





## **Darwin Initiative Main Project Annual Report**

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

Submission Deadline: 30th April 2018

#### **Darwin Project Information**

Project reference	23-032
Project title	Local economic development through "pro-poor" gorilla tourism in Uganda
Host country/ies	Uganda
Contract holder institution	IIED
Partner institution(s)	Responsible Tourism Partnership, Institute for Tropical Forest Conservation, International Gorilla Conservation Programme, Explore Worldwide, Exodus Travels, Lets Go Travel, Kwetu Africa
Darwin grant value	
Start/end dates of project	01/04/2016 – 31/03/2019
Reporting period (e.g., Apr 2016 – Mar 2017) and number (e.g., Annual Report 1, 2, 3)	Apr 2017 – Mar 2018; Annual Report 2
Project Leader name	Dilys Roe
Project website/blog/Twitter	http://www.iied.org/local-economic-development-through-gorilla-tourism
Report author(s) and date	Dilys Roe, Harold Goodwin, Peter Nizette, Anna Behm Masozera, Salvatrice Musabyeyezu, Medard Twinamatsiko and Fiona Roberts, April 2018

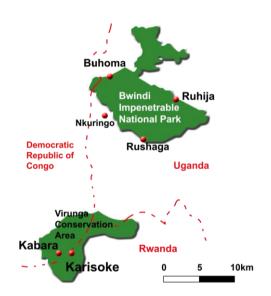
#### 1. Project rationale

This project was developed as a follow up to Darwin project 19-013 which sought to understand why, despite 20 years of investment in "Integrated Conservation and Development" at Bwindi Impenetrable National Park in Uganda, local people still undertake illegal activities in the park. One of the key findings was that the communities surrounding the park felt that they benefited little from conservation and, particularly from wildlife tourism. Tourism in Uganda is critical for generating revenue for conservation of Mountain Gorillas and other species and habitats. At Bwindi tourist numbers have increased from 1300 per annum in 1993 to around 20,000 today. International tourists pay \$600 per head to track gorillas. Uganda Wildlife Authority (UWA) provides local people with a share of the financial benefits generated by the park in recognition of the importance of their support for conservation: \$10 per gorilla permit sold plus 20% of the \$40 park entry fees. Despite these benefits, local people have a negative attitude towards the park and towards conservation. This is driven by the fact that they suffer significant costs – in the form of crop raiding and other human-wildlife conflicts – while the benefits distributed by the park are small, unevenly distributed and not targeted at those who bear the costs. There are

also limited benefits from tourism in the form of jobs or sales of local products and services. This is due to poor quality handicrafts which attract limited sales; scruffy presentation of community-based enterprises (which deters tourists); and low levels of skills development to improve job prospects or enterprise opportunities. It is also due to the limited opportunities for direct interaction between tourists and local people. Tourists tend to arrive at Bwindi with a guide on the afternoon of one day, spend one night at a lodge, spend the next day gorilla tracking and the next night at the lodge, and then depart the following morning. The net result of all this is that, despite Bwindi being a top tourist attraction, local economic development has been extremely limited, relationships between local people and the park/UWA are poor, and poaching, snaring and other forms of illegal resource use continue. Indeed, local communities explicitly identified the lack of tourism benefits as a driver of illegal incursions to the park. This poses a significant threat to the park and to the long term conservation of the Mountain Gorilla. Furthermore, it represents a missed opportunity for harnessing tourism as an engine for local economic development in this remote rural area of Uganda.

To start to address this problem, this project is intended to support the develop new or improved "pro-poor" tourism services that respond to an expressed demand from tourists, tour

operators and lodges, and have the potential to increase local revenue from tourism around Bwindi Forest thus contributing to poverty alleviation, improving local peoples' attitudes to conservation and reducing threats to gorillas. The focus is on delivering training to micro enterprises in order to increase the quality of products and services for which there is proven demand (and hence the number and value of sales). A key element of the project is to leverage contacts and relationships with both lodge owners/managers and tour operators in order to that they will direct their clients to the new and improved products and services and, ideally, include them in their itineraries. A further element is the development of an ecolabel which will be used to differentiate the products and services which benefit the people most affected by the costs of living close to the park, from those produced through business as usual.



#### 2. Project partnerships

On the ground social science research (to conduct before and after household income assessments) and coordination is provided by the Institute for Tropical Forest Conservation (ITFC) – a partner with IIED on the earlier Darwin project. ITFC works in collaboration with its mother institution- Mbarara University of Science and Technology -to secure the services of renowned Ugandan social scientist Medard Twinamatsiko to lead the research component of the project, supporting Medard with research and logistical assistance

The International Gorilla Conservation Programme – also a partner on the earlier project – is responsible for developing the Gorilla Friendly standard, in collaboration with the Wildlife Friendly Enterprise Network.

The Responsible Tourism Partnership (RTP) was a partner of IIED in the late 1990s/2000s when the two organisations worked together on pro-poor tourism for DFID and other donors. This project has provided an opportunity to reinstate that partnership. RTP is responsible for coordinating delivery of tourism product and service training on the ground and for building linkages with the lodges in the tourism areas around Bwindi. RTP brings to the team its extensive network of partners from the tourism industry. Our project proposal listed the international tour operators Exodus and Explore, along with their Uganda-based agents Great Lakes and Wild Places – as partners since they agreed to direct their clients to the new products and services – once developed – and provide feedback on these. The mix of tour

operator partners has changed slightly over the course of the project. Exodus and Explore remain the key UK-based partners and have provided feedback on the new products developed (see for example <a href="http://responsibletourismpartnership.org/bwindi-national-park/">http://responsibletourismpartnership.org/bwindi-national-park/</a>). In Uganda the partners have been more fluid. Wild Frontiers and Great Lakes, owners and operators of both upmarket lodges and ground operations have participated in the tour operator partner meetings. But Lets Go Travel has emerged as the most interested and active Ugandan partner. Alfred Kamya, Director of Lets Go has played a key role in terms of mobilising other tour operators in Uganda and encouraging their attendance at bi-annual tour operator catch up sessions., More recently Matoke Tours has joined the process and become an enthusiastic participant in the meetings and expressed great interest in directing clients to the new walking trails once they are ready to be marketed.

Kwetu Africa is a private arts and handicrafts business owned by Sanaa Gateja. Sanaa is a key partner in the project, leading the delivering of training in improved handicraft production including weaving, carving and jewellery making.

New partnerships that are not listed in the original proposal include:

- 1) Golden Bees a commercial honey producing and exporting company. Brian Mugisha who owns the company has provided training in improved bee-keeping and honey production, has donated equipment to the bee-keeping groups, and has opened a honey shop in Rubuguri one of the small towns to the south of the park to sell the local honey and handicrafts.
- 2) Bwindi and Mgahinga Conservation Trust (BMCT) a trust fund established by the GEF to support conservation in Uganda's two gorilla parks provided some seed funding for some initial handicraft training in year 1 and subsequently joined the project as a full partner to manage the identification, contracting and payment of individuals identified to provide training services in Year 2. We are continuing to explore with them additional opportunities for continuing and/or expanding the project beyond its 3-year timeframe.

#### 3. Project progress

#### 3.1 Progress in carrying out project Activities

#### Output 0: Inception

All activities under this output were completed and reported on in the last annual report

# Output 1: Demand and supply for pro-poor tourism services at Bwindi assessed and matched

All activities under this output were completed and reported on in the last annual report

# Output 2: Capacity to produce and sell market-ready tourism products/services developed for at least 200 individuals (at least 100 women) from poorest households

Last year we reported on activities 2.1 (local meetings to confirm individuals and enterprises to whom training would be provided - completed in Feb 2017) and 2.2 (briefings with trainers – part completed in Feb 2017).

This year the key focus has been on Activities 2.3 (training delivery) and 2.4 (progress review meetings with tour operators and trainers).

#### 2.3 Trainings delivered activity by activity, tourism zone by tourism zone

Following our scoping visit in Year 1 we recognised that the most cost effective way to deliver the training was sometimes to bring participants from the different tourism zones together, rather than repeat the same training in each zone.

Sanaa Gateja (Kwetu Afrika) provided training in basket weaving - including improved weaving technique, improved designs and use of local, plant-based, dyes for baskets; jewellery production; and carving (including recruiting a renowned Kenyan calabash carver to teach young men how to use calabashes as an alternative to only producing wooden carvings).

Training reports (annex 01) are available for each session in the linked dropbox folder as well as an overall summary of the new products Sanaa has developed (Annex 02).

A training of trainers approach was used, with a limited number of women spending a week each at Sanaa's compound new Kampala and then returning to Bwindi and subsequently rolling out training to many other women, as illustrated by the following extracts from emails:

Tina, Change a Life Bwindi: "Hi - well here in In Ruhija Hilder was able to train 55 women. Twenty were from

'change a life project and the other were from the group of Ruhija women cultural group. They have been training twice a week for the month of June."

Evelyn, Ride for a Woman: "Hi Peter, Thanks for your email. In Buhoma we kept it simple and trained a total of 15 women all ours. They have been training 3 times a week for for 3 weeks in the month of June. At the start the training was tricky for the ladies. Reason was Sanaa had given Ruth some 'strict' instructions."

