



## Darwin Initiative Main and Post Project Annual Report

Submission Deadline: 30<sup>th</sup> April 2019

### Darwin Project Information

Project reference	25-025
Project title	Improved seed, food and livelihood security for agropastoralists in Somalia
Host country/ies	Somalia
Lead organisation	The Development Fund
Partner institution(s)	HAVOYCO, ADO, KAALO
Darwin grant value	£400,000
Start/end dates of project	September 1, 2018-December 31, 2020
Reporting period (e.g., Apr 2018 – Mar 2019) and number (e.g., Annual Report 1, 2, 3)	September 2018-March 2019
Project Leader name	Elin Cecilie Ranum
Project website/blog/Twitter	<a href="https://www.facebook.com/DevelopmentFundNorway/">https://www.facebook.com/DevelopmentFundNorway/</a>
Report author(s) and date	Sarah Paule Dalle, Issmael Shebal, Abdiaziz Darod and Elin Cecilie Ranum, April 30, 2019.

### 1. Project rationale

Over the last decades, Somalia as a whole, and Somaliland and Puntland specifically, have experienced a severe loss of diversity of plant genetic resources, degradation of farmland and areas for pasture. During the civil war, seeds and local varieties got lost as the population fled the regions. The absence of natural resource management plans and consumption of wood for firewood and charcoal have resulted in rapid soil erosion and gully formation. Unpredictable weather patterns and increased frequency of extreme climate phenomena, such as recurrent drought or excessive rainfall, have aggravated the situation, and resulted in extremely difficult conditions for pastoralists and agro-pastoralists whose livelihoods depend on agriculture and livestock.

The semi-autonomous regions of Somaliland and Puntland suffer from lack of policies, strategies and capacity to revert the degradation of agro-biodiversity and other natural resources. Neither of the regions have clear strategies for the conservation and sustainable use of plant genetic resources, and further erosion of the genetic resources may severely affect the capacity to adapt agricultural production to climate change and ensure food security in the future. Agriculture plays an increasing role for the traditionally pastoralist population and their livelihood, as conditions for livestock management are becoming more challenging. However, limited access to quality seeds of locally adopted varieties is a severe challenge that farmers in the two regions face. Low crop diversity increases farmers' vulnerability, as does the lack of knowledge of soil conservation and natural resource management, and poor access to water and irrigation. Baseline studies and evaluations in the area have confirmed gaps and needs related to loss of agrobiodiversity and natural resource management.

This project therefore aims to build the resilience of agropastoralist production systems in Somaliland and Puntland through 1) seed security initiatives to improved access to diverse, quality seeds; 2) improved soil and water management to reclaim degraded agricultural land; and 3) promoting increased awareness among government and local actors on farmers' rights and the implementation of policy measures supportive of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). The project focuses its seed security and land reclamation actions in three agropastoralist communities, while using these experiences to engage relevant ministries and other stakeholders at the policy level. The three focal villages are: Beer and Galooley villages in the Togdheer and Maroodijex regions of Somaliland; and Cuun village in Nugaal region of Puntland.

These three communities are also part of two other projects coordinated by DF: one funded by the Norwegian Agency for Development Cooperation (Norad) since 2009, and another funded by the European Union (EU) since September 2018. These are operating in larger geographic areas, with a focus on food security, climate adaptation and business development. The current Darwin Initiative project focuses on the communities where Norad has supported the establishment of community seed banks (CSB). It provides a specific value-add by building capacity of communities, NGOs and government to design and implement seed security action plans, pursue initiatives to strengthen the sustainability of the CSBs, and gain awareness of relevant policy measures to support farmers' rights, while increasing support for much needed land rehabilitation efforts. Throughout this report, we state explicitly the respective contributions of the different projects.

## 2. Project partnerships

***Note: this section contains some sensitive information and should be removed before the report is made public.***

The Development Fund (DF) is the lead organization, and responsible for the overall coordination of the project, working closely with KAALO, HAVOYOCO and ADO, the three local civil society organizations, each responsible for implementation in the focal villages where they have strong established working relationships with local communities. The current project builds on a pre-existing partnership. ADO and HAVOYCO having partnered with DF since 2009 and KAALO since 2017 in food security and livelihood programmes funded by the Norwegian government. Each organization brings to the partnership working relationships with relevant government and policy actors, including the ITPGRFA (DF), the Somaliland Ministries of Agriculture and of Environment and Natural Resources (HAVOYOCO, ADO), and the Puntland Ministry of Agriculture, and Puntland Stage University (KAALO).

The project responds to the needs and priorities of local communities and concerned government entities, as identified during previous programmes. One major change in the partnership since the commencement of the DI-funded project in September 2018 is the establishment of a DF country office in Hargeisa. Previously, DF had one program coordinator based in Hargeisa. However, with additional support from the new EU-funded and Darwin Initiative projects, DF has been able to recruit four additional staff: a Monitoring & Evaluation Advisor, a Water Engineer (who supports soil and water conservation works), as well as two finance staff (coordinator and assistant). This translates into much closer and effective follow-up, and enhances DF's capacity to support partners in the planning, monitoring and evaluation of projects, and to identify and coordinate capacity building initiatives. The DF team meets on a monthly basis with partners for joint planning and review sessions, and is able to respond promptly to queries or requests for support from partners. Partners have commented on the increased availability of the DF team, and appreciate access to the technical expertise that they can now offer.

Nonetheless, the establishment of the new office has also meant that the start-up of the project was slower than expected, as time was needed to recruit and orient new staff. This was further complicated by the resignation of DF's Somalia programme coordinator in late 2018, requiring a new recruitment which was completed in February 2019. Furthermore, internal audits had revealed some questions about the procurement practices of ADO, and according to Norway's

anti-corruption policy, funds have been halted to this partner while the question is under investigation. As a result, ADO did not conduct any activities during this reporting period. ADO has agreed to update their procurement manual, and we expect that they will be able to implement activities in 2019-2020 and achieve the expected results in the remaining project period.

As a result, some of the main activities planned under output 1 were postponed and DF submitted and obtained approval from Defra for a Project Change Request. While this has delayed a number of activities, the DF office in Hargeisa is now fully functional and composed of a competent and enthusiastic team who is working effectively with our local partners. DF has also assigned its agrobiodiversity and M&E advisor in Oslo to support the project.

