

## Darwin Initiative Capability & Capacity Annual Report

To be completed with reference to the "Project Reporting Information Note":  
(<https://www.darwininitiative.org.uk/resources/information-notes/>).

It is expected that this report will be a **maximum of 20 pages** in length, excluding annexes)

**Submission Deadline: 30<sup>th</sup> April 2024**

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### Darwin Initiative Project Information

Project reference	DARCC003
Project title	Build capacity and capability to regulate hunting and protect biodiversity
Country/ies	Sao Tomé e Príncipe
Lead Partner	BirdLife International
Project partner(s)	Forest and Biodiversity Directorate of Sao Tomé and Príncipe (DFB), Plataforma de Turismo Responsável e Sustentável (PTRS), Centre for Ecology, Evolution and Environmental Changes Research Unit of the Faculty of Sciences, University of Lisbon (CE3C), Research Centre in Biodiversity and Genetic Resources – InBIO Associate Laboratory (CIBIO)
Darwin Initiative grant value	GBP 199,503
Start/end dates of project	1 <sup>st</sup> Jul 2022 to 31 Mar 2024
Reporting period (e.g. Apr 2023 – Mar 2024) and number (e.g. Annual Report 1, 2, 3)	1 April 2023 to 31 Mar 2024 Annual Report 2
Project Leader name	Bárbara Campos
Project website/blog/social media	BirdLife - Sao Tomé Office social media pages where news from the project are shared: <a href="https://www.facebook.com/umSingularTesouroaProteger">https://www.facebook.com/umSingularTesouroaProteger</a> <a href="https://www.instagram.com/obo_ovyo/">https://www.instagram.com/obo_ovyo/</a>
Report author(s) and date	Bárbara Campos 30/04/2024

## 1. Project summary

This project is dedicated to promoting the involvement and capacity-building of key stakeholders in the management and regulation of hunting in São Tomé and Príncipe (STP). It addresses the conservation aspects of the island's unique fauna and the management of invasive species, building an evidence-based framework to achieve conservation objectives while balancing human needs, and providing the basis for a much-needed update to the National Hunting Law. The development of a roadmap to effectively regulate hunting and support alternative livelihoods in the country was thus one of the key achievements sought.

This project aims to support the social change required to shift away from bird hunting and culling and effectively manage mammal hunting. To this end, it aims to build the grassroots capacity and capability of key stakeholders to regulate hunting towards conserving STP's extraordinary biodiversity and promoting sustainable livelihoods. In particular:

- (i) Build capacity of hunters, local leaders and government officials in core principles of hunting management and species conservation, including hunting regulations;
- (ii) Develop a participatory roadmap for hunting in STP; based on a needs assessment with hunters, local communities, civil society, authorities, private sector, and other stakeholders;
- (iii) Identify and promote alternative livelihoods for hunters (e.g. biodiversity monitoring, ecotourism).

The expected long-term impacts include the adoption of an updated and actionable national legal framework for hunting, the reduction of the threat posed by hunting to endemic and native species; and food and economic security for hunting-related livelihoods.



## 2. Project stakeholders/ partners

The involvement among the formal partners of the project – BirdLife International, an active conservation NGO in the country for over 10 years; Directorate of Forests and Biodiversity (DFB), the national entity responsible for implementing hunting law; Platform for Responsible and Sustainable Tourism (PTRS), which brings together various national entities for the promotion of responsible and sustainable tourism; and the research centres CIBIO and CE3C, which provided ongoing scientific advice on ecology and management of game species – has accompanied the evolutionary process of the planned actions, recording an increasingly deep and fruitful collaboration that can be observed through the comprehensive approach of the project's outputs.

According to the responsibilities assigned as the project implementation leader, BirdLife coordinated the implementation of activities and monitoring of project results. The organisation of coordination meetings is, therefore, an initiative originating from this institution for brainstorming, planning, and evaluating the activities carried out. Based on collective decisions regarding the methodology to be adopted for activities, logistical organisation follows, based on the resource sharing envisaged by the project. Once the activity is completed, the evaluation of

its results is done collectively, to celebrate successes and adapt the methodology or logistical arrangements according to the challenges that have emerged.

In all activities, the formal partners of the project were actively involved, reinforcing the mutual trust relationship, synergies between project activities and institutional programmes, and the shared commitment to achieve effective hunting regulation. This involvement was achieved through strategies such as encouraging open communication to maximise the complementarity of each institution's capabilities. Through frequent meetings, followed by emails summarising the decisions made as a team, WhatsApp groups, and sharing project management tools to keep the focus on project results, we were able to maintain quick and open lines of communication. Examples include meeting reports, activity Terms of Reference elaborated, or a joint Activity Plan.

It is concluded that this partnership has contributed to strengthening trust between institutions, which is now manifested in collaborative processes external to the project - at the level of operationalisation of the Special Reserves led by BirdLife, or the installation of a SMART data collection system on the island. As a result of this positive partnership, the project team has developed an exit strategy from the project aimed at mobilising funds for its implementation while maintaining this implementation structure. Of course, there is room for continuous improvement, especially in terms of response times from the DFB (related to a lack of human resources), but this was a challenge overcome with teamwork.

Similar strategies were used with other key project partners such as Game Protectors/Agents of Change and local hunters. Through frequent and clear communication, flexibility, and adaptation to the collaborative scheduling possibilities with the project, everyone was fully involved in the activities. Having a WhatsApp group for Game Protectors, activity calendars and records were shared, facilitating the mobilisation of local hunters and other community members. The inclusion of both groups in the training sessions was also an instrument for capacity-building reinforcement with good results (which can be verified by pre- and post-training surveys conducted). In order to manage hunters' expectations regarding the project, hunters present at community awareness sessions who signed up for the training expression of interest list gained an advantage in being included in the training beneficiaries list. The same happened with access to the mentorship programme. Thus, motivation for commitment to project actions was generated from the beginning, and recognition of merit for organised participation effort.

### **3. Project progress**

#### **3.1 Progress in carrying out project Activities**

In Year 2 the project consolidated efforts to strengthen the capacities of national institutions and Game Protectors, progressively working towards engaging local hunters. Consequently, 10 community awareness sessions (2 per district) were held in the buffer zone of the PNOT regarding the importance of biodiversity conservation and hunting regulation (Output 2, A 2.3), reaching a total of 249 individuals (192 men, 57 women). Among the participants were hunters, consumers, sellers of hunting products, and community members in general (**Annex 1**. Activity report, images 1 and 2). This represented a step forward in the strategy of engaging local hunters, with training sessions for hunters announced to take place in September 2024. A pre-registration interest list (**Annex 2**) (86 registered hunters) was made available for this purpose. Upon confirmation of the interested parties' availability, 5 training sessions (total of 31 hours, 1 session per district) on ecology, conservation, and management of game species (Output 3, A 3.2 and 3.3) enhanced the knowledge of 75 hunters and consulted them on the main hunted species, preferred hunting areas, and perspectives on the need for improvement of the current hunting law (**Annex 3**. Activity report). These training sessions were successful, with pre- and post-training surveys confirming an increase in acquired knowledge, and they were considered by several groups of trainees as mandatory requirements for obtaining a hunting license (images 3 to 6). The knowledge imparted enabled them to understand the importance of their role as regulators of biodiversity. Certificates of attendance were requested and distributed to the trainees.

Game Protectors were involved in organizing activities and mobilizing community members and local hunters (Output 2, A 2.2). Their support was crucial in all project activities, in which they also participated (Output 1, A 1.1), such as hunters' training (A 1.3 and A 1.4).

Simultaneously, two communication consultancies for the production of a theatre piece and a mini-documentary (Output 2, A 2.1) were developed, and both products were finalized (**Annexes 4 and 5**. Final consultancy reports). In the mini-documentary, testimonies from national institutions and Game Protectors were included. After its premiere in the capital city (attended by around 200 people, 120 men and 80 women), and given its potential for raising awareness and entertaining communities, the theatre piece "Obô Sebedô" (*Forest connoisseur, in english*) was replicated in 6 rural communities (5 districts) in the buffer zone of the PNOTS, reaching a total of 475 individuals (242 men, 233 women), from children to the elderly. All performances ended with the "Obô Sebedô" dance, which proved to be a success and was subsequently published on the RaizArte TikTok social network. To allow for even wider dissemination, the play was recorded and, like the mini-documentary, shown on the São Toméan Television Channel (TVS) and made available on YouTube, Facebook, and Instagram through the "Obô Ovyô" communication campaign (all the links to the materials are on "Publications" section). The involvement of the capital's population was reinforced with the screening of the play and awareness-raising on "youth and biodiversity conservation" at the Portuguese School (71 students and 8 teachers) and the CPLP Sustainability Fair Summit (about 100 people, 50 men and 50 women) (images 7 to 11).

