hoped that maintaining the forest will become more attractive through these measures.

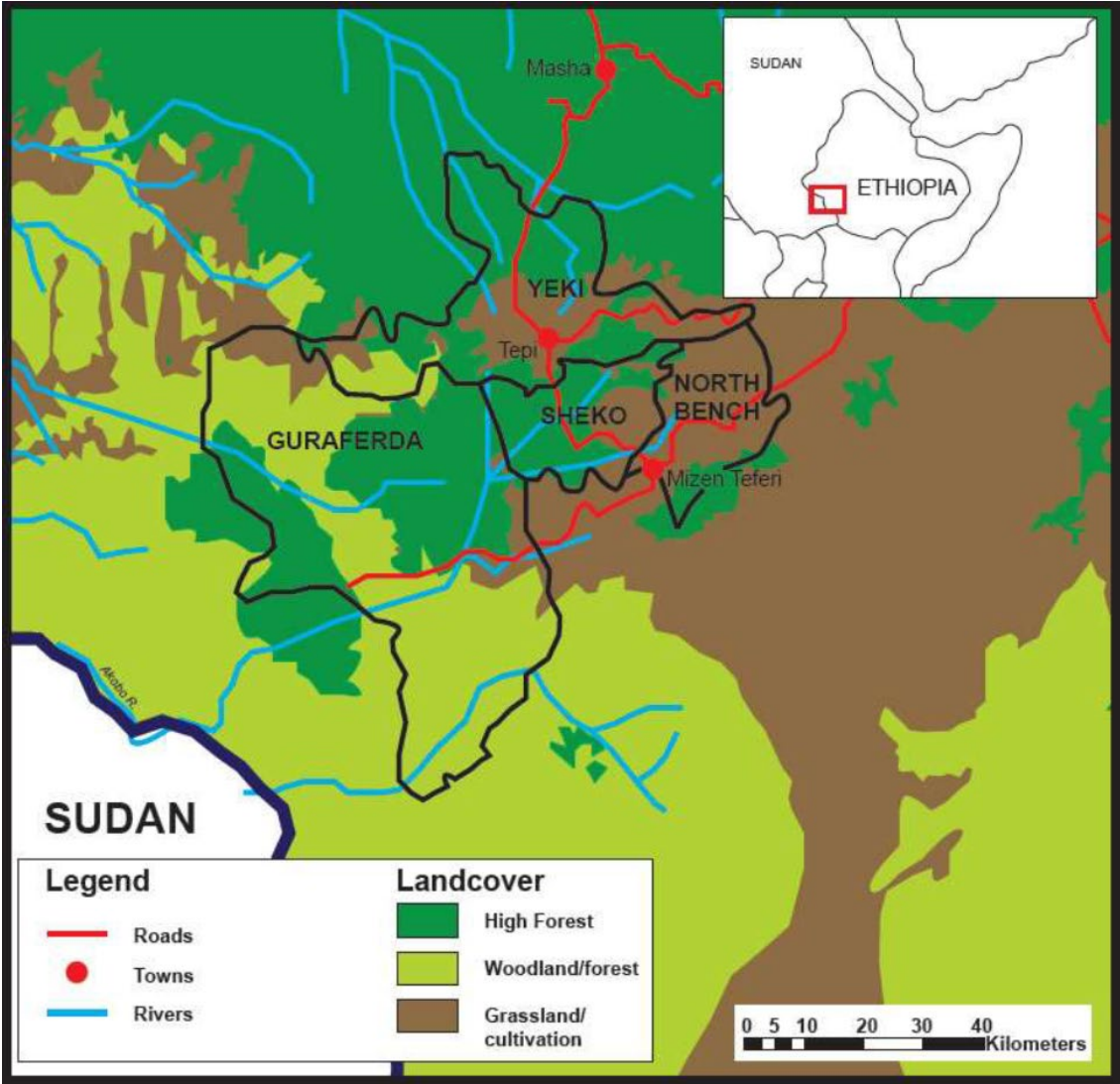


Figure 1. Map of project areas. Note: Yeki woreda was withdrawn from the project due to continued unrest. This was agreed with DI. North Bench has been renamed to Gidi Bench. The report and Annexes use both names interchangeably but they refer to the same location.

2. Project partnerships

There are six partner organisations working with HBS on this project. A brief description of each is provided below and is supported by progress in the past year.

University of Huddersfield has been working with the main implementing partner, Ethio-Wetlands and Natural Resources Association (EWNRA), for over 20 years. This is a well-established partnership and EWNRA is responsible for the recruitment and support of staff in the project area. It is also responsible for providing logistics support and ensuring adherence to Ethiopian legislation. Evidence includes the participation of two members of EWNRA's head office in the recruitment of the NTFP-Facilitators who are funded by this project; participation of EWNRA's Addis Ababa-based Executive Director in the project launch (Oct. 2018), in project staff meetings and in the review of this report; payment and review of project costs by EWNRA's finance team; the rental by EWNRA of the primary vehicle to the project on very favourable terms. More recently, it has provided guidance about the coronavirus situation in Ethiopia, as well as a call for staff employed on this project to adhere to the government's request that 50-100% of one month's salary be donated by each staff member over the coming year to help combat the disease (see Annexes 11.1 and 11.2).

In November 2019, Dr. Tesfaye Awas of the Ethiopian Biodiversity Institute (EBI) undertook a field visit to the project area to identify, harvest, transport to Addis Ababa, dry and store seeds of the forest mahogany (*Trichilia dregeana*) for subsequent analysis in the UK (see Annex 8.1). *Trichilia dregeana* is one of the species identified for further exploration in this project. Dr. Awas has also provided a series of inputs into exchanges with EBI's Access and Benefit Sharing Directorate. Finally, Dr. Awas has supported the identification of Miss Asnakech Senbeta Bedanie, a researcher at the EBI who has been identified and approved by EBI to transport the seeds to the UK, as required by EBI's rules. Miss Asnakech met Professor Adrian Wood during his visit to Ethiopia in February 2020. Miss Asnakech's passport was renewed in March 2020 but the advent of coronavirus has since prevented her travel to the UK with the seeds. In addition to the collaboration on analysis of the forest mahogany, it is our intention to work with EBI and the biodiversity monitoring team from Hawassa University when we hold the project discussion forum in Q3 or Q4 of the final year of the project.

In October 2019, Apinec, the honey partner, delivered a five-day training course on improved bee keeping and the honey value chain. This was a Training of the Trainers course, delivered at Apinec's specialist site in Bonga and targeting 33 of the most committed project participants. This had been preceded by field visits to two sites in June 2019, during which Apinec staff assessed the quality of the honey that had been produced, bought and stored. During this visit they also assessed the storage facilities in which the honey was being kept. Reports from the honey assessment and training can be found in Annexes 5.1 – 5.2. Apinec had offered to buy the honey available at the two sites but the communities felt they could get better prices elsewhere so eventually sold the honey to one of the government-supported unions, securing a better price than that offered by Apinec. The relationship with Apinec remains strong and further training to ensure improving quality of honey to strengthen the value chain linkage is envisaged in Year 3.

Following approval from Darwin in September 2018, the spice-focused partner was changed. Feed Green Ethiopia was replaced by Nati Spices. Despite Nati Spices having initially shown interest in the project, it was (along with many others) reluctant to visit during the widespread insecurity in late 2018 – early 2019. It persuaded one of its partners to provide training in March 2019 but has since, sadly, shown no interest in the project despite the team having tried repeatedly to secure its involvement. As a result, the project team has sought to progress this component of the project itself, securing input from a former member of staff of Farm Africa with experience in market analysis and value chain development. This is not limited to the spice output but relates specifically to spices as well as wider NTFP value chain analysis and development (see Annexes 9.2 and 9.3). Spice-specific reports demonstrating the training delivered in March 2019 are provided in Annexes 7.1 – 7.2.

Ecopia is the partner responsible for helping to develop products from forest fruits. It delivered training on jam, juice and soap production in October 2019 and met the PI and EWNRA director

in February 2020. A further round of training and product development was scheduled for March 2020 but has had to be postponed because of coronavirus restrictions. It is currently awaiting permission from the government to undertake the next round of training, once coronavirus restriction measures have been lifted. A report on the October training is provided in Annex 6.1. It has also developed a series of forms to help ensure traceability for the products and is planning to provide training on this component during the next phase of work.

Bench Maji Zone Environmental Protection and Forest Office, in SNNPRS is one of the key local government partners. Representatives from the office spoke at the project launch in October 2018. Since then they have remained in frequent contact with the project team in Mizan and have collaborated in a many of the activities. Government staff have also supported the team in its attempts to identify the correct local government office for registration of the micro-enterprises (Annex 9.1). Annex 5.1 has been written by the project team with input from UoH. It is intended as a learning note on the process of micro-enterprise creation. Government staff have also participated in many of the training sessions provided by the project and its partners, ensuring that government staff benefit as well as community members. This approach creates opportunities for government extension workers to help disseminate and cascade training along with project staff, as demonstrated in Annex 9.9 which lists all the types of training delivered.

The project also works closely with the communities in the project area and the institutions developed by them and the previous project – community Forest Management Groups, four District Forest Management Associations and seven Marketing Cooperatives. With all of these institutions and their communities the project has well established regular contact and makes a point of ensuring that the activities planned are discussed with them and where necessary fine-tuned. The engagement of the communities in this way ensures that community perspectives and needs are addressed as appropriate within the framework of this Project. Of particular note is the way the Coops have helped the Micro-Enterprises get established. Cooperative members have benefitted from, e.g. business planning and management training (Annex 9.5).