The women have been taught to make two different types of baskets - Rushashara and Raza baskets - illustrated below. T



Photo 1: Raza (left ) and Rushashara (right) baskets made by Bwindi trainees

Brian Mugisha (Golden Bees Ltd) provided training in bee keeping and honey production to two producer groups – one in the southern sector in April 2017 and in Ruhija/Mpungu in May 2017. The training report is provided as evidence (annex 03).

Training in guiding was provided by Peter Nizette (RTP) and Johnnie Kamugisha, chair of the Uganda Safari Guides Association (USAGA). Preliminary training was provided to over 50 aspiring guides from all areas around the park and then of these the six most promising and most committed guides went on for a further week of intense training and earned the title of Bwindi Specialist Guides. The training report is provided in annex 04). The group is in the process of being formally registered at local authority level, with only those undergoing the training course entitled to use the title. The guide training not only helped to instill technical and practical skills but the trainers also worked with the guides to identify and develop itineraries for potential new trails that provide a new activity that could be included in tour operator itineraries. Three new trails were identified – one at Buhoma and two in Rubuguri. Draft flyers detailing the trails are provided in Annex 05 (final versions are due to be produced in Q1 of year 3 and disseminated to tour operators).

Training in horticultural production was provided by Honest Tumuheirwe and agricultural extension worker who had been identified by BMCT. Honest taught the market gardener groups (Rubuguri poachers turned market gardeners, Community Initiative for Biodiversity Conservation (CIBC), Bwindi community nutrition project and Rushaga Batwa Cultural Dancers and Gardeners) how to terrace their land, to use mulches, and provided seeds for them to grow the types of vegetables that are demanded by lodges (see activity 2.4 below for details of

meetings with lodge managers). Copies of Honest's inception and final trip report are provided in Annex 06 as evidence of progress in this activity.

Table 1 provides an overall summary of the training that has been delivered this year and an

update on the enterprises that are included in the project.

s/n	Name of the initiative	Tourism Zone	Type of product/ service	No of hh (black = anticipate d no; red = actual number)	No. of women	No. of men	Training Delivered April 2017  – March 2018
1.	Ride for a woman	Buhoma	Weaving and jewellery	41	41	0	4 people (3 women, 1 man participated in Feb 2017 meeting including training in book-keeping and preliminary meeting with Sanaa Gateja (crafts trainer) [PN FEB 2017 TRIP REPORT]  1 woman (Ruth) participated in intensive "train the trainer" training with Sanaa in May 2017. She has subsequently trained 15 other members in June 2017 [email from Evelyn]  A further 5 women were trained as trainers in a subsequent 3 day training at Buhoma. These have subsequently trained an additional 20 women
2.	Buhoma Batwa Experience	Buhoma	Cultural and trail	0	0	0	THIS ENTERPRISE HAS BEEN DROPPED FROM THE TRAINING PROGRAMME SINCE NEITHER LOCAL NOR INTERNATIONAL TOUR OPERATORS WERE ENTHUSIASTIC. A NEW TRAIL HAS BEEN DEVELOPED AS PART OF THE PROJECT WHICH IS ANTICIPATED TO BE A BETTER FIT WITH TOURIST/TOUR OPERATOR INTEREST
3.	Batwa Development Program- Bwindi hospital- house building project	Buhoma	Cultural experience	7	0	5	THIS ENTERPRISE HAS BEEN DROPPED FROM THE TRAINING PROGRAMME SINCE NEITHER LOCAL NOR INTERNATIONAL TOUR OPERATORS WERE ENTHUSIASTIC
4.	Community Initiatives for Biodiversity Conservation	Buhoma	Horticulture- vegetables and fruits	1	0	13	Horticulture training was initiated in October 2017. Only one person (the group leader) was trained and he has trained other group members. They received training on; the importance of agronomic practices in growing vegetables that are

							mostly needed by lodges around Bwindi. This training specifically included; growing quality vegetables, soil nutrition management, pests and diseases control, mulching practices and general basic principles of agriculture education
4a	Bwindi Community Nutrition Project	Buhoma	Horticulture- vegetables and fruits	25	5	20	This enterprise was not initially included amongst our target beneficiaries but was added at the request of the Buhoma Development Association.  In total 25 people were trained. These included 5 men and 20 women. They received training on; the importance of agronomic practices in growing vegetables that are mostly needed by lodges around Bwindi. This training specifically included; growing quality vegetables, soil nutrition management, pests and diseases control, mulching practices and general basic principles of agriculture education
5.	Ruhija Beekeepers Association	Ruhija	Apiculture	19	3	16	Training was provided by Brian Mugisha (from Golden Bees Ltd) in Ruhija at the property of one bee keeper member and was provided
				20	4	16	to 20 beekeepers (together with 6 from Mpungu – see enterprise 7 below)
6.	Ruhija Women Community and Cultural Group (Clemencia)	Ruhija	Weaving and jewellery	29	35	0	35 women from Ruhija Women Community & Cultural Group (more than originally identified as being part of the enterprise) received training from Sanaa Gateja in June 2017. Of these 3 women received further training as trainers in August
7.	Change a Life Bwindi Men Beekeepers Association- Mpungu	Ruhija	Apiculture	17	2	15	Training as trainers in August 2017  Training was provided to 6 beekeepers by Brian Mugisha in May 2017 along with the 20 from Ruhija (see 5 above). The 6 from Mpungu were tasked with training a further 11 who had been unable to attend

8.	Change a Life Bwindi Women Weavers	Ruhija	Weaving and jewellery	21	18	0	4 woman participated in intensive "train the trainer" training with Sanaa Gateja - 2 in May 2017 and a further 2 in Buhoma in August. 55 other members have subsequently been trained by those trainers, since June of which 20 are from Change a Life and 35 from the Ruhija Community and Cultural Group [email from Tina]
9.	Rubuguri Poachers- Turned Market Gardeners	Southern sector	Horticulture- vegetables and fruits	38 43	8	30 43	A training day was held on 12 Oct 2017 [PN Trip Report Oct 17] with 43 attendees (all male ex-poachers) They received training on; the importance of agronomic practices in growing vegetables that are mostly needed by lodges around Bwindi. This training specifically included; growing quality vegetables, soil nutrition management, pests and diseases control, mulching practices and general basic principles of agriculture education
10.	Nkuringo/Nteko Poachers- Turned Market Gardeners	Southern Sector	Horticulture- vegetables and fruits	0	1	0	This group was dropped in order to maximise impact elesehwere and not spread resources too thinly.  However some members participated in the Rubuguri training since the two sites are quite close together.
11.	Rubuguri-Nteko Handcraft Cooperative Society Limited	Southern sector	Weaving and jewellery	87       53	79 53	0	3 women from Nteko and 2 from Rubuguri participated in intensive "train the trainer" training with Sanaa Gateja in May 2017. Since then the 3 Nteko women have trained 38 other women and the 2 Rubuguri women have trained 10 others [Sanaa email]
12.	Nkuringo- Rubuguri Multipurpose Beekeepers Association	Southern sector	Apiculture	35	8	29	Training was provided to 31 beekeepers (23 men, 8 women) by Brian Mugisha from Golden Bees in April 2017 [Golden Bees report]
13.	Buniga Forest Experience	Southern sector	Cultural performance and general tourism guiding	13	9	0	THIS ENTERPRISE HAS BEEN DROPPED SINCE NO ONE PARTICIPATED IN THE GUIDE TRAINING

14.	Rubuguri Hope Women Weavers	Southern sector	Weaving and jewellery	6	6	0	No further training has been given but Kyarisiima who leads the Nteko-Rubuguri
	weavers		jewenery	6	6	0	Group has plans to roll out training to these women [updated from Medard].
15.	Rushaga Community Tourism Walk	Southern sector	Village Walks	15 0	7	0	THIS ENTERPRISE WAS DROPPED FROM THE PROJECT DUE TO POLITICAL DIFFICULTIES WITHIN THE GROUP
16.	Youth Carvers	Southern sector	Carving and jewellery	4	0	4	4 carvers participated in training organised by Sanaa Gateja in May 2017. The
				6	0	6	training included a session from Mr. Benedict Muthuli the Kenyan Calabash Carver [report from Sanaa]. The 4 carvers have subsequently trained two others.
17.	Rushaga Batwa Valley Cultural	Southern sector	Cultural performance	7	6	1	A horticultural training day was held in October 2017
	Dancers and gardeners		and horticulture	7	6	1	attended by 26 people [PN Trip Report Oct 17] Subsequently intensive horticulture training was provided to the 7 members of the enterprise. They received training on; the importance of agronomic practices in growing vegetables that are mostly needed by lodges around Bwindi. This training specifically included; growing quality vegetables, soil nutrition management, pests and diseases control, mulching practices and general basic principles of agriculture education
18.	Bird Guides and Community	All	Bird and general	11	1	10	Training delivered to 31 aspiring guides by Peter
	Guides		guiding	6	1	5	Nizette in Rubuguri (26/27 April ) and to 21 in Ruhija 28/29 April). Of these the 6 (1 female, 5 male) best/most interested guides went on for a further intensive course with Peter Nizette and Vice- President of USAGA.
	SUGGESTED TOTAL			430	257	173	
	Revised likely TOTAL BENEFICIARIES OF TRAINING			312	182	130	

2.4 Regular meetings of project team with tour operators and trainers to review progress and adapt training as required

Peter Nizette visited Bwindi four times during the year - in May, July, October and February/March. The purpose of each trip was multi-fold, including delivering training (as discussed under Activity 2.3) and maintaining overall on-the-ground coordination, but one key component was to regularly meet with tour operators, trainers and also lodge managers on project progress. For the lodge managers, meetings were held each trip in each of the three tourism zones (Buhoma, Ruhija, Southern Sector). For the tour operators, debriefing meetings were held in Kampala at the end of each trip. For the trainers, meetings were held both in Bwindi if the trip coincided with a training event, or at the tour operator debrief meetings in Kampala. Peter Nizettes trip reports detail contents of these meetings and are provided in Annex 07 (March trip report not yet completed). Photo two shows the participants of the last tour operator debriefs held in March 2018 including tour operators (Lets Go Travel and Wild Frontiers), trainers (Brian Mugisha and Sanaa Gateja), project team (Peter Nizette, Dilys Roe) and LTS evaluators (Irene Karani and Victoria Pinion).



