



### Darwin Initiative Annual Report

**Important note:** To be completed with reference to the Reporting Guidance Notes for Project Leaders: it is expected that this report will be about 10 pages in length, excluding annexes

**Submission Deadline: 30 April** 

#### **Darwin Project Information**

Project Reference	20-022
Project Title	Enhancing habitat connectivity through sustainable development around the Gola Rainforest
Host Country/ies	Sierra Leone
Contract Holder Institution	Royal Society for the Protection of Birds-RSPB
Partner institutions	Gola Rainforest National Park (GRNP), Welt Hunger Hilfe (WHH), Conservation Society of Sierra Leone (CSSL), Forestry Division of the Government of Sierra Leone (FD), Cambridge University Department of Land Economy, Rainforest Alliance (RA)
Darwin Grant Value	£271,075
Start/end dates of project	Start 1 <sup>st</sup> July 2013/End 30 <sup>th</sup> June 2016
Reporting period (eg Apr 2013 – Mar 2014) and number (eg Annual Report 1, 2, 3)	1 <sup>st</sup> July 2013-30 <sup>th</sup> April 2014
Project Leader name	Nicolas Tubbs
Project website	http://www.rspb.org.uk/ourwork/projects/details.aspx?id=234389 http://www.golarainforest.org/
Report author(s) and date	Nicolas Tubbs, Mark Hulme and Fiona Sanderson. 30 <sup>th</sup> April 2014

#### 1. Project Rationale

The Gola Rainforest National Park (GRNP) is the largest remnant of Upper Guinea Forest in Sierra Leone, an internationally recognised biodiversity hotspot. The park is in three distinct blocks which are separated by a mosaic of villages, agricultural land and forests. As resource demands and population growth both increase, forest isolation worsens, threatening forest integrity and resulting in human-wildlife conflicts increasing.

Efforts to revive the cocoa sector nationally have not fully succeeded due to the prevalence of unsuited practices, ageing plantations and the focus of communities with subistence agriculture.

Shade-grown cocoa restoration on a large scale is underway, aiming to secure sustained income for GRNP communities. The partners to this project aim at determining the multi-benefits for cocoa rehabilitation, promoting improved livelihoods in conjunction with the promotion of forest connectivity for wildlife. Directing cocoa restoration to increase yields while

benefitting wildlife and minimising human—wildlife conflicts is therefore crucial for the success of the GRNP, for habitat connectivity and for sustainable livelihood improvement.

#### 2. Project Partnerships

The RSPB, CSSL and FD jointly manage the GRNP. All three have been partnering to conserve GRNP and its landscape for the last 25 years.

WHH has been delivering agricultural improvement projects in Sierra Leone for over 6 years and is considered the lead international development agency in the agricultural (rice, cocoa, coffee) sector there.

Cambridge University is working with Wageningen University as part of the Cambridge Conservation Initiative, conducting socioeconomic surveys around GRNP since 2009, building undestanding of community development needs and measuring the success of the GRNP.

RA is an internationally recognised certification body which provides technical advice to ensure communities are aware of certification processes and requirements, build capacity on sustainable landscape practice and ensure this project meets certification processes and requirements. There is an increasing interest in certification in country as well as from international buyers.

In terms of decision making, RSPB, CSSL, FD, GRNP and WHH all sit on this project's Steering Committee. Day to day decisions are made jointly by the RSPB and the GRNP.

Particular achievements of this project's partnership result in the fact that the partners forming the GRNP are in the final stages of setting up a non-profit company limited by guarantee, the Gola Rainforest Conservation LG. It's the first of its kind in Sierra Leone, consisting of an international organisation (RSPB), a local civil society organisation (CSSL) and government. All the legal documentation has been produced and is now to be passed through Cabinet.

Furthermore, after an extensive desk review, the RSPB concluded that the RA is the most robust standard for conserving biodiversity. A Memorandum of Understanding was signed between the two organisations recognising mutual expertise and the beneficial collaboration, particularly for our project in Sierra Leone.

The partnership between GRNP and WHH within this project highlighted the complementary approach and expertise of both organisations. WHH recently went through a decentralisation process which resulted in the establishment of a country office. WHH, GRNP and RSPB are currently drafting a strategic partnership framework for the next 5 years which will include this project's cocoa work but also go beyond. This project therefore initiated this broader collaboration with WHH. We anticipate that this strategic partnership framework will be finalised by August 2014.

#### 3. Project Progress

#### 3.1 Progress in carrying out project activities

Output 1: Assessing impacts on wildlife of restoring agro forestry (cocoa) systems

Extensive data was collected during the field visits since no land-use maps were available for the forest edge communities (FECs) living around the national park. Surveys were to include other habitats, including active cocoa plantations of varying sizes but also at a variety of distances from the GRNP.

Therefore, mapping was carried out for active cocoa plantations, points were marked and notes were taken of habitats between plantations as well as at other locations around FECs. The RA

provided some valuable advice and recommendations when recording habitat data based on comparable work carried out in West Africa and South East Asia.

This work is being lead by a Conservation Scientist in Tropical Agriculture and Biodiversity, Dr Mark Hulme, who was recruited to head the project's scientific field work, based in Sierra Leone half the year, the other half being spent in the UK to analyse the data collected. Mark's first field visit was from the 3<sup>rd</sup> of October until the 19<sup>th</sup> of December 2013, during which mapping was the priority activity, used to inform site selection and survey point placements. Target sites were identified as a direct result of this first field trip, this is not yet completed as more abandonned points outside of Malema and Nomo chiefdoms might be required to ensure some are still abandonned by the end of project.

His subsequent visit took place from the 25<sup>th</sup> of January until 28<sup>th</sup> of March 2014 during which mapping continued to form the core of his field work. Furthermore, access to certain areas had been restricted during the first visit due to community hostilies towards the GRNP as a result from illegal artisanal mining activities being prevented. None the less, access to these same areas was possible during the second field trip and the field work planned was completed.

This was a direct result from several community meetings being held prior to any field work to ensure access was granted and to outline the objectives of the field work to be carried out whilst managing farmers' expectations. In Nomo Chiefdom for example, 21 FECs were represented and permissions were granted by all.

All mapping efforts in the field were systematically conducted in the presence of one or more local farmers who knew the boundaries of the plantations as well as the farming history of the area. At least one Research Technician from GRNP was also present for this work. We also benefitted from additional technical support from two international research assistants Robbie Whytock and Andy Schofield who both contributed to the mapping process. Both assistants were funded outside this project though their work directly befitted it which is why we aim to include their effort as co-funding.