3. Project progress

3.1 Progress in carrying out project Activities

General note - coronavirus

As of 20th April 2020, the reported incidence of coronavirus cases and related deaths in Ethiopia is thankfully very low. However, the Government of Ethiopia implemented widespread mitigation measures in early March 2020 as a result of which places of worship, schools, universities and many government departments have been closed. Gatherings of more than four people are prohibited, travel restrictions have been introduced and all organisations (including civil society) are encouraged to work from home and/or restrict office numbers. This has inevitably had an impact on project activities in Q4 of Y2. In addition to Ethiopia's restrictions, the University of Huddersfield introduced travel restrictions in mid-February 2020, prohibiting any non-essential international travel.

We are working with the team in Ethiopia to adjust project implementation timescales, both for activities scheduled to take place in the last quarter of Y2, but also for those planned for Y3. Given the uncertainty of the coronavirus pandemic, however, it is currently very difficult to plan in any meaningful way. Among the options we are considering is dissemination of cascade like training through use of posters, leaflets and possibly radio programmes. This is being discussed by the team though we hope that coronavirus restrictions will not prove necessary in the long term.

Output 1. Three honey microenterprises producing higher quality honey and generating income from sales to Apinec and/or other honey buyers

Five honey micro-enterprises have been established. There are two in Guraferda, two in Sheko and one in North Bench – see micro-enterprise learning note in Annex 9.1. Female participation in the composition of the five micro-enterprise is 20%, 47%, 67%, 71% and 100%.

Honey quality at the two earliest production sites was assessed by Apinec in June 2019. At one site it was found to have a good flavour and moisture content of 18-18.5% which is also positive, but the storage facilities were inadequate. At the other site the moisture content was between 19-20%, which is slightly higher than desirable but the storage facilities were better. Apinec offered to buy the honey assessed at both sites but the micro-enterprises were able to secure better prices by selling to the Union – see receipts in Annexes 5.3 & 5.4.

In October 2019, a Training of the Trainers course was provided to 37 individuals, of which 15 were women (Annex 9.2). This was followed by cascaded training, as was the case in Y1, which reached an additional 205 participants. This was delivered by community participants in the course, as well as government staff and the project team.

Output 2. Four micro-enterprises established for production and sale of forest fruit jams/dried products

Three micro-enterprises have been established with legalisation of the third and most recently formed one underway. See micro-enterprise learning note – Annex 9.1.

Ecopia undertook a preliminary assessment of sites in July 2019. Following the visit in July, training was delivered to 100 participants from all three woredas in October 2019 – Annex 6.1. This included training on the production of jams, juices, creams and soaps, in keeping with ecopia's breadth of expertise. A further training and product development session was due to be delivered in March 2020 but had to be delayed because of coronavirus restrictions in Ethiopia. All the technical and equipment-related elements for this training have already been delivered to Ethiopia.

Output 3. Four micro enterprises established for sale of spices

Four micro-enterprises have been established, two in Sheko and one in each of Guraferda and North Bench. Female participation ranges from 40-53%.

In March 2019 a training session was delivered by the Ethiopian Agricultural Research Centre, via a contact with Nati Spices. An overview of the topics presented has been provided by the Centre and is included in Annexes 7.1 & 7.2. Since that time, the project team has had to take the lead in the development of this output due to a lack of interest by the partner, Nati Spices. The team has secured input Twodros Biru, Head of the plant science department at Mizan Tepi University. It has also secured broader value chain analysis and support from Dr. Mulugeta Lemenih with expertise in this area. He delivered training for the project staff and government partners in Jimma in June 2019 and followed this up with a further field visit and training in August 2019. His two reports can be found in Annexes 9.2 & 9.3.

In relation to outputs 1-3 above, the project sought to act upon the recommendation from the Y1 review that an additional household socio-economic survey be undertaken in Y2. This was approved in February 2020 and scheduled to take place in March 2020 but the advent of coronavirus mitigation measures means that this will also be delayed, thereby preventing assessment of any changes in household income associated with NTFP development. Despite the coronavirus restrictions in place the team was allowed to meet individually with three representatives of micro-enterprises to secure short personal stories. These can be found in Annex 9.7. While they do not replace a socio-economic survey, they illustrate some of the benefits that participants are beginning to see from participation in the micro enterprises.

Output 4. Analysis of chemical properties and commercial potential of Forest Mahogany (Trichilia dregeana)

In November 2019, seeds were harvested from GPS-referenced points by a senior member of EBI. These seeds were subsequently transported to Addis Ababa where they were dried and have since been stored, awaiting transport to the UK (Annex 8.1).

Another researcher from the EBI has been approved to transport the seeds to the UK. Her passport was renewed in March 2020 but coronavirus restrictions mean she is unable to travel.

The laboratory at the University of Huddersfield is ready to undertake analysis of the seeds as highlighted by their proposal in Annex 8.2.

Finalisation of the paperwork between EBI's Access and Benefit Sharing Directorate and the University of Huddersfield is still underway and continues to require considerable time and effort. EBI's particular wording mean that the UK's Competent National Authority is unwilling to sign EBI's Letter of Assurance. As a result, alternative routes are being explored, notably use of an Ethiopian export partner (e.g. EWNRA) as that would negate the need for the letter of assurance from the UK's Competent National Authority.

Output 5. Biodiversity measured by key indicator species, maintained in all micro enterprise sites

An initial field assessment and baseline biodiversity survey was conducted by a team from Hawassa University in April 2019. This was followed by a practical field-based training exercise in October 2019, focused upon community aspects of biodiversity monitoring. Reports on both these exercises are included in Annexes 10.1 & 10.2. It was agreed with community participants that they would undertake biodiversity assessments every six months with the first one being due in March 2020. Unfortunately, this has had to be postponed because of the coronavirus measures in place in Ethiopia.

Output 6. Policy makers made aware of role of NTFPs, micro-enterprises and women in sustainable management of forests

Although there have not been any high-level workshops in Year 2 of this project, the team's work to develop and legalise micro-enterprises has raised the profile of the project, the importance of women's participation and the role of NTFPs in a wide range of government offices. These are listed in the micro-enterprise learning note in Annex 9.1.

Furthermore, as illustrated in the reports in Annexes 1, 2, 3, 5 and 8, local government staff have participated in training on NTFP value chain development, as well as development of honey and spices, all of which has been presented under the auspices of the project, and all of which helps illustrate the potential of NTFP development for sustainable forest management.

A high-level workshop with representatives from zonal, regional and federal agencies responsible for the environment, forests and biodiversity is tentatively planned for December 2020, during which some of the project's more novel work will be showcased and discussed, including the community biodiversity monitoring which is a first for Ethiopia, the micro-enterprises for NTFPs (new for SW Ethiopia), and findings from the socio-economic surveys.

3.2 Progress towards project Outputs

Output 1. Honey

The project has made good progress against planned activities for Year 2, exceeding targets for the number of micro-enterprises to be created and for the number of people trained. Although the first sales of honey were not to Apinec, the honey was sold at profit to the largest local union – Annexes 1.3 & 1.4 showing receipts of sale. First sales for Y2 were due in April/May 2020 but these will depend upon coronavirus mitigation measures. As per the recommendation in the Y1 review, introduction of a Y2 socio-economic survey to assess household use of and income from honey (and the other NTFPs) would have been useful at this stage of the project, but, despite having been approved by DI, has been delayed by coronavirus. Use of incorporation documents to demonstrate the existence and functioning of the micro-enterprises is also considered appropriate and these are included in Annexes 9.4a-c and 9.8. Use of a professional honey partner organisation to assess moisture content and honey quality remains appropriate. On current trends we expect to achieve the targets for this output though the micro-enterprises will seek to sell to the highest bidder even if this is not Apinec. The primary caveat in terms of sales and therefore household income is coronavirus. The next most important is quality and improvements in that are being achieved according to the analysis by Apinec (Annex 5.1).

Output 2. Forest fruits

This output made good progress in Y2, recovering some of the time lost in Y1. Three micro-enterprises were created, rather than four, but the numbers of people participating in the training met the LogFrame target. The next round of training and product development was planned for February/March 2020 and would have brought the output back on track, but this has been delayed because of coronavirus. It is possible that this output will suffer more than, e.g. the honey or spices output because a) the fruits are more perishable and have a shorter shelf life prior to transformation into jams and juices, and b) product transformation requires greater handling of sterilised equipment and containers and is subject to more restrictions than raw products such as honey. 'Transformed' products could face additional coronavirus restrictions though it is too early to say. Use of a professional organisation to provide training in the production of jams, juices, creams, soaps, etc. is still considered appropriate as is use of their expertise in evaluating quality and production volumes. On current trends we do not expect to fulfil this output because the key forest fruits from this year's harvests will perish before they can be transformed into saleable products. We are therefore exploring the potential to use backyard fruits rather than forest fruits because of a) different ripening times and b) relative ease of individual access from the home.