### **3. Project progress**

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

##### **Output 1. Seed security assessments conducted with local communities and other local agencies**

The five activities under this output all involve various steps in the planning and implementation of seed security assessments and development of related action plans. The main progress made during this period was the establishment of terms of reference and hiring of a resource person (Dr. Pratap Shrestha, Program Specialist in Plant Genetic Resources and Seed Systems) from the Canadian agency USC Canada (<https://www.usc-canada.org/>) who will assist DF and partners to design a methodology for the assessment and deliver a hands-on training on the methodology to staff of DF, partners and other close collaborators. The training (activity 1.2) was initially scheduled for January 2019, but the event was subsequently postponed due to the resignation of DF's program coordinator based in Hargeisa in late 2018 (see section 2). The training has now been rescheduled for June 22-30. Progress was also made in reviewing relevant studies on seed systems in Somalia (activity 1.1). The remaining activities (1.3-1.5) have been rescheduled for the 2019-2020 fiscal year.

##### **Output 2. Initiatives supported to improve access to diverse quality seeds for women and men agropastoralists**

During this period, progress was made on those activities that were not dependent on the results of the seed security assessment (activities 2.4, 2.5), as described below. The other activities under this output will be defined based on the actions plans (activity 1.5) and will be the focus in the latter half of 2019.

*Development of Standard Operating Procedure for Community Seed Banks (CSB) and strengthening of CSB committees (activity 2.4):* Currently, CSBs are already established in Beer and Galooley villages, with support of Norad. KAALO with the help of Puntland Ministry of Agriculture and local authorities, facilitated the establishment of a management committee for a third CSB in Cuun Village which will be constructed in 2019. This committee consists of 7 community members (29% female), whose role is to manage and maintain the CSB. A Standard Operating Procedures manual was by HAVOYOCO and the Galooley CSB management committee (20 members, 45% female). KAALO subsequently adapted this manual for their context held a validation workshop in Cuun village, with participation of 49 community members (16% female), including the newly established CSB committee, and one agricultural extension officer from the Ministry of Agriculture.

*Development of Business Plan for Community Seed Banks (activity 2.5):* The project will support the development of Business Plans, to identify strategies to generate income for the CSBs so that both seed banks can be sustained effectively. This process has started with a training organized for CSB management committee, local authorities and other community members on business planning. The training involved 20 individuals (20% female) in Cuun village and 20 individuals (45% females) in Galooley. First drafts of the business plans have been developed, and will be further refined in the coming months.

### **Output 3. Support provided to reclaim and rehabilitate degraded agricultural land**

*Participatory mapping and assessment to develop community soil and water conservation plans (activity 3.1):* Originally it was planned that this assessment would be combined with the SSA (Output 1) but this was not practical due to delays in that activity. Instead, the assessment was conducted by DF's Water Engineer, and involved field observations and discussion with community members in Beer and Galooley sites in Somaliland. In Puntland some initial guidance was provided by phone to KAALO, but a fuller assessment will be conducted in the next period. In all sites, gully erosion was identified as a major issue affecting agricultural plots in the target communities, and priority areas for land rehabilitation works selected.

*Water and soil conservation through construction of soil bunds and gabions (activity 3.2):* To rehabilitate land affected by gulleys, soil bunds and gabions were selected. Technically soil conservation bunds are ridges and ditches made of soil, dug across the slope along the contour, at 1 metre height), which help reduce soil erosion and retain water. Gabions consist of retaining walls, and are constructed in locations with severe gully formation. With technical advice from DF's water engineer, KAALO facilitated the construction of 3 km of soil bunds in Cuun village, whereas HAVOYOCO facilitated the construction of 20 km of soil bunds in Galooley village. Beneficiary households provided labour in both sites, supported through a cash for work arrangement. In Cuun bulldozers were used for some of the work, as land cannot be excavated by hand as it has more limestone.

### **Output 4. Support provided to raise awareness among government agencies and other local actors on farmers' rights, seed security and related policy instruments (ITPGRFA)**

*Trainings on ITPGRFA, farmers' rights and Seed security (activity 4.1):* Trainings for government officials, local communities and NGOs took place in Galooley village (Somaliland) on November 26, 2018, facilitated by Elin Cecile Ranum of DF (Oslo). The topics included an overview of the ITPGRFA, provisions for farmer's rights. Following this, KAALO used the training materials to conduct a similar training in Garowe (capital of Puntland) on March 10-12, 2019. Overall these two trainings reached a total of 80 people (35% female), including 46 community members, 17 staff from all three partner NGOs (ADO, KAALO, HAVOYOCO), 7 from government, 6 DF staff, 4 from local universities. In addition, the Somaliland training was covered by two reporters (from Somali cable TV and Waaberi News) and disseminated on local TV and through social media (see section 13).

## **3.2 Progress towards project Outputs**

**Output 1:** Due to reasons explained above in sections 2 and 3.1, progress towards this output has been limited. Although DF has supported seed security initiatives for many years, this is the first time we will be conducting an in-depth seed security assessment. Thus, having recruited a qualified resource person to provide training was an important step and we feel confident that the process now underway will contribute both to refining the quality of our seed security interventions, as well as provide an opportunity for significant learning and exchange among communities, grain traders, NGOs, and government agencies. This is also an investment that will provide insights, skills and capacities transferable to other projects and policy processes in the future. See Annex 4.1 for the draft programme for the seed security assessment training to be held in June, 2019.

**Output 2:** Progress in this output has been focused on strengthening the Galooley and Cuun village CSB management committees, through a Standard of Procedures manual, developed and validated with the local communities, and workshops to begin the development of business plans. Although the first CSB was established in Somaliland in 2015, neither business plans nor procedures manuals have been developed with the CSBs before. This is therefore an important contribution of the Darwin Initiative project, and responds to commonly voiced concerns regarding the sustainability of CSBs.<sup>1</sup> Furthermore, these processes were carried out with strong involvement with the CSB committees and local community members (see section 3.1).

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<sup>1</sup> Vernooy, R., et al., Eds. (2015). *Community seed banks : origins, evolution, and prospects*, Routledge;

The Standard of Procedures manual is included in Annex 4.2; photos of the workshops held for both the business plan and the CSB manual development are included in Annex 4.3.