#### Activity 1.1: Mapping exercise to assess the extent of abandonned cocoa plantations

This activity is in good progress. The extensive field work season mentioned above allowed collecting GPS points as well as descriptive information which has resulted in some preliminary mapping and polygon maps which are already available. In total cocoa plantations were mapped for 15 FECs and an additional 2 FECs were visited only.

The plantations mapped ranged from 150m to 4000m distance from the GRNP boundary and area of plantations varied from 35.9 Ha to 0.2 Ha. An illustration of the mapping completed so far of active and abandoned plantations is displayed in Annex 4.

Since April, data is being miticulously entered and analysed in GIS software so as to produce more extensive maps. As this activity is due to be completed by the end of June 2014, we can confidently report that this mapping exercise will be completed as originally planned.

Activity 1.2: Camera trapping/point counts of wildlife (mammals/birds) to survey resident and transient wildlife in habitats surrounding GRNP, including restored and abandoned plantations, and within GRNP to compare wildlife populations to the NP forest baseline. This would include measuring changes in wildlife following cocoa restoration.

After a methodical site selection, trialing and refining methodologies, 110 bird point counts were carried out, including habitat data in old growth forest inside the National Park. North-south transects were used, points were 200m apart. 224 points were also collected around 10 FECs with habitat data specified also. Please see the table in Annex 4 detailing the number of point counts performed in each habitat. Worth noting that both farmbush and upland farm are part of the slash and burn cycle. Upland farm is active whilst farmbush is fallow.

Camera traps were deployed to survey resident and transient wildlife in habitats surrounding the Gola Rainforest National Park, including restored and abandonned plantations. The same was done within the park so as to compare wildlife populations to the GRNP's forest baseline. Data was collected on different habitats. 4 camera traps were placed within the GRNP and 18 in 5 FECs (5 camera traps in active cocoa, 5 in abandonned cocoa, 4 in farmbush and 4 in community forest). Images have been recovered from the GRNP camera traps and 10 of the 18 in FECs. Please see Annex 4 for some examples of camera trap images. Retrieval of the remaining 8 cameras and deployment of a further 12 cameras in 3 FECs was delayed due to movement restrictions following the recent Ebola outbreak.

Species recorded so far include:

*In GRNP:* Western Chimpanzee *Pan troglodytes*, Sooty Mangabey *Cercocebus atys*, Maxwell's Duiker *Philantomba maxwellii*, White-breasted Guineafowl *Agelastes meleagrides*, Red River Hog *Potamochoerus porcus*.

*In community forest:* Black Duiker *Cephalophus niger*, White-breasted Guineafowl *Agelastes meleagrides*, African Civet Civettictis civetta.

*In abandoned cocoa:* Bushbuck *Tragelaphus scriptus,* Sooty Mangabey *Cercocebus atys*, Brush-tailed Porcupine *Atherurus africanus*, Fire-footed Rope Squirrel *Funisciurus pyrropus*.

*In active cocoa:* African Civet *Civettictis civetta*, Brush-tailed Porcupine *Atherurus africanus*, Crested Guineafowl *Guttera pucherani*, Water Chevrotain *Hyemoschus aquaticus*,

See Annex 4 for some examples of images taken in different habitats in 2013 and 2014.

As mentioned above, since April, data is being miticulously entered. Full analysis will only be carried out once the final data collection has been completed in Year 3 (Activity 1.3).

Finally, we can confidently report that Output 1 is on schedule and is expected to be completed as originally planned.

Output 2: Understanding of the costs of human–wildlife conflicts relating to cocoa farming is enhanced, together with knowledge of methods to mitigate these conflicts.

Activity 2.1 Monitor crop raiding throughout the project in restored and non restored sites

An activity survey has been developed to monitor the impact of GRNP's livelihood activities which includes dedicated sections on cocoa and crop raiding. A random selection of FEC farmers will be interviewed shortly. This survey can be found as an annex.

Additionally, the modules on cocoa and crop raiding mentioned above will also be extended. This extended version will be targetting FEC farmers where the biodiversity monitoring has taken place only. The risk otherwise is that the random selection mentioned above will likely result in a miss-match of attitudes/perceptions to human-wildlife conflicts with the actual raiding impact recorded.

The likely impact of crop raiding as a direct result to the improvements made to the cocoa plantation will need to be ascertained through these surveys, as well as the crop raiding's impact verses the farmers' perceived loss. Furthermore, the information collected here will allow to confirm (or not) the assumption that crop raiding increases the closer the plantation is to the GRNP. Crop raiding is only one of many challenges faced by these farmers, whether it be diseases (black pod) or theft, we expect to be able to rank crop raiding amidst these challenges.

These surveys have been jointly developed by RSPB, GRNP and Cambridge/Wageningen Universities. An additional activity which we had not anticipated originally is the need to assess existing bylaws on community forests as this may directly impact on the crop raiding/human wildlife conflict components of this project.

Output 3 Selected communities surrounding GRNP have improved capacity, access to advice and support to improve cocoa yields and enhance livelihoods

Rehabilitation of cocoa plantations focuses on brushing, pruning cocoa trees, removal of the old (unproductive) trees, gap filling with new trees and importantly shade management.

Activity 3.1: Support thirty FECs to link with farmer field schools which support farmers with tools, advice and support to improve yields.

After a series of community meetings held in Malema and Nomo Chiefdom where GRNP's cocoa activities will be focusing on in the next two years as part of the wider GRNP/Gola REDD Project, a total of 1085 farmers from 53 communities (with an estimated 2000 households) signed up to be involved in famer field schools, surpassing our anticipation by over seven folds. Interestingly, 20% of those farmers are women. These farmers are organised in 45 farmer field schools, hence surpassing the 30 originally planned. The trainings following the agricultural calendar for cocoa is being implemented which has already resulted in nurseries being established with a total of 160,000 trees.

All these activities are being lead by the Technical Advisor for Agriculture, Co-management and Livelihoods (TACLA) who was recruited by the RSPB as part of the Gola Rainforest National Park. Bert Neevel oversees all field based activities relating to Output 2 and 3 and ensures that GRNP staff members deliver against agreed work plans. Bert is in-bedded to the GRNP livelihood team, working most closely with the GRNP's 4 Cocoa Extension Officers. There is also a intrinsic and daily collaboration here with WHH who is leading the A4D project previously mentioned. The cocoa extension officers lead the training of master farmers who in turn train members of the farmer field school.