Output 3. Spices

As planned, four micro-enterprises have been created and training was delivered to 105 people followed by cascade training delivered to a further 129. A suitable and experienced value chain development consultant has been identified to replace the partner organisation that has continued to show no interest. In February 2020, we were granted approval by DI to allocate two additional staff salaries to this project, largely to reflect the considerable amount of time that project staff have had to allocate to this particular output. Local markets have been identified but the prices offered were initially low. Three additional local traders have been identified and the project team has agreed to transport them to the sites once coronavirus restrictions are lifted. A trader in Addis Ababa was also identified but the volumes he wanted were much greater than the micro-enterprises are currently able to provide. This may be a useful contact for the future, however. Project staff continue to support the producers to identify markets and some spice producers have suggested working with local brokers, an idea that the team will explore further. Use of the socio-economic survey to assess household consumption and sale is still considered appropriate. On current trends we expect to achieve training outreach for this output and we have already achieved the targets in terms of micro enterprise creation. We do not expect to achieve the gains in household income during the project life given the multiple challenges faced. However, as illustrated by the case studies in Annex 5.8, creation of the spice micro enterprises is generating interest among the local population.

Output 4. Forest Mahogany

Despite considerable effort, this output is behind schedule. The seeds have been harvested (Annex 8.1) and are awaiting the lifting of restrictions on international travel as well as finalisation of legal transfer documents. The laboratory in Huddersfield is ready and able to undertake the analysis, which it estimates will take two months (Annex 8.2). On current trends we expect to achieve the targets for this output but to do so later than anticipated. This is subject to coronavirus travel restrictions being lifted and agreement being reached with EBI on transport of the seeds. If these can both be achieved before December 2020 then the analysis can be undertaken and the findings shared with government and communities.

Output 5. Community biodiversity monitoring

With a baseline conducted in Q1 of Y2 and follow up community training delivered in Q3 of Y2, this output has recovered some of the time lost to insecurity in Y1 (Annexes 10.1 & 10.2). Selection of key indicator species remains important and was built into the consultation and training. Site selection is still an appropriate way to assess biodiversity in a range of settings. Use of an independent consultant and specialist biodiversity team from the University of Hawassa for the baseline and community training is still considered appropriate and could help to influence policy and academic teaching in the longer term. On current trends we expect to achieve the targets for this output, though proposed six-monthly community monitoring is being affected by coronavirus mitigation measures.

Output 6. Policy influencing and dissemination of lessons

This output is on track. The project team continues to involve local government offices and to build strong relations with them, not least through the creation of micro-enterprises and invitation to training events (Annexes 9.1 and 9.9). This is essential to ensuring government staff interest in the project, their contribution to it, and their willingness to consider lessons learned which can be applied in their work – as documented in the micro-enterprises learning note. This has been particularly important given that many government staff were changed following major government reshuffles in 2019. Contacts between the project and staff at zonal, regional and federal levels are re-established after the changes, but this is a continuing area for effort. On current trends we expect to achieve the targets for this output, subject to coronavirus mitigation measures.

3.3 Progress towards the project Outcome

The first three Outcome Indicators (honey, forest fruits and spices) refer to the establishment of micro-enterprises for different NTFPs. The baseline for these micro-enterprises was zero, insofar as micro-enterprises for these NTFPs did not exist in these four (now three) woredas. As a result, their establishment can easily be measured. Overall, 11 micro-enterprises were planned and 12 have been established. The project rationale includes reference to the relative lack of potential income from coffee, particularly in Guraferda and North Bench, as compared to Sheko which has high coffee potential. Annex 9.10 shows that the majority of the new micro enterprises have been created in Guraferda and North Bench, with 6/10 kebeles (parishes) being covered by micro enterprises in Guraferda and 2/3 kebeles being covered in North Bench. This is in comparison to Sheko where 4/18 kebeles have benefitted from micro enterprise creation. Introduction of these micro-enterprises has proved more complex but also more innovative than originally anticipated. Communities are expressing demand for more of them but we need first to ensure a consistent, appropriate and tested route for their development exists. In addition, as reported in Y1, it is the extent of participation in these micro-enterprises that will demonstrate the greatest potential impact on target households and communities. This will not really be known until Year 3 but will be monitored and demonstrated by use of micro-enterprise records, the socio-economic survey and records from the partner organisations.

The baseline for Outcome Indicator four, the forest mahogany seed, is similarly zero, insofar as we are not aware of any laboratory analysis of the seed. Results from the use of this indicator are essential if any of the other outcome related indicators (e.g. commercialisation potential and evidence of commercial opportunities) are to become a reality. For Outcome Indicator five, use of key indicator species is considered appropriate as a means via which to evaluate the project's impact on biodiversity. Key indicator species have been monitored using a rigorous, scientific methodology. However, one of the primary aims of this project is to empower communities to develop NTFP value chains and to monitor the impact of these value chains on forest biodiversity. As a result, the project's focus on community-based monitoring (as opposed to scientist-led monitoring) is considered appropriate. Use of a scientifically rigorous baseline will help compare the community monitoring with the scientist-led monitoring. Finally, evidence of communications and sharing of lessons with government are considered appropriate for the last Outcome Indicator, i.e. contributions made to government policy. While this indicator could be more precise, the nature of this project and its attempts to pilot several techniques is best left open-ended.

Progress towards the Project Outcome would broadly have been on track with a number of activities intentionally planned from the outset for Q4 of Y2 but more realistically scheduled to take place between February and May 2020, delayed by approximately one quarter due to delays in Year 1. However, the coronavirus pandemic has had a major impact on activities scheduled for this period and looks set to have a consequent and considerable impact on activities scheduled for the remainder of the project. Action is being taken to reschedule activities but uncertainty around the duration of mitigation measures and community fear of the virus makes it difficult to predict how and when activities may reasonably be rescheduled.

3.4 Monitoring of assumptions

Outcome Assumption 1

With the resumption of relative security from March 2019 onwards, the government allowed the project team to resume activities in Y2 as planned, with considerable effort made to catch up on time lost due to the widespread insecurity in the preceding six months. The one exception to this was Yeki woreda in which insecurity remained high and prevented work from progressing. Following approval from DI for withdrawal from Yeki woreda, this was also approved by the Government of Ethiopia.

From March 2019 to February 2020, the government has allowed access for the project to the three remaining weredas. (There have been instances of insecurity in parts of Guraferda in which politically motivated groups are hiding from government forces, but this has not had major impacts on the NTFP activities linked to this project.) From early March 2020, the Government of Ethiopia introduced stringent coronavirus mitigation measures, including the closure of educational institutions, places of worship and some government offices. All project activities have had to be suspended and no gatherings are allowed. This situation is being monitored.

Outcome Assumption 2

This assumption holds true as exemplified by Ethiopia's 2018 National Forest Law. This clearly recognizes the rights of communities and acknowledges the income obtained from forests. The new legislation also recognises the role communities play in managing natural forests without unduly compromising biodiversity.

Outcome Assumption 3.

Community interest in NTFP development continues and can be seen by the readiness with which community members have participated in training events and the establishment of the micro-enterprises. However, it should be noted that civil unrest did have an impact on individuals and their desire to participate in and commit time to new initiatives, and this impact continued beyond the resumption of relative security.

Community interest in the project continues despite coronavirus. However, there is little that the project can do at the moment to implement activities. We are currently unsure what effects these mitigation measures might have in the longer term. It may be that community interest in the project is increased because of a desire to participate in activities that may help diversify income bases. Alternatively, it may be that people become more nervous of community gatherings and find themselves drawn to alternative types of work that may yield higher returns but be less beneficial for the forest, e.g. crop-based agriculture, illegal cutting of forest for sale to in-migrants, or piecemeal work in town, particularly if some of the warnings from the UN play out about worsened poverty and food insecurity.

3.5 Impact: achievement of positive impact on biodiversity and poverty alleviation

We included the following impact statement in our original application form: "Rates of deforestation in SW Ethiopia are reduced as communities increasingly value forests and benefit economically from national and international trade in sustainably sourced Non-Timber-Forest-Products (NTFPs)."

At a higher impact level, we believe the project is contributing to Ethiopia's national discourse on PFM managed forests by a) piloting community biodiversity monitoring (which we believe is a first for the country), b) seeking to develop more diverse baskets of NTFPs for different communities and doing so with private sector partner input, and c) promoting micro-enterprises for use in rural, forested landscapes (which we understand is considered a novel approach in the country). In addition to these project-specific approaches, the team is working with communities for which 75% of woredas have been issued with Communal Land Certificates, making this potentially the largest forested area under this form of enhanced and legally-recognised land tenure. We believe that these approaches, though far from complete, provide a

useful base from which to develop policy dialogue with the Government of Ethiopia and perhaps other East African governments and with the NGO community within Ethiopia. We do not expect all the approaches to be successful but we do believe they will all contribute lessons from which we and others can learn. In terms of specific poverty alleviation, the Year 1 socio-economic baseline was due to be supported by a Y2 survey but this has been delayed by the coronavirus pandemic.

4. Contribution to the Global Goals for Sustainable Development (SDGs)

SDG1.2 Reduce number living in poverty

Some contribution to SDG 1.2 is considered to have been made, e.g. through the improved sale of honey and spices; the Y2 impact of project activities has not been assessed because the socio-economic survey approved for the end of the year has been delayed by coronavirus. This will be rescheduled once mitigation measures are eased.

SDG5.5 Women's full and effective participation; equal opportunities for leadership

Across the 12 micro-enterprises that have been established, 72 of the 131 places are occupied by women, meaning that women hold over 50% of the posts. This is a much higher proportion than we are used to seeing, which was less than 20%.

SDG15.2/5/6 Sustainably manage forests; halt biodiversity loss; access and benefit sharing

Forest Management Groups (FMGs) were established through a participatory forest management process undertaken in an earlier EU and Darwin funded project (2010-2016). FMG plans (agreed between the FMG and the local government and stipulating the amount of NTFPs that can be sustainably harvested by the community), are reviewed every three years.