This was followed by the drafting of the preliminary version of the hunting regulation improvement roadmap. Based on the recommendations shared by hunters during consultations/training sessions (Output 3, A 3.1), the preliminary version of the roadmap was presented to national entities along with the project results to date, to gather input on the document and increase the visibility of the actions taken. This event (Output 2, A 2.4) brought together the participation of 12 individuals (8 men, 4 women) representing NGOs (Oikos, Monte Pico Association, and BirdLife), governmental organizations (UNDP), national institutions (DGAAC and DFB), and the private sector (Agripalma) (**Annex 6**, image 12). Bilateral consultations and a new participatory review of the roadmap were conducted in the presence of the project's scientific advisors' physical mission. This latter event, which took place on 20 February 2024 (14 participants, 7 men, 7 women) (**Annex 7**) aimed to prepare for the validation of the roadmap at the roundtable (Output 4, A 4.5). The roundtable meeting was officially opened by the DFB and attracted significant interest (41 participants, 28 men and 15 women) (**Annex 8**, image 13 and 14), bringing to the discussion entities that had not previously been involved, such as the University of STP, National Association of Biologists, GEF/FAO TRI Project, and UNEP NAP Project. After consolidating all the received inputs during the roundtable and the other consultations mentioned, a final version of the validated roadmap was shared (**Annex 9**).

At the same time, an analysis of the needs and alternatives to the hunting of endemic birds was carried out. After the development and validation of the survey model by the team and validation by the National Statistics Institute (INE), Game Protectors were trained on communication techniques and best practices for conducting surveys (Output 1, A 1.5). This training (**Annex 10**, image 15) also served as a pilot test for survey applications. In total, surveys were conducted with 148 hunters (148 men) (image 16 and 17), confirming conclusions about the current hunting situation and understanding hunters' openness to finding new economic alternatives (Output 4, A 4.1). Based on the survey findings (**Annex 11**), the goals of the entrepreneurship program for endemic bird hunters were adjusted to accompany 25 hunters in a basic entrepreneurship and financial resource management training, from which 4/5 would be selected to develop a business plan for their alternative activity idea and receive a support package and implementation assistance in their business (A 4.2). After a public tender (**Annex 12**), the NGO MOVE was selected to carry out the mentioned services.

With tangible results achieved, an article on the project results was published in the national newspaper "Téla Non" (link on "Publications" section), and due to the need to involve children from rural communities where opportunistic hunting habits (using slingshots and rubber bands) occur, the "Species Game" and supporting colouring book for children were developed (**Annex**

14), whose main objective is to raise awareness among children about biodiversity conservation and endemic species of STP. The game will be finalised by June 24 and is part of BirdLife's school awareness plan for 2024.

The production of all materials (Output 1, A 1.2) that served as the basis for organizing activities or constitute project products involved all formal project partners, with particular attention not only to the involvement of the two technical elements of the DFB assigned to accompany the project but also to other technical staff from this institution and the supervisory authority for the environment and livestock (Output 3, A 3.1). Data analysis obtained through consultations or other activities (Output 4, A 4.3) and the production of reports and dissemination (A 4.4) also received the work of all partners.

Until June 24, in addition to accompanying the hunter mentoring programme, BirdLife will ensure that a mission takes place in the Autonomous Region of Príncipe to present the hunting roadmap produced and discuss regional hunting specificities (**Annex 17**). An exchange mission will also be carried out by a specialist hunting and game conservation projects and communication (**Annex 18**). This opportunity will serve to strengthen the capacities of the following groups: the national authorities (benefiting from their experience of managing and conserving species in Portuguese-speaking African countries); the national media (through a workshop on how to communicate about hunting and conservation); and hunters, through open talks aimed at guiding hunters in their collective organisation.

### 3.2 Progress towards project Outputs

Output	Baseline	Changes to date	Source of evidence	Comments
1	An organised group of agents of change does not exist	In year 2, 15 agents continued to be active in the project, participating, mobilising and involving community members and local hunters in the activities. They took part in training for hunters in the ecology, conservation and management of game species (31 hours) and in training in good survey application practices (2h30).  <b>Indicator 1.1 (15 agents) was again confirmed in Y2 and 1.2 (33h30 training on Y2 + 40h on Y1) has been exceeded, thus this output is completed.</b>	Hunters' training (Sep 23), and training in good survey implementation practices presence lists and reports (Jun 23).	The hunters' training report includes all the contents and activities performed, as well as an analysis of the pre and post-evaluation of training efficiency, supported with video/photo evidence of all activities and participants' engagement.  Both indicators were completed.
2	General level of awareness is low for all stakeholders	1 mini-documentary and 1 theatre play were developed about the unique biodiversity of STP and the regulation of hunting as an opportunity for its conservation. Both were broadcast on the national television channel (TVS) and on Youtube, Facebook and Instagram of "Obô Ovyô". The play was shown in 9 locations	1 theatre play produced and recorded; 1 mini-documentary; 1 published article; 1 "Game of the Species"; Workshops presence lists and reports	The work carried out to raise awareness among the population exceeded indicator 2.1. due to the great adherence to the theatre produced and the

		<p>(6 rural communities, 3 plays in the capital). 1 article on the results of the project was published on the T�la Non. news website + 1 "Game of the Species" produced.</p> <p>10 community sensitisations and consultations carried out (Apr-Jun 23) + 5 hunter trainings on ecology, conservation and species management (Sep 23) + 148 hunters consulted through surveys on economic alternatives (Nov 23) + 3 consultation workshops with national institutions, NGOs and GOs, and the private sector (Nov 23, Feb 24).</p> <p><b>Indicator 2.1 (1.014 / 300 people consulted and informed about hunting &amp; species ecology and conservation) – only on Y2</b></p> <p><b>Indicator 2.2 (26 social media posts + 3.725 social media accounts reached for project posts + 3 targeted communication products produced (mini-documentary, theatre, and "Species Game").</b></p>		<p>community awareness sessions held. Both had a significant transformative impact.</p> <p>Both indicators were completed.</p>
3	<p>No one knows about the existence of the hunting law among hunters; no one read the law among institutions</p>	<p>The skills of 75 hunters were strengthened through the 5 district trainings in ecology, conservation and species management (Sep 23) and the community sensitisations held (Apr-Jun 23), an activity attended by 97 hunters.</p> <p>The drafting of the roadmap for improving the hunting law was a process that involved 28 institutional agents in Year 2 alone, who accompanied the document's maturing process, either through continuous monitoring of the project (3 members of the DFB) or through 3 workshops held (hunter training restitution workshop on Nov 23, participatory roadmap revision workshop on Feb 24, and round table presentation of the roadmap on Feb 24).</p>	<p>Report and attendance lists from hunter training (Sep 23), awareness-raising (Apr-Jun 23), and the 3 roadmap revision workshops (Nov 23 and Feb 24).</p>	<p>Both indicators were completed.</p> <p>Although the national authorities responsible for implementing the hunting law are keen to take part in the activities, they are facing serious problems with the number of technical staff, a challenge they have tried to overcome by advocating with the technical directors.</p>

		<p><b>Indicator 3.1 (75 / 50 hunter involved, consulted and trained)</b></p> <p><b>Indicator 3.2 (28 / 30 institutional agents involved and consulted in Y2). 20 agents had already benefited in Y1.</b></p>		
4	Roadmap is not developed	<p>Surveys were administered by Game Protectors to 148 hunters on the needs and alternatives to hunting endemic birds. 1 roadmap for improving the hunting law was developed.</p> <p><b>Indicator 4.1 (148 / 50 hunter’s needs and viable alternatives assessed)</b></p> <p><b>Indicator 4.2 (1 / 1 hunting roadmap produced).</b></p>	Questionnaires and report on their results; Roadmap for hunting law improvement.	Both indicators were completed.

### 3.3 Progress towards the project Outcome

Our project aims to effectively protect endemic species by providing a hunting roadmap to enhance the legal framework for hunting, supported by the implementation of sustainable alternatives for bird hunters. The current hunting regulation has been reviewed based on input from hunters, biologists, institutional agents involved in law enforcement, and other stakeholders (especially conservation actors or scientific researchers), resulting in the desired roadmap produced by the project. Therefore, indicator 0.1 has been achieved. However, effective hunting regulation requires the implementation of the roadmap, updating of the law, and enforcement of new regulations (including on-the-ground hunting law enforcement, issuance of hunting licenses, etc.). The team involved believes that this is the process to be realized in the medium term, which will change the state of hunting in the country. Hence, an exit strategy for the project (**Annex 14**) has been developed, containing all the necessary activities for the project’s continuity. At present, there is evidence of an increase in the populations of the São Tomé green pigeon (*Treron sanctithomae*) and São Tomé bronze-maroon pigeon (*Columba malherbii*) (two endemic species that are major hunting targets) (indicator 0.2). This may result from the sensitization and training conducted, as the feedback from hunters regarding the usefulness of the knowledge imparted has been extraordinary. However, only future biodiversity monitoring exercises and threat assessments in National Obô Park of São Tomé (PNOST) can confirm this.

Reflecting the hesitation expressed in Year 1 about the effective establishment of all conditions for improving the economic security of hunters by the end of the project, it was indeed not possible to conclude work in this regard, as we consider activities such as hunters’ training and conducting surveys on viable alternatives to hunting endemic birds fundamental (these activities were carried out in the second quarter of 2024). Currently, consultancy is underway (until Feb 25) to initially train hunters in entrepreneurship basics and financial management, and subsequently, to develop and support the implementation of business plans for the most robust business ideas. It was for this reason that the project team requested to BCF a no-cost extension until June 2024, during which time the first phase of the program will have concluded, and the top 4/5 business ideas will have been presented and selected. BirdLife will ensure monitoring of the consultancy’s work until Feb 25.