Jointly with WHH for the A4D project, 500acres for rehabilitation were targeted jointly for 2014. However, delays in the distribution and replacement of tools and the health and safety restrictions due to the Ebola Outbreak have resulted in delays and we're yet to ascertain the exact acreage to be rehabilitated. Furthermore, as a result from the initial trainings and community meetings held, we're expecting farmers to be reluctant to pruning trees and to pulling up old/unproductive trees.

Activity 3.2: Analyses existing socioeconomic data and monitor selected communities throughout the project to understand value of cocoa as source of income.

This activity is due to start Q4 of Year 1 though it has already begun and the monitoring is captured within the socioeconomic surveys mentioned in *Activity 2.1*.

Output 5 Project managed efficiently and effectively and local staff trained so that they can continue to contribute to ensuring the project legacy.

As mentioned in the Half Year Report (October 2013), all staff were recruited swiftly, making use of the rainy season for recruitment and inductions. Furthermore, a sub-contract was signed by the Rainforest Alliance. The project manager has visited the team in country four times since the project's start to ensure efficiency and robust monitoring.

Activity 5.1: Establish project steering committee from RSPB, GRNP, CSSL and FD and WHH to meet every 6 months

The first Steering Committee meeting was held on the 8<sup>th</sup> of April with representatives from RSPB, GRNP, CSSL, FD and WHH. Minutes to the meeting can be found in Annex 4 as well as the Terms of Reference for the Steering Committee. All representatives knew each other already, all relying on past as well as ongoing collaborative work. All members were therefore most familiar with the context, the issues and the tasks this project is focusing on, offering sound advice, recomendations and inputs to the project staff. As a summary, the Steering Committee approved its mandate and terms of reference, approved the budget for Year 2 and commended the entire team on delivering activities on time and withing budget.

Activity 5.2: Hold project level workshop to develop monitoring and evaluation plan to establish, roles and responsibilities of partners and associated methods, tools and timetable.

A project level workshop in itself was not held as regular meetings with a smaller number of parties and stakeholders were proving more efficient, cost-effective and manageable. Hence GRNP, RSPB and WHH have met to develop and clarify roles and responsibilities through weekly meetings held in Kenema. Additionally, RSPB, GRNP, CSSL and FD maintain regular contact for the management of GRNP and have been making use of those opportunities to include this project, while the RA and the RSPB have maintained contact via internet/teleconference only due to the distance and timezones as the expertise provided by RA comes from their office in the USA. Finally, Cambridge/Wageningen University and the RSPB have regular opportunities to meet through the Cambridge Conservation Initiative and have several collaborative projects. Socioeconomists are regularly in Sierra Leone where they are hosted by GRNP.

Activity 5.3: Conduct training programme for National Staff from GFP, CSSL, FD and other partners where appropriate

This activity is due to start Q4 of Year 1 though a training needs programme has been drafted and is due to be finalised by the end of Year 1.

#### 3.2 Progress towards project outputs

#### Ouput 1

There has been good progress and all activities are on track. This output is anticipated to be completed and achieved as planned.

#### Indicator 1

5 FECs were selected in Malema chiefdom and 5 in Nomo chiefdom. GRNP is conducting development work there in Years 1 and 2, covering 4 FECs in key biodiversity areas in the corridor between two of the National Park's forest blocks and 3 FECs outside the corridor (see Figures in Annex 4). The selected sites present all the habitats studied and present plantations at various distances from GRNP, of various sizes and management qualities.

Since farmer uptake of cocoa improvement opportunities has been higher than anticipated more abandoned plantations may have been rehabilitated by year 3 than initially assumed so, in order to ensure than enough abandoned plantations are still abandoned for biodiversity surveys in year 3 it is possible that further sites might be identified in year 2.

#### Indicator 2

This indicator is on track for completion by EOY3 with all bird surveys now completed at all 10sites mentioned for the previous indicator. There's only the potential need for additional points for abandonned sites to be conducted in Year 2.

All camera traps related work has partially completed only due to health and safety restrictions resulting from the Ebola Outbreak. See Annex 4 for some camera trap images.

#### Indicator 4

See *Activity 1.2*. Bird points and camera traps were already mapped using GPS raw data, though all data is currently being processed using GIS software for completion, as planned by end of Year 1. Some preliminary results are already illustrated in Annex 4. Certain plantations may beed to be re-visited to complete the mapping where multiple plantations are adjacent to each other and the full extent of the active cocoa plantation was not fully captured. As mentioned for *Indicator 1*, additional surveys carried out during Year 2 will also lead to an additional mapping effort.

#### Output 2

#### Indicator 1

As mentioned for *Activity 2.1*, a survey has been developed and a complementary one close to completion. Please see Annex 4.

Output 3

Indicator 1

As reported above for *Activity 3.1*, 1085 farmers already signed up by the 3<sup>rd</sup> Quarter of Year 1 which is over 7 folds higher than the indicator. This indicator is met well ahead of what was originally planned (early Year 2) and the high number of enrolled community members is an early stand out success of the project.

Output 5

Indicator 1

The Monitoring and Evaluation plan is driven by the Project Documents of the Gola REDD Project, laying out the vision and objectives for the next 30 years. These documents were finalised in December 2013 and can be downloaded on <a href="http://www.golarainforest.org/our-work">http://www.golarainforest.org/our-work</a>. From these documents is produced a Management Plan for 5 years. The current Management Plan has been drafted and is due for completion in the next 3-4months. From the Management Plan is produced an Annual Operations Plan. The current Annual Operations Plan is being developed in parallel to the Management Plan and will be completed in the next 2months.

When it comes to this specific indicator, the Monitoring and Evaluation Plan has been completed though not in the traditional sense because:

Roles and responsibilities of WHH are established through a Memorandum of Understanding between GRNP and WHH and WHH is also bound to the European Union's monitoring and evaluation plan from the A4D project which is cofunding this project.

Roles and responsibilities of RA are established as part of their sub-contract with the RSPB. CSSL, FD and Cambridge/Wageningen University all provide technical expertise and support on a needs basis.

The time table shared and acknowledged by all partners is that of the proposal which is reviewed at each Steering Committee meeting.

Finally, the biodiversity protocols and methodologies which have been developed ensure the effective monitoring of Output 1 and 2, the various surveys ensure the effective monitoring of Output 2 and 3. Output 4 is a direct result to the previous three whilst the monitoring of Output 5 is ensured by the Steering Committee.

We therefore conclude that this indficator has been met.

Indicator 2

A staff training has been drafted and will be finalised by the end of Year 1.

Indicator 3

Please see what was reported under Activity 5.1.

Indicator 4

Please see the financial report for the first year of the project.