Delays in conducting the seed security assessments means that there will be less time within this project to implement actions identified in the action plans than originally anticipated (which will contribute to indicators 2.1-2.3, 2.5). However, a large number of genetic resources have been added to the CSB collections in 2018 (indicator 01), and work such as participatory varietal selection can be pursued with these in the 2019 season, as well as strengthening the CSBs organizationally. Follow-up of the SSA action plans will be a major focus in 2020.

**Output 3:** This output has had the most significant progress in the first period of the project. Soil and water conservation plans are developed in two of the three communities (indicator 3.1), and gulley rehabilitation structures (soil bunds and gabions) have been established on 67 of 120 hectares (56%) targeted in this project (indicator 3.2). Community members demonstrated a high level of engagement for this activity. Seeing the importance of controlling gulley erosion on their farmlands, all 92 participating households in Galooley decided to voluntarily construct an additional 20 linear metres of soil bunds per household, adding to the 200 meters each household contributed with support from cash for work. This contribution from the Darwin Initiative project was complemented by construction of a check dam to regulate flooding/run-off, supported by Norad. See Annex 4.3 for photos of the construction of soil bunds and gabions.

**Output 4:** The target for indicator 4.1, to conduct 2 training workshops on ITPGRFA, farmers rights and seed security has been achieved in this reporting period. This was unexpected, since originally only the training conducted in November was planned. However, KAALO staff who attended the training decided to use the training materials to conduct a similar workshop in Puntland, and ADO has plans to do the same in the next period. Follow-up will be done in the next period to assess the impact of the workshops, but one positive observation was that the events were successful in engaging farmers to discuss their rights over indigenous seed varieties and in managing community seed banks. Photos of the training and a copy of the powerpoint presentation used are included in Annexes 4.3 and 4.4 respectively.

It was not possible during this period to advance work with the relevant government authorities on the development of Somaliland's seed law and Puntland's seed policy, as neither government prioritized this work in the last year. However, we have confirmed with the relevant government departments plans for the next year, and expect more progress in the next period.

### 3.3 Progress towards the project Outcome

**Indicator 01:** During 2018, the number of varieties conserved in the Galooley and Beer CSBs increased from 15 varieties from 13 crops species to 48 from 18 crop species. Sorghum is the crop with most diversities (10 varieties), followed by tomato (6), forage grasses (6), and maize (4) (Table 1). A range of crop types are represented, from cereals to oil crops to vegetables, and represent both important cash crops (tomatoes, onions) and those important for food security (cereals, pulses).

The increase in diversity is the result of ongoing collection efforts by the CSBs and partner NGOs within their respective localities, and was supported by the Norad project prior to Darwin Initiative activities started. It therefore represents an updated baseline, and is close to the project target in terms of diversity of varieties (48 of 55 targeted). The collection has also added 5 new crop species: forage grasses, sunflower, lentil and sweet pepper. Thus, we expect that

**Table 1.** Crops conserved in two CSBs in Somaliland (\*= crop newly added to the collection).

Crop	# varieties
<b>Cereals</b>	<b>17</b>
Sorghum	10
Maize	4
Wheat	1
Barley	1

through the contributions of both the Norad and Darwin project, we will be able to surpass the project target in terms of biodiversity conserved. However, with the aim of improving livelihoods through biodiversity, the Darwin project will aim to strategically increase collections that correspond to specific needs (e.g. types of varieties) that will be identified in the seed security assessments. Thus, it is expected that the Darwin project will make a specific contribution in terms of improving the quality of plant genetic resources communities have access to.

**Indicator 02:** In 2018, 650 households (46% female-headed) accessed seeds from the two existing CSBs in Beer and Galooley. This will be considered as part of the baseline for which the target of 1280 households with improved access to quality seeds will be assessed. Other quantitative and qualitative baseline measures on the access to seed diversity will be collected during the seed security

assessments. Again here, it will be not only the number of households with improved access as a result of the Darwin project, but also the quality of this access, that we will measure.

**Indicator 03:** In the first year of the project, 122 households (38% female-headed) have benefitted from the establishment of soil bunds and gabion structures on their farms. The extent to which this leads to improvements in quality of their soil and water resources for these households will be monitored over time through field visits, photo time-series and focus group discussions.

**Indicator 04:** Work on Somaliland's seed law or Puntland's seed policy did not progress during this period. We expect that there should be opportunities to engage on this in the next year. However, as this is outside of the control of the project, it may become necessary to revise this indicator, and focus for example more on changes in knowledge and awareness on farmers' rights and the ITPGRFA, as opposed to the implementation of supportive policy measures that the indicator currently addresses. This should be possible with the Outcome Mapping approach which identifies progress markers of short to long-term change.

**Indicator 05:** This indicator will be assessed with a household survey at project end, as well as qualitative monitoring methods such as [Most Significant Change](#).<sup>2</sup>

### 3.4 Monitoring of assumptions

A total of 16 assumptions were identified in our proposal (see Annex 2). Although these mostly hold true, there are a few that merit some attention, as described below.

**Assumption of stability of climatic and security conditions:** The outcome, output 1 and output 2 all included assumptions that climatic and security conditions would remain stable enough to allow for good participation in activities (assumptions #5, 8, 12), and for varieties to be grown out in participatory varietal selection trials (assumption #10). The security situation in Somaliland and Puntland has remained relatively stable, but the potential for drought is always a possibility. The DF team is closely monitoring updates from the Ministry of Agriculture, with the next update expected at the beginning in May. Should a drought occur, this could result in out-migration of many community members and reduce participation in activities. In these conditions it is usually still possible to work with those remaining in the communities, though

Millet	1
<b>Forage crops</b>	<b>6</b>
Grasses*	6
<b>Fruits</b>	<b>3</b>
Watermelon	3
<b>Oil crops, seeds, nuts</b>	<b>5</b>
Sesame	3
Sunflower*	1
Groundnut	1
<b>Pulses</b>	<b>4</b>
Cowpea	2
White beans	1
Lentil*	1
<b>Vegetables</b>	<b>13</b>
Tomatoes	6
Onion	3
Hot Pepper	2
Melon	1
Sweet pepper*	1
<b>Total</b>	<b>48</b>

<sup>2</sup> In 2018, DF conducted a pilot on the Most Significant Change technique, and has found it useful for qualitative monitoring. We therefore expect to start using this in the Darwin project this year.

perspectives of some populations could be missing for example from the seed security assessment. Workplans could also be adjusted focusing more on activities that are not affected by the drought (land rehabilitation, organizational strengthening of CSBs, and policy work), while participatory varietal trials could possibly focus in areas with sufficient rain (if any). In the case of a severe drought, DF would also attempt to raise additional funds to provide emergency relief to the affected communities in our program area. DF and our local partners will continue to monitor this situation closely and work on contingency plans as needed.