Output 3: Development and testing of pro-poor "Gorilla Friendly" ecolabel

Last year we reported on activity 3.1 (Meeting with project partners to discuss the Gorilla Friendly standard) which happened during the scoping meeting following which the standards were further refined.

We also reported on Activity 3.2 (development of locally relevant outreach materials) noting a consultant had been hired to develop an illustration-based training manual. The manual was completed (Annex 08).

Translation of the manual into Kifumbira and Rukiga is currently underway. In the first quarter of Year 3, IGCP will print and distribute these manuals among target groups as well as start the preparation for the voluntary application for certification and participatory audit of products or services against the standards supported by Wildlife Friendly Enteprise Network.

The finalisation of the Gorilla Friendly standards and outreach material took longer than anticipated and so, in order to fill the gap and develop a label which could signify which products available at Bwindi had been produced as a result of training provided by the project, we developed "Forest Friendly" sticker/card label to attach to baskets and other new products (Photo 3). The sticker/label has proved popular with both the enterprises and with tourists (Tina from Change a Life Bwindi commented that one group of tourists asked for the label to be attached before purchasing baskets!).



Photo 3: Baskets with the project label on display at Ride 4 a Woman in Buhoma

Activity 3.3 Conservation training and outreach to pilot strategies including distribution of outreach materials.

Initial awareness raising about the Gorilla Friendly standard was provided by IGCP at a stakeholder meeting in Kabale in May 2017 and then more detailed training with members of the target enterprises was conducted in February 2018 (training report provided in Annex 09). For use and ownership of the standards, the enterprises need to understand them well and be ready to apply the standards in their business. This takes time and IGCP is planning a continuous support to each enterprise to uptake the training and own the standards. This is a voluntary initiative that enterprise should understand and adopt as part of tourism business sustainability.

Activity 3.4 Preparation and submission of certification applications, conducting 'audits' of standards as necessary, from each pilot strategies (testing).

After distributing and discussion with target groups, IGCP will solicit certification applications and participatory audits to assess the baseline of the standards and how enterprise are willing to use them as it is a voluntary initiative. Then this will be followed by testing the standards. The process is being supported by Wildlife Friendly Enterprise Network.

## Output 4: Local "gorilla friendly" tourism successfully marketed and generating conservation and poverty benefits

Because we didn't introduce the training on a rolling, zone by zone basis (as discussed above under output 2) activities 4.1 -4.3 under this output have also not been carried out as planned (the idea was for tour operators introduce tourists zone by zone). The new tourism products and services have been available in all zones simultaneously so our activities have focussed on keeping tour operators updated (which has happened via de-briefing sessions with Peter Nizette at the end of each of his visits) and by direct, visible marketing to tourists (using the Forest Friendly label to highlight the new products). During each site visit Peter Nizette has also held meetings with lodge managers in each of the tourist zones, kept them updated on the new products available and particularly the vegetables being grown by the market gardeners, and encouraged local purchases. The trip reports alluded to earlier document the discussions held both with tour operators and lodge managers.

Activity 4.4 Promotion via Responsible Travel and tour operators brochures

This activity is not due to start until year 3. However we have had some verbal commitments from tour operators to include the new trail itineraries on their websites. At World Travel Market in London in November there was a well attended (~60 industry people) panel session on the initiative.

#### Activity 4.5 Presentation at World Travel Market

This activity was planned for year 3, but we have actually held an event at the World Travel Market in years 1 and 2 as well. This year we held a panel session on the project at the World Travel Market (WTM) in London in November 2018. This was very well attended and included presentations from Peter Nizette, Explore, Exodus and Lets Go Travel – the Lets Go talk specifically promoting the project, with the talks from Explore and Exodus more broadly focussed on their responsible tourism activities. The Ugandan Minister of Tourism happened to be in the audience and made some impromptu closing remarks.

The remaining activities under this output have not yet started.

#### 3.2 Progress towards project Outputs

## Output 1: Demand and supply for pro-poor tourism services at Bwindi assessed and matched

This output was achieved last year but this year we can clarify some minor changes. Last year we reported on the tour operator survey we had conducted (Indicator 1.1) and the tourist survey (Indicator 1.2). The results of these assessments are summarised in our report <u>"Who Wants What?"</u> which is available on the project website.

As discussed in last year's report, we changed our methodology for determining training participants and so, rather than starting from a blank sheet and conducting a survey of local interest in engaging in tourism, we focused on existing small enterprises and cooperatives that we identified from our scoping visit and from follow-up ground-truthing, and which showed capacity and interest to engage in, and benefit from, the skills training (the list of enterprises was included in our Year one report. Indicator 1.3 (By December 2016, at least 50 households in each of the five tourism zones, have provided details on tourism priorities and capacity to engage") has thus become redundant (and should actually have been updated last year). A retrospective formulation for the indicator would be "at least 250 households from the tourism zones around Bwindi have demonstrated interest and capacity to engage."

Other updates to the indicators in this output and elsewhere are to change the number of tourist zones. There are five key tourist zones around Bwindi – two in the north and three in the south, but there is some fluidity amongst the southern zones (they are located close together and distinctions between them are fuzzy unlike in the north where the two zones are each centered around a park entry gate). We have therefore characterised our work into three key zones – Buhoma and Ruhija in the north and then a cluster of "Southern Sector" zones in the south.

Last year we also reported that Indicator 1.4 ("By January 2017 at least 3 new or improved local tourism product/services and product/service providers have been identified and agreed in each tourism zone") had been met – our table of enterprises showed that we had identified 4 in Buhoma, 4 in Ruhija, 9 in the southern sector zones and 1 cross-zone group of bird guides. Over the course of this year two of the Buhoma enterprises have dropped out of the programme and one new one has been added, as described in Table 1 above. Furthermore, the bird guides group has now focussed on 6 individuals and three walking trails – one in Buhoma and two in the southern sector, as discussed in section 3.1.

# Output 2: Capacity to produce and sell market-ready tourism products/services developed for at least 200 individuals (at least 100 women) from poorest households

This output has been achieved this year. As reported in year 1, we identified 430 individuals to participate in the training programme, of whom 257 were women, thus significantly exceeding Indicator 2.1 (By March 2017, at least 200 individuals identified (including at least 100 women) with potential to benefit from training). Through our baseline survey we confirmed that the majority had come from within 2 km of the park boundary which we identified from our previous Darwin project as being the poorest zone. Membership of the enterprises is, however, fluid and as an external project we have no authority (nor would we wish) to control who is "allowed" to participate and who isn't. We have since heard of new members joining the enterprises some of whom travel

substantial distances (over 5km) on a daily basis to participate (source, interview of Ride 4 a Woman participants by LTS during Mid Term Review).

The training programme started in April 2017 and continued to March 2018 – all the different types of training delivered have been described under the activities report in section 3.1 and evidence in the form of training reports attached. Not all the individuals that we identified in our scoping visits have actually participated in the training or in more than very preliminary training. We expected a reasonably high drop out level but we have still exceeded our target and trained over 300 individuals including over 50% women.

The indicators for Output 2 assumed the training would be carried out on a zone by zone basis. In practice we determined this was not a cost effective approach and that we didn't have sufficient resources to support this. Instead training was carried out for different activities in different ways:

- Handicraft training was conducted by bringing women from all the different enterprises
  together in Kampala (at the compound of the trainer, Sanaa Gateja). We heard informally
  from the women that this was a great approach as it meant that following the training they
  remained in contact with each other and have been able to provide peer to peer support
  both in terms of technical weaving design issue and also in terms of helping each other
  out with large orders or baskets (personal communication from Tina, Change a Life
  Bwindi Manager, March 2018).
- Bee-keeping and honey production training was, by necessity, carried out at the premises
  of the honey producer enterprises one in Mpungu (Ruhija zone) and one in Rubuguri
  (Southern Sector)
- Horticulture training was also be necessity carried out at the premises of the market gardeners in Ruhija, Buhoma, Rushaga (Southern Sector) and Rubuguri (Southern Sector).
- Guiding training was carried out initially in two zones (Ruhija and Southern Sector) and then the follow up intensive training with the six "top" guides was conducted in Buhoma.

Indicators 2.2, 2.3 and 2.4 all need to retrospectively updated to reflect this change in approach.