#### 3.3 Progress towards the project Purpose/Outcome

The Project's outcome statement is:

"Gola Rainforest National Park (GRNP) stakeholders are enabled to restore local cocoa plantations for the benefits of livelihoods, carbon, biodiversity and habitat connectivity.

The project will contribute to reducing poverty through supporting the re-emerging cocoa sector cocoa in 30 forest edge communities. 70 households will increase incomes by 10% as a result of improved cocoa farming.

Human wildlife conflict research will inform a land management strategy to direct cocoa restoration to areas that minimises loss of wildlife and loss of cocoa due to conflicts.

The National Cocoa Working Group will recognise the strategy and interest shown by other protected areas in country."

Though this report is the Annual Report for 2013-2014, in actual fact the project has only been implemented for 10months since the start date was the 1<sup>st</sup> of July 2013. However, considering (i) the very high success in the enrollment of farmers into farmer field schools, (ii) the completion of all birds counts and (iii) the biodiversity and plantation monitoring being well advanced, we remain confident that the purpose level assumptions still hold true and that the indicators are adequate for measuring outcomes. Likewise, we are confident that the project is likely to achieve the purpose/outcome by the end of funding.

# 3.4 Goal/ Impact: achievement of positive impact on biodiversity and poverty alleviation

The Impact in the project's original application form was:

"The habitat connectivity across the Upper Guinea Forest is improved in a way that is favourable to livelihoods and forest dependent wildlife.

The project will contribute to poverty alleviation efforts by improving the livelihoods of cocoa growing communities in key forest habitat connectivity areas and showing how improved cocoa farming can work alongside wildlife conservation. This will be rolled out across the landscape so that mosaic of habitats favourable to livelihoods and wildlife link all GRNP forest blocks together and to the proposed Gola National Park in Liberia."

This project is providing an important contribution to this higher goal as it provides critical biodiversity information outside the Gola Rainforest National Park, all within one of the largest remnants of the Upper Guinea Forest biodiversity hotspot and focuses on habitat connectivity (Outcome Indicator 3 and 4). Attention has for long been on the biodiversity within the National Park's boundaries whilst not considering the immediate surroundings whether it be in community forests or plantations. This project is also of high importance to poverty alleviation as it targets the poorest of the poor in one of the lowest nations on the human development index for them to sustainably improve their livelihoods (see Outcome Indicator 1 and 2). Also, it addresses a grievance from local communities which has been long overlooked, relating to human wildlife conflict. This project is a robust illustration of conservation and development being complementary and jointly addressed.

#### 4. Project support to the Conventions (CBD, CMS and/or CITES).

The project is supporting conventions by contributing to the following objectives and targets:

Convention on Biological Diversity

Article 5. Cooperation between Sierra Leone and UK for the benefit of an internationally recognised biodiversity hotspot and to improve local livelihoods.

Articles 7c/7d. Identifying and Monitoring HWC and bushmeat hunting dynamics in the project area.

Articles 8e/8j. In-situ Conservation by promoting environmentally sound and sustainable development in communities around GRNP and ensuring their traditional knowledge and lifestyles are a core part of development.

Article 10c. Sustainable Use of Components of Biological Diversity, in particular customary uses will be incorporated into the plans for enhancing habitat connectivity developed by the project.

Article 12 b/c. Research and Training in field work and analytical approaches for assessing ways of integrating agricultural productivity with conservation at local/landscape scales and quantifying real/perceived extents of HWC as part of balancing wildlife conservation and sustainable use.

Article 13a. Public Education and Awareness through education programmes in the 30 target communities to raise awareness of the importance of the conservation of biological diversity. Article 18. Technical and Scientific Cooperation between the UK (though RSPB) and Sierra Leone results in the development of policy briefings and improved capacities to implement.

Aicihi Biodiversity Targets 1, 7 and 14

When travelling to Sierra Leone, the project manager meets regularly with the Environmental Protection Agency's Director, Dr Kolleh Bangura, who also happens to be the CBD Focal point. The last meeting was held in April 2014 during which a full update of the project was provided.

#### 5. Project support to poverty alleviation

There is evidence that the project is working to poverty alleviation as we are specifically targetting local communities' livelihoods and income at household level. The project contributes to reducing poverty by catalysing and supporting the re-emergence of cocoa as an effective way of reducing poverty in forest-edge communities. 70 households from project communities were targetted to enrol with farmer field schools in year 1 though this was surpassed by over seven folds (see Section 3.2). These farmers are being actively engaged in modern cocoafarming that we anticipate to increase household incomes by 10% by the end of the project.

Please see the project's outcome and the indicators to Outcome 2,3 and 4, but specifically 3, for more detail.

#### 6. Monitoring, evaluation and lessons

A key lesson for us this year has been the very high interest from farmers to take part in cocoa rehabilitation and restoration as it largely surpassed our expectations. We will need to pay particular attention to the effective implementation to meet this high demand/interest. The project manager is also managing the RSPB's tropical forest work in Sierra Leone for which he has been and will keep travelling five to six times a year to Sierra Leone, therefore directly benefiting and strengthening the monitoring of this project. This past year has required a fair level of flexibility considering the illness members of staff have experienced and more importantly when we were faced with an Ebola Outbreak for which we had to rapidly react and instate protocols and restrictions. Despite the confirmed cases and the number of deaths in Guinea and in Liberia, no confirmed cases were reported for Sierra Leone.

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

Not applicable.

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

The rainy season lasted much longer than usual with heavy rains still making field work challenging in late September early October. Mark Hulme also had a series of illnesses whilst in country and had to adapt field work activities several times, yet all the work was completed on time and within budget. Accessing the cocoa farms and physically establishing where the plantations actually stand has proven a lot more challenging than originally anticipated.

The Ebola outbreak which began in Guinea (approximately 25<sup>th</sup> March 2014) which subsequently spread to Liberia, resulted in 224 clinical cases in Guinea, 143 deaths and 6 confirmed cases in Liberia and six deaths to date. Despite some suspected cases in Sierra Leone, there were no confirmed cases and no deaths were reported. The entire project team was in permanent contact with local authorities and health organisations, including with international bodies and epidemiologists. A series of measures were put in place, including no go areas and a health and safety briefings to all field staff.

The only other case in West Africa occured morre than 20 years ago. The entire project team stays vigilant and is now better prepared in case any other outbreak were to occur.

#### 9. Sustainability

There is now momentum after the initial start up phase to profile the project within the country since field activities have truly begun and are already starting to generate results. The profile of the project in country will be subject to particular attention in Year 2.