**Assumption that local partners have adequate capacity to conduct seed security assessments (#6):** The SSA training workshop is planned as a 9-day event, including theoretical concepts and review of tools, practical field work, as well as guidance on analysis and how to develop action plans (see draft programme in Annex 4.1). We expect that this should be sufficient in building the required capacity for partners and DF to conduct the assessments following the training. A weak point could be the development of action plans; indeed, it is common for actors to fall back on the interventions they already are familiar with, rather than drawing from the evidence of assessments<sup>3</sup>. The consulting contract includes 2 days of support through email and/or skype to provide input on action plans, but if judged necessary we may consider an in-person visit.

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

We have not yet assessed impact at this early stage in the project, however we expect that the progress made in land reclamation efforts (output 3) and diversifying collections of the CSBs (indicator 01) will both contribute to increasing agricultural biodiversity, and lead to better productivity in the medium term.

It is noteworthy that there are no national gene banks in Somalia or the semi-autonomous regions of Somaliland or Puntland. Within this context, the role of the CSBs is particularly important in maintaining collections of adapted seed varieties (indicator 01). For example, government representatives in Somaliland have commented favourably on the fact that communities are accessing adapted seed from the CSBs that is sourced within the country, whereas there have been experiences of NGOs sourcing seed from Kenya that was poorly adapted to the local conditions. Furthermore, the Ministry of Agriculture and Rural Development of Somaliland has recently (May-June 2018) sourced seed from the Galooley CSB for a government agricultural project called “Ploughing service project for national food reserves in Somaliland”.

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

The SDGs most relevant to our project are SDG 1 (No poverty) and SDG 2 (Zero hunger). The project also has linkages to SDG 13 (Climate Action) and SDG15 (Life on Land).

The project is at too early a stage of implementation to have made significant contributions to the SDGs. We will report on this starting in year 2.

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<sup>3</sup> Byrne, K. G., et al. (2013). "The role of evidence in humanitarian assessment: the Seed System Security Assessment and the Emergency Market Mapping and Analysis." *Disasters* **37**: S83-S104.

FAO (2014). Seed Security Assessments in Burkina Faso, Chad, Mali, Niger Ethiopia, Kenya, Somalia and South Sudan 2003 – 2013: Key Findings and Recommendations: 3.

Maxwell, D. G., et al. (2013). "What Drives Program Choice in Food Security Crises? Examining the "Response Analysis" Question." *World Development* **49**: 68-79.

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

The project is contributing to the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). Somalia is not yet a party of the ITPGRFA, and has therefore not appointed a focal point to the treaty. The relevant government bodies are the Ministries of Agriculture of Somaliland and Puntland. The project's main interaction with relevant government institutions were the training workshops (output 4) to increase knowledge and awareness of the ITPGRFA and the relevant articles of the Treaty (see section 3.1., output 4 for more details). Moreover, DF has had several meetings with the Ministry of Agriculture regarding seed laws.

## **6. Project support to poverty alleviation**

Overall, the project is targeting a total of 1,100 agro-pastoralist households in Somaliland and 500 households in Puntland, corresponding to about 9,600 people. The project prioritizes resource-poor and female-headed households. The following direct impacts are expected from the project. Women and men agropastoralists are expected to learn and exchange knowledge with other community members, government, NGO and other actors through participation in the SSAs (Output 1), PVS trials (Output 2) and the trainings on farmers' rights/ITPGRFA, and exchange visits (Output 4). This is expected to benefit at least one person from 1,600 households. Approximately 952 women and 878 men are expected to be supported in improving seed quality and postharvest management thereby increasing households' seed stocks and improving productivity. In the medium term, improved CSB management, and other seed security initiatives is expected to improve access to quality seeds for least 1280 households, while 240 households will receive support to rehabilitate degraded land. In the long-term, better access to diverse, quality seeds and enhanced soil and water conservation will improve the productivity and diversity of crop production, contributing to enhanced food and livelihood security, and enabling communities to better adapt to climate change and other shocks.

In terms of indirect impacts, work to raise awareness on farmers' rights, seed security and the ITPGRFA (Outputs 1 and 4) is expected to contribute to extending the quality and breadth of the above livelihood impacts, as actions are more fully integrated into the programs and policies of communities, governments and NGOs.

At this early stage in the project, contributions to achieving the above impacts are modest, and focused at the output level (see section 3.2). We will report more fully on this as the project progresses.

## **7. Project support to gender equality issues**

The project aims to contribute directly to gender equality by actively promoting women's participation in activities, strengthening their influence in decision-making (e.g. in CSB management, development of seed security action plans), and improving their food- and livelihood security by referring women's knowledge and addressing their strategic needs and interests (e.g. through support for female-headed households for rehabilitation of degraded land and addressing their specific needs in terms of seed security). The project will also contribute to indirect impacts through its policy work. For example, we will support relevant institutions and ministries to develop action plans to mainstream gender into national seed policies and strategies

In terms of women's participation, partners and DF have established a standard that at least 40% of beneficiaries should be women. Activity reports (section 3.1) show that in this period this target has been achieved in activities supported in Galooley village by HAVOYOCO. However, in Puntland the involvement of women in activities supported by KAALO has tended to be weaker. HAVOYOCO has been a partner of DF since 2009, in which both organizations have worked over time to develop good gender mainstreaming approaches, and has a gender focal point on staff. In contrast, KAALO is a relatively new partner (since 2017) and lacks a gender focal point. In addition, the program team considers that the gender disparity is likely greater in Puntland than in Somaliland.

The seed security assessment and related action plans will ensure to address both women and men's needs and priorities. Discussions how to facilitate women's participation have been part of the planning process for the SSA training to be held in June this year. Close follow-up and support will be particularly important in Puntland.