### 3.4 Monitoring of assumptions

All assumptions remain true, with only one risk recorded regarding assumption 1 due to the September 2022 elections (a situation reported in the Year 1 annual report). The full engagement of hunters and institutional agents has resulted in a behavioural change (assumptions 2 and 3), supported by hunters' feedback on the importance of the training received and current hunting practices, as well as the interest of the Director of Forests in prioritizing hunting regulation as one of the priorities for future international conservation support.

The economic alternatives proposed by hunters (livestock farming, eco-tourism, field assistance to scientific research studies, bakery, etc.) appear viable and potentially well-received by the national market (assumption 4). Their adoption will be verified as the mentorship and support program advances in the implementation phase of the business plans.

### 3.5 Achievement of positive impact on biodiversity and poverty reduction

This project aims to ensure that the necessary conditions (national capacities and capabilities) for updating hunting laws, regulating the activity, and developing economic alternatives to hunting endemic birds exist, thus allowing informed hunting to persist as a source of food and financial support for hunters (one of the most vulnerable social groups).

Therefore, this project has focused on the positive impact on biodiversity and poverty reduction, attempting to contribute through the following actions carried out so far:

- Awareness and training of a total of 97 hunters (97 men) on the importance of hunting regulation, ecology, conservation, and management of game species, as well as alternative economic activities. The key takeaway from these activities was the importance of adapting hunting to the ecology and conservation needs of species, balancing human needs with those of game species. Without prior guidance, most training groups chose to pursue similar training as an additional requirement for legally obtaining a hunting license. The term used in the training was "informed hunting" vs "blind hunting", with the latter referring to uninformed and unaware hunting practices regarding species needs. This awareness led to a drastic reduction in hunters claiming endemic bird hunting as a preferred prey. The alternative offered was the mentoring program. Access to it was based on criteria such as the most hunted species and the position of hunting on a decreasing scale of income sources.
- Awareness and capacity-building of 28 institutional agents (25 men and 3 women) on the same principles mentioned above, adding the role of the State and authorities such as DFB, General Directorate for Environment and Climate Action (DGAAC), and Livestock Directorate in implementing hunting laws, specifically the DFB in on-the-ground activity monitoring. At the beginning of the project, institutional agents had widespread ignorance of the law. Thanks to input from hunters, biologists, and other stakeholders, the hunting law became a familiar tool for everyone. During the roundtable and after presenting the roadmap proposal, the audience was organized into 3 working groups tasked with resolving likely scenarios related to hunting. By discussing the current law alongside the roadmap, participants had the opportunity to confirm the relevance of the project's proposals and to re-examine and consult the law in detail. Despite previous contacts with this tool, its use in scenario resolution had a transformative effect on those present.
- Information and awareness-raising among the population of the buffer zone communities of PNOT through theatre performances (475 people, 242 men and 233 women) and the general population of the capital, 379 people (including 71 students), on the unique biodiversity of STP and the importance of its preservation and conservation of endemic species. Working with the population using innovative communication techniques inspired pride in the country's biodiversity and demonstrated informed hunting as an opportunity for its conservation. Communication products not only targeted students and women (less involved in activities planned for Y2) but also promoted behaviour change by encouraging reflection on everyone's role in biodiversity conservation and possible concrete actions.



The project has thus achieved the development of actions leading to biodiversity conservation and improved living conditions for hunters (particularly hunters of endemic birds), with the simultaneous empowerment of all involved in this process, ensuring that conservation is a choice for everyone, and each person knows their role in its preservation.

**4. Project support to the Conventions, Treaties or Agreements**

In Year 2, the project worked particularly with the national focal points for the NDC and CITES partnership. The focal point for the CITES convention is also the project focal point at the DFB. By involving BirdLife in this institution to conduct scientific studies on the impact of invasive mammals and the potential zoonotic transmission (a study funded by the EU), the awareness of the urgency in submitting national reports for compliance with the CITES convention became evident. Its impact prevented the export of stomach samples from mammals, impacting the attainment of results. Support was requested from BirdLife to assist in this process from March 2024; consequently, a dedicated national consultancy to support data collection and filling of delayed CITES reports will be conducted in the first semester of 2024. In the case of the NDC focal point, this contact arose following the invitation to the hunters' training results briefing and presentation of the preliminary hunting roadmap proposal. After learning about the activities carried out, the focal point requested information sharing to enable the update of national NDC contributions within the scope of the Nagoya Protocol (CBD). This request follows the project's contribution to the implementation of the fundamental objectives of the STP biodiversity strategy and action plan (2015-2020), where actions such as "Strengthening the legal framework for the supervision of fishing and hunting" are planned.

The actions of this project also contribute to providing life on land and a sustainable source of livelihood for the local population (SDGs) – through the mentorship programme for hunters that will contribute to finding profitable and alternative economic activities for hunters of endemic birds from rural communities and the buffer zone of the PNOT, and to implementing recommended activities in the Management Plans of the São Tomé National Parks (2021-2025) and Príncipe (2022-2026).

**5. Gender Equality and Social Inclusion (GESI)**

Please quantify the proportion of women on the Project Board <sup>1</sup> .	7/11  (Women: Bárbara, Conceição, Vanessa, Mariana, Nelsy, Sol, Vânia;  Men: Adilson/, Ricardo, Roger, Kariuki)
Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women <sup>2</sup> .	2/4  (Women: President of C3EC and President of PTRS;  Men: DFB Director and CE3C President)

<b>GESI Scale</b>	<b>Description</b>	<b>Put X where you think your project is on the scale</b>
<b>Not yet sensitive</b>	The GESI context may have been considered but the project isn't quite meeting the requirements of a 'sensitive' approach	

<sup>1</sup> A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project.

<sup>2</sup> Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities.

<b>Sensitive</b>	The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities.	
<b>Empowering</b>	The project has all the characteristics of a 'sensitive' approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups	X
<b>Transformative</b>	The project has all the characteristics of an 'empowering' approach whilst also addressing unequal power relationships and seeking institutional and societal change	

In Year 2, following the collection of gender-disaggregated data regarding the participants in the project activities (such as in attendance lists), it became evident that there was a need to ensure meaningful participation of women and youth (especially from rural communities) in discussions about the hunting situation and improvements to be introduced in its regulation, valuing their perspective as consumers or sellers of hunting products.

Given that hunting is predominantly practised by men, and the training is aimed at hunters, the project team decided to pay particular attention to inviting women and youth to participate in community awareness sessions and the replication of the theatrical piece in communities. These activities were scheduled at convenient times for both groups, facilitating access to moments of fun but simultaneous learning, and their contribution to the discussions.

The awareness sessions served as a moment of empowerment for both groups (women and youth) and genders. After the theoretical exposition on the importance of hunting regulation, a practical test followed through the "Beans Game," in which the groups of players/"communities" had to manage the number of game species available to sustain their families. It was concluded that female participants had a quicker perception of the prior need to apply rules to the use of this resource so that all participants (symbolized in the game by "families") could have access to the species, feed, and sustain their families. Parallels were immediately drawn with the management of domestic resources (whether food or financial), with women explaining that they face similar problems in their daily lives. These were moments that occurred in several communities, with participants sharing knowledge and experiences – which also served as a moment of awareness for men about the fundamental effort made by women in managing domestic resources. The participation of youth was also relevant, with a teacher even requesting the sharing of project communication materials to address the issue of hunting and biodiversity with their students.

These activities and the discussion of the hunting law during the hunters' training included a concern with the requirement for the presentation of an animal health certificate for the sale or transport of hunting products, a requirement that could put sellers (mostly women) in vulnerable situations. Solutions to this issue are being explored with the Livestock Directorate.

## 6. Monitoring and evaluation

Regarding the overall financial monitoring of the project and the global values used by the partners, BirdLife executed this task. However, concerning the micro-management of funds transferred to the partners and the production of their reports, each partner assumed its responsibility.

As for the technical reports, their drafting was coordinated by BirdLife based on a prior assessment of the project's overall progress and the results and outputs produced by the activities (Excel activities). This monitoring and evaluation are done as a team during

coordination meetings, allowing the analysis of the project's progress regarding success indicators (Excel indicators) to be a frequent participatory exercise aimed at ensuring focus on the project's objective and intended impact in the country.

The fact that the project team integrates various entities with complementary skills is also useful for eliciting feedback from stakeholders involved in hunting regulation. Furthermore, activities such as the briefing meeting on hunter training and other project activities contributed to greater involvement of entities and critical reflection on the impact the project can achieve. During this event, the project's results achieved up to that point (overall) and at the level of drafting the hunting regulation improvement roadmap (in particular) were communicated, based on the recommendations issued by hunters during the training and discussion of the current law. The activity also served to demonstrate the project's effectiveness and accountability to representatives of stakeholders not previously involved.