Several community meetings were held to ensure their ownership and engagement in the project, yet dedicated and targetted communication about the project will only take place as of Year 2.

The project aims to reach a sustainable end point. The project builds upon, and links closely to, components of the GRNP, an ongoing programme that is close to securing its future sustainability (through an established trust fund and upcoming carbon revenues, see <a href="https://www.golarainforest.org">www.golarainforest.org</a>). The project targets issues that are important to the success of the wider GRNP. Project actions are in the interest of GRNP, specifically the improvement of the delivery of its commitments to support livelihoods and the reduction of tension and hostility towards the aims of GRNP resulting from human wildlife conflict.

The sustainability of project actions is being ensured by engaging communities with established agricultural support structures, building their capacity and linking them with reputable traders. The A4D and carbon projects will go beyond this project and will take cocoa through to the international markets with certification.

Research findings, mapping exercises and workshops will contribute to producing a habitat connectivity and livelihoods strategy for GRNP. This will be supported by the training of GRNP staff to support communities and implement habitat connectivity post-project.

#### 10. Darwin Identity

A new website was launched for the Gola Rainforest National Park in which the project features (<a href="www.golarainforest.org">www.golarainforest.org</a>) and the Conservation Society is due to publish an article in the local press relating to the Steering Committee meeting. Additionally, the project featured in the February 2014 Darwin Newsletter. The Darwin logo features on the project vehicle and Darwin logo stickers are put on the project's field equipment. We therefore aim at the Darwin Initiative's support to be duely recognised as a distinct project with a clear identity.

#### 11. Project Expenditure

Table 1 project expenditure during the reporting period (1 April 2013 – 31 March 2014)

	Project spend since	2013/14	2013/14	Variance	Comments
					(please explain
L					(product empress)

last annual report	Grant (£)	Total actual Darwin Costs (£)	%	significant variances)
Staff costs (see below)			26	n/a*
Consultancy costs			0	n/a*
Overhead Costs			0	n/a*
Travel and subsistence			36	n/a*
Operating Costs			69	n/a*
Capital items (see below)			102:	n/a*
Others (see below)			97	n/a*
TOTAL				

<sup>\*</sup>All the figures above exclude the last quarter. All financial figures are currently being compiled as part of the financial report.

# 12. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes

I agree for the Darwin Secretariat to publish the content of this section.

An outstanding achievement despite the early stages of this project has been the number of farmers enrolling to farmer field schools, totalling 1085 community members, hence surpassing the 140 originally targetted. The long term success will consist in maintaining their active engagement; however this is an early outstanding achievement which is worth noting already.

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2013-2014

Project summary	Measurable Indicators	Progress and Achievements April 2013 - March 2014	Actions required/planned for next period
Goal/Impact Insert original project Goal/Impact state	ement	(report on any contribution towards positive impact on biodiversity or positive changes in the conditions of human communities associated with biodiversity e.g. steps towards sustainable use or equitable sharing of costs or benefits)	
Purpose/Outcome (insert original project purpose/outcome statement)  Gola Rainforest National Park	<ul><li>(insert original purpose/outcome level indicators)</li><li>1. At least 40% of the 180 households (450 people) from</li></ul>	(report on progress towards achieving the project purpose/outcome, i.e. the sum of the outputs and assumptions)  1. 1085 farmers have enrolled in	(Highlight key actions planned for next period)
(GRNP) stakeholders are enabled to restore local cocoa plantations for the benefits of livelihoods, carbon, biodiversity and habitat connectivity.	the 30 project communities that enrolled with farmer field schools and farmer field schools are still actively engaged in them by the EOP	45 farmer field schools, reaching out to an estimated 2000 households.	
The project will contribute to reducing poverty through supporting the re-emerging cocoa	10% increase in incomes from rehabilitated cocoa for 70 households by EOP.		
sector cocoa in 30 forest edge communities. 70 households will increase incomes by 10% as a result of improved cocoa farming.	3. The strategy to secure GRNP's habitat connectivity is implemented as part of the GRNP's Annual Operations Plan by EOP.		
Human wildlife conflict research will inform a land management strategy to direct cocoa restoration to areas that minimises loss of wildlife and loss of cocoa due to conflicts.  The National Cocoa Working Group will recognised the strategy and	4. The GRNP's approach to restore local cocoa plantations for the dual benefit of livelihoods and biodiversity is recognised by the National Cocoa working group		

interest shown by other protected areas in country.		
Output 1. (insert original outputs with activities relevant to that outputs in lines below. Activities relevant to more than one output should be cross-referenced rather than repeated)  The impacts on wildlife of restoring agro forestry systems, in particular abandoned cocoa plantations, to different levels of production is assessed	<ol> <li>(insert original output level indicators)</li> <li>Target research sites identified by EOY1</li> <li>Fieldwork completed by EOY3</li> <li>Data Analysis done by EOY3</li> <li>Mapping exercise of cocoa plantations completed year 1</li> <li>Similarity index for wildlife in rehabilitated plantations verses pristine habitats is measured by end of project</li> <li>Peer reviewed paper submitted by EOP</li> </ol>	<ol> <li>(report general progress and appropriateness of indicator)</li> <li>5 FECs targeted in Malema and 5 in Nomo chiefdoms, where development work is being conducted in years 1 and 2, covering all the top 4 key biodiversity areas in the corridors between forest blocks and including 3 FECs outside the corridors. All habitats present and plantations at various distances from GRNP and of various sizes and management qualities identified. Indicator does not take into account the fact that any sites surveyed in year 2 would be able to contribute to analysis in year 3.</li> <li>Year 1 bird point fieldwork complete, 10 FECs surveyed, but possibility of additional sites to be visited in year 2 to add abandoned plantations more likely to remain abandoned in year 3. Camera trap fieldwork partially completed with restrictions on entry to sites due to Ebola outbreak which limited camera deployment and recovery. Indicator appropriate.</li> <li>Data analysis only possible after collection of year 3 data. Currently inputting year 1 data. Indicator appropriate.</li> <li>Mapping either completed or close to completion in 15 FECs. Some plantations may need to be re-visited to complete mapping where multiple plantations are adjacent to each other and the full extent of active cocoa plantation was not mapped. Any surveys in year 2 will have to be accompanied by additional mapping. Indicator does not take into account any genuine need for additional mapping in years 2 and 3.</li> <li>Year 1 fieldwork has laid groundwork but index will not be possible until after year 3 fieldwork. Indicator appropriate.</li> <li>Data collection progress suggests project will have sufficient data for peer-reviewed publication by EOP. Indicator appropriate</li> </ol>
Activity 1.1 insert activities relevant to	•	(report completed or progress on activities that contribute toward achieving this output), and what will be carried out in the next period
Mapping exercise to assess the exter	nt of abandoned cocoa plantations	See 5 above.
Activity 1.2,  Camera trapping/point counts of wildle resident and transient wildlife in habite restored and abandoned plantations, populations to the NP forest baseline	ats surrounding GRNP, including and within GRNP to compare wildlife	See 2 above. Further camera trap deployments in 3 FECs are planned. Further bird points may be conducted in FECs in other chiefdoms in year 2 to add to the sample of abandoned plantations and points will be visited for follow-up surveys in year 3.