In Y2, forest management plans of existing FMGs have been updated for 22 out of the remaining 40 forest management group plans due for updates.

SDG 16 Peace and Justice; effective, accountable and transparent institutions

The micro-enterprises are linked to the existing cooperatives which operate under member generated bylaws guided by criteria established by the Trade & Industry Office. These state that organisations have to be open to everyone irrespective of gender, race/ethnicity or religion. Elections are held and cooperative management committees have to have at least one woman and one ethnic minority member on them.

5. Project support to the Conventions, Treaties or Agreements

Convention on Biological Diversity (CBD)

8(c) manage biological resources/sustainable use.

8(f) rehabilitate/restore degraded ecosystems.

8(j) Respect, preserve and maintain indigenous knowledge.

Forestry inventory specialists from Hawassa University, working with community members and local government staff, undertook a scientific baseline study of biodiversity in sites selected in Q1 Y2. Following this, in Q3 Y2, the same team trained community members to undertake biodiversity community monitoring at six-month intervals. The first independent monitoring was due to take place in Q4 Y2 but will be rescheduled in light of coronavirus restrictions. The inventory and associated process will be used as a management tool for the community and government to jointly assess sustainability of NTFP harvesting and monitor forest biodiversity. Furthermore, though the number of community assessments will be limited by coronavirus, we hope to share lessons from the process with our partners, especially the Ethiopian Biodiversity Institute, and other government agencies and policy makers.

Achi Target Contribution

AT1 Biodiversity Awareness.

AT4 Sustainable production and Consumption.

Trainings provided to local government and community members and 12 micro enterprises developed (five honey, four spice and three forest fruit). Micro-enterprises promote the value of forest spices and their related ecosystems. The micro enterprises are linked to larger coops.

The FMGs all have sustainable forest management plans which detail the harvest volumes for NTFPs. Plans are agreed with local government.

Sale of honey and spices has already been achieved in the micro-enterprises that were set up earliest.

AT5 & AT15 Reduce habitat loss/carbon stocks.

Earlier project work (funded by the EU and Darwin) demonstrated that carbon stocks can be maintained and increased under participatory forest management with the support of FMGs. FMGs have been supported in updating their forest management plans (22 out of 40 FMGs have done this in Y2). This work is in line with one of the Ethiopian Government's strategies to achieve AT5, namely the adoption of participatory forest management, which was confirmed in the 2018 federal forest legislation.

AT13 Genetic diversity.

The wider the range of products with added market value the higher the incentive for local FMGs to patrol and monitor the forest to prevent deforestation and degradation. Sustainable use of forest spices (timiz, korerima, chillies), fruits and honey in addition to wild coffee helps maintain forest genetic diversity. Sustainable harvesting of NTFPs is managed through the forest management plans agreed between the local government and the FMG.

AT14 Benefits to all.

Membership of cooperatives and associated micro enterprise membership is governed by criteria set by the Trade & Industry Office. These state that organisations have to be open to everyone irrespective of gender, race/ethnicity or religion. Elections are held and existing cooperative management committees have to have at least one woman and one ethnic minority member on them.

Micro enterprise membership is facilitated by project staff in discussion with community members. Participatory methods are used to identify micro enterprise participants based on interest, income levels and gender. Women represent over 50% of membership in the 12 micro-enterprises established to date. Like the cooperatives, the micro-enterprises are open to everyone, irrespective of race, ethnicity or religion.

Nagoya Protocol

9: Sustainable Use.

See response to Achi Target AT4 on sustainable production and consumption.

22.5(j) Women's Access.

See response to SDG5.5 'Women's full and effective participation; equal opportunities for leadership'.

ITGRFA

5.i (b): Conservation...characterisation/evaluation/documentation.

6.2(e) expanded use of underutilised species;

Project partner, the Ethiopian Biodiversity Institute (EBI), continues to support the project in its endeavours to undertake chemical analysis of the seeds of forest mahogany (*Trichilia dregeana*). Staff from EBI have harvested, geo-referenced, dried and stored the seeds ready for onward transportation to the UK. The University of Huddersfield's Institute for Physical and Organic Studies has identified the analyses it proposes to conduct on the seeds and is ready and able to undertake this once the seeds arrive in the UK.

Socio-economic household survey report from Y1 identified forest mahogany as present across all four project woredas. It also revealed that at present the seeds are primarily used within the household with minimal trading in local markets (approximately 10% of survey participants sold seeds locally). Should laboratory analysis demonstrate useful properties, the project will seek to expand the market for the seeds.

6. Project support to poverty alleviation

We expect there to be some direct impacts on poverty by this project. However, this will not now be evidenced until Y3 of the project because a survey scheduled for Y2 has had to be delayed. Once the survey has been rescheduled and the results made available we hope to see income levels from selected NTFPs increasing.

A socio-economic baseline survey of 320 households was conducted in 2018 and will be used to monitor subsequent improvements in livelihood incomes.

7. Consideration of gender equality issues

As reported in Y1, the socio-economic survey disaggregates data by gender. The sampling method stipulated that if a male head of household was interviewed, at the next house the woman should be interviewed if the household head was a man. In practice, approximately one third of survey participants were women as some female spouses did not want to take part in the survey. Participants include female headed households and the spouse of male headed households. A second survey was due to be conducted in Y2 but was delayed by coronavirus so will be conducted in Y3 using the same sampling methodology.

In terms of activities, this project explicitly seeks to support women. Building on progress in Y1, there were several important achievements in Y2, including the following:

- Women hold over 50% of the positions in the 12 micro-enterprises established by the project.
- During the community biodiversity monitoring training, 60 of the 164 trainees were women and represented all three of the participating woredas.
- During ecopia's fruit training, 43 of the 96 participants were women.
- During Apinec's 2019 honey Training of Trainers, 15 of the 33 participants were women, which represents a huge improvement on Y1 figures.
- During the Y2 spice related training and cascaded training, 44 of 85 participants were women.

There is always room to improve the participation of women in these NTFP and forest related activities. However, these figures are much higher than we are used to seeing in these woredas since starting field activities in 2010.

8. Monitoring and evaluation

Internal monitoring

This project builds upon previous work in the four target woredas (districts). Project staff have records of all the Participatory Forest Management Agreements, the Forest Management Group members and the areas of forest from which the NTFPs can be harvested. These records provide a background against which participation in project activities can be monitored. Although the Forest Management Groups are not unique to the Darwin-funded project, their participation in non-coffee NTFP micro-enterprise development is unique to this project. These FMG records are complemented by records of the registration and legalisation of the 12 micro-enterprises and the communities they serve, as well as the individuals who sit on their committees.

Monthly internal staff reports are sent to the Team Leader in Ethiopia and discussed during monthly meetings. They are also used to generate quarterly reports that are sent to Huddersfield. The HBS team meets monthly and quarterly to monitor progress. These meetings are further supported by visits to the project sites. These are undertaken by HBS staff whose input is named in the original application. Terms of Reference explain the purpose of each visit and visit reports are used to summarise HBS inputs and findings.

Monthly financial reports are sent from the Ethiopian project team to HBS finance as well as to EWNRA's head office in Addis Ababa. This provides a double validation of expenditure. Separate reports are submitted for this project as compared to the other complementary project allowing for project-specific monitoring.

External monitoring

The socio-economic survey of 320 households provides a comprehensive and broad baseline against which to assess project progress across the woredas (districts). This survey covers both quantitative indicators (such as household income and expenditure) and qualitative indicators (e.g. the perceived value of forest management, changes to forest related disturbances, such as fire and aspirations for future forest condition and management). These measures are relevant to the Darwin-funded project as well as complementary projects. However, as noted in the consultant's report, particular effort has been made to include additional questions aimed at non-coffee NTFP collection, its use in the home and for trade. This is in response to the specific aims of this Darwin-funded project. A second such survey was scheduled for the end of Y2 but has had to be delayed because of coronavirus restrictions. This would have yielded information on progress being made to date.

Participation in project training sessions, events, meetings, etc. is recorded by ensuring that all participants (community, government and project staff) record their names and gender on attendance lists. The partner organisations (Apinec, Ecopia and EBI) provide reports on training they have delivered, assessments they have undertaken and participation in both of these.

Finally, the community-based biodiversity monitoring system has been designed to try to capture biodiversity using key indicator species. 164 people attended this training and were due to undertake independent community monitoring six months after the initial session. This has been delayed by coronavirus but, once undertaken, should yield interesting results. No similar work has been done by HBS partners in SW Ethiopia so this is unique to the Darwin project and we believe may be unique in the country. It is hoped that, if successful, it will be rolled out to other projects and may help influence government policy in Ethiopia, building on current policy trends which seek better engagement of communities and society in general.

Other than the plan to conduct a Y2 socio-economic survey (as per the Y1 review recommendation), there have not been any changes made to the M&E plan during the last 12 months to which this report relates.

9. Lessons learnt

Successes worth sharing

Female Participation

Project facilitation of female participation and insistence upon higher female representation levels seems to have worked well. None of the other projects jointly implemented with our partner EWNRA in recent years have achieved such high levels of female participation in this geographic area. The explicit achievements reported against these indicators suggests there is room for improvement and perhaps less of a cultural barrier than previously suspected.

Micro-enterprises (ME)

Registration and legalisation of MEs is a much more time-consuming process than first envisaged. It is reported that there is less experience of micro-enterprise registration in rural areas and so requires much more time and effort. This is an important lesson in terms of scheduling. Another important lesson with MEs is that of persistence. Project staff spent a great deal of time visiting lots of government offices before being able to identify government staff with willingness and expertise on this topic. Micro-enterprises are of value as start-up initiatives by virtue of being exempt from VAT in Ethiopia.