## **8. Monitoring and evaluation**

The plans of DI for this reporting period were discussed and reviewed with the partners to produce implementation, supervision and monitoring plans. There were monthly meetings among the partners and DF to share the updates about the project and to discuss challenges and the lessons learnt, and to make adjustments to activity plans (as submitted in the Change Request).

Project implementation was monitored closely. Criteria for each activity was shared with the partners like the minimum standard for the soil and water conservation structures as well as the selection criteria for the beneficiaries. Regular field monitoring visits were conducted throughout the course of the project by DF's Water engineer, M&E advisor and the Programme coordinator to follow-up on the progress of the activities. Recommendations for strengthening the implementation were identified, for example, to increase the height of the soil bunds to 1 meter as per the minimum standard, and also to protect the soil bunds from the livestock during the excavation process. Moreover, DF's regional director carried out field monitoring. A joint monitoring was also carried out by the Ministry of Agricultural Development, Amoud aUniversity, and the implementing partners to oversee the activities of the project in this period. To encourage sustainability of the intervention, participants in the project were encouraged to contribute to the construction of the soil bunds (leading to their decision to voluntarily establish 20 m additional soil bunds), and the communities have made plans on how to maintain the soil bunds in the future, with some support and guidance from DF and our partners.

In considering how the project activities and outputs contribute to the project Outcome, we have taken care to identify the relative contributions of the Darwin Initiative-funded project, in relation to those funded by Norad and the EU. It is too early to assess the Outcome at this stage, but will consider this carefully when reporting on these indicators in the future.

There have not been any significant changes made to the M&E plan to date.

## **9. Lessons learnt**

Soil and water conservation activities were beneficial to the communities in terms of protecting land degradation and fettering gully encroachment to the farming fields. This activity was appreciated by the government (regional coordinator of Ministry of Agricultural Development) and the target communities. However, in some locations of Cuun village, the provision of cash-for-work for soil bunds construction was not possible due to the nature of the land where the project is being implemented, and instead bulldozers were used.

The trainings in farmers' rights and the ITPGRFA were important to help sensitize farmers that they have the right to protect their indigenous seeds. It will be important to continue working to increase farmers' training on their rights and to engage the government to have more active role in this.

The CSB business plans were drafted with the support of local expertise, however, the quality of the plans could have been improved with support from a professional expert. In this regard, the project team will take the opportunity during the Seed security assessment training in June to obtain advice from USC Canada's Program Specialist in Plant Genetic Resources and Seed Systems.

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

Not applicable.

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

No further comments.

## **12. Sustainability and legacy**

The project aims to emphasise local ownership and building local capacity to strengthen the sustainability of the different interventions of the project. Specifically, the project strives to:

- Strengthen community members' capacity to manage community seed banks to ensure their continued functioning after the end of the project. This includes the establishment of business plans to support their economic sustainability.
- Raise awareness and build capacity in the management and conservation of agro-biodiversity at community and government level. This will ensure that the increased diversity of plant genetic resources will be maintained, and possibly further increased, in the future.
- Promote policies for the sustainable use and conservation of plant genetic resources.
- Promote land and conservation measures that can easily be adopted and sustained.
- The project will sign MoU with relevant ministries and strengthen their capacities, target extension agents from local district administration in order to ensure sustained practice of the knowledge and skills gained.
- Strengthen the capacity of the implementing partners, and ensure transfer of knowledge and know-how from DF to the three partners and line ministries in order to increase sustainability.

This strategy is still valid, and will be monitored over the course of the project.

## **13. Darwin identity**

The Darwin Initiative was publicized during the training workshop on the ITPGRFA held in Somaliland on November 26, 2018. This event served as the launch event for the project. The Darwin Initiative logo was printed on the workshop banner/T-shirts and hats. The logo has also been included in banners of other training workshops held (see photos in Annex 4.3). The launch event was broadcast by two local TV stations, and Somali cable disseminated the following video (in Somali) on YouTube and social media: <https://youtu.be/lMfbatJBU1Y>. The video was shared on DF's Facebook page, with explicit mention of the Darwin Initiative.

HAVOYOCO also made several posts about the event. DF's English language Facebook page is recently established and currently only has 262 likes, but Somalicable's has over 159,000 and HAVOYOCO's has close to 12,400. We missed tagging Darwin Initiative's social media channels when these posts were made, but will ensure to do so in the future.

## **14. Project expenditure**

Project expenditure for 2018-2019 is presented against the budget as revised according to our Change Request, approved by Defra on March 21, 2019.

**Table 2: Project expenditure during the reporting period (1 April 2018 – 31 March 2019)**

<b>Project spend (indicative) since last annual report</b>	<b>2018/19 Grant (£)</b>	<b>2018/19 Total Darwin Costs (£)</b>	<b>Variance %</b>	<b>Comments (please explain significant variances)</b>
Staff costs				
Consultancy costs				
Overhead Costs				
Travel and subsistence				
Operating Costs				
Capital items				
Monitoring & Evaluation (M&E)				
Others				
<b>TOTAL</b>				