We have received a lot of informal verbal (undocumented) feedback from the participants on how much they value the training they have received. The Mid Term Review of the project conducted by LTS also included numerous interviews with trainees who confirmed how much they had valued the project. One written example includes this email:

On 28 December 2017 at 15:49, Ngabirano Justus wrote: Hi Peter!

Hope you are doing great and having fun in this Christmas season, I'm also happy with my family. The cordial point here is to extend my sincere and heart felt gratitudes to you for organizing such an incredible training, honestly I used to call my self an expert and informed guide before this training but I realized I was lacking somehow. We really had great time and learnt a lot from Johnie and Alfred!! I attribute this positive step moved to you Peter, I feel I'm on another level of guiding. Wish you a happy and prosperous new year. Best regards, Justus.

The photos provided in this report and in the various trip and training reports as well as the trail itineraries attached document the existence of the new tourism products and services.

#### Output 3: "Gorilla-friendly" ecolabel tested in 5 tourism areas around Bwindi

Progress towards output 3 is behind schedule but IGCP are confident this will catch up in Year 3. The first point to note is as with the Output 1 indicators, the Output should be re-worded so that it just refers to tourism zones and not 5 tourism areas. We reported last year that the standards had been discussed with key stakeholders and that user-friendly outreach material had been developed (attached to this report as discussed in section 3.1). This year, as

discussed in Section 3.1, we developed an interim "Forest Friendly" label to attach to new products so that tourists and tour operators could clearly differentiate products and services that had benefitted from training through this project from those that were being produced as usual. For the Gorilla Friendly standards, initial training has been provided to the majority of enterprises included in the project (Indicator 3.2 - training report attached).

We are behind schedule with Indicator 3.4 - Gorilla Friendly standards tested in all of the pilot initiatives but this will be a priority focus for the first part of Year 3.

# Output 4. Viable and profitable local tourism products and services successfully marketed to tour operators and tourists in tourism zones around Bwindi, and experience shared internationally

This Output is on track. Tourists and lodge managers are already using and promoting the new tourism products and services (Indicator 4.1) - particularly the baskets, the horticultural produce and the honey (where a Darwinbranded Bwindi honey is currently being developed). The trip reports document exchanges with the lodge managers in each region and their interest in buying local produce and promoting the new handicrafts. The email below provides one example (which also illustrates the improved price of the new baskets, the power of the "Forest Friendly" label and the cross-zone networking of the women producing the baskets):

#### From Tina, Change a Life Bwindi:

"It's a new lodge in Ruhija called Agandi Uganda Eco-Lodges. They gave us an order to make laundry baskets, bin baskets and also serving baskets using the same design. He allowed us to sell our baskets from the lodge but only for that new basket. It's an order of over 50



baskets. The ladies are very excited and they have already started weaving. I have already given them part of the payment so they are not out of pocket for the materials. They will be paid more than double for these baskets than the other, lower quality old design, ones. I think he would have paid more if the ones in my shop had the labels on them. I have sub-contracted the laundry baskets to Kyarisiima and her ladies on the Rushaga/Rubuguri side because I wanted to meet the October deadline for the orders."

#### How did he find out about the new baskets?

"He saw the small ones at my place - and he asked if we could make for him bigger ones. So I showed him the other samples from the Buhoma training days and the display we set up, from my phone, & he liked them. He saw the designs and the labels and really liked them. He took a few samples to France."

We have not yet analysed the income data that is being collected on a monthly basis by the enterprises (Indicator 4.2 By March 2018 at least 200 frontline local people (including at least 100 women) in all tourism areas around Bwindi are earning regular income from provision of tourism) but we have received lots of informal (undocumented) feedback from the enterprises on increases in sales. An email from Evelyn and Ride 4 a Woman illustrates the level of tourist interest:

"The first day we laid them [the baskets] out the tourists that came through that day kept staring at them. We were surprised and remember these were not yet that perfect. We also had the Buhoma Lodge who are one of our biggest supporters take 20 baskets for using during dinner to serve 'stick bread' in. I agree with Tina they love the color, size and blending of the colors in a natural way."

#### And on lodge purchases:

> On 26 Jan 2018, at 16:29, byekwaso ben wrote:

>

- > Thanks agin Peter am t Karungi lodge in Rubuguri, we have had good
- > market for reformed poacher garden products both in Rushga and in
- > Nkuringo lodges. Am now marketing all tourism products around Bwindi
- > connecting to the outside world.

The level of interest from tourists has caused a lot of discussion – again particularly in terms of the baskets - on what prices to charge. To address this Peter Nizette ran a training session with the enterprises on costing and pricing in order to agree and fix the prices of the different baskets.

Indicator 4.3 for this output ("By December 2018 at least two international and two Ugandan tour operators promoting pilot initiatives as part of Bwindi packages (against pre-project baseline of zero)." is in progress. We have not systematically analysed promotion by the tour operators but we have some anecdotal evidence, for example, this email from Naomi Jackson. Senior Operations Manager at Explore: "I just wanted to share this lovely comment from a customer regarding our Uganda trip.: *Myself and a couple of others in the group chose to spend an afternoon learning to weave with the lovely women at the Ride 4 a Woman charity in Bwindi. I would highly recommend this. It was a very relaxing afternoon spent chatting to, and learning about the locals."* 

We also have verbal agreements from the Uganda tour operators attending the regular project debrief sessions that they will include the new walking trail itineraries (once finalised) on their websites.

Indicator 4.4 (By end of project results of local tourism pilot initiatives shared with tour operators across Uganda and internationally) is also in progress. As previously noted Peter Nizette has had meetings with Uganda based tour operators following every visit to Bwindi. On the international side, sharing experience from the project has happened via our panel session at WTM – described under section 3.1, via a blog for the WTM website written by Harold Goodwin (<a href="https://news.wtm.com/tourism-is-not-a-zero-sum-game/">https://news.wtm.com/tourism-is-not-a-zero-sum-game/</a>); and through regular updates on the RTP website (<a href="http://responsibletourismpartnership.org/bwindi-national-park/">https://responsibletourismpartnership.org/bwindi-national-park/</a>). The email below illustrates interest from other (non-partner) tour operators:

#### Hi Peter,

Hope you are well. I saw your talk at WTM which I thoroughly enjoyed and was really excited to see the progress that you guys seem to be making in Bwindi. Apologies I didn't get to stick around and meet you, I had a meeting straight after so I had to run at the end, and you seemed to have a crowd of excited people wanting to speak to you. We are currently looking at excursions in Uganda, and specifically cultural activities so would really like to include some of your new product. We have been speaking to Great Lakes about the basket weaving but would appreciate a bit more information about the experience and any others that you have been developing in the area. I have cc'd in my colleague Shannon who is the Product executive responsible for Uganda so if you could reply to us both that would be appreciated. Best regards

Jonny May

Africa Product Manager Audley Travel

#### 3.3 Progress towards the project Outcome

The anticipated outcome for this project is "Tourism generates increased benefits for poor people living around Bwindi Forest and thus improves local support for the park and for conservation of gorillas and their habitat." Progress is on track. The indicators for measuring progress towards this outcome are:

**0.1** By end of project at least 200 people (of which at least 100 women) living in close proximity to the park and subject to human wildlife conflict have successfully sold new or improved, local tourism services/products to at least one group of tourists (against a baseline of zero sales at start of project) with positive feedback received.

**Progress:** Over 200 people including over 100 women have received training – as discussed in table 1 above. And all the enterprises have sold new/improved products or services. We won't know, however, until we conduct our household survey at the end of the project whether all individuals managed to sell products/services. We have not yet started to routinely collect feedback from tourists, tour operators and lodges but we will do this in year 3.

0.2 By end of the project, tourism-related income to 200 households involved in pilot initiatives has increased by at least 25% against baseline established at start of project

**Progress:** we have anecdotal records of increases in income but we won't be able to assess household increases until we conduct our endline household survey

- 0.3 By end of project, at least 200 households report an improved awareness of, and attitude to, conservation in Bwindi Impenetrable National Park against baseline established at start **Progress:** Again, to be assessed at the end of the project. However, feedback during interviews conducted during the LTS mid term review and from the Gorilla Friendly training indicate positive attitudes.
- **0.4** By the end of the project, at least 25% of Gorilla Friendly certified individuals are from the poorest households and are generating new/additional income from sales through tour operators and lodges

Progress: Too early to assess – certification will start in Year 3

0.5 By the end of the project, at least 25% of lodges around Bwindi and 25% of tour operators operating in Bwindi are using new products and services from certified individuals from the poorest front-line households

Progress: Too early to assess but we have established a baseline for both lodges and tour operators.

#### 3.4 Monitoring of assumptions

**Outcome assumptions**: Assumption 0.1 – that viable pro-poor tourism products and services can be identified, developed and taken to market and are profitable for local people has already proven to be true, as evidenced by this report and associated attachments; as has Assumption 0.4 that tourists visiting Bwindi are interested in buying local products and services, and sufficient numbers visit to maintain demand.

Assumption 0.2 (Attitudes to conservation can be influenced by level of benefits from tourism) is based on the findings of our previous research at Bwindi and we haven't seen any contradictory reports to make us this this assumption is not valid.

Assumption 0.3 (local attitudes are an appropriate indicator of conservation threats) is based on evidence from many other conservation projects and we see no evidence to make us think that it will not be the case in Bwindi.