## **7. Lessons learnt**

In Year 2, the following lessons learned were consolidated:

- Despite the time required, the active involvement of national authorities in organizing, implementing, and evaluating activities and project progress has proven extremely positive. This strategy of involvement and continuous monitoring strengthens ties between institutions, fosters synergies, and joint learning, and above all, enhances commitment to common causes, such as hunting regulation.
- The integration of research centres in biology into conservation projects is valuable as it ensures the scientific coherence of underlying assumptions and conveyed information. Collaborative work with other partners also enhances the discovery of future research domains that may provide key elements for informed national decision-making on biodiversity conservation. Teams with complementary expertise are therefore in a favourable condition.
- Involving community agents in projects requiring mobilization and effective participation of communities (especially rural ones) is fundamental. Their capacity building acts as a tool to amplify project actions and ensure that project recommendations continue to be recalled in the community. The Game Protectors acted as true "project arms" on the ground.
- The application of innovative communication methods (such as TikTok dances, theatre performances, mini-documentaries, or didactic methods applied to hunter training) allows the process of awareness and learning to be not merely induced but to originate from the aware individuals. This transformative process reveals longer-lasting effects on beneficiaries.
- The strategy of involving hunters not as part of the problem but as part of the solution or opportunity for biodiversity conservation facilitated hunter involvement in the project's objective, as well as the sharing of more sincere information about the main hunted species, hunting areas, and weapons used. This approach made them feel that we were interested in integrating them into the search for a solution and not as a group to be differentiated/marginalized, with access to information about good hunting practices being one of the key points for changing their practices.

As a result of the virtual exchange conducted with the project "A community approach to waterbird resource management, Chia Lagoon, Malawi," the relevance of establishing a revolving fund to support the economic conversion sustainability of more endemic bird hunters became clear. This and other lessons learned were incorporated into the exit strategy developed by the project team.

## **8. Actions taken in response to previous reviews (if applicable)**

Upon receiving the review of the Year 1 annual report, a team coordination meeting was convened, and an action plan indicating the corrective measures to take and the situation point was developed. Among the main applied measures are:

- Attempting the maximum progress possible regarding achieving indicator 0.3.2 (Number of hunters involved in conservation activities and/or alternative income generation activities) and submitting a request for a no-cost extension until June 2024. Not only was the number of hunters involved in training and discussions on hunting regulation higher than initially anticipated but also a request for a no-cost extension was submitted to the BCF administrative team, asking to report the results related to this indicator until June 2024, when concrete results of the ongoing mentoring program will be known. A commitment was also made to transmit the final results of the mentoring program once it ends (February 2025, post-project period).
- Developing an exit strategy for the project, which was finalized before the roundtable (February 2024) to present the project team's future priorities. This strategy aims to enable national progress towards effective hunting regulation and sustainability of project activities.
- Reviewing the approach of field activities to ensure gender equity and better social inclusion. Attendance lists for activities began to mention gender to clarify the ratio of female and male participants and ensure better monitoring of female involvement. This exercise helped to understand the importance of enhancing women's participation in activities since hunters are exclusively male, and DFB institutional agents are mostly male. Thus, community sensitizations and theatre reproductions were conducted at times communicated as most suitable for the needs of women and children in communities. For example, during sensitizations, the presence of female cooks and sellers of hunting products was encouraged and confirmed. In hunter training sessions, specifically during the consultation and analysis of the law, the provision regarding the mandatory presentation of a food safety certificate for hunting products was also addressed, trying to find solutions to alter provisions that would put sellers (an activity carried out by women) in delicate situations. To engage children and youth, extra effort was made with additional sensitization and theatre reproduction at a school, production of the "Species Game," and production of the TikTok dance from the theatre, with the theatre itself also made available on Facebook, Instagram, and Youtube platforms.
- Improving activity reports and implementing pre and post-training surveys in hunter training sessions to understand success in knowledge transmission and desired behaviour change.
- Updating the risk register, including safeguarding risks and mitigation actions (**Annex 18**). This was reflected in the sustainability strategy for the adoption of alternative livelihoods by Game Protectors. In addition to being supported based on their contribution to concrete work during the project, Protectors also had privileged access to the mentorship program (**Annex 15**).

## 9. Risk Management

An updated version of the risk register is in Annex 5.

## 10. Sustainability and legacy

To ensure that the project's legacy reached not only national institutions, local hunters, and hunt protectors but also the population of São Tomé and Príncipe (including consumers and sellers of hunting products), Year 2 ensured the involvement and sensitization of the population through various activities and communication materials. Examples include the "Obô Sebedô" theatre, which, after its first premiere in the capital city and replication in 6 rural communities, was invited to be replicated at the Portuguese School and the CPLP Summit Sustainability Fair, ensuring entertainment and awareness of large audiences. The project team did not stop there and succeeded in recording the theatre and broadcasting it on the São Tomé television channel, as well as on the "Obô Ovyô" YouTube channel. The same happened with the mini-documentary "The Last Treasures." The "Species Game" will play a predominant role in continuing to engage children in the conservation of the islands' endemic birds, making its first public appearance at the "Biodiversity Fortnight" (to be held in May 2024, with national authorities).

As proof of the catalytic potential of this funding, we have the appropriation of the project's exit strategy by the director of forests and biodiversity, who found in it a way to maintain and enhance the expansion of national capacities in hunting regulation, moving on to the next stage – the effective implementation of the roadmap, updating of hunting law regulations, and on-the-ground activity regulation.

**11. Darwin Initiative identity**

The Darwin Initiative was mentioned as the funder of the project's actions on all occasions, with its logo displayed on all project products and communication materials. In posts published on the "Obô Ovyô" communication campaign pages (a civil society communication campaign on conservation in STP, coordinated by BirdLife) present on YouTube, Facebook, and Instagram, references were made to the Biodiversity Challenge Funds page.

In the country, all formal project partners, as well as other entities involved in conservation in the country, recognize the Darwin Initiative and the contribution of the British government as instrumental in improving hunting regulation in STP. The Darwin Initiative has even been pointed out as a potential donor to which projects can be presented under the STP Conservation Trust Fund, the creation and operation process of which is being led by BirdLife in support of the Government of São Tomé and Príncipe.

The Darwin Initiative has always been mentioned as responsible for providing financial support for improving hunting regulation in STP, with this specific action being framed within national priorities for protected area conservation and BirdLife's program for São Tomé and Príncipe (2021-2030).

**12. Safeguarding**

Has your Safeguarding Policy been updated in the past 12 months?	Yes
Have any concerns been reported in the past 12 months	No
Does your project have a Safeguarding focal point?	The Legal and Risk Manager, Georgie Godby is the safeguarding lead for BirdLife. Safeguarding contacts at project level were assured by the Project Leads – Marion Tafani [REDACTED] and Bárbara Campos [REDACTED]
Has the focal point attended any formal training in the last 12 months?	N/A BirdLife promoted the participation of all its employees in the Birdlife International Safeguarding Policies, held in January 2023 and made available online on the Kaya learning platform. The project coordinator was present at the training and during the coordination meetings where project activities were organised, she ensured that safeguard considerations and complaints mechanisms were integrated, and the team members were aware and ready to act when needed.
What proportion (and number) of project staff have received formal training on Safeguarding?	Past: (3 / 11, 27%) Planned: 55% [at least 6]
Within the implementation period, there have been no safeguarding issues related to the project to report. The project partners are required by their subcontract and encouraged to make sure any such issues are reported and dealt with in a timely and effective manner. Ensuring that these policies are understood and fully complied with requires cascading to staff, partners, volunteers etc. and training.	

Meanwhile, some lessons learned have been drawn from the application of safeguard considerations in activities with rural communities involved in the project:

Transparent and initial expression of the event's purpose, participation rules, and openness to listening and addressing any existing doubts or complaints proved to be an investment in building a safe space and relationships of trust with community members. Cultural traditions associated with hunting were also addressed and listened to, contributing to a more comprehensive understanding of the reasons upon which species like the São Tomé scops owl (*Otus hartlaubi*) are based.

The openness demonstrated in listening to the opinions of community members and hunters with relevant information about hunting, who were unable to attend the sensitization sessions, led to the promotion of participation in other sensitization sessions they conducted. In some cases where this happened, people felt valued and not only attended but also mobilized the participation of more community members and hunters. This was an important practice that countered the process that followed the elaboration of the current hunting law. Hunters now feel involved and, above all, heard in the updating of the law that will be used to regulate the activity they practice. This represents an inclusive decision-making process.

Promoting collaboration between NGOs, institutional entities, and the group of Game Protectors with action at the community level resulted in leveraging resources, sharing knowledge and expertise, and coordination efforts to safeguard communities and their members. The involvement of all project elements in the conception, organization, and implementation of field activities was an undeniable positive point with remarkable results for both the project team and its beneficiaries.

Between April 20th and June 29th, 2024, 10 community sensitization sessions were conducted (2 per district), involving a total of 249 people (192 men, 57 women). This activity followed a methodological description developed as a team, identifying possible risks and mitigation measures, and included the following moments: i) presentation of the sensitization/consultation objective and participation conditions; ii) introduction of the attendees; iii) presentation of the project; iv) questions and doubts; v) protection of São Tomé and Príncipe's biodiversity – the importance of endemic species and their potential value; the impact of introduced species on the conservation of endemic species; vi) questions and doubts; vii) Beans Game; viii) joint reflection on the game's conclusions and their relation to the importance of involving hunters in biodiversity conservation and regulation of the activity; ix) conclusion and gratitude.