## Annex 1: Report of progress and achievements against Logical Framework for Financial Year 2018-2019

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
<b>Impact</b>  Reduced poverty through improved seed, food and livelihood security for agropastoralist families in Somaliland and Puntland		We have not yet assessed impact at this early stage in the project, however we expect that the land reclamation efforts and diversified collections of the CSBs will both contribute to increasing agricultural biodiversity, and lead to better productivity in the medium term.	
<b>Outcome</b>  Resilience of agropastoralist production systems in 3 communities enhanced through improved access to diverse, quality seeds, improved soil and water management, and increased awareness of farmers' rights among government/local actors (30 words)	<p><b>01.</b> Number of varieties conserved in community seed banks (CSBS) increased from 15 (baseline) to 55 varieties from 13 crop species</p> <p><b>02.</b> 1280 households with improved access to quality seeds compared to baseline</p> <p><b>03.</b> At least 240 vulnerable households, including at least 96 female-headed households, have improved soil and water resources on their farms</p> <p><b>04.</b> Evidence of progress towards implementation of policy measures supportive of farmers' rights/ITPGRFA is documented</p> <p><b>05.</b> At least 70 percent of the benefited households have experienced positive change in their livelihood security</p>	<p>48 varieties from 18 crops are currently available in 2 CSBs. This is result of work supported by Norad, but will be further increased by the Darwin project.</p> <p>650 HHs (300 FHH) accessed seeds from 2 CSBs in 2018 (baseline). Other baseline measures will be collected during the SSA in the three communities.</p> <p>122 HH (46 FHH) have benefitted from the establishment of soil bunds and gabion structures on their farms. The improvement in soil and water resources will be documented through photos and focus group discussions/and or survey.</p> <p>No progress made by governments on Somaliland's seed law or Puntland's seed policy during this period.</p> <p>To be assessed in 2020, using measures of well-being.</p>	<p>01. Number of varieties conserved will increase based on further efforts to be supported by Darwin (Output 2), based on needs identified in the SSAs (Output 1).</p> <p>02. The SSA action plans are expected to help better pinpoint specific seed security needs which will be implemented in the next year. This should enhance the quality and impact of contributions already made by the CSBs supported by Norad.</p> <p>03. Soil conservation structures will be extended, and guidance provided to ensure proper maintenance. Changes in vegetation cover and productivity will be monitored.</p> <p>04. Activities to engage policy makers are planned for the next period (Output 4).</p> <p>05. Progress to be monitored through qualitative methods and evaluated in an endline survey.</p>
<b>Output 1.</b> Seed security assessments (SSAs) conducted with local	<b>1.1.</b> SSAs and action plans developed in 3 communities	These activities were postponed to June-September 2019 (see sections 2 and 3 for further details). We will provide data on all 3 indicators in the next report.	

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
communities and other local agencies (government, NGO)	<p><b>1.2.</b> 24 women and 36 men (community, government, NGOs) trained in SSA methodology</p> <p><b>1.3.</b> 2 government agencies, 6 NGOs, 11 iNGOs, 22 farmer groups, unions and cooperatives, 6 women and youth associations, 12 local committees, 6 academic institutes engaged in SSA field work, action plans and/or sharing workshops</p>		
<b>Activity 1.1.</b> Carry out context analysis, review of existing studies, and mapping of actors engaged in the local farming and seed system		Existing studies are reviewed	Consultant will develop methodology and for the SSA.
<b>Activity 1.2.</b> Provide training on gender-sensitive seed security assessment (SSA) to local partners		Terms of reference developed and consultant from USC Canada hired. See draft programme in Annex 4.1.	Training is planned to take place June 22-30, 2019.
<b>Activity 1.3.</b> Conduct SSAs in 3 communities with local communities and other local actors		Postponed.	Data will be gathered between May and July 2019
<b>Activity 1.4.</b> Hold knowledge sharing workshops to raise awareness of SSA findings		Postponed.	Knowledge sharing workshops to be held in August-September 2019
<b>Activity 1.5.</b> Develop action plans with communities and local government/partners		Postponed.	Action plans will be developed in August-September 2019
<b>Output 2.</b> Initiatives supported to improve access to diverse quality seeds for women and men agropastoralists	<b>2.1.</b> At least 24 crop varieties collected in Somaliland/Puntland and 15 adaptable varieties obtained from regional gene banks	n/a	
	<b>2.2.</b> At least 18 crop varieties tested in adaptation trials and participatory varietal selection (PVS)	n/a	
	<b>2.3.</b> 952 women and 878 men trained/supported to improve seed quality/reduce postharvest losses	n/a	
	<b>2.4.</b> 1 standard of procedures manual for CSBs in Somalia developed		One standard of procedures manual was developed for Galooley CSB and adapted for the needs of the future CSB to be established in Cuun village (Puntland). The manual (in Somali) is presented in Annex 4.2, and photos of the workshop are in Annex 4.3.

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
	<b>2.5.</b> Business plans for 3 existing CSBs developed, and 1 pilot project per CSB initiated to generate funds to cover operating costs	Training workshops on business plan development were conducted in Galooley and Cuun villages. The business plans will be further developed in the next period. See Annex 4.3 for photos of one of the business plan development workshops.	
	<b>2.6.</b> 6 threshing machines, 3 seed cleaning & processing machines, 3 moisture meters and 3 balances are operational in the CSBs	n/a	
	<b>2.7.</b> # other seed security initiatives piloted to increase seed availability, access or quality based on priorities identified in the SSAs – (target to be determined based on SSA action plans)	n/a	
<b>Activity 2.1.</b> Collect PGRs in Somaliland and Puntland and obtain adaptable PGRs from regional gene banks based on needs pinpointed in the SSAs		Postponed.	Collect 57 PGRs in Somaliland and Puntland; request accessions from regional gene banks.
<b>Activity 2.2</b> Conduct adaptation tests and participatory varietal selection trials of new varieties obtained in activity 2.1.		Postponed.	Conduct adaptation tests/participatory varietal selection for at least 18 crop varieties (PVS)
<b>Activity 2.3</b> Provide trainings and support to strengthen seed quality and reduce postharvest losses at the household level		Postponed.	Provide trainings and support to strengthen seed quality and reduce postharvest losses at the household level for 636 women and 588 men.
<b>Activity 2.4</b> Work with CSB management committees to develop a standard of procedures manual and provide training to strengthen CSB management		1 standard of procedures manual was developed and adapted for 2 CSBs, and further training and capacity building conducted for all CSB management committees. See manual in Annex 4.2 (in Somali), and photos in Annex 4.3.	The manual will be adapted for the needs of the third CSB.
<b>Activity 2.5</b> Develop business plans and support pilot projects to generate income for the CSBs		Trainings conducted on the development of business plans in 2 communities, and draft plans developed. See photos of the business plan training in Annex 4.3.	Business plans will be further discussed with different stakeholders and pilot projects initiated for all three CSBs.
<b>Activity 2.6</b> Provide financial and technical support to CSBs for purchase and operating of seed processing equipment			Seed processing equipment (seed cleaning and processing machine,