changes in wildlife following cocoa re	estoration.						
Activity 1.3  Analysing the camera trapping/point wildlife populations between different particular to the NP forest baseline b studied, and before and after cocoa	ut also between the farmed habitats	Year 1 data is currently inputted and full analysis will only be conducted once year 3 data is available.					
Output 2. (insert original output)	(insert original output level indicators)	(report general progress and appropriateness of indicator)					
Understanding of the costs of human—wildlife conflicts relating to cocoa farming is enhanced, together with knowledge of methods to mitigate these conflicts.  1. HWC attitude survey completed by EOY1  2. Review of existing best practice done by EOY2  3. Fieldwork and analysis on impact of crop raiding on cocoa completed by EOY2  4. HWC mitigation strategy		activities which includes dedicated sections on cocoa and crop raiding. A random selection of FEC farmers will be interviewed shortly. Additionally the modules on cocoa and crop raiding will also be extended. This extended version will be targetting FEC farmers where the biodiversity monitoring has taken place only. The risk otherwise is that the random selection mentioned above will likely result in a miss-match o attitudes/perceptions to human-wildlife conflicts with the actual crop raiding impact recorded.					
Activity 2.1. Monitor crop raiding throu restored sites	ighout the project in restored and non	See 1 above.					
Activity 2.2. Review existing practices	of HWC prevention and mitigation.	n/a					
Activity 2.3. Develop a list/framework strategies/recommendations for deal in the immediate surroundings of the	ing with HWC which may be applied	n/a					
Activity 2.4. Analyse existing socioed communities throughout the project t		n/a					
Activity 2.5.Human Wildlife Conflict n selected GRNP forest edge commun		n/a					

owners							
Activity 2.6. Dissemination through a	wareness building workshops FFS	n/a					
Output 3. Selected communities surrounding GRNP have improved capacity, access to advice and support to improve cocoa yields and enhance livelihoods  1. 140 community members enrol with Farmer field schools by earlyY2 2. 140 community members trained in improved techniques by EOY2 3. Meetings held with 3 new plantations during project		1. After a series of community meetings held in Malema and Nomo Chiefdom a total of 1085 farmers from 53 communities (with an estimated 2000 households) signed up to be involved in famer field schools, surpassing our anticipation by over two folds. Interestingly, 20% of those farmers are women. These farmers are organised in 45 farmer field schools, hence surpassing the 30 originally planned. The trainings following the agricultural calendar for cocoa is being implemented which has already resulted in nurseries being established with a total of 160,000 trees.					
		Rehabilitation of cocoa plantations focuses on brushing, pruning cocoa trees, removal of the old (unproductive) trees, gap filling with new trees and importantly shade management.					
Activity 3.1. Support thirty FECs to li support farmers with tools, advice ar		See 1 above. All these activities are being lead by the Technical Advisor for Agriculture, Co-management and Livelihoods (TACLA) who is in-bedded to the GRNP livelihood team, working most closely with the GRNP's 4 Cocoa Extension Officers. There is also a intrinsic and daily collaboration here with WHH who is leading the A4D project. The cocoa extension officers lead the training of master farmers who in turn train members of the farmer field school.					
		Jointly with WHH for the A4D project, 500acres for rehabilitation were targeted jointly for 2014. However, delays in the distribution and replacement of tools and the health and safety restrictions due to the Ebola Outbreak have resulted in delays and we're yet to ascertain the exact acreage to be rehabilitated. Furthermore, as a result from the initial trainings and community meetings held, we're expecting farmers to be reluctant to pruning trees and to pulling up old/unproductive trees.					
Activity 3.2. Analyse existing socioeconomic data and monitor selected communities throughout the project to understand value of cocoa as source of income		This activity is due to start Q4 of Year 1 though it has already begun and the monitoring is captured within the socioeconomic surveys mentioned in <i>Activity 2.1</i> .					

Activity 3.3. Advice to promote a win- wildlife is given to ongoing initiatives plantations		n/a
Activity 3.4. Multi-stakeholder worksh around cocoa cultivation and human sustainable landscape practices can	wildlife conflict issues so best	n/a
Output 4. A livelihood development and habitat connectivity strategy that integrates cocoa rehabilitation is developed and adopted by the GRNP and disseminated for selected Protected areas in Sierra Leone.	Zoning map developed by year 2     Plans for cocoa rehabilitation incorporated into a revised GRNP management plan by the EOP     National Workshop held and key community, government, private sector and NGO stakeholders attend year 3	n/a
Activity 4.1. Criteria and principles fo development areas to enhance conn		n/a
Activity 4.2. Develop a map to demor the possible mosaic linking Gola Soc centre with the Transboundary corrid the agricultural landscape	uth, with Gola Centre, and Gola	n/a
Activity 4.3. Exercise to review and u include habitat connectivity	pdate GRNP management plan to	n/a
Activity 4.4. National conference (end Protected Areas focusing on replication connectivity and human wildlife mitig	on potential focusing on habitat	n/a
Output 5. Project managed efficiently and effectively and local staff trained so that they can continue to contribute to ensuring the project legacy.	<ol> <li>M&amp;E plan in place by mid yr1</li> <li>Staff training plan in place by EOY1 and carried out where appropriate throughout project</li> <li>Steering committee established by mid yr 1 and meets regularly</li> <li>Financial reporting system in place by end of first month and financial expenditure remains</li> </ol>	1. M&E plan is driven by the Project Documents fo the Gola REDD Project, laying out the vision and objectives for the next 30 years. These documents were finalised in December 2013. From these documents is produced a Management Plan for 5 years. The current Management Plan has been drafted and is due for completion in the next 3-4months. From the Management Plan is produced an Annual Operations Plan. The current Annual Operations Plan is being developed in parallel to the Management Plan and will be completed in the next 2months.  When it comes to this specific indicator, the Monitoring and Evaluation