Gender and social inclusion considerations were taken into account in the organization of the activity to ensure equal access and participation without expecting benefits beyond learning. As in all other activities, the initial moments were dedicated to presenting the event's objective, participation conditions, and expressing freedom to leave the activity or voice any doubts or discomfort. For this purpose, two contacts (project coordinator and DFB focal point) were always provided in a visible document throughout the activity for reporting any comments, suggestions, complaints, or discomfort felt.

The same applied, for example, to the surveys conducted by the Game Protectors. To ensure they followed best practices in social data collection, they received training to understand the code of conduct to be applied and communication techniques to ensure that respondents did not feel targeted by harm, harassment, bullying, abuse, or neglect.

No case of abuse or exploitation was recognised/identified by or reported to the project team members or local agents of change.

### 13. Project expenditure

**Table 1: Project expenditure during the reporting period (1 April 2023 – 31 March 2024)**

Project spend (indicative) since last Annual Report	2023/24 Grant (£)	2023/24 Total Darwin Initiative Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items (see below)				
Others (see below)				
<b>TOTAL</b>	<b>111,137.0</b>	<b>111,137.00</b>	<b>0.0%</b>	

**Project mobilised or matched funding during the reporting period (1 April 2023 – 31 March 2024)**

	Secured to date	Expected by end of project	Sources
Matched funding leveraged by the partners to deliver the project (£)			EC-Landscape UNDP-GEF
Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£)			

### 14. Other comments on progress not covered elsewhere

With a focus on the common commitment assumed by the project team regarding the update of the hunting law and effective regulation of the activity, an exit strategy was developed for the project. The expression of interest from the DFB in including the theme of hunting regulation in the next support provided by the Global Environment Fund (GEF) to the country was thus reiterated, following the trend of increasing closeness and involvement of all project actors in designing and implementing joint conservation actions.

Among its future objectives, the sensitization of young people and students to biodiversity conservation and raising awareness of the harmful impacts of opportunistic hunting (often carried out by children in rural communities using slingshots and traps with sticky substances) was highlighted. In response, the project team developed the "Species Game" and a supporting colouring book. This game aims to replicate the journey of endemic birds who, in search of survival, overcome various threats to reach their nest safely. Players are invited to enter the game and, like the birds, find solutions to threats such as illegal tree felling, unregulated hunting,

pollution, wildfires, expansion of agricultural projects in protected areas, etc., to ensure their survival. The game was produced in March 2024 and will be part of BirdLife's and project partners' school awareness plan for this year.

**15. OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes.**

I agree for the Biodiversity Challenge Funds to edit and use the following for various promotional purposes (please leave this line in to indicate your agreement to use any material you provide here).

Within the scope of the consultancy developed by the RaizArte Association in the project "Build Capacity and Capability to protect biodiversity and regulate hunting", a theatrical piece entitled "Obô Sebedô" (Forest Connoisseur) was produced. This theatre, with a participatory script, portrays the threat that unregulated hunting poses to the conservation of game species.

The story begins with a hunter who can no longer find his preferred prey (endemic birds) in the forest, symbolising the reduction in the population density of the main game species. At the same time, in another part of the forest, a Mona monkey (*Cercopithecus mona*), a São Tomé green pigeon (*Treron sanctithomae*), and a Dwarf Olive Ibis (*Bostrychia bocageii*) flee from gunshots and seek refuge in the community. There, they encounter a local resident and consumer of game products. Appealing to the man's sensitivity to biodiversity protection and the dissemination of good practices in the activity, the species turn the play into a question-and-answer game, aimed at increasing the character's and audience's knowledge. Teams are formed between the characters of the play and the audience. This scene opens up space for audience participation and the creation of synergies of critical thinking about dilemmas related to the conservation of protected areas and the islands' unique biodiversity. The play ends in celebration, with the species performing a TikTok dance and song they created, encouraging younger people to reproduce and share it to influence more people to protect nature.

The play was replicated in six rural communities of São Tomé and Príncipe, in a school, and at the XIV CPLP Summit, reaching 854 people. Due to its success, RaizArte submitted an application to the Instituto Português Camões to take the play to five public schools, among other activities. The proposal was accepted, and the play's tour will continue later this year!

Image, Video or Graphic Information:

File Type (Image / Video / Graphic)	File Name or File Location	Caption including description	Country and credit	Social media accounts and websites to be tagged (leave blank if none)	Consent of subjects received (delete as necessary)
Image 1.	Image 1.	Community awareness-raising - presentation of STP's biodiversity	São Tomé e Príncipe © BirdLife International	BirdlifeInternational .Africa (Facebook) Obô ôvyô (Facebook) Obô ôvyô (Instagram)	Yes
Image 2.	Image 2.	Community awareness-raising - "Beans Game"			Yes
Image 3.	Image 3.	Hunters training - Species regulation exercise			Yes
Image 4.	Image 4.	Hunter training - analysing the law			Yes



Image 5.	Image 5.	Hunters training - completing evaluation surveys	São Tomé e Príncipe © BirdLife International	BirdlifeInternational .Africa (Facebook) Obô ôvyô (Facebook) Obô_ôvyô (Instagram)	Yes
Image 6.	Image 6.	Hunters training - "family photo"			Yes
Image 7.	Image 7.	Obô Sebedô" theatre - premiere in the capital			Yes
Image 8.	Image 8.	Obô Sebedô" theatre - recording			Yes
Image 9.	Image 9.	Obô Sebedô" theatre - replication in the community			Yes
Image 10	Image 10.	Obô Sebedô" theatre - replication in the school			
Image 11.	Image 11.	Obô Sebedô" theatre - replication in the school and awareness raising of students			Yes
Image 12.	Image 12.	Hunters training and project results briefing			
Image 13.	Image 13.	Round table to validate the roadmap for improving the hunting law			Yes
Image 14.	Image 14.	Round table to validate the roadmap for improving the hunting law – scenarios exercise			Yes
Image 15.	Image 15.	Training in good survey application practice			Yes
Image 16.	Image 16.	Application of surveys to hunters			Yes
Image 17.	Image 17.	Application of surveys to hunters - guiding materials			Yes

## Annex 1: Report of progress and achievements against Indicators of Success for Financial Year 2023-2024

Project summary	Progress and Achievements April 2023 - March 2024	Actions required/planned for next period
<p><b>Outcome</b></p> <p><i>Effective protection of endemic species is achieved due to an updated and actionable hunting framework, supported by informed implementation of professional alternatives for bird hunters</i></p>		
<p>Outcome indicator 0.1 By the end of the project, STP hunting regulations contents are reviewed following evidence-based guidelines and its implementation is improved</p>	<p>Based on consultations with hunters, national authorities, NGOs and inputs from the technical advisory team, a roadmap for improving hunting law regulation was developed. The document was presented at the roundtable (Feb 2024) containing precise guidelines for improving the current legislation. As a result, advocacy is being carried out to implement the roadmap and effectively update the hunting law. To mobilise funds for this and other steps needed to effectively improve hunting regulation on the ground, a project exit strategy was drawn up with input from the entire project team.</p>	<p>Continue to carry out advocacy for resource mobilisation dedicated to the hunting law update.</p>
<p>Outcome indicator 0.2. By the end of the project, the populations of endemic birds threatened by hunting are stable or increasing</p>	<p>Following the bi-annual biodiversity and threats exercises carried out by BirdLife and its partners, it was possible to conclude that in 2023, among the bird species recorded in greatest numbers are the São Tomé bronze-maroon pigeon (<i>Columba malherbii</i>) and the São Tomé green pigeon (<i>Treron sanctithomae</i>), in 2nd and 3rd place respectively. The mammals recorded are mainly introduced species such as the Monkey (<i>Cercopithecus mona</i>). Compared to the average number of records between 2020 and 2022, both the populations of the two species mentioned and the Maroon pigeon (<i>Columba thomensis</i>) have increased. In the case of the Dwarf Olive Ibis (<i>Bostrychia bocageii</i>), the average difference is too small to draw conclusions about the actual increase in population density. However, the records show positive trends for these 4 species, all of which are endemic and mentioned as the bird species most hunted by hunters.</p> <p>In December 2024 it will be possible to conclude whether the trends remain positive.</p>	
<p>Outcome indicator 0.3. By the end of the project, conditions are established for the improvement of economic security for hunting-dependent livelihoods</p>	<p>After training 75 hunters and analysing the surveys of 148 hunters, it was possible to guide the start of the entrepreneurship mentorship programme for endemic bird hunters. 25 hunters were selected based on their interest and respect for the geographical representativeness of the island.</p>	<p>By July 24, the first phase of training for the 25 hunters selected for the programme is expected to have taken place and based on the best business</p>