Socio-economic Surveys

Regular socio-economic monitoring of households yields very useful insights. It is worth making this an annual activity, so long as time pressures on participating households are properly considered.

Biodiversity Monitoring

Practical, in-situ field training allows professional biodiversity experts to better understand community expertise and resource constraints. It also provides an opportunity to adapt proposed biodiversity monitoring to local conditions and to explain how rigorous monitoring should be done in difficult conditions. Flexibility in the selection of geographically-appropriate key indicator species allows subsequent monitoring to be tailored to reflect variations across a wide geographic area.

Value Chains and Market Linkages

While project documents may have specific buyers identified, markets are dynamic and projects must accept that community organisations, such as micro-enterprises, find new outlets which they prefer.

Challenges worth sharing

Private Sector Partners

Identification of different partner organisations working with a range of NTFPs was a good idea and enabled the spreading of some risk. However, a thorough assessment of potential partner organisations and their strengths and weaknesses is recommended during project design because poor performance during implementation can be frustrating and extremely time-consuming.

Local Markets and Value Chains

It has been recommended by one of the consultants that better exploration of local markets be undertaken rather than attempts to secure participation from, e.g. partners with national and international reach. However, negotiation with local markets by project staff has yielded limited results in terms of potential profit margins for spice producers. This requires further investigation to identify the best points in the value chain where the project can engage effectively.

Legislation over Processing Foodstuffs

It is important to learn the different types of regulation that apply to raw products as compared to processed products. The latter seems to be subject to considerably greater legislation in Ethiopia. This is something that HBS is still learning and will be further reported upon in Year 3.

Project Planning

The single biggest factor affecting the project in Y1 was insecurity. Although this has improved significantly, it is easy to underestimate community nervousness following heightened tensions. The result of this can be a reduction in the interest in project activities.

The project did not foresee the coronavirus pandemic and it is too early to understand what the implications will be. However, we should expect there to be repercussions even after mitigation measures have been eased.

Planning projects needs to have options and flexibility considered as a part of a strategic approach.

Regional Government Registration of Project

It took longer than anticipated to get the project document signed by the relevant authorities in Ethiopia. It is recommended that any other projects seeking to do similar work allow 3-4 months for this process.

Analysis of Luya Seed in UK

Collaboration with our partner, the Ethiopian Biodiversity Institute, has helped us follow the correct procedures. However, this has proved very complicated with different views held about documentation, terminology in English and what is adherence to regulations. Another extremely time-consuming area of work which needs advance budgeting of time and resources.

10. Actions taken in response to previous reviews (if applicable)

Comments 1 and 2 from Y1 review: Security situation in Yeki. It was requested that DI be kept up to date and the situation reviewed with duty of care to staff given due consideration.

Actions: The team sought permission from DI to cease operations in Yeki given continued lack of security. This was granted by DI and subsequently approved by the relevant Ethiopian government department. Staff were reallocated to provide support to the three remaining woredas. DI have been kept informed on the field situation when necessary.

Comment 3. Specification on project's approach to micro enterprise creation sought. Evidence of micro enterprise creation also requested.

Actions: A Learning Note on micro enterprise creation has been produced and is attached in Annex 9.1. This Note is supported by a range of additional documents that include documentary evidence of their creation as well as evidence of the types of support that have been provided to the micro enterprises. A sample business plan is included. All 12 micro enterprises have developed business plans following training delivered by Dr. Walter Mswaka.

Comment 4. Please provide evidence of how delayed activities will be rescheduled. Will a Y2 socio-economic survey take place?

Actions: Documentary evidence of training undertaken has been provided and includes those activities that were most delayed in Y1. Approval for a Y2 socio-economic survey was granted by DI in February 2020. This has had to be delayed because of coronavirus but we will seek to accommodate it if feasible in the earlier part of Y3.

Coronavirus-specific actions: Additional, project-wide delays now seem inevitable given coronavirus restrictions. The project has sought to show how the Y3 timetable could be rescheduled to accommodate a number of new delays that now seem inevitable.

Comment 5. Clarification sought on business development plans in case Luya seed analysis proves commercially interesting.

Actions: Luya seed analysis has been further delayed. However, seeds have been harvested by EBI and await permission to transport to UK. UK lab awaiting seeds to conduct analysis and costing of analysis is shown. Analysis and transport of the seeds will use the whole budget allocated to this output so the outreach work will be to share findings with communities and the Ethiopian government.

Comment 6. More information sought on biodiversity analysis, community involvement and the training delivered.

Actions: Two reports, including results of scientific baseline and community training have been provided. Further reports from community monitoring will be provided in Y3 if coronavirus does not prevent these from taking place.

Comment 7. More detail on harvest volumes and sales in next report.

Actions: Receipts of sales have been provided where available. Production volumes continue to be monitored alongside sales and full reports will be provided in Y3 subject to coronavirus not hindering detailed assessments.

In line with the general emphasis in comments on the Year 1 Report, we are providing full supporting documentation to evidence project work.

11. Other comments on progress not covered elsewhere

The primary risk now facing this project and other activities in the project area – government operations, trade and community meetings, is that of coronavirus. The situation will be monitored and we will seek to adapt as best we can. We propose to report on major developments by the end of Q1 of Y3 in order that LTSI is kept apprised of the situation in the part of Ethiopia where this project is located.

12. Sustainability and legacy

The project team has managed to create a strong profile for the project in the three districts in which it continues to work. In addition, support from consultants and partner organisation EBI (based in Addis Ababa) and biodiversity specialists at Hawassa University are helping to raise the profile of specific areas of work in other major centres. We intend to build on this by hosting a lesson learning and policy influencing workshop in Addis Ababa towards the end of the project. In academic terms, it is our intention to publish at least two articles relating to this project, one on the community biodiversity monitoring and the other on the micro-enterprises. A third may also be produced on the socio-economic survey results. This will build on our track record of publications (listed in Annex 8.1) on relevant topics – cooperatives (Mswaka et al., under review), forest coffee mapping (Hwang et al., 2020), forest biodiversity (Wood et al., 2019), forest honey (Lowore et al., 2018), Ethiopian cardamom value chain (Meaton et al., 2015), forest as a competitive land use (Sutcliffe et al., 2012), and the Baro-Akobo Basin (Wood et al., 2016).

Beyond project profile, the focus of Y2 has been on expanding the number of legally registered micro-enterprises, supporting them with training by private sector partners and project staff, and ensuring government consultation and participation. As noted in the Y1 report, HBS has provided business training for the fledgling micro-enterprises and their links with cooperatives as shown in the reports from Dr. Mswaka (Annexes 9.5 & 9.6). Annexes 9.4a-c provide Amharic and English evidence of a micro enterprise bylaw and business plan (the latter from Hibret spice micro enterprise). All 12 micro enterprises have developed business plans following training led by Dr. Mswaka and subsequently cascaded by the project team, as well as NTFP specific training provided by the partner organisations and project team.

In terms of exit strategy, it is currently difficult to say, in light of coronavirus and its potential impact on these newly formed micro-enterprises. There is interest from one of the partners in setting up a processing facility in the area and in securing international buyer commitment for jams, juices, soaps and creams. This will need to be reviewed in light of coronavirus as well as investment requirements, but it is an encouraging sign. For the honey producers, it is encouraging that sales to the local union proved profitable and the project will support the honey producers to secure similar arrangements in Y3. Work on identification of suitable spice outlets remains challenging but is underway and the case studies in Annex 9.7 suggest community interest remains high. Analysis of the forest mahogany seed will be key to determining the future of that particular NTFP – if there is commercial potential then HBS may look to develop further research with commercial and academic partners. Finally, the community biodiversity monitoring as a novel approach has potential impact on thinking in the biodiversity community in Ethiopia but will almost certainly require longer term support to generate adequate evidence.

13. Darwin identity

Darwin identity has been recognised and was used at the official project launch. This included recognition of Darwin support in speeches by the Executive Director of EWNRA and UoH staff and on the banner produced for the occasion. It also included recognition by the speaker from EBI.

A project signboard has been made and erected and 100 posters outlining the project purpose and partners, including Darwin, have been produced in English and Amharic. Posters have been distributed to Woreda (District) and kebele level government offices that the project interfaces with as well as the new project micro-enterprises and existing coops.

The project has a distinct identity. It is outlined on the UoH website with Darwin support recognised and a link provided for people to go to the Darwin website and find out more about the Darwin Initiative. <https://research.hud.ac.uk/institutes-centres/surge/src/projects/environmental-sustainability-and-natural-resource/honeyspiceandjams/>

The project has also been promoted on the University web news site, with the project award from the Darwin Initiative promoted in June 2019.
<https://www.hud.ac.uk/news/2018/june/374kgranttoextendunisetiopiannaturalresourcesproject/s/>

In addition, the project and associated Darwin Initiative funding was featured in the Huddersfield Business School Monthly newsletter (Word on the Street) on 5th June 2018. “HBS Researchers Win Major Government Contract (Darwin Grant)”. The project was also featured in Darwin’s gender focused newsletter.

The Sustainable & Resilient Communities research cluster within UoH manages its own twitter account (@CSRC_hud) and follows Darwin, tweeting directly about the project and re-tweeting relevant Darwin posts.

14. Safeguarding

The University of Huddersfield’s safeguarding policy is attached as Annex 11.3.