Project summary	Measurable Indicators	Progress and Achievements April 2018 - March 2019	Actions required/planned for next period
			mousture meters) to be purchased for all 3 CSB
<b>Activity 2.7</b> Pilot other initiatives to improve seed availability, access and quality based on priorities/opportunities identified in the SSAs			To be defined based on the SSA action plans (activity 1.5).
<b>Output 3.</b> Support provided to reclaim and rehabilitate degraded agricultural land	<b>3.1.</b> Soil and water conservation plans established in 3 communities	Assessments were completed in 2 of the 3 communities, and some initial assessment done in the third community.	
	<b>3.2</b> 120 hectares of land improved through establishment of soil and water conservation structures	67 Ha of land affected by gulleys were improved through construction of soil bunds and 80 gabion structures (retaining walls). See photos in Annex 4.3.	
<b>Activity 3.1</b> Conduct participatory mapping and assessment to develop community soil and water conservation plans (to be integrated with SSA above)		The assessment was conducted by DF's water engineer with Beer and Galooley villages in Somaliland, and some initial assessment completed in Puntland.	The assessment will be completed in Cuun village, and progress in implementation regularly monitored in all villages.
<b>Activity 3.2.</b> Support communities in the construction and maintenance of soil and water conservation structures (soil bunds, check dams, gully rehabilitation, afforestation)		Constructed soil bunds covering 67 hectares and 80 gabions	15 hectares with soil bunds in Beer village.
<b>Output 4.</b> Support provided to raise awareness among government agencies and other local actors on farmers' rights, seed security and related policy instruments (ITPGRFA)	<b>4.1</b> 2 training workshops on ITPGRFA, farmers rights and seed security conducted	2 training workshops were conducted, reaching a total of 82 people. These included 46 community members, 17 staff from partner NGOs, 6 from DF, 7 from government, and 4 from local universities, and 2 from local media. See powerpoint presentation used, attached in Annex 4.4.	
	<b>4.2</b> 57 men and 63 women from farmers' and women/youth organizations and 150 government and NGO staff who participate in field visits and exchanges to learn about seed security/farmers' rights initiatives	n/a	
	<b>4.3</b> Policy measures to integrate farmers' rights in Somaliland's seed legislation are identified	The seed law process in Somaliland has been put on hold by the government so there was no opportunity to advance on this output in this period. Opportunities to further engage on this are planned in the next period.	
	<b>4.4</b> Situation analysis and planning workshop for development of a Puntland seed policy/strategy are completed	Puntland's seed policy process has not advanced in this period, but opportunities to engage further in this are planned for the the next period.	
<b>Activity 4.1</b> Conduct training workshops on ITPGRFA, farmers rights and seed security for government, NGOs and local communities		1 training conducted in Galooley in Nov 2018, and 1 in Puntland in March 2019.	1 training on will be conducted in Oct. 2019 in Beer village.

<b>Project summary</b>	<b>Measurable Indicators</b>	<b>Progress and Achievements April 2018 - March 2019</b>	<b>Actions required/planned for next period</b>
<b>Activity 4.2</b> Organize field visits and exchanges to build awareness on initiatives that strengthen seed security/farmers' rights (including activities in the project villages + 1 exposure visit to Ethiopia)			1 exposure visit to Ethiopia will be organized.
<b>Activity 4.3</b> Organize meetings between the Somaliland Ministry of Agriculture (MoA) and the parliament sub-committee to lobby for enactment of the national seed act and policy			Organize 2 meeting between the Somaliland Ministry of Agriculture (MoA) and the parliament sub-committee to lobby for enactment of the national seed act/policy
<b>Activity 4.4</b> Facilitate multi-stakeholder policy dialogues to identify opportunities for integrating farmers' rights in Somliland's seed legislation			Facilitate 1 joint multi-stakeholder policy dialogues
<b>Activity 4.5</b> Support the Puntland MoA to initiate development of a national seed policy/strategy (situation analysis and planning workshop with relevant stakeholders)			1 workshop will be conducted for the development of a national seed policy/strategy

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

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<b>Impact</b> Reduced poverty through improved seed, food and livelihood security for agropastoralist families in Somaliland and Puntland			
<b>Outcome</b>  Resilience of agropastoralist production systems in 3 communities enhanced through improved access to diverse, quality seeds, improved soil and water management, and increased awareness of farmers' rights among government/local actors	<b>01.</b> Number of varieties conserved in community seed banks (CSBS) increased from 15 (baseline) to 55 varieties from 13 crop species <b>02.</b> 1280 households with improved access to quality seeds compared to baseline <b>03.</b> At least 240 vulnerable households, including at least 96 female-headed households, have improved soil and water resources on their farms <b>04.</b> Evidence of progress towards implementation of policy measures supportive of farmers' rights/ITPGRFA is documented <b>05.</b> At least 70 percent of the benefited households have experienced positive change in their livelihood security	01. Seed bank registers 02. Household survey in 2018 and 2020 and community workshops 03. Household survey in 2018 and 2020, photo time series of vegetation cover in sample of plots 04. Outcome mapping logs and key informant interviews (see section 24)	-CSBs maintain collections and renew them periodically -Seed security initiatives address real constraints in the seed system (including women and men's priorities) -Soil and water conservation structures are adequately maintained by communities -Government/local actors develop an awareness of farmers' rights and seed security concerns -Stable enough conditions (climatic, security context, etc) to allow for good participation in activities
<b>Output 1.</b> Seed security assessments (SSAs) conducted with local communities and other local agencies (government, NGO)	<b>1.1.</b> SSAs and action plans developed in 3 communities <b>1.2.</b> 24 women and 36 men (community, government, NGOs) trained in SSA methodology <b>1.3.</b> 2 government agencies, 6 NGOs, 11 iNGOs, 22 farmer groups, unions and cooperatives, 6 women and youth associations, 12 local committees, 6 academic institutes engaged in SSA field work, action plans and/or sharing workshops	All indicators: project register updated quarterly	-Local partners have adequate capacity to conduct SSAs. -Government, NGO and other actors see value/interest in SSAs -Stable enough conditions (climatic, security context, etc) to allow for good participation in SSAs
<b>Output 2.</b> Initiatives supported to improve access to diverse quality seeds for women and men agropastoralists	<b>2.1.</b> At least 24 crop varieties collected in Somaliland/Puntland and 15 adaptable varieties obtained from regional gene banks <b>2.2.</b> At least 18 crop varieties tested in adaptation trials and participatory varietal selection (PVS) <b>2.3.</b> 952 women and 878 men trained/supported to improve seed quality/reduce postharvest losses <b>2.4.</b> 1 standard of procedures manual for CSBs in Somalia developed <b>2.5.</b> Business plans for 3 existing CSBs developed, and 1 pilot project per CSB initiated to generate funds to cover operating costs <b>2.6.</b> 6 threshing machines, 3 seed cleaning & processing machines, 3 moisture meters and 3 balances are operational in the CSBs <b>2.7.</b> # other seed security initiatives piloted to increase seed availability, access or quality based on priorities identified in	All indicators: project register updated quarterly	-Material transfer agreements can be negotiated with regional gene banks to obtain plant genetic resources -Climatic conditions allow for varieties to be grown in PVS trials -CSB management committees can dedicate time and are motivated to develop procedures manuals and business plans -Stable enough conditions (climatic, security context, etc) to allow for good participation in trainings, other initiatives