	The mentoring programme began at the end of March 2024 and aims to improve the economic situation of hunters, especially those specialising in hunting endemic birds.	ideas, 4-5 will have been chosen and their business plan developed. The businesses will be monitored until February 25.
<b>Output 1</b>		
A group of agents of change is capable in species biology/ecology and principles of conservation/management and actively engaged with the target groups		
Output indicator 1.1. By the end of the first year, at least 15 agents of change (former hunters, community leaders) are engaged to lead in conservation principles and species management	<p>During Year 2, 15 Game Protectors worked to mobilise and engage community members and hunters from their districts for all the project's activities, above all for the community awareness sessions, hunter training, and the presentation of the "Obô Sebedô" theatre. As well as being involved in the preparation, they were part of the project team in the implementation of these activities, seeing their knowledge reinforced.</p> <p>Additional training was given on good survey application practices and social data collection methods (2h30), which served as preparation for the application of surveys to 148 hunters on the hunting situation and viable alternatives to hunting endemic birds.</p>	5 Game Protectors submitted their expression of interest form to take part in the hunter mentoring programme with a view to being supported in continuing to develop alternative businesses to hunting endemic birds. In order to support this momentum, all of them were selected to join the mentorship programme starting at the end of March 2024.
Output indicator 1.2. By the end of the project, 40 hours of trainings have been delivered on conservation, hunting management, communication & engagement techniques by experts, to actively transfer knowledge to the agents of change	In addition to the 40h of training provided in Year 1, with their involvement in hunter education, the Game Protectors received an additional 31h of training in Year 2, totalling 71h.	
Activity 1.1. Engagement of local agents/leaders of change	The involvement of the Game Protectors is constant and continuous. In Year 2, 15 Protectors played a leading role in community involvement in raising awareness, organising/mobilising staff and implementing hunter training. Equally important was their support in mobilising the community to exhibit and replicate the plays. The WhatsApp group created for coordination purposes continues to be used.	Continue to involve Game Protectors on the mentorship programme.
Activity 1.2. Preparation/production of materials	All the guidance and support materials (ToR, Methodological descriptions, Surveys, Training materials, Pedagogical materials, theatre script, etc.) for the project's activities were produced under the supervision of the academic partners and are attached to the activity reports. In addition to new documents, during Year 2 the poster produced in Year 1 with the support of the research centres was widely used and	

	disseminated in field activities. The "Species Game" was also developed jointly and will be finished until June 2024.	
Activity 1.3. Training - ecology and conservation	15 Game Protectors took part in and benefited from the 5 sessions (totalling 31 hours) of training and consultation for hunters on the ecology, conservation and management of species. This knowledge was reinforced through participation in community awareness-raising on the importance of biodiversity conservation and hunting regulation.  In order to prepare for the application of surveys (activity 4.1.), training on good practice in the application of surveys and other social data collection methods (2h30) was given to 4 Game Protectors, and the same knowledge shared with the 3 other Wardens who were involved in the application of surveys and were unable to attend the first training session. Materials to support the use of data collection equipment and software were also produced.	
Activity 1.4. Training - hunting/ management		
Activity 1.5. Training - communication techniques		
<b>Output 2.</b> Awareness of species biology/ecology and principles of conservation management is improved at national level		
Output indicator 2.1. By the end of the project, at least 300 people (hunters, communities, NGOs, government) are consulted and informed about hunting	In Year 2, a total of 1.014 people were informed or consulted: 249 people (community members, hunters, game product processors/cooks, institutional agents) were the target audience for the 10 community sensitisations held; 75 hunters were covered by the 5 training sessions on species ecology and management; 148 hunters were consulted through surveys on hunting and possible viable economic alternatives to hunting endemic species; 55 people took part in the participatory review of the roadmap and its validation at the round table held in São Tomé; 475 people watched and took part in the theatre play replicated in the communities in the Park's buffer zone; 12 people took part in the restitution of the training and presentation of the preliminary version of the hunting roadmap.	
Output indicator 2.2. By the end of the project, general public awareness increases about conservation issues regarding hunting	The poster developed in Y1 was widely used in the awareness-raising and training sessions held in Year 2 (15 copies given to communities to display).  On social media, 26 posts were made (simultaneously on Facebook and Instagram), reaching over 3,725 accounts. There was also 1 post on RSTP's Facebook page and 2 on RaizArte, and 1 post on RaizArte's Tik Tok with 1,091 views.	With the exchange mission of the hunting expert (scheduled for May 2024), and based on his skills as director of the Portuguese magazine "Hunting and hunting dogs", a workshop with local media on how to communicate about conservation

	<p>In the context of the theatre play developed by the project, in addition to the 475 people reached in the communities, 379 other people were reached through the play's premiere in the capital, and its replication at the Portuguese School and the Sustainability Fair at the CPLP Summit. The play thus reached community members, hunters, sellers of hunting products, consumers, NGOs, DFB as a government institution, the private sector (Agripalma), and representatives of development cooperation organisations who were present at the premiere (UNDP, FAO, etc.). This theatre table was recorded in telenovela format and broadcast on the national television channel (TVS). The same happened with the mini-documentary ("The Last Treasures").</p> <p>An article about the project and its results was also published in the national digital newspaper of reference Têla Non.</p>	and hunting will be held in order to strengthen the capacities of national communicators.
Activity 2.1. Development and dissemination of targeted communication products	<p>The following products were produced: a theatre play ("Obô Sebedô"), a mini-documentary ("Os últimos tesouros") - both available on Youtube and TVS; an article for the digital newspaper Têla Non; and a game for raising awareness in schools ("Jogo das Espécies").</p> <p>In addition to being replicated in 6 PNOT buffer communities, the theatre play was recorded in telenovela format, made available on Youtube and broadcast on the national TV channel TVS. In addition to its premiere in the capital of São Tomé, and at the invitation of the Portuguese School, 71 students and 8 teachers received the play at the school.</p>	Finalise and test the Species Game in one school awareness raising-session.
Activity 2.2. Local agents to engage participants and collect interest	The involvement of communities in community awareness-raising, hunter training, theatre replications and the application of surveys was ensured by the Game Protectors.	
Activity 2.3. Consultation/awareness meetings with local communities in the Park buffer area	<p>Awareness-raising and community consultations carried out in 10 communities in the PNOT buffer zone and those close to biodiversity hotspots, representing the preferred roosts of endemic birds. A total of 249 beneficiaries (192 men, 57 women).</p> <p>Training/consultations for hunters followed the same spatial grouping logic.</p>	
Activity 2.4. Consultation/awareness meetings with NGOs, private sector and other audiences	Representatives of the following entities were consulted and/or sensitised on hunting regulation and biodiversity conservation through participation in community sensitisations, restitution of	

	<p>training and project activities, or the round table validating the hunting roadmap: NGO Oikos, U. STP/University of São Tomé, Monte Pico Association (AMP), Biodiversity Project (UNDP), TRI Project (FAO), NAP Project (UNEP), Association of São Toméan Biologists, Agripalma (private palm oil company), PTRS, DFB, DGAAC, D. Pecuária.</p> <p>Also to be included are the NGO MOVE (the team selected to implement the hunter mentoring programme; RaizArte (the arts education association that created the play); and Tela Digital (the company that produced the mini-documentary). All of them were sensitised to the philosophy and purpose of the project, and accompanied in the execution of their work to ensure the necessary technical coherence.</p> <p>When the script is presented on the island of Príncipe, NGOs such as the Príncipe Foundation and Fauna &amp; Flora will certainly be involved.</p>	
<p><b>Output 3.</b> Improved capacity and capability of hunters and institutions to regulate hunting</p>		
<p>Output indicator 3.1. By the end of the project, at least 50 hunters are engaged, consulted, and received 20h of training in species ecology and principles of conservation &amp; management</p>	<p>In Year 2, a total of 97 hunters were involved in awareness-raising and 75 were consulted and received 31 hours of training in the ecology, conservation and management of game species.</p>	<p>An exchange visit between DFB and PNOT institutional agents and a hunting expert (Safari Club) will take place in May 2024. This exchange will include an exchange of experiences and capacity building for the national authorities, as well as discussion sessions with hunters on their collective organisation and operation process.</p>
<p>Output indicator 3.2. By the end of the project, at least 30 institutional agents are engaged, consulted and received 20h of training in species ecology and principles of conservation &amp; management</p>	<p>In year 2, 28 institutional agents were involved in various project activities, consulted and trained (either through the training courses held or the technical support provided by BirdLife). In addition to the training of hunters (31 hours) in which 3 representatives of the DFB were actively involved, other activities involved more technicians from the same institution, the DGAAC, the Livestock Directorate and the Ministry of Agriculture. This was the case with the following: a workshop to make the briefing of the hunters' training and the results of the project (4 institutional agents), which aimed to present the hunters' recommendations regarding the current hunting regulations and discuss them, developing the roadmap for improvement to be presented at the round table; a participatory review of the roadmap (8 agents); and a round table (13 agents).</p>	<p>The mission to the Autonomous Region of Príncipe to present and discuss the proposed roadmap will involve the Regional Forestry Directorate, the Regional Natural Resources Directorate and the Regional Biosphere Secretariat.</p>