EWNRA, the primary partner on this project with responsibility for staff safety and well-being, has issued guidance on covid-19 and has shared guidance and requests from the Government of Ethiopia’s taskforce. Both these are provided in Annexes 11.1 and 11.2. More general safeguarding policies are under development by EWNRA.

15. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2019 – 31 March 2020)

Project spend (indicative) since last annual report	2019/20 Grant (£)	2019/20 Total Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items (see below)				
Monitoring & Evaluation (M&E)				
Others (see below)				
TOTAL				

We have discussed with LTSI the underspend in Y1 and provided detailed explanation in our report. Overspend in Y2 is mostly due to catch up of activities not possible in year 1. We will address these matters in revised budgeting for Y3.

We have attempted to reforecast activities for Y3 in light of these issues and the coronavirus restriction measures (Annex 2 – revised workplan). Currently, we expect to be able to conduct the forecast activities, though with a delay of approximately one quarter. This is subject to Ethiopia lifting in part its restrictions by end Q1Y3. Where international travel was foreseen this will be reviewed subject to restrictions. Some international consultancy will be replaced by national consultancy and has already been approved.

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2019-2020

Project summary	Measurable Indicators	Progress and Achievements April 2019 - March 2020	Actions required/planned for next period
<p>Impact</p> <p>Rates of deforestation in SW Ethiopia are reduced as communities increasingly value forests and benefit economically from national and international trade in sustainably sourced Non-Timber-Forest-Products (NTFPs).</p>		<p>It is too early to report any positive contribution to either biodiversity or human community interaction with biodiversity. However, progress has been made in establishing organisations that could help human communities to sustainably manage and benefit from biodiversity.</p>	
<p>Outcome</p> <p>Forest becomes more economically competitive through development of community level micro-enterprises collecting, processing and selling Non-Timber-Forest-Products which improve income for 5,000 people whose engagement in coffee harvesting is limited.</p>	<p>0.1 Three (3) honey micro-enterprises supported in Y1 and selling to Apinec by Y2, generating additional income for 980 producers in Guarferda, Sheko and North Bench.</p> <p>0.2 Four (4) women-led forest-fruit micro-enterprises established in Y1 and selling jams and dried produce to Ecopia by Y2, generating income for 1,120 households.</p> <p>0.3 Four (4) spice micro-enterprises established in Y1 and trading with Nati Spices by Y2, benefitting 1,120 households.</p> <p>0.4 Laboratory analysis and commercialisation potential of <i>Trichilia dregeana</i> completed and shared with communities, businesses and government by Y2.</p> <p>0.5 Biodiversity of key indicator species maintained in all sites.</p>	<p>0.1 Five honey micro-enterprises established, two having made early sales. Central and cascaded training has been provided by Apinec.</p> <p>0.2 Three forest fruit micro-enterprises have been established. Communities have worked with staff to identify forest fruits. Partner undertook assessment in Q2Y2 and delivered training in Q3Y2 with further training scheduled for Q4Y2.</p> <p>0.3 Four spice micro-enterprises have been established. Specialist training has been delivered to 105 people with cascade training to a further 129. Changed partner has not participated so project team have taken over with consultant input.</p> <p>0.4 Agreement with EBI that no Ethiopian laboratories have capacity to conduct analysis. UoH capacity agreed and seeds harvested, dried and stored by EBI, now awaiting transportation and documentary sign-off.</p>	<p>0.1 Assessment of first honey harvest of 2019 was done in June 2019. Next assessments due Q1 Y3 but likely to be delayed along with sales to local partners. Tentative reschedule for Q2.</p> <p>0.2 Delivery in Y3 of training delayed by coronavirus. Transformation and sale of forest fruit-based products to be rescheduled.</p> <p>0.3 Development of spice market links a key priority.</p> <p>0.4 Laboratory analysis in Y3 by UK-based laboratory with official agreement and accompaniment by Ethiopian representatives.</p> <p>0.5 Independent community biodiversity monitoring to be rescheduled.</p>

	0.6 Contributions made to government policy.	0.5 Biodiversity key indicator species have been identified and baseline has been conducted as has practical training for communities. Independent community monitoring delayed by coronavirus. 0.6 Partnerships with and participation of new local government staff have been prioritised and re-developed following government wide reshuffles. High level government discussions will be held once project results more apparent.	0.6 Maintenance of good relations and sharing of project experiences with government. High level government discussions to be prioritised in Y3.
Output 1. Three honey micro-enterprises producing higher quality honey and generating income from sales to Apinec and/or other honey buyers	1.1 Establishment of three honey micro-enterprises in Y1. 1.2 75 honey producers in 3 districts trained to reduce moisture content and improve honey quality (by mid-Y2). 1.3 Apinec buying honey from micro-enterprises in Bench Maji Zone (Year 2). 1.4 By end Y2 a 10% increase in contribution of honey to household income of 980 producers.	Output is close to achieving plans for Year 2, with honey quality assessed in two sites, training delivered and cascading, and five micro-enterprises formed (exceeding target by 66%). Evidence of assessment and training are provided in Annex 1. Socio-economic survey of 320 households undertaken in 2018 reveals levels of income and expenditure on different NTFPs.	
Activity 1.1 Honey producer micro-enterprises created and linked to coops		Five micro-enterprises created (two in each of Sheko and Guraferda, and one in N. Bench). All linked to coops. The micro-enterprises have also received training support from HBS staff.	Report submitted and tailored training programme duly developed
Activity 1.2 Y2 honey harvests assessed by Apinec and sales negotiated		Honey harvest quality assessed and recommendations made. Sales of honey made by micro-enterprises to local union.	Further harvests of honey to be assessed and sales negotiated with union, Apinec or other buyers.
Activity 1.3 Training and improvements to Y1 honey production by Apinec		Training delivered in Bonga by Apinec to 33 participants, including 8 government staff. 15 female participants.	Continued improvements to honey production (especially for newer micro-enterprises) and continued assessment of quality and facilitation of sales.

		Training cascaded to a further 205 with total numbers of trainees over Y1 and Y2 now at 481.	
<p>Output 2. Four micro-enterprises established for production and sale of forest fruit jams/dried products. Specifically the fruits of Manilkara Butuji, Pouteria Altissima, Morus Mesozygia and Ch'atu (scientific name unknown) previously identified and discussed with Ecopia</p>	<p>2.1 Establishment of four forest fruit micro-enterprises in four districts in Y1.</p> <p>2.2 Forest fruits harvested, seasonal availability and volumes established, jam/dried fruit production training delivered to 100 women in four districts (mid-Year 2), and trial samples produced.</p> <p>2.3 By Y1 four samples reviewed for taste and quality, production feedback provided, orders for Y2 placed, led by Ecopia.</p> <p>2.4 Market analysis and jam-manufacture potential for four fruits assessed with Ecopia (mid Y2).</p> <p>2.5 Jam-related/dried fruit production underway in four micro-enterprises by Y2.</p> <p>2.6 By end Y2 a 10% increase in contribution of forest fruit related income to 1,120 households.</p>	<p>Three micro-enterprises have been established, one in each remaining participating woreda.</p> <p>Ecopia undertook first field visit in July 2019 and assessed different forest NTFPs for their potential.</p> <p>Ecopia followed July assessment with the provision of in-depth training for 107 participants (including 11 staff) in October 2019. Follow-up training and product development and purchases were planned for February/March 2020 but delayed by coronavirus. NB the second round of training and development had been purposely scheduled for this time to get forest fruits at their ripest which is best for jam and juice production.</p> <p>Report in Annex 2 shows findings from July and October work and samples that were proposed by Ecopia.</p> <p>Socio-economic survey of 320 households undertaken in 2018 reveals levels of income and expenditure on different NTFPs.</p>	
Activity 2.1 Y1 forest fruit jams and dried produce assessed by Ecopia		First field visit conducted in Q2Y2 so no Y1 produce to assess. Field visit was however key to identification of most suitable forest and garden NTFPs.	See below – focus on production.
Activity 2.2 Improvements to Y1 production agreed with women & Y2 orders placed		Y2 production of jams, juices, creams and soaps was undertaken as part of training in Q3 Y2. Quality was assessed during this practical training of 107 people.	Further product development to be considered and consolidation of practical training delivered to date.
Activity 2.3 Y2 production		Not yet complete as was due Q4Y2 but delayed by coronavirus. All equipment purchased and ready.	Q4Y2 plans to be rescheduled for Y3.
Activity 2.4 Y2 production assessed by Ecopia and sales negotiated		Not applicable given delays in Q4Y2.	Q4Y2 plans to be rescheduled for Y3.