Assumption 0.4 (Bwindi continues to attract tourists) also appears to be holding true. Indeed anecdotal evidence indicates that tourist numbers are, or will, increase as a result of a large increase in the gorilla tracking permit fee in Rwanda.

**Output 1**: As reported last year, all assumptions appear to hold true based on our findings from the tourist survey and our interactions to date with tour operators, lodge managers and enterprises.

#### Output 2:

Assumption 2.1 (Suitable trainers can be identified and are willing to deliver training in Bwindi for the timeframes of this project) has proven to be true

Assumption 2.2 (Local people are willing to be trained and have capacity to benefit from training) has proven to be true

Assumption 2.3 (This level and type of training can be completed within the timeframes of the project, and builds the capacity required) has proven to be true although we think the impact would be significantly enhanced if this had been a longer project which provided for a much longer period of training. We can already pinpoint a number of follow up training activities which would help embed learning to date and increase skills in for example business planning.

Assumption 2.4 (Engagement of women in these income-generating activities is possible) definitely holds true. All the enterprises with the exception of carving (which is a male occupation) have involved women (even bee-keeping which is traditionally a male occupation). The women are active participants in the market gardening groups and the basket weaving is carried out by women-only cooperatives.

Assumption 2.5 (Previous research (2014) that identified households within 0.5km of the park boundary are the poorest still holds true) has partly held true. Those living within 0.5km are still those most affected by human wildlife conflict. However many other poor people live outside the 0.5km area and we have extended our radius to 2km to accommodate this. Furthermore, the enterprises have their own membership policies – we have not been able to (nor would we want to or indeed have any authority to) exclude new members from joining and benefitting who live beyond the 2km radius.

#### Output 3:

Assumption 3.1 (The standards are relevant for the types of local initiatives developed) holds true; the standards were explicitly tailored to be relevant for as many types of initiatives/services/products as identified in the inception meeting. We will continue to monitor as we move forward with the application and audit process.

Assumption 3.2 (Tour operators and lodge owners are willing to use and promote the ecolabel) has not been effectively tested in regards to the specific ecolabel. Assumption 3.3 (Regulatory bodies within Uganda continue to be supportive of the standards initiative) has not been effectively tested in regards to the standards. We have no indication that this is not true and will continue to monitor as we move forward with the application and audit process and submission of the standards to the Uganda National Bureau of Standards.

Assumption 3.4 (Local people are willing to participate in the Gorilla Friendly Standards) appears to hold true based on willingness of local people to participate in the training to date. This will be further tested in Year 3. It will be interesting to see the extent to which the Forest Friendly label which has been enthusiastically received and actively used to promote the new products will generate further interest in the Gorilla Friendly standard or whether it will prove to be confusing.

#### Output 4:

Assumption 4.1 (Local services and products exist that can be marketed to tourists) has proven to be true. Assumption 4.2 (Tour operators remain committed to being engaged with this project during the pilot stage) has proven to be true based on interactions held with tour operators at the end of each visit by Peter Nizette. Assumption 4.3 (Community leaders are supportive of the pilot) appears to hold true to the extent that they participate in regular catch up meetings held by Peter Nizette in each zone and have not reported any concerns. The Chairman of the Buhoma Community Development Association requested that one additional market gardener group be included in the project and we were able to accommodate that. Assumption 4.4 (Local people are able to meet the demand for the products/services given other pressures) is also proving to hold true – evidence by the ability of the women weaving cooperatives to outsource jobs to each other when large orders come in as described in section 3.2 under Output 2.

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

The anticipated impact of this project is that "Gorilla tourism supports local economic development around Bwindi Forest and mitigates the costs for local people of living with wildlife, thus reducing threats and generating long term support for biodiversity conservation." We won't be able to quantitatively measure our contribution towards this impact until we conduct our endline household survey and compare it to the baseline study. However first hand experience of seeing the new products and services and talking directly to the people involved provides a very positive feeling that this project is making a significant impact on the ground to the lives of those individuals and their families.

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

This project is making a contribution to SDG 8, one target of which is to "devise and implement policies to promote sustainable tourism that creates jobs and promotes local culture and products". Our project is directly working towards this target with our focus on developing local products and services including those based on local culture. The new trails for example include visits to the local traditional healer, coffee farmers, brick makers, as well as providing opportunities for tourists to learn about the indigenous Batwa people. we have developed, for example, particularly of the indigenous Batwa people. SDG 14 includes a target to "Develop and implement tools to monitor sustainable development impacts for sustainable tourism which creates jobs, promotes local culture and products". Our research methodology includes an impact assessment component which will contribute directly to this target.

#### 5. Project support to the Conventions, Treaties or Agreements

The CBD has long recognised the link between tourism, biodiversity conservation and economic development. At CoP 5 in 2000, Decision V/25 recognized the importance of tourism for social and economic development at local, national and regional levels while at the most recent CoP in 2014, Decision XII/11 recognizes the ongoing relevance of the CBD Guidelines on Biodiversity and Tourism Development. This project directly supports the CBD's programme on tourism and the implementation of its Guidelines by linking tourism development around Bwindi with local economic development and with gorilla conservation.

More broadly the project contributes to many decisions taken over the years which emphasise the need to link biodiversity conservation with poverty alleviation. At CoP 11, Decision 22 encourages parties to "promote biodiversity and development projects that empower poor and vulnerable people, particularly women and indigenous and local communities, for sustainable development and poverty eradication" Our focus on protected area boundary households and on enterprises that emphasise women and indigenous people (the Batwa) is directly in line with this.

#### 6. Project support to poverty alleviation

The number and gender of the expected direct beneficiaries of this project has been highlighted in table 1 above. For these beneficiaries and for their households we expect to see an increase in household income as a direct impact of this project. We have collected but not yet analysed income data - the analysis will happen in year 3. However anecdotal evidence points to impacts beyond income for some of the project beneficiaries. At Change a Life Bwindi, for example, the women weavers described how, as a result of the s ales of the new baskets the income generated had been invested in solar panels for all their houses – as a post from their facebook page describe. The women have also discussed how the basket sales have enable them to put more children through school. In March 2018 we recorded stories of the individual impacts the project has had. These will be written up as "stories of change" to complement the quantitative analysis of changes in income.



We are weaving for solars this month and we are so proud of our best weavers .

They have completed our clients order in time and can't wait to see their homes lighting so bright.



### 7. Project support to gender equality issues

This project is emphasising support to small enterprises that involve women – as evidenced by Table 1 above.

#### 8. Monitoring and evaluation

M and E has been integrated into the research design. The methodology set out in our research framework describes the baseline and follow up surveys that we will undertake to monitor the impacts of the project. We may need to change one aspect of our M and E plan however and will discuss this in Q1 of year 3. Specifically we planned to monitor emergence and uptake of new or improved, demand-driven, local tourism products and services in two key ways: a) collecting data from tour operators on the number of sales they have made to the tourists they serve of the new/improved tourism products and services supported by this project; b) collecting data from local participants on numbers of tourists who have participated in the services they have provided and the income they have earned from the tourists.

In addition we are using the logframe indicators to monitor to periodically check progress of the project for example through reports such as this and during project partner meetings. LTS conducted a Mid Term Review of the project in March 2018 which has also generated some useful recommendations for further ensuring the project remains on track to meet its goals.

#### 9. Lessons learnt

Last year we reported that one of the main issues that had become obvious to us at an early stage of the project was the level of ambition compared to the resources available! That remains the case this year and we are aware that we could have devised a project with twice as much training if we had more time and more resources available.

Other lessons learned this year:

 The value of a local coordinating partner: BMCT have joined as an active partner in the project and have been responsible for contracting and paying trainers – as well as helping to identify trainers. This has been invaluable and would have been difficult to administer this component of the project remotely.

- 2) Equally, Lets Go Travel has emerged as a great champion for the project amongst its peers in Uganda and has been instrumental in bringing other tour operators to project meetings and getting them enthused about the project.
- 3) Product labelling as in the current Forest Friendly can serve to motivate both producers and consumers, serve as added value to intermediary entities or vendors, increase margins, underpin tenure of employment and, thus, earnings, drive product diversification and product extension and motivate entrepreneurialism.
- 4) There is willingness and interest expressed by the different groups to have closer connections and cooperation with each other. This was noted especially among the handicraft groups who have started to cooperate with each other based on larger orders, etc. This also could extend to supporting joint assessments against Gorilla Friendly<sup>TM</sup> standards, as expressed during the Gorilla Friendly<sup>TM</sup> training conducted.
- 5) Don't expect 'promises' or 'commitments' to have, necessarily, the same meaning as we understand them and build in both additional 'time' for the project(s) and larger, time & financial, contingencies for unexpected, valuable and fitting, opportunities.

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

The review of our last annual report requested submission of more evidence to back up the results we reported. In this annual report we have selected evidence as examples of impact/results. We have not included all the evidence we have collected (eg we have multiple trip reports, training reports etc) but just pointed to examples in order to submit a manageable report. We are however more than happy to provide copies of all our internal reports, emails and others sources of evidence should that be required.

Responses to draft recommendations from the Mid Term review follow.

**Recommendation 1**: The "Gorilla friendly" standard process (i.e. Output 3) may need additional time allocated – or resources leveraged – by the lead organisation or project partners in order to ensure that the training has been successfully taken up by the enterprises. Additional support may be required to help enterprises understand the requirements of the standard and the audit process and the distinction from the Forest Friendly label which the enterprises are now using and benefitting from. If relevant, reconsider this Output's indicators and targets.