with contractual limits	Plan has been completed though not in the traditional sense because:
	Roles and responsibilities of WHH are established through a Memorandum of Understanding between GRNP and WHH and WHH is also bound to the European Union's monitoring and evaluation plan from the A4D project which is cofunding this project.
	Roles and responsibilities of RA are established as part of their sub- contract with the RSPB. CSSL, FD and Cambridge/Wageningen University all provide technical expertise and support on a needs basis.
	The time table shared and acknowledge by all partners is that of the proposal which is reviewed at each Steering Committee meeting.
	Finally, the biodiversity protocols and methodologies which have been developed ensure the effective monitoring of Output 1 and 2, the various surveys ensure the effective monitoring of Output 2 and 3. Output 4 is a direct result to the previous three whilst the monitoring of Output 5 is ensured by the Steering Committee.
	We therefore conclude that this indicator has been met.
	The project manager has visited the team in country four times since the project's start to ensure efficiency and robust monitoring.
	2. This activity is due to start Q4 of Year 1 though a training needs programme has been drafted and is due to be finalised by the end of Year 1.
	3. See Activity 5.1 below.
	4. Please see financial report.
Activity 5.1. Establish project steering committee from RSPB, GRNP, CSSL and FD and WHH to meet every 6 months.	The first Steering Committee meeting was held on the 8 <sup>th</sup> of April with representatives from RSPB, GRNP, CSSL, FD and WHH. All members were most familiar with the context, the issues and the tasks this project is focusing on, offering sound advice, recomendations and inputs to the project staff. As a summary, the Steering Committee approved its mandate and terms of reference, approved the budget for Year 2 and commended the entire team on delivering activities on time and withing budget.

Activity 5.2. Hold project level workshop to develop monitoring and evaluation plan to establish, roles and responsibilities of partners and associated methods, tools and timetable.	A project level workshop in itself was not held as regular meetings with a smaller number of parties and stakeholders were proving more efficient, cost-effective and manageable. Hence GRNP, RSPB and WHH have met to develop and clarify roles and responsibilities through weekly meetings held in Kenema. Additionally, RSPB, GRNP, CSSL and FD maintain regular contact for the management of GRNP and have been making use of those opportunities to include this project, while the RA and the RSPB have maintained contact via internet/teleconference only due to the distance and timezones as the expertise provided by RA comes from their office in the USA. Finally, Cambridge/Wageningen University and the RSPB have regular opportunities to meet through the Cambridge Conservation Initiative and have several collaborative projects. Socioeconomists a regularly in Sierra Leone where they are hosted by GRNP.
Activity 5.3. Conduct training programme for National Staff from GFP, CSSL, FD and other partners where appropriate	See 2 above.

# Annex 2 Project's full current logframe

	Activity	No of Year 1				Yea	ar 2		Year 3					
		Months	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1														
1.1	Mapping exercise to assess the extent of abandoned cocoa plantations.	2												
1.2	Camera trapping/point counts of wildlife (mammals/birds) to survey resident and transient wildlife in habitats surrounding GRNP, including restored and abandoned plantations, and within GRNP to compare wildlife populations to the NP forest baseline. This would include measuring changes in wildlife following cocoa restoration.	12												
1.3	Analysing the camera trapping/point counts of wildlife in order to compare wildlife populations between different habitats (spatial comparison), in particular to the NP forest baseline but also between the farmed habitats studied, and before and after cocoa restoration (temporal comparison).	6												
Output 2														
2.1	Monitor crop raiding throughout the project in restored and non restored sites	12												
2.2	Review existing practice of HWC prevention and mitigation.	2												
2.3	Develop a list/framework of mitigation strategies/recommendations for dealing with HWC which may be applied in the immediate surroundings of the National Park.	2												
2.4	Analyse existing socioeconomic data and monitor selected communities throughout the project to understand HWC attitudes.	1												
2.5	Human Wildlife Conflict mitigation tools are tested in selected GRNP forest edge communities (FECs) and surrounding land owners.	4												
2.6	Dissemination through awareness building workshops and farmer field schools	4												
Output 3														
3.1	Support thirty FECs to link with farmer field schools which support farmers with tools, advice and support to improve	30												

	Activity	No of	Year 1					Ye	ar 2		Year 3			
		Months	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	yields.													
3.2	Analyses existing socioeconomic data and monitor selected communities throughout the project to understand value of cocoa as source of income.	6												
3.3	Advice to promote a win-win solutions to livelihoods and wildlife is given to ongoing initiatives on cocoa rehabilitation and new plantations	1												
3.4	Multi-stakeholder workshops to enhance local capacity around cocoa cultivation and human wildlife conflict issues so best sustainable landscape practices can be created and evaluated.	1												
Output 4														
4.1	Criteria and principles developed for selecting priority areas for connectivity are produced	1												
4.2	Develop a map to demonstrate where cocoa can be used in the possible mosaic linking Gola South, with Gola Centre, and Gola centre with the Transboundary corridor to enhance habitat connectivity in the agricultural landscape	2												
4.3	Exercise to review and update GRNP management plan to include habitat connectivity.	1												
4.4	National conference (end of Project) targeting selected Protected Areas focusing on replication potential focusing on habitat connectivity and human wildlife mitigation issues	1												
Output 5														
5.1	Establish project steering committee from RSPB, GRNP, CSSL and FD and WHH to meet every 6 months	1												
5.2	Hold project level workshop to develop monitoring and evaluation plan to establish, roles and responsibilities of partners and associated methods, tools and timetable.	2												
5.3	Conduct training programme for National Staff from GFP, CSSL, FD and other partners where appropriate	5												

#### **Annex 3 Standard Measures**

Table 1 Project Standard Output Measures

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Total to date	Number planned for reporting period	Total planned during the project
Established codes								
5	Farmer Field Schools	45					30	30
5	Community members enrolled to Farmer Field Schools	1085					140	140
5	Cocoa Extension Officers (Sierra Leoneans)	4					4	4
5	Research Technicians monitoring cocoa plantations and crop raiding (Sierra Leoneans	1-2					1-2	
8	Mark Hulme spends half his time in Sierra Leone and half in the UK (#weeks)	19					20	84
	Steering Committee TOR and minutes	1					1	5
	Community attitude survey baseline, monitoring and end line reports	1					1	1
	Financial guidance document and quarterly financial reports	3					4	12
23	Co-funding from the A4D project							