<p>Output 3. Micro-enterprises established for sale of long pepper, cardamom and other spices within national and potentially international markets.</p>	<p>3.1 Establishment of four spice micro-enterprises in four districts in Y1.</p> <p>3.2 100 men and women in four micro-enterprises trained in harvest, drying and storage of spices found within their localities. Training provided by Nati Spices by mid-Y2.</p> <p>3.3 Y1 harvest assessed by Nati Spices exports for quality, including moisture content, and volume.</p> <p>3.4 Nati Spices exports buy and sell spices produced by new micro-enterprises in Y2 and Y3.</p> <p>3.5 By end Y2 a 10% increase in contribution of spice related income to 1,120 households.</p>	<p>Four spice micro-enterprises have been established, one in each woreda and an additional one in Sheko woreda.</p> <p>Second spice partner (Nati Spices) has failed to engage in project unfortunately. Project team have taken over role of trying to identify key producers and markets with support from Ethiopian consultant with expertise from Farm Africa, and Mizan Tepi University. 65 people trained in March 2019 by Ethiopian Agric. Research Centre, 40 more trained in Dec 2019 by Mizan Tepi University and 129 more by cascade training delivered by project and government staff.</p> <p>Socio-economic survey of 320 households undertaken in 2018 reveals levels of income and expenditure on different NTFPs, including spices.</p>	
<p>Activity 3.1 Spice micro-enterprises created and linked to cooperatives</p>	<p>Four micro-enterprises created and linked to coops.</p>	<p>Continued support to micro-enterprises to be provided in Y3.</p>	
<p>Activity 3.2 Spices harvested, dried and stored in Y2</p>	<p>Spice harvest capacities assessed and agreed with micro-enterprises. Spices harvested in Y2 and markets being sought.</p>	<p>Additional harvesting in Y3 subject to securing of market outlets.</p>	
<p>Activity 3.3 Partner organisation assesses spice qualities and sales negotiated</p>	<p>Spice quality to be assessed by market traders or consultant. Not yet complete.</p>	<p>Prioritisation of market outlets with good prices in Y3.</p>	
<p>Output 4. Analysis of chemical properties and commercial potential of Forest Mahogany (<i>Trichilia dregeana</i>) undertaken and shared with businesses and communities.</p>	<p>4.1 Undertake chemical analysis of characteristics of <i>Trichilia dregeana</i> and compare against <i>Trichilia emetic</i> which has already been successfully commercialised in skin-care and hair-care products.</p> <p>4.2 Explore potential product uses, trade options and value chain development with companies post-laboratory analysis.</p> <p>4.3 Share findings with communities and local government and undertake assessment of distribution and potential quantities for harvest.</p>	<p>Seeds harvested by EBI, transported to Addis Ababa where dried and stored for onward transport to UK after EBI agreed no Ethiopian laboratory capacity to undertake analysis. UK laboratory ready to conduct analysis once seeds have been transported to UK. UK Competent National Authority has been contacted but cannot sign EBI's letters because of technicalities that have nothing to do with this project. Alternative means of getting seeds to UK under development and near completion.</p> <p>The socio-economic report identifies Luya as one of the most widespread NTFPs in all four districts which is encouraging.</p>	

	4.4 Subject to positive laboratory analysis, develop potential business plans for coops with <i>Trichilia dregeana</i> .		
Activity 4.1 Conduct laboratory analysis of <i>Trichilia dregeana</i>		EBI agreed that Ethiopian capacity for analysis no longer exists so seeds could be transported to the UK. UoH laboratory has outlined proposed analytical techniques and costs based on desk research comparisons with <i>Trichilia emetica</i> (Cape Mahogany). Transport of seeds to UK has been delayed at various stages, most recently by the coronavirus outbreak.	Conduct analysis of seeds as soon as possible and complete remainder of sharing of information within Y3. Actual analysis should only take 2 months and is the key to this output.
Activity 4.2 Compare properties of <i>Trichilia dregeana</i> with <i>T. emetica</i> properties		No progress as analysis not yet undertaken. Travel restrictions and paperwork now preventing seeds coming to UK.	Undertake analysis in Y3 as soon as travel permits and make comparisons.
Activity 4.3 Share findings with communities, government and cosmetic companies		No progress as analysis not yet undertaken.	Undertake analysis and share findings.
Output 5. Biodiversity measured by key indicator species, maintained in all micro enterprise sites.	5.1 Biodiversity of species identified in Importance Value Index is maintained to a greater degree in NTFP micro-enterprise sites than in non-NTFP micro enterprise sites of similar context.	Scientific baseline biodiversity assessment conducted in Q1Y2 after delays due to insecurity. Practical field training for 164 community members and 15 government staff delivered in Q3Y2. Both above reports available in Annex 10 as evidence.	
Activity 5.1 Select local species for inclusion in Importance Value Index (IVI)		Local species selected and adjusted as per each woreda. Report provides evidence. Indicators used for baseline assessment.	Use of these indicators to be adopted by communities during independent monitoring.
Activity 5.2 Select IVI biodiversity monitoring sites in micro-enterprise areas		Sites selected and used for baseline assessment. Report provides evidence.	Use of these sites to be adopted by communities during independent monitoring.
Activity 5.3 Select IVI biodiversity monitoring sites in non-micro-enterprise sites		As per 5.2 above.	As per 5.2 above.
Activity 5.4 Conduct Y1 baseline		In order to make up time lost in Y1 the baseline was conducted concurrent to site selection.	Completed.
Activity 5.5 Continue standard forest monitoring patrols and report findings		This was the only task actually due to take place in Y2 but given delays in Y1,	Community monitoring to be conducted once coronavirus restrictions lifted.

		activities 5.1-5.4 are reported upon. 164 community members and 15 gov't staff were trained by Hawassa Uni specialists across the 3 woredas. First six-monthly community monitoring report was due end Q4Y2 but delayed by coronavirus.	
Output 6. Policy makers made aware of role of NTFPs, micro-enterprises and women in sustainable management of forests	6.1 Number of exchanges between project, Ethiopian Biodiversity Institute and relevant government agencies at regional and national levels. 6.2 Number of training sessions held by project, Ethiopian Biodiversity Institute and policy specialists for government agencies.	The only activity scheduled for Y2 was to participate in a national level forum. Due to delays in some project components in Y1 and the new restrictions relating to coronavirus, this has been pushed back to Y3.	
Activity 6.1 Participate in appropriate national discussion platforms		Nothing to report in Y2.	Expand proposed national level forum for Y2 and link into higher level forum in Y3.

Annex 2: Project's full current logframe as presented in the application form (unless changes have been agreed)

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p>Impact: (26/30 words)</p> <p>Rates of deforestation in SW Ethiopia are reduced as communities increasingly value forests and benefit economically from national and international trade in sustainably sourced Non-Timber-Forest-Products (NTFPs).</p>			
<p>Outcome: (29/30 words)</p> <p>Forest becomes more economically competitive through development of community level micro-enterprises collecting, processing and selling Non-Timber-Forest-Products which improve income for 5,000 people whose engagement in coffee harvesting is limited.</p>	<p>0.1 Three (3) honey micro-enterprises supported in Y1 and selling to Apinec by Y2, generating additional income for 980 producers in Guarferda, Sheko and North Bench.</p> <p>0.2 Four (4) women-led forest-fruit micro-enterprises established in Y1 and selling jams and dried produce to Ecopia by Y2, generating income for 1,120 households.</p> <p>0.3 Four (4) spice micro-enterprises established in Y1 and trading with FGE exports by Y2, benefitting 1,120 households.</p> <p>0.4 Laboratory analysis and commercialisation potential of <i>Trichilia dregeana</i> completed and shared with communities, businesses and government by Y2.</p> <p>0.5 Biodiversity of key indicator species maintained in all sites.</p> <p>0.6 Contributions made to government policy.</p>	<p>0.1 Honey micro-enterprise documentation, sales and income reports, business plans and household surveys.</p> <p>0.2 Fruit micro-enterprise documentation, sales and income reports, business plans and household surveys.</p> <p>0.3 Spice micro-enterprise documentation, sales and income reports, business plans and household surveys.</p> <p>0.4 Laboratory results and correspondence with businesses, communities and government.</p> <p>0.5 Biodiversity monitoring reports in Y1 and Y3.</p> <p>0.6 Evidence of communications sent to government departments</p>	<p>Government continues to grant access to UOH and partners to work in the area.</p> <p>Government biodiversity conservation and forest policy continues to support sustainable use and community management to conserve natural forest, with harvesting of Non-Timber-Forest-Products (NTFPs).</p> <p>Continued community interest in NTFP development.</p>
<p>Outputs:</p> <p>1. Three honey micro-enterprises producing higher quality honey and generating income from sales to Apinec and/or other honey buyers</p>	<p>1.1 Establishment of three honey micro-enterprises in Y1.</p> <p>1.2 75 honey producers in 3 districts trained to reduce moisture content and improve honey quality (by mid-Y2).</p> <p>1.3 Apinec buying honey from micro-enterprises in Bench Maji Zone (Year 2).</p>	<p>1.1 Micro-enterprise incorporation documents.</p> <p>1.2 Participant training list and honey moisture test results.</p> <p>1.3 Apinec purchasing records and micro-enterprise sales records.</p>	<p>National honey prices remain stable enough to generate income.</p> <p>Producers are willing to sell to Apinec.</p>