RESPONSE: IGCP has leveraged additional in-kind support above what was originally committed in Year 2 and is committed to doing the same in Year 3. As the Gorilla Friendly<sup>™</sup> standards were not integrated into the other product trainings, more time and resources will be needed to meet with each group in turn to ensure their full understanding, interest, and voluntary participation in the certification process – application and audit. IGCP with our partner Wildlife Friendly Enterprise Network are committed to continuing to work on the larger Gorilla Friendly<sup>™</sup> project beyond the life of this project.

**Recommendation 2**: The project should provide an update on project partnerships to clarify the expected roles of partners in the final year and how these will be managed – national tour agency Let's Go Travel appear to be a strong project partner but were not listed on the original application or subsequent reporting.

RESPONSE: This has be clarified in the partnerships section of this report

**Recommendation 3**: As highlighted in the project partners' meeting, share raw communications materials (such as photographs) and stories of change for tourism marketing purposes. Consider creating marketing material in lodges – not just with tour operators – to maximise on opportunities for last-minute decision making of tourists.

RESPONSE: Yes we have taken this on board and will plan to focus more on promotion in Year 3

**Recommendation 4:** Over the final year of the project, refine and update the project's exit strategy to take into account developments that have taken place since the original project design. Does further funding need to be leveraged to secure refresher training for the groups involved in the project or for product re-testing (for example, in the case of the tourism trails)? The original proposal that tour operators would take this training on board may not be appropriate or realistic.

RESPONSE: We agree the exit strategy needs rethinking and will organise a partners meeting in Q1 of year 3 to do so

**Recommendation 5:** There is a need to clarify whether the project is working in three or five tourism zones, as the logframe makes reference to five but reporting to date only discusses three – Buhoma, Ruhija and Southern Sector (incorporating Rushaga, Nkuringo and Rubuguri). Consider revising logframe if necessary.

RESPONSE: This has been clarified in the report and we will update the logframe (and submit for approval)

**Recommendation 6**: Ensure that the next annual report is supported by sufficient primary evidence. Evidence of activities and Outputs can include meeting minutes, stories of change and photographs.

RESPONSE: We hope we have provided sufficient evidence with this report!

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

No further comments other than to note that we will update the logframe and submit a change request for approval

#### 12. Sustainability and legacy

In order to promote this project – particularly amongst the private sector - we have made the most of the existing connections that RTP has to Ugandan tour operators and to the Uganda Tourist Board to promote this project within Uganda, specifically within the tourism industry.

As reported last year, our planned exit strategy revolves around uptake and roll out of the training by tour operators to other communities..On reflection we were unrealistic to expect that the tour operators would roll out a training package – their interest will be dependent on us demonstrating the importance of developing products that are more attractive to tourists and which in turn generate additional opportunities for the Ugandan tourism businesses We do still believe they are committed to supporting and promoting the new tourism products and services, but for certain training to be deepened in the same places with the same people, we have developed a promising collaboration with BMCT that will focus on the weavers and market gardeners.

Over the final year of the project we will, as recommended by LTS in the Mid Term Review, review and refine the exit strategy with the tour operator partners and project implementation partners.

#### 13. Darwin identity

We have used the Darwin Initiative logo on the project promotional material including the flyer and the website as well as on all written outputs. It also features on the Forest Friendly label which is attached to the new baskets and to the emerging Bwindi honey.

## 14. Project expenditure

Table 2: Project expenditure <u>during the reporting period</u> (1 April 2017 – 31 March 2018)

	2017/18	2017/18	Variance	
Project spend (indicative) since last annual report	Grant	Total Darwin Costs (£)	%	Comments (please explain significant variances)
Staff agets (age helew)	(£)		40/	
Staff costs (see below)		<u> </u>	1%	
Dilys Roe - Project Leader IIED			-	
Fiona Roberts - Project Coordinator IIED				
IIED Communications		-	1	
Harold Goodwin - RTP				
Peter Nizette - RTP		•	1	
ITFC Senior Research Staff				
ITFC Driver			1	
ITFC Director			1	
ITFC Accountant			1	
IGCP Salvatrice Musabyeyezu				
Consultancy costs			0%	
Overhead Costs			-1%	
Travel and subsistence			1%	
Operating Costs			5%	
Capital items (see below)			0%	
Monitoring & Evaluation (M&E)			0%	
Others (see below)			-21%	Small absolute variance but 21% in 'other cost line' mainly resulting from IIED not formally publishing this year. Communications outputs worked on by staff instead of freelancers and no printing required.
IIED Bank charges on partner transfers				
IIED Production and				
dissemination costs				
Design/Translation/Printing (in Uganda)				
ITFC Office Costs				
BMCT Office Costs		-		
TOTAL				
	L		1	

Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2016-2017

Project summary	Measurable Indicators	Progress and Achievements April 2017 - March 2018	Actions required/planned for next period
Impact Gorilla tourism supports local economic developments for local people of living with wildlife, thus support for biodiversity conservation		Too early to measure direct contribution to impact but appropriate structures in place to ensure a contribution to improved income and improved livelihoods of the target beneficiaries and their households, and for this to have a positive knock on effect on their attitudes to conservation.	
Outcome Tourism generates increased benefits for poor people living around Bwindi Forest and thus improves local support for the park and for conservation of gorillas and their habitat.	0.1 By end of project at least 200 people (of which at least 100 women) living in close proximity to the park and subject to human wildlife conflict have successfully sold new or improved, local tourism services/products to at least one group of tourists (against a baseline of zero sales at start of project) with positive feedback received.  0.2 By end of the project, tourism-related income to 200 households involved in pilot initiatives has increased by at least 25% against baseline established at start of project  0.3 By end of project, at least 200 households report an improved awareness of, and attitude to, conservation in Bwindi Impenetrable National Park against baseline established at start of project  0.4 By the end of the project, at least 25% of Gorilla Friendly certified individuals are from the poorest households and are generating new/additional income from sales through tour operators and lodges  0.5 By the end of the project, at least 25% of lodges around Bwindi and 25% of tour operators operating in Bwindi are using new products and services from certified individuals from the	On track but measurement beyond anecdotal evidence depends on endline surveys.	Agree mechanism for routine collection of feedback to enterprises from tourists, lodges and tour operators  Analyse baseline data  Conduct endline surveys (start hh survey in Sept 2018)  Promote new products and trail itineraries to lodges and monitor uptake
Output 1. Demand and supply for pro-poor tourism services at Bwindi assessed and matched	poorest front-line households  1.1 By December 2016 at least 20 tour operators have reported information on type, number, and characteristics of local tourism	Completed and reported in year 1 . Indicators need zones	l ed updating to reflect 3 rather than 5 tourism

_		<del>,</del>
	services that they could market to clients as part of a gorilla safari package.	
	1.2 By January 2017, at least 50 tourists in each of the 5 tourism zones have reported on types and characteristics of tourism products/services they would be interested to buy	
	1.3 By December 2016, at least 50 households in each of the five tourism zones, have provided details on tourism priorities and capacity to engage.	
	1.4 By January 2017 at least 3 new or improved local tourism product/services and product/service providers have been identified and agreed in each tourism zone	
Activity 1.1 Email/telephone survey of Ugandan a perspectives of types and characteristics of local		Completed.
	ors to confirm selection of tourism services and to in existing staff (or external trainers if no existing	Completed.
Activity 1.3 Scoping visit to Bwindi to assess exist stakeholders (community tourism associations, v		Completed
Activity 1.4 Survey of tourists in lodges in each of	the 5 tourism zones	Completed
Activity 1.5 Identification and mapping of househ	nolds within 2 km from the park boundary	Completed – although the maps produced are poor quality so we are seeking to re-do them
Activity 1.6 Survey of households to determine b tourism and attitudes to conservation and also to new pro-poor tourism services	aseline information on income, benefits from o explore potential interest/capacity in developing	Completed
Activity 1.7 Project team meeting to review result initiatives to take forward.	ts of surveys and agree set of four of five	Completed
Output 2. Capacity to produce and sell market-ready tourism products/services developed for at least 200 individuals (at least 100 women) from poorest households	<ul> <li>2.1 By March 2017, at least 200 individuals identified (including at least 100 women) with potential to benefit from training</li> <li>2.2 By June 2017 training for first type of pilot initiative completed and in at least one tourism zone</li> <li>2.3 By September 2017 training for first type of initiative completed in all tourism zones</li> <li>2.4 By March 2018 training completed for all initiatives in all zones</li> </ul>	Completed. Targets for individuals to be trained far exceeds 200/100 women. All training completed between April 2017 and March 2018 and detailed in Table 1 in section 3.1