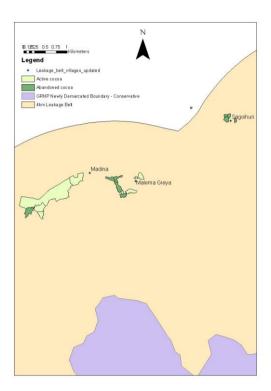
Table 2 Publications

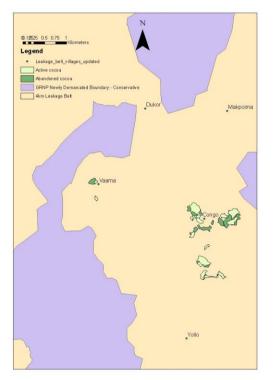
Туре	Detail	Publishers	Available from	Cost £
(eg journals, manual, CDs)	(title, author, year)	(name, city)	(eg contact address, website)	

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

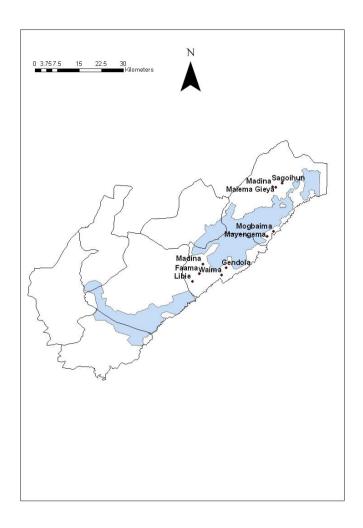
This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

It is important, however, that you include enough evidence of project achievement to allow reassurance that the project is continuing to work towards its objectives. Evidence can be provided in many formats (photos, copies of presentations/press releases/press cuttings, publications, minutes of meetings, reports, questionnaires, reports etc) and you should ensure you include some of these materials to support the annual report text.





4.1 Active and abandoned cocoa plantations mapped in Madina, Malema Geiya and Sagiohun FECs, Malema chiefdom (left). Active and abandoned cocoa plantations mapped in Vaama and Congo FECs, Malema chiefdom (Right).



4.2 Forest Edge Communities where bird surveys were conducted February-March 2014.

Chiefdom	Village	Active Cocoa	Abandoned Cocoa	Farmbush	Upland Farm	Community Forest	GRNP Forest
	Mogboima	5	1	3	1	2	-
	Mayengema	2	2	2	0	3	-
Malema	Madina	22	3	5	2	11	-
	Malema Geiya	3	6	2	3	4	-
	Sagoihun	0	4	7	2	5	-
	Faama	9	7	6	2	11	-
	Madina	11	5	6	3	5	-
Nomo	Waima	3	2	1	1	2	-
	Gendola	0	3	0	0	2	-
	Libie	4	2	3	0	3	-
	Total	59	35	14	48	35	110

<sup>4.3</sup> Number of bird points conducted in each habitat by FEC..

### 4.4 Bird point field photo examples



Farmbush (Left). Upland Farm (Right)



Active Cocoa (Left). Abandoned Cocoa (Right)



Community Forest

#### 4.5A few examples of Camera trap images



Western Chimpanzee *Pan troglodytes* (Left). White-breasted Guineafowl *Agelastes meleagrides*(Right).



Sooty Mangabey Cercocebus atys(Left). Zebra Duiker Cephalophus zebra (Right)



Campbell's Monkey *Cercopithecus campbelli* (Left). Red River Hog *Potamochoerus porcus* (Right).



Black Duiker Cephalophus niger (Left). African Civet Civettictis civetta (Right).

### In Active Cocoa specifically:



Genet sp. (Left). Water Chevrotain Hyemoschus aquaticus(Right).



Crested Guineafowl (Left). African Civet Civettictis civetta (Right).

#### In Abandoned Cocoa specifically

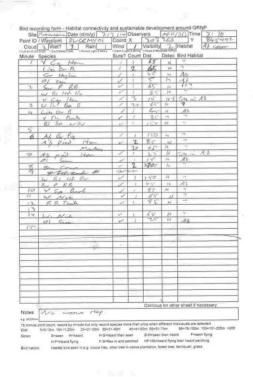


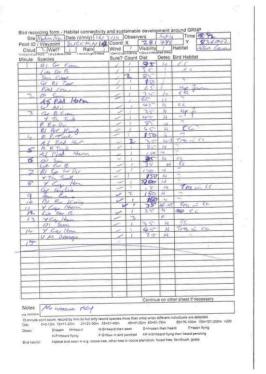
Sooty Mangabey Cercocebus atys (Left). Bushbuck Tragelaphus sylvaticus (Right).



Brush-tailed Porcupine Atherurus africanus (Left).

#### 4.6 Bird point count datasheets, examples





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- 4.7 The Livelihood Survey is provided as a separate attachment.
- 4.8 Steering Committee Draft Minutes are provided as a separate attachment, though these yet need to be approved.
- 4.9 Terms of Reference for the Steering Committee

# Enhancing habitat connectivity through sustainable development around the Gola Rainforest Project

**Steering Committee-Terms of Reference** 

#### Roles and Responsibilities:

The Steering Committee's role and responsibilities are to decide on the priorities for the 'Enhancing habitat connectivity through sustainable development around the Gola Rainforest' Project and to manage the general course of its operations including approval of annual workplans and budgets. The Steering Committee is responsible for taking strategic decisions and monitoring the budget to ensure activities are delivered on time and within budget. Decisions will be taken by consensus of Committee members, and the meetings will be chaired by the RSPB as the Project holder.

The Steering Committee agrees to meet twice a year throughout the lifetime of the Project. The 1<sup>st</sup> Steering Committee meeting was held on the 8<sup>th</sup> of April 2014.

#### Steering Committee Members:

Representatives from the following organisations/institutions sit on the Steering Committee:

- -1 Representative from the Forestry Division, MAFFS: Mr William Bangura, Acting Director of the Forestry Division
- -1 Representative from the Conservation Society of Sierra Leone: Dr Sama Monde, Executive Director.
- -1 Representative from Welt Hunger Hilfe: either Dr Hans-Peter Muller or Mr Alfonso Box
- -1 Representative from the RSPB: Dr Jonathan Barnard, Head of the Tropical Forest Unit
- -1 Paramount Chief Representative: PC Al-Ameen Kanneh

## **Checklist for submission**

	Check
Is the report less than 10MB? If so, please email to <a href="mailto:Darwin-Projects@Itsi.co.uk">Darwin-Projects@Itsi.co.uk</a> putting the project number in the Subject line.	×
Is your report more than 10MB? If so, please discuss with <a href="Darwin-Projects@Itsi.co.uk">Darwin-Projects@Itsi.co.uk</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 need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	×
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number.	
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.	_1