	1.4 By end Y2 a 10% increase in contribution of honey to household income of 980 producers.	1.4 Household socio-economic survey records and independent household interview results	
2. Four micro-enterprises established for production and sale of forest fruit jams/dried products. Specifically the fruits of <i>Manilkara Butuji</i> , <i>Pouteria Altissima</i> , <i>Morus Mesozygia</i> and Ch'atu (scientific name unknown) previously identified and discussed with Ecopia	<p>2.1 Establishment of four forest fruit micro-enterprises in four districts in Y1.</p> <p>2.2 Forest fruits harvested, seasonal availability and volumes established, jam/dried fruit production training delivered to 100 women in four districts (mid-Year 2), and trial samples produced.</p> <p>2.3 By Y1 four samples reviewed for taste and quality, production feedback provided, orders for Y2 placed, led by Ecopia.</p> <p>2.4 Market analysis and jam-manufacture potential for four fruits assessed with Ecopia (mid Y2).</p> <p>2.5 Jam-related/dried fruit production underway in four micro-enterprises by Y2.</p> <p>2.6 By end Y2 a 10% increase in contribution of forest fruit related income to 1,120 households.</p>	<p>2.1 Micro-enterprise incorporation documents.</p> <p>2.2 Fruit assessment and harvest reports, samples from Y1 for review, female participant lists.</p> <p>2.3 Ecopia quality and taste reports, production reports, order forms.</p> <p>2.4 Ecopia market analysis report.</p> <p>2.5 Production records from all jam/fruit micro-enterprises.</p> <p>2.6 Household socio-economic survey records and independent household interview results.</p>	<p>Consumer demand remains for at least one of the forest fruit related products.</p> <p>Producers are willing to sell to Ecopia.</p>
3. Micro-enterprises established for sale of long pepper, cardamom and other spices within national and potentially international markets.	<p>3.1 Establishment of four spice micro-enterprises in four districts in Y1.</p> <p>3.2 100 men and women in four micro-enterprises trained in harvest, drying and storage of spices found within their localities. Training provided by Feed Green Ethiopia by mid-Y2.</p> <p>3.3 Y1 harvest assessed by Feed Green Ethiopia exports for quality, including moisture content, and volume.</p> <p>3.4 Feed Green Ethiopia exports buy and sell spices produced by new micro-enterprises in Y2 and Y3.</p>	<p>3.1 Micro-enterprise incorporation documents.</p> <p>3.2 Participant training lists and training content records. Lists of spices identified by location.</p> <p>3.3 Y1 harvest analysis records and reports.</p> <p>3.4 Y2 order and purchase records from Feed Green Ethiopia exports and micro-enterprises.</p>	<p>Continued community interest in harvesting spices.</p> <p>Producers are willing to sell to Feed Green Ethiopia.</p>

	3.5 By end Y2 a 10% increase in contribution of spice related income to 1,120 households.	3.5 Household socio-economic survey records and independent household interview results.	
4. Analysis of chemical properties and commercial potential of Forest Mahogany (<i>Trichilia dregeana</i>) undertaken and shared with businesses and communities.	<p>4.1 Undertake chemical analysis of characteristics of <i>Trichilia dregeana</i> and compare against <i>Trichilia emetic</i> which has already been successfully commercialised in skin-care and hair-care products.</p> <p>4.2 Explore potential product uses, trade options and value chain development with companies post-laboratory analysis.</p> <p>4.3 Share findings with communities and local government and undertake assessment of distribution and potential quantities for harvest.</p> <p>4.4 Subject to positive laboratory analysis, develop potential business plans for coops with <i>Trichilia dregeana</i>.</p>	<p>4.1 Chemical analysis reports.</p> <p>4.2 Technical and commercial reports, Emails, meeting minutes and other correspondence between companies and University of Huddersfield.</p> <p>4.3 Minutes of meetings, copies of correspondence and forest assessment reports.</p> <p>4.4 Copies of business plans.</p>	<p>Government is willing to allow scientific analysis of the chemical and biological characteristics of <i>Trichilia dregeana</i></p> <p><i>Trichilia dregeana</i> has no underlying negative qualities which prevent its potential commercialisation.</p> <p>Communities are willing to harvest the seed if commercial potential is established</p>
5. Biodiversity measured by key indicator species, maintained in all micro enterprise sites.	5.1 Biodiversity of species identified in Importance Value Index is maintained to a greater degree in NTFP micro-enterprise sites than in non-NTFP micro enterprise sites of similar context.	<p>5.1 Importance Value Index, NTFP micro-enterprise site selection and control site selection.</p> <p>5.2 Biodiversity report from independent consultant.</p>	Access to NTFP and non-NTFP sites is permitted in order to conduct controls.
6. Policy makers made aware of role of NTFPs, micro-enterprises and women in sustainable management of forests	<p>6.1 Number of exchanges between project, Ethiopian Biodiversity Institute and relevant government agencies at regional and national levels.</p> <p>6.2 Number of training sessions held by project, Ethiopian Biodiversity Institute and policy specialists for government agencies.</p>	<p>6.1 Records of discussions, workshops and training sessions between project, Ethiopian Biodiversity Institute and other government agencies.</p> <p>6.2 Records and reports from training sessions held for government agencies.</p>	Government policy remains in favour of community ownership and use of forest for conservation and livelihood development

This workplan has been updated as of April 2020. Given the uncertainty surrounding coronavirus this should be regarded with extreme flexibility. However, the proposals to move activities are based upon discussions between the field team in Ethiopia and staff in HBS. Anything that is indicated as continuing to occur in Q1Y3 or newly proposed in this quarter is only likely to happen towards the end of that quarter, i.e. in late May or June 2020. Certain activities appear more able to remain on track by virtue of their nature, e.g. spice harvesting and storage. This reflects the fact that individuals are storing harvested spices in their own homes, thereby facing fewer coronavirus mitigation measures than, e.g. forest fruit production. Where forest fruit production of jams etc had been originally proposed, we believe it is likely that the forest fruits themselves will have perished and/or be past their best. As a result, we propose, subject to agreement from DI, to use backyard fruits. These ripen later and can more readily be harvested by individuals adhering to coronavirus mitigation measures. Production of jams, juices, creams and soaps will be more challenging due to the communal way of producing these but there may be ways to collect and transport these, subject to Ethiopia's evolving restrictions. Other activities, e.g. high-level workshops and discussions should be feasible subject to internal travel restrictions being lifted. They are, however, unlikely to involve participation of any UK staff as we consider that international travel will continue (for the next 12 months) to be restricted to that considered truly essential.

KEY: Crosses (x) indicate where an activity did not take place as planned in Y2. Ticks (☑) indicate where an activity has taken place in Y2 (either within the planned quarter or outside it) and 50% shows where an activity is partially complete. Red squares are new and indicate the proposed new timeframes for Y3. They are shown alongside the original timeframe in its original (non-red) colour.

Activity	No. of months	Year 1			Year 2				Year 3			
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1	Honey											
1.1	Traditional honey production reviewed by Apinec and project staff											
1.2	Honey producers trained to improve quality											
1.3	Honey producer micro-enterprises created and linked to coops											
1.4	Y2 honey harvests assessed by Apinec and sales negotiated					☑		x				
1.5	Training and improvements to Y1 honey production by Apinec							☑				
1.6	Y3 honey harvests assessed by Apinec and sales negotiated											
Output 2	Forest fruits											
2.1	Traditional forest fruit harvests assessed for taste and texture											
2.2	Women trained to produce forest fruit jams and dried fruits											
2.3	Forest fruit micro-enterprises created and linked to coops											
2.4	Y1 forest fruit jams and dried produce assessed by Ecopia							☑				
2.5	Improvements to Y1 production agreed with women & Y2 orders placed							50%				
2.6	Y2 production											
2.7	Y2 production assessed by Ecopia and sales negotiated											
2.8	Training and improvements on Y2 production											
2.9	Y3 orders placed											

Annex 3: Standard Measures

Table 1 Project Standard Output Measures

Code No.	Description	Gender of people (if relevant)	Nationality of people (if relevant)	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
6A	Training of Trainers on beekeeping	27 community members (14 men & 13 women) and 6 government (4 men, 2 women) and 4 project staff	Ethiopian	39 from the planned 40	33	0	72	Not specified
6A	Beekeeping Training cascaded for wider community	198 community (151 men, 47 women) and 7 government (6 men, 1 woman) and project staff?	Ethiopian	154 from the planned 75	205	0	359	75
6A	Training on spice harvesting & post-harvest management	65 men and 40 women (community 39 men and 37 women) & (gov't 22 men and 7 women)	Ethiopian	65	40	0	105	100
6A	Training on spice harvesting & post-harvest management cascaded	74 men and 55 women (community 62 men and 44 women) & (gov't 12 men & 11 women)	Ethiopian	0	129	0	129	0
6A	Training on forest fruit processing	72 community (37 women, 35 men) 24 government (6 women, 18 men) and 11 project staff	Ethiopian	0	107		107	100
7	Coop & ME training by Dr. Mswaka	N/A	N/A	0	2	0	2	Non specified
7	Honey production by Apinec		N/A	1	1	0	2	Non specified
9	Species or habitat management plans for, e.g. Gov	Community biodiversity monitoring guide		0	1	Update	1	Non specified
11B	# papers submitted to	Coop and ME journal, lead			1			Non specified

	peer reviewed journals	author Mswaka, 2019.						
11B		Communal Land Certification paper, Wood & Snell, under development				1		Non specified
11B		Community biodiversity monitoring: a first for Ethiopia, Tolera, Wood & Snell, under development				1		Non specified
11B		Can NTFPs support socio economic wellbeing? A case study from Ethiopia, Lemineh, Wood & Snell, under development				1		Non specified
14A	Project launch with explanation of aims and importance for biodiversity and sustainable community management	45 Governmental staff (42-male & 3-female) 28 community members (27-male & 1-female)	Ethiopian	73 from the planned 73	0	0	73	Not specified
17	12 Micro-enterprise established (5 honey, 4 spice and 3 forest fruit)	Mixed (72 female, 59 male)	Ethiopian	5	7	0	12	11
20								
23								

Table 2 Publications

Title	Type (e.g. journals, manual, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. weblink or publisher if not available online)

Annex 4 Onwards – supplementary material (optional but encouraged as evidence of project achievement)

Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	Y
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Y
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	N
Have you involved your partners in preparation of the report and named the main contributors	Y
Have you completed the Project Expenditure table fully?	Y
Do not include claim forms or other communications with this report.	