	2.5 By end of project at least 200 individuals (including at least 100 women) demonstrate improved capacity through delivery of marketable tourism products/services	
Activity 2.1. Local meetings with villages in the to tourism initiatives to be developed and identify it	• • • • • • • • • • • • • • • • • • • •	Completed in year 1
Activity 2.2. Briefings by project team with traine	ers identified in 1.2	Completed – briefings conducted on an individual basis by Peter Nizette on site visits
Activity 2.3 Trainings delivered activity by activit	y, tourism zone by tourism zone	Completed – see table 1 in section 3.1 for details of trainings delivered
Activity 2.4 Regular meetings of project team wire and adapt training as required	th tour operators and trainers to review progress	Completed – four meetings held in Year 2 at end of each visit by Peter Nizette. Full details in trip reports
Output 3. "Gorilla-friendly" ecolabel tested in 5 tourism areas around Bwindi.	3.1 By April 2017, pro-poor Gorilla Friendly standards for local tourism service provision and products agreed by stakeholders and translated into at least two local languages	Slightly delayed but expected to be completed in year 3. Standards developed, user friendly outreach material developed and circulated and currently undergoing translation into local languages; initial training delivered in February 2018 and more planned. Year three focus will be on certification and endorsement.
	3.2 By March 2018, conservation training to meet Gorilla Friendly standards delivered to all project participants	
	3.3 By April 2018, Gorilla Friendly standards tested in all of the pilot initiatives	
	3.4 By end of project, Gorilla Friendly standards submitted to Uganda National Bureau of Standards for endorsement	
	3.5 By end of project, recognition by WFEN of at least one pilot products/service that meets Gorilla Friendly standards	
Activity 3.1 Meeting with project partners and s Friendly™ ecolabel standards	takeholders to confirm the adaptation of Wildlife	Completed in year one
Activity 3.2 Development and printing of locally-relevant outreach materials in at least two local languages.		User guide completed – currently undergoing translation y
Activity 3.3 Conservation training and outreach to pilot strategies including distribution of outreach materials.		Initial training provided but will be followed up in Year 3
Activity 3.4 Preparation and submission of certifi standards as necessary, from each pilot strategies		Not yet started
Activity 3.5 Report back the results of the certific those receiving the ecolabel with the rights to us services.	cation testing, adjustments suggested, and reward se the ecolabel to promote their products/	Not yet started

Activity 3.6 Promotion of certified products/ serv	rices.	Not yet started			
3.7 Submission of ecolabel standards to UNBoS for endorsement.		Not yet started			
Output 4. Viable and profitable local tourism products and services successfully marketed to tour operators and tourists in tourism zones around Bwindi, and experience shared internationally  4.1 By June 2017 at least one pilot initiative in at least one tourism zone used by tourists  4.2 By March 2018 at least 200 frontline local people (including at least 100 women) in all tourism areas around Bwindi are earning regular income from provision of tourism  4.3 By December 2018 at least two international and two Ugandan tour operators promoting pilot initiatives as part of Bwindi packages (against pre-project baseline of zero)  4.4 By end of project results of local tourism pilot initiatives shared with tour operators across Uganda and internationally		In progress. All zones have initiatives being used by tourists; over 200 local people are earning income but to date only anecdotal evidence to support this. Verbal agreements from tour operators to feature new trail itineraries on the web sites once finalised. Presentations held each year at World Travel Market.			
Activity 4.1 Tour operators introduce tourists in collect feedback from tourists		Activities have changed - initiatives have been developed in all zones simultaneously not one by one. Major focus to date has been on handicrafts which tourists have sometimes been "introduced" to by tour operators but also discovered independently. Activities also extend to			
Activity 4.2 Adjustment of pilot initiatives in all zo	ones in response to feedback	lodges being put in contact with fresh produce growers (links facilitated by regular project			
Activity 4.3 Tour operators introduce tourists to p	pro-poor tourism pilots across all tourism zones	meetings).			
Activity 4.4 Promotion via Responsible Travel and	tour operators brochures	Not yet started			
Activity 4.5 Presentation at World Travel Market		Panel sessions held each year and planned again for Nov 2018.			
Activity 4.6 End of project household survey to assess changes in income and attitudes compared to start of project		Not yet started – will start in Sept 2018			
4.7 Workshop with UTB, UATO and UWA to highlight lessons learned and explore potential for roll out to other national parks in Uganda		Not yet started – will be scheduled for Q3 year 3			
4.8 Production of final report including results of income and attitudes	, and methodology for, determining changes in	Not yet started – plans may change to include multiple outputs (including training guides) which will be produced throughout year 3			

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

Note: highlighted text refers to changes included in a revised logframe submitted to DEC prior to project approval

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact:			
(Max 30 words)			
Gorilla tourism supports local economic developr biodiversity conservation	nent around Bwindi Forest and mitigates the costs fo	r local people of living with wildlife, thus reducing t	hreats and generating long term support for
Outcome:	0.1 By end of project at least 200 people (of	0.1 Tour operator and lodge records of	<b>0.1</b> Viable pro-poor tourism products and
(Max 30 words)	which at least 100 women) living in close proximity to the park and subject to human wildlife conflict have successfully sold new	products/services bought (number of services and names and gender of people	services can be identified, developed and taken to market and are profitable for local
Tourism generates increased benefits for poor people living around Bwindi Forest and thus improves local support for the park and for conservation of gorillas and their habitat.	wildlife conflict have successfully sold new or improved, local tourism services/products to at least one group of tourists (against a baseline of zero sales at start of project) with positive feedback received.  0.2 By end of the project, tourism-related income to 200 households involved in pilot initiatives has increased by at least 25% against baseline established at start of project  0.3 By end of project, at least 200 households report an improved awareness of, and attitude to, conservation in Bwindi Impenetrable National Park against baseline established at start of project  0.4 By the end of the project, at least 25% of Gorilla Friendly certified individuals are from the poorest households and are generating new/additional income from sales through tour operators and lodges  0.5 By the end of the project, at least 25% of lodges around Bwindi and 25% of tour operators operating in Bwindi are using new products and services from certified individuals from the poorest front-line households	providing them) triangulated against book keeping records of individuals involved in pilots  0.2 Feedback from tour operators, lodges and tourists on quality of products/services and potential for repeat sales  0.3 Household surveys at start and end of project; analysis of accounts books of individuals involved in pilots  0.4 Household surveys at start and end of project; Numbers of individuals recognized by Gorilla Friendly by receiving "Gorilla Friendly" branded certificates  0.5 Analysis of accounts books of individuals involved in pilots triangulated with records of tour operators and lodges	<ul> <li>people.</li> <li>0.2 Attitudes to conservation can be influenced by level of benefits from tourism</li> <li>0.3 Local attitudes are an appropriate indicator of conservation threats</li> <li>0.4 Bwindi continues to attract tourists</li> <li>0.5 Tourists visiting Bwindi are interested in buying local products and services, and sufficient numbers visit to maintain demand</li> <li>0.6 Engagement of the poorest front-line households in the pilot and their successful sale of tourism services/products (training; market access etc) is possible</li> </ul>

Outputs:  1. Demand and supply for pro-poor tourism services at Bwindi assessed and matched	1.1 By December 2016 at least 20 tour operators have reported information on type, number, and characteristics of local tourism services that they could market to clients as part of a gorilla safari package.  1.2 By January 2017, at least 50 tourists in each of the 3 tourism zones have reported on types and characteristics of tourism products/services they would be interested to buy  1.3 By December 2016, at least 50 households in each of the five tourism zones, have provided details on tourism priorities and capacity to engage.  1.4 By January 2017 at least 3 new or improved local tourism product/services and product/service providers have been identified and agreed in each tourism zone	<ul> <li>1.1 Tour operators survey/consultation internationally and in Uganda</li> <li>1.2 Survey of different types of tourists in lodges in each tourism zone</li> <li>1.3 Household survey at start of project targeting the poorest households in close proximity of park boundary</li> <li>1.4 Narrative report published on project website summarising results of surveys and identifying planned local tourism products/services to be piloted; written a/greements from at least two tour operators to trial new products/services</li> </ul>	<ul> <li>1.1 Households, tour operators and tourists are willing to participate in this study</li> <li>1.2 Tourists continue to visit each of the 5 tourism areas</li> <li>1.3 Surveys generate the information needed to identify pro-poor tourism pilots</li> <li>1.4 Tourists are interested and willing to pay for local services and products</li> </ul>
Capacity to produce and sell market-ready tourism products/services developed for at least 200 individuals (at least 100 women) from poorest households	<ul> <li>2.1 By March 2017, at least 200 individuals identified (including at least 100 women) with potential to benefit from training</li> <li>2.2 By June 2017 training for first type of pilot initiative completed and in at least one tourism zone</li> <li>2.3 By September 2017 training for first type of initiative completed in all tourism zones</li> <li>2.4 By March 2018 training completed for all initiatives in all zones</li> <li>2.5 By end of project at least 200 individuals (including at least 100 women) demonstrate improved capacity through delivery of marketable tourism products/services</li> </ul>	<ul> <li>2.1 Hh survey plus outcomes of village meetings</li> <li>2.2 Number of men and women trained in each type of initiative in each tourist zone</li> <li>2.3 Reports from tour operators of trainings delivered, verified by ITFC coordinator and including feedback by local people on the training they received</li> <li>2.4 Existence of new, high quality, marketable, local tourism products and services</li> <li>2.5 Records and feedback from tour operators on local tourism services/products bought with feedback on quality of those services/products</li> </ul>	<ul> <li>2.1 Suitable trainers can be identified and are willing to deliver training in Bwindi for the timeframes of this project</li> <li>2.2 Local people are willing to be trained and have capacity to benefit from training</li> <li>2.3 This level and type of training can be completed within the timeframes of the project, and builds the capacity required</li> <li>2.4 Engagement of women in these incomegenerating activities is possible</li> <li>2.5 Previous research (2014) that identified households within 0.5km of the park boundary are the poorest still holds true</li> </ul>
3. "Gorilla-friendly" ecolabel tested in 5 tourism areas around Bwindi	3.1 By April 2017, pro-poor Gorilla Friendly standards for local tourism service provision and products agreed by stakeholders and translated into at least two local languages	3.1 Gorilla Friendly standards agreed by stakeholders  3.2 Gorilla Friendly standards are officially submitted to Uganda National Bureau of Standards for endorsement	3.1 The standards are relevant for the types of local initiatives developed 3.2 Tour operators and lodge owners are willing to use and promote the ecolabel