Activity 3.1. Engagement of local hunters and institutional agents	<p>Through Game Protectors it was possible to bring together 75 local hunters for training on the ecology and management of game species.</p> <p>The DFB's involvement was continuous (from planning the project's activities to carrying it out and analysing the results). The DGAAC and Directorate of Livestock were also involved in the project at the restitution meeting for the hunter training and presentation of the draft roadmap, and the round table.</p>	
Activity 3.2. Training - ecology and conservation	<p>Training on the ecology, conservation and management of game species was offered to a total of 75 hunters from the 5 districts of São Tomé where hunting is practised, totalling 31 hours and covering the following modules: the social and ecological context of hunting in STP and the importance of biodiversity conservation; species ecology; critical analysis of the hunting law; and reflection on the advantages and disadvantages of collective associations of hunters.</p> <p>The training methodology was organised and discussed jointly throughout several working sessions that brought together BirdLife, DFB, PTRS, CIBIO and CE3C.</p>	<p>The exchange visit between the national authorities and a hunting expert planned for May 2024 will also enable support for the national authorities involved in the management of game species, by sharing experiences from other African and Lusophone countries; and guidance for the creation of collective hunters' associations (the hunters' wishes expressed in the training).</p>
Activity 3.3. Training – hunting management		
<p><b>Output 4.</b> A participatory road map for the review of the hunting regulation is developed</p>		
Output indicator 4.1 By the end of the project, an assessment of at least 50 hunters' needs and viable alternatives to hunting of endemic species is produced	<p>Surveys of 148 hunters from the 5 districts where hunting is practised were applied to confirm the analysis of hunting trends (preferred target species, motivations, etc.) and assess interest and potential needs for the adoption of viable alternatives to the hunting of endemic species. The surveys were developed by the project team (implementation and scientific advisory partners) and applied by a group of Game Protectors (agents of change) who had previously been trained in good survey application practices and social data collection methods. This training took place on 16 Jun 23.</p>	
Output indicator 4.2 By the end of the project, a participatory plan for the implementation of hunting regulations (a hunting 'roadmap') is produced	<p>A roadmap for improving the regulation of the hunting law was produced, presented at participatory review meetings and bilateral consultations, and validated during a dedicated round table (Feb 24). In order to extend the benefits of the project to the island of Príncipe and ensure the particular considerations</p>	

	of the autonomous region, a restitution of the event will be held in Príncipe (Apr 2024).	
Activity 4.1. Needs and alternatives assessment - hunters	148 surveys were administered to hunters in all of São Tomé's districts (with the exception of Água Grande, the island's capital, where hunting is not practised).	
Activity 4.2. Micro-grants will serve to support alternative professional development of participating hunters, facilitating access to needed skills or tools.	An entrepreneurship mentoring programme aimed at endemic bird hunters was launched in March 2024. The programme is being implemented by the NGO MOVE (which specialises in providing entrepreneurship training, developing business plans and monitoring them). A total of 25 hunters (out of the 75 who received the training aimed at hunters) were selected for the first phase of the programme and of these, based on the quality of the business idea pitches they will make, 4/5 will be selected to develop their business plan and benefit from a financial support package of £1,000, intended to cover the needs of materials, equipment, training or other services inherent in the formalisation and implementation of the business. They will also benefit from six months' support in implementing the business.	
Activity 4.3. Data analysis – consultations	<p>The analysis of the data from the surveys and consultations with hunters, sellers and consumers of game products carried out during the community awareness-raising and hunter training sessions were analysed and made it possible to update our knowledge of the current hunting situation. This analysis and its conclusions are reflected in the report on the surveys of hunters, as these surveys also served to test the conclusions drawn during the previous activities.</p> <p>All the relevant information was included in the roadmap for improving the hunting law.</p>	
Activity 4.4. Report production and dissemination	The reports and other documents produced as part of the project were shared and disseminated with the relevant national authorities and implementing partners. The same happened with the roadmap, which was shared in its various stages of maturity to gather input at national level. The roadmap was also the subject of a round table presentation at national level, an event that was preceded by bilateral consultations with the authorities and a participatory roadmap review workshop (Feb 2024), which was attended by 7 organisations, including the Forestry Directorate, the	



	Environment Directorate, the Ministry of Agriculture, and the GEF/UNDP Biodiversity Project PMU.	
Activity 4.5. Validation meetings	In addition to bilateral consultations and a participatory review of the roadmap proposal, a round table was held to validate the roadmap. As the hunting law is a national instrument, a mission to the Autonomous Region of Príncipe was also carried out (April 2024) to take back the event held in São Tomé, thus helping to integrate the perspective of hunters and authorities on the island of Príncipe.	

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

Project summary	SMART Indicators	Means of verification
<p><b>Outcome:</b></p> <p>Outcome. Effective protection of endemic species is achieved due to an updated and actionable hunting framework, supported by informed implementation of professional alternatives for bird hunters</p>	<p>0.1 By the end of the project, STP hunting regulations contents are reviewed following evidence-based guidelines and its implementation is improved</p> <p>0.2 By the end of the project, the populations of endemic birds threatened by hunting are stable or increasing</p> <p>0.3 By the end of the project, conditions are established for the improvement of economic security for hunting-dependent livelihoods</p>	<p>0.1 Multi-stakeholder hunting roadmap available (for the update of hunting decree/law)</p> <p>0.2 Bi-annual reports from Obô Natural Park of São Tomé (PNOST) on biodiversity &amp; threats monitoring protocol; IUCN Red Lists (baseline and change)</p> <p>0.3.1. Number of viable alternative economic activities identified</p> <p>0.3.2 Number of hunters involved with conservation activities and/or alternative activities trainings</p>
<p><b>Output 1</b></p> <p>A group of agents of change is capable in species biology/ecology and principles of conservation/management and actively engaged with the target groups</p>	<p>1.1 By the end of the first year, at least 15 agents of change (former hunters, community leaders) are engaged to lead in conservation principles and species management</p> <p>1.2 By the end of the project, 40 hours of trainings have been delivered on conservation, hunting management, communication &amp; engagement techniques by experts, to actively transfer knowledge to the agents of change</p>	<p>1.1 Acts of meetings; individual contracts; activity reports</p> <p>1.2 Baseline and end assessments of knowledge and capacity using mixed methods (semi structured surveys, focus groups); participation lists;</p>
<p><b>Output 2</b></p> <p>Awareness of species biology/ecology and principles of conservation management is improved at national level</p>	<p>2.1 By the end of the project, at least 300 people (hunters, communities, NGOs, government) are consulted and informed about hunting and species ecology &amp; conservation in STP</p> <p>2.2 By the end of the project, general public awareness increases about conservation issues regarding hunting</p>	<p>2.1 Notes of meetings; activity reports; participation lists</p> <p>2.2.1 Baseline assessment of knowledge and perceptions about hunting and species ecology &amp; conservation in STP through consultations informs awareness raising actions</p> <p>2.2.2. Number of views and followers on social media and online press</p> <p>2.2.3 Number of relevant broadcasts by project partners on TV and radio</p> <p>2.2.4 Number of targeted campaigns developed or being developed by the lead partners</p>
<p><b>Output 3</b></p> <p>Improved capacity and capability of hunters and institutions to regulate hunting</p>	<p>3.1 By the end of the project, at least 50 hunters are engaged, consulted, and received 20h of training in species ecology and principles of conservation &amp; management</p> <p>3.2 By the end of the project, at least 30 institutional agents are engaged, consulted and received 20h of</p>	<p>3.1.1 Notes of meetings; activity reports; participation; and baseline and end surveys/participant feedback</p> <p>3.1.2 Number of hunting licenses requested (or Number of demonstration of interest to be officially registered as a hunter)</p>

	training in species ecology and principles of conservation & management	3.2.1 Notes of meetings; activity reports; participation lists and participant feedback
<b>Output 4</b> A participatory road map for the review of the hunting regulation is developed	4.1 By the end of the project, an assessment of at least 50 hunters' needs and viable alternatives to hunting of endemic species is produced  4.2 By the end of the project, a participatory plan for the implementation of hunting regulations (a hunting 'roadmap') is produced	4.1.1 Needs assessment report; notes of meetings; participation lists 4.1.2 Number of viable alternative economic activities identified 4.1.3 A microfinance fund is established to support alternative livelihoods 4.1.4 Number of hunters involved with conservation activities and/or alternative activities trainings 4.2.1 Hunting road map produced and distributed 4.2.2 Hunting road map is being used by a subsequent project to update and promulgate the hunting law
<b>Activities</b> (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)		
1.1 Engagement of local agents/leaders of change 1.2 Preparation/production of materials 1.3 Training - ecology and conservation 1.4 Training - hunting/ management 1.5 Training - communication techniques  2.1 Development and dissemination of targeted communication products 2.2 Local agents to engage participants and collect interest 2.3 Consultation/awareness meetings with local communities in the Park buffer area 2.4 Consultation/awareness meetings with NGOs, private sector and other audiences  3.1 Engagement of local hunters and institutional agents 3.2 Training - ecology and conservation 3.3 Training - hunting/ management  4.1 Needs and alternatives assessment - hunters 4.2 Micro-grants will serve to support alternative professional development of participating hunters, facilitating access to needed skills or tools. 4.3 Data analysis – consultations 4.4 Report production and dissemination 4.5 Validation meetings		

**Important Assumptions**

Climatic and political context are stable. We believe this assumption is justified based on ongoing engagement in the country, including key government agencies, and ongoing and proposed work to incorporate climate resilience

Training and awareness raising will lead to behaviour changes.

Engagement and training of hunters and institutional stakeholders will lead to behaviour change.