	3.2 By March 2018, conservation training to meet Gorilla Friendly standards delivered to all project participants 3.4 By April 2018, Gorilla Friendly standards tested in all of the pilot initiatives 3.5 By end of project, Gorilla Friendly standards submitted to Uganda National Bureau of Standards for endorsement 3.6 By end of project, recognition by WFEN of at least one pilot products/service that meets Gorilla Friendly standards	3.3 PDFs of local language versions of standards produced, and number printed and distributed 3.4 Report on implementation and testing of standard written up as a journal article and submitted 3.5 WFEN Gorilla Friendly website listing Gorilla Friendly certified products and operations 3.6 Reports from pilot strategies owners/beneficiaries	3.3 Regulatory bodies within Uganda continue to be supportive of the standards initiative  3.4 Local people are willing to participate in the Gorilla Friendly Standards
4. Viable and profitable local tourism products and services successfully marketed to tour operators and tourists in tourism zones around Bwindi, and experience shared internationally	4.1 By June 2017 at least one pilot initiative in at least one tourism zone used by tourists 4.2 By March 2018 at least 200 frontline local people (including at least 100 women) in all tourism areas around Bwindi are earning regular income from provision of tourism  4.3 By December 2018 at least two international and two Ugandan tour operators promoting pilot initiatives as part of Bwindi packages (against pre-project baseline of zero)  4.4 By end of project results of local tourism pilot initiatives shared with tour operators across Uganda and internationally	<ul> <li>4.1 Project reports including feedback from tour operators and tourists</li> <li>4.2 Reports from TOs triangulated against accounts kept by local tourism providers</li> <li>4,3. HH income surveys at beginning and end of project</li> <li>4.3 Inclusion of new products in tour operators brochures</li> <li>4.4 Report of project workshop to disseminate results published on project website.</li> <li>4.5 Presentation at World Travel Market 2018</li> </ul>	<ul> <li>1.1 Local services and products exist that can be marketed to tourists</li> <li>1.2 Tour operators remain committed to being engaged with this project during the pilot stage</li> <li>1.3 Community leaders are supportive of the pilot</li> <li>1.4 Local people are able to meet the demand for the products/services given other pressures</li> </ul>

Activities (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)

#### Cross cutting:

0.1 Project Inception meeting

#### Output 1: Demand and supply assessed and matched

- 1.1 Email/telephone survey of Ugandan and international tour operators to capture perspectives of types and characteristics of local tourism services with market potential
- 1.2 Workshop with Uganda tour operators to confirm selection of tourism services and to identify potential providers of training from within existing staff (or external trainers if no existing expertise or available resources internally)

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- 1.3 Scoping visit to Bwindi to assess existing supply of local services and meet key stakeholders (community tourism associations, village officials, UWA rangers; lodge owners)
- 1.4 Survey of tourists in lodges in each of the 5 tourism zones
- 1.5 Identification and mapping of households within rom the park boundary

- 1.6 Survey of households to determine baseline information on income, benefits from tourism and attitudes to conservation and also to explore potential interest/capacity in developing new pro-poor tourism services. Survey will identify any pre-existing data already collected by IGCP, ITFC and others, and fill gaps as needed
- 1.7 Project team meeting to review results of surveys and agree set of four of five initiatives to take forward.

#### Output 2: Capacity development

- 2.1 Local meetings with villages in the tourism zones to agree short list of pro-poor tourism initiatives to be developed and identify individuals to be trained
- 2.2 Briefings by project team with trainers identified in 1.2
- 2.3 Trainings delivered activity by activity, tourism zone by tourism zone
- 2.4 Regular meetings of project team with tour operators and trainers to review progress and adapt training as required

#### Output 3: Development and testing of pro-poor "Gorilla Friendly" ecolabel

- 3.1 Meeting with project partners and stakeholders to confirm the adaptation of Wildlife Friendly<sup>TM</sup> ecolabel standards to be inclusive of pro-poor objectives in the emerging species-specific "Gorilla Friendly" ecolabel standards for community products and services, as well as "Gorilla Friendly" branded certificates for those that received training under this project
- 3.2 Development and printing of locally-relevant outreach materials in at least two local languages.
- 3.3 Conservation training and outreach to pilot strategies including distribution of outreach materials.
- 3.4 Preparation and submission of certification applications, conducting 'audits' of standards as necessary, from each pilot strategies (testing).
- 3.5 Report back the results of the certification testing, adjustments suggested, and reward those receiving the ecolabel with the rights to use the ecolabel to promote their products/ services.
- 3.6 Promotion of certified products/ services.
- 3.7 Submission of ecolabel standards to UNBoS for endorsement.

Output 4: Local "gorilla friendly" tourism successfully marketed and generating conservation and poverty benefits

- 4.1 Tour operators introduce tourists in one tourism zone to pro-poor tourism pilots and collect feedback from tourists
- 4.2 Adjustment of pilot initiatives in all zones in response to feedback
- 4.3 Tour operators introduce tourists to pro-poor tourism pilots across all tourism zones
- 4.4 Promotion via Responsible Travel and tour operators brochures
- 4.5 Presentation at World Travel Market
- 4.6 End of project household survey to assess changes in income and attitudes compared to start of project
- 4.7 Workshop with UTB, UATO and UWA to highlight lessons learned and explore potential for roll out to other national parks in Uganda
- 4.8 Production of final report including results of, and methodology for, determining changes in income and attitudes

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

Please expand and complete Table 1: new projects should complete the Y1 column and also indicate the number planned during the project lifetime. Continuing project should cut and past the information from previous years and add in data for the most recent reporting period. Quantify project standard measures over the last year using the coding and format from the Darwin Initiative Standard Measures (see website for details: <a href="http://darwin.defra.gov.uk/resources/">http://darwin.defra.gov.uk/resources/</a>) and give a brief description. Please list and report on relevant Code No's. only. The level of detail required is specified in the Standard Measures Guidance notes under 'definitions and reporting requirements' column. Please devise and add any measures that are not captured in the current list. Please note that these measures may not be a substitute for output level objectively verifiable indicators in the project logframe.

Table 1 Project Standard Output Measures

Description	Gender of people (if relevant)	Nationality of people (if relevant)	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
No of people receiving training in tourism product development	M/F	Ugandan	0	312 (182F, 130M)			200 (100 M; 100 F)
No of written training guides			0	2 (draft)			1
Journal article				0			1
Workshops organised to present project findings			2 (tour operator workshops)	4 tour operator workshops)			6
Participation in conferences to present findings			1 (WTM event)	1 (WTM event)			3
	No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present	of people (if relevant)  No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present	of people (if relevant)  No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present	of people (if relevant)  No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present	No of people (if relevant)of people (if relevant)TotalTotalNo of people receiving training in tourism product developmentM/FUgandan0312 (182F, 130M)No of written training guides02 (draft)Journal article2 (tour operator workshops)0Workshops organised to present project findings2 (tour operator workshops)4 tour operator workshops)Participation in conferences to present1 (WTM event)1 (WTM event)	No of people (if relevant)  No of people (if relevant)  No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present  Proportion of people (if relevant)  I (WTM event)  Total  Total  3 Total  Total  3 Total  3 Total  4 tour  0 2 (draft)  2 (tour operator workshops)  1 (WTM event)  1 (WTM event)	No of people (if relevant)  No of people (if relevant)  No of people receiving training in tourism product development  No of written training guides  Journal article  Workshops organised to present project findings  Participation in conferences to present  Poff people (if relevant)  Ugandan  O  312 (182F, 130M)  O  2 (draft)  O  2 (tour operator workshops)  Vorkshops workshops)  1 (WTM event)  Vortal  3 to Total  A tour operator workshops  1 (WTM event)

In Table 2, provide full details of all publications and material produced over the last year that can be publicly accessed, e.g. title, name of publisher, contact details, cost. Mark (\*) all publications and other material that you have included with this report.

No publicly accessible publications this year other than the web updates on the project website and the RTP website as already noted in the narrative. However we have many draft publications and a focus on Q1 Year 3 will be to prepare these for formal publication.

Table 2 Publications

Title	Type	Detail	Gender	Nati	Publis	Available from
	(e.g. journals ,	(autho rs, year)	of Lead Author	onali ty of Lead Auth or	hers (name , city)	(e.g. weblink or publisher if not available online)

manual, CDs)			

## **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.	Х
Is your report more than 10MB? If so, please discuss with <a href="Darwin-">Darwin-</a> <a href="Projects@ltsi.co.uk">Projects@ltsi.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.	X
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	Х
Have you completed the Project Expenditure table fully?	X
Do not include claim forms or other communications with this report.	