Alternative livelihoods options are viable and their level of appropriation is high

# Annex 3: Standard Indicators

**Table 1 Project Standard Indicators**

DI Indicator number	Name of indicator	Units	Disaggregation	Year 1 Total	Year 2 Total	Total to date	Total planned during the project
DI-A01	Number of local hunters completing relevant training on game species ecology, management and protection (related to Output 3.1)	People	Gender	Men: 0 Women: 0	75 0	75	50
DI-A03	Number of national organisations with improved capability and capacity on species management and conservation (related to Output 3.2)	People	Gender	Men: 14 Women: 6	Men: 43 Women: 36	89	(The project planned to engage 30 institutional agents)
		People	Organisation type	Government Institutions*: 20 CSOs: 0 Private sector: 0 Others: 0 *includes international government organisations	Government Institutions: 31 CSOs: 17 Private sector: 3 Others: 6		
DI-A03	Number of Game Protectors/agents of change who reported to continue to apply the capabilities acquired 6 months after the training received	People	Gender	Men: 13 Women: 1	Men: 14 Women: 1	15	15
DI-B05	Number of improved sustainable livelihoods alternatives assessed (related to Output 4.1.)	Number	Gender	Men: 0 Women: 0	Men: 148 Women: 0	148	50
DI-C01	Number of best practice guides and knowledge products published and endorsed (related to Output 2.2.)	Number	Product typology	Hunting roadmap: 0 Mini-documentary: 0 Poster: 1	Hunting roadmap: 1 Mini-documentary: 1 Poster: 1	6	3

DI Indicator number	Name of indicator	Units	Disaggregation	Year 1 Total	Year 2 Total	Total to date	Total planned during the project
				Theatre play: 0	Theatre play: 1 Didactic game: 1 Guide on survey application: 1		

**Table 2 Publications**

Title	Type (e.g. journals, best practice manual, blog post, online videos, podcasts, 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)
Obô Sebedô - Conhecedor do Obô ( <i>Obô connoisseur</i> )	Online video (recording of the theatre play “Obô Sebedô” *)	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">Obô Sebedô - Conhecedor do Obô (youtube.com)</a>
Dança do Obô Sebedô ( <i>Obô Sebedô dance</i> )	Online video (TikTok dance of the theatre play “Obô Sebedô”) *	BirdLife International, 2024	Female	Santomean	BirdLife International, São Tomé	<a href="#">Dança do Obô Sebedô (youtube.com)</a>
Preservar o Paraíso: O Balanço entre a Caça e o Endemismo ( <i>Preserving Paradise: The Balance Between Hunting and Endemism</i> )	Online vídeo (mini-documentary) *	BirdLife International, 2024	Female	Santomean	BirdLife International, São Tomé	<a href="#">Preservar o Paraíso: O Balanço entre a Caça e o Endemismo (youtube.com)</a>
Preservar o endemismo de STP – O Equilíbrio entre Caça e Conservação ( <i>Preserving STP endemism – The Balance between Hunting and Conservation</i> )	Article on “Téla Non” online journal *	BirdLife International, 2024	Female	Santomean	BirdLife International, São Tomé	<a href="#">Preservar o endemismo de STP – O Equilíbrio entre Caça e Conservação – Téla Nón (telanon.info)</a>

<b>Title</b>	<b>Type</b> (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs)	<b>Detail</b> (authors, year)	<b>Gender of Lead Author</b>	<b>Nationality of Lead Author</b>	<b>Publishers</b> (name, city)	<b>Available from</b> (e.g. weblink or publisher if not available online)
Mary Glenn e Keith Bensen - Estudo de macacos na ilha de Grenada <i>(Mary Glenn and Keith Bensen - Study of monkeys on the island of Grenada)</i>	Online vídeo (presentation used during the round-table for the presentation of the hunting roadmap)	Mary Glenn e Keith Bensen, 2024	Female	North american	BirdLife International, São Tomé	<a href="#">(78) Mary Glenn e Keith Bensen - Estudo de macacos na ilha de Grenada - YouTube</a>
Poster "Todos juntos por uma caça regulada, pela proteção da biodiversidade" <i>(Poster "All together for regulated hunting, for the protection of biodiversity")</i>	Social media posts	BirdLife International, 2024	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - O projeto "Reforçar as capacidades e competências..."   Facebook</a>
Partilha do mini-documentário "Preservar o Paraíso: o balanço entre a caça e o endemismo" <i>(Sharing of the mini-documentary "Preserving Paradise: the balance between hunting and endemism")</i>	Social media posts	BirdLife International, 2024	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Vídeo   Facebook</a>
Concurso para o programa de mentoria em empreendedorismo de caçadores - reabertura <i>(Call for tenders for the hunter entrepreneurship mentoring programme - relaunch)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Atenção! Foi alargado o prazo para submissão de...   Facebook</a>



<b>Title</b>	<b>Type</b> (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs)	<b>Detail</b> (authors, year)	<b>Gender of Lead Author</b>	<b>Nationality of Lead Author</b>	<b>Publishers</b> (name, city)	<b>Available from</b> (e.g. weblink or publisher if not available online)
Sensibilização e replicação da peça de teatro na Escola Portuguesa <i>(Raising awareness and replicating the theatre play in Portuguese schools)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Sensibilizar para a conservação da natureza é um dos...   Facebook</a>
Partilha do poster com boas práticas de caça <i>(Sharing the poster with good hunting practices)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Um ecossistema saudável depende do equilíbrio entre as...   Facebook</a>
Formações de caçadores em ecologia, conservação e gestão das espécies cinegéticas <i>(Training hunters in ecology, conservation and management of scientific species)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Está em curso a atividade de capacitação em "Ecologia...   Facebook</a>
Apresentação do teatro na XIV Conferência de Chefes de Estado e Governo em STP <i>(Presentation of the theatre at the XIV Conference of Heads of State and Government in STP)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Ainda sobre a CPLP - XIV Conferência de Chefes de...   Facebook</a>
Dança TikTok "Obô Sebedô"	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Vídeo   Facebook</a>

<b>Title</b>	<b>Type</b> (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs)	<b>Detail</b> (authors, year)	<b>Gender of Lead Author</b>	<b>Nationality of Lead Author</b>	<b>Publishers</b> (name, city)	<b>Available from</b> (e.g. weblink or publisher if not available online)
<i>(TikTok dance "Ôbô Sebedô")</i>						
Vídeo das replicações da peça de teatro nas comunidades <i>(Video of the play's replications in the communities)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Vídeo   Facebook</a>
Concurso para o programa de mentoria em empreendedorismo de caçadores <i>(Call for tenders for the hunter entrepreneurship mentoring programme)</i>	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô -</a>

<b>Title</b>	<b>Type</b> (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs)	<b>Detail</b> (authors, year)	<b>Gender of Lead Author</b>	<b>Nationality of Lead Author</b>	<b>Publishers</b> (name, city)	<b>Available from</b> (e.g. weblink or publisher if not available online)
Audição de teatro educativo ( <i>Educational theatre audition</i> )	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Se tem aptidão para a Arte e paixão pela Natureza, não...   Facebook</a>
Espécie do mês – Galinhola ( <i>Species of the month – Dwarf Olive Ibis</i> )	Social media posts	BirdLife International, 2023	Female	Santomean	BirdLife International, São Tomé	<a href="#">(20+) Obô Ôvyô - Sabia que a Galinhola... • Monta os seus ninhos em...   Facebook</a>

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

- Annex 1. Awareness raising sessions on communities – complete report
- Annex 2. List of expressions of interest to take part in hunter training
- Annex 3. Training of hunters – complete report
- Annex 4. Consultancy on development of a theatre play – final report
- Annex 5. Consultancy on development of a mini-documentary – final report
- Annex 6. Workshop on briefing of training results and a preliminary version of the hunting roadmap – attendance list and presentation used
- Annex 7. Participatory review of the preliminary version of the roadmap - attendance list
- Annex 8. Roundtable of validation of the hunting roadmap – attendance list
- Annex 9. Roadmap for hunting regulation improvement
- Annex 10. Training on good practices of survey application – complete report
- Annex 11. Surveys on hunters needs and economic alternatives – summary report
- Annex 12. Consultancy on mentorship programme of endemic bird hunters - ToR
- Annex 13. Species Game development plan and colouring book for children
- Annex 14. Exit strategy of the project
- Annex 15. Summary table of hunters selected for the endemic bird hunters mentorship programme
- Annex 16. Roundtable of presentation of the hunting roadmap in Principe – ToR
- Annex 17. Exchange visit (May 24) – ToR
- Annex 18. Biodiversity Challenge Funds Risk Register

## Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the <b>correct template</b> (checking fund, type of report (i.e. Annual or Final), and year) and <b>deleted the blue guidance text</b> before submission?	✓
<b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> putting the project number in the Subject line.	✓
<b>Is your report more than 10MB?</b> If so, please discuss with <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> about the best way to deliver the report, putting the project number in the Subject line.	
<b>Have you included means of verification?</b> You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	✓
If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)?	✓
Have you involved your partners in preparation of the report and named the main contributors	✓
Have you completed the Project Expenditure table fully?	✓
Do not include claim forms or other communications with this report.	