<b>Project summary</b>	<b>Measurable Indicators</b>	<b>Means of verification</b>	<b>Important Assumptions</b>
	the SSAs – (target to be determined based on SSA action plans)		
<b>Output 3.</b> Support provided to reclaim and rehabilitate degraded agricultural land	<b>3.1.</b> Soil and water conservation plans established in 3 communities <b>3.2</b> 120 hectares of land improved through establishment of soil and water conservation structures	3.1. Project register updated quarterly 3.2. Field measurements and project register updated quarterly	-Community members feel ownership of infrastructures -Cash for work enables more vulnerable households (including female-headed) to participate
<b>Output 4.</b> Support provided to raise awareness among government agencies and other local actors on farmers' rights, seed security and related policy instruments (ITPGRFA)	<b>4.1</b> 2 training workshops on ITPGRFA, farmers rights and seed security conducted <b>4.2</b> 57 men and 63 women from farmers' and women/youth organizations and 150 government and NGO staff who participate in field visits and exchanges to learn about seed security/farmers' rights initiatives <b>4.3</b> Policy measures to integrate farmers' rights in Somaliland's seed legislation are identified <b>4.4</b> Situation analysis and planning workshop for development of a Puntland seed policy/strategy are completed	4.1. Project register updated quarterly 4.2. Project register updated quarterly 4.3. Review of meeting reports from policy dialogues, key informant interviews 4.4. Review of workshop report, project register	-Government, NGO and other actors have interest to learn about ITPGRFA and can dedicate time to participate in field visits/exchanges -Openness and trust can be established to allow for multi-stakeholder policy dialogues

**Activities**

**Output 1: Seed security assessment**

- 1.1 Carry out context analysis, review of existing studies, and mapping of actors engaged in the local farming and seed system
- 1.2 Provide training on gender-sensitive seed security assessment (SSA) to local partners
- 1.3 Conduct SSAs in 3 communities with local communities and other local actors
- 1.4 Hold knowledge sharing workshops to raise awareness of SSA findings
- 1.5 Develop action plans with communities and local government/partners

**Output 2: Access to quality seeds**

- 2.1 Collect PGRs in Somaliland and Puntland and obtain adaptable PGRs from regional gene banks based on needs pinpointed in the SSAs
- 2.2 Conduct adaptation tests and participatory varietal selection trials of new varieties obtained in activity 2.1.
- 2.3 Provide trainings and support to strengthen seed quality and reduce postharvest losses at the household level
- 2.4 Work with CSB management committees to develop a standard of procedures manual and provide training to strengthen CSB management
- 2.5 Develop business plans and support pilot projects to generate income for the CSBs
- 2.6 Provide financial and technical support to CSBs for purchase and operating of seed processing equipment
- 2.7 Pilot other initiatives to improve seed availability, access and quality based on priorities/opportunities identified in the SSAs

**Output 3: Soil and water conservation**

- 3.1 Conduct participatory mapping and assessment to develop community soil and water conservation plans (to be integrated with SSA above)
- 3.2. Support communities in the construction and maintenance of soil and water conservation structures (soil bunds, check dams, gully rehabilitation, afforestation)

Note: these activities will be complemented by trainings on natural resource management provided through the Norad-funded project

**Output 4: Awareness raising and policy on farmers' rights, seed security**

- 4.1 Conduct training workshops on ITPGRFA, farmers rights and seed security for government, NGOs and local communities

<b>Project summary</b>	<b>Measurable Indicators</b>	<b>Means of verification</b>	<b>Important Assumptions</b>
<p>4.2 Organize field visits and exchanges to build awareness on initiatives that strengthen seed security/farmers' rights (including activities in the project villages + 1 exposure visit to Ethiopia)</p> <p>4.3 Organize meetings between the Somaliland Ministry of Agriculture (MoA) and the parliament sub-committee to lobby for enactment of the national seed act and policy</p> <p>4.4 Facilitate multi-stakeholder policy dialogues to identify opportunities for integrating farmers' rights in Somaliland's seed legislation</p> <p>4.5 Support the Puntland MoA to initiate development of a national seed policy/strategy (situation analysis and planning workshop with relevant stakeholders)</p>			

## Annex 3: Standard Measures

**Table 1 Project Standard Output Measures**

Code No.	Description	Gender of people (if relevant)	Nationality of people (if relevant)	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Total planned during the project
6A	Number of people to receive other forms of education/training	F=female M=male	S=Somali N=Norwegian	2 trainings on ITPGRFA and farmers' rights:80 people (29 F, 51 M, 79 S, 1 N)			80	We have not estimated targets for the whole project but we can report annually on these measures.
6B	Number of training weeks to be provided	n/a	n/a	2 trainings on ITPGRFA and farmers' rights, 12 hours in total.			12 hours	
7	Number of (i.e., different types - not volume - of material produced) training materials to be produced for use by host country	n/a	n/a	1 Standard of procedures manual for CSBs			1	
14A	Number of conferences/seminars/ workshops to be organised to present/disseminate findings	n/a	n/a	0				
14B	Number of conferences/seminars/ workshops attended at which findings from Darwin project work will be presented/ disseminated.	n/a	n/a	0				
23	Value of resources raised from other sources (i.e., in addition to Darwin funding) for project work	n/a	n/a					

**Table 2      Publications**

Title	Type (e.g. journals, manual, CDs)	Detail (authors, year)	Gender of Lead Author	Nationality of Lead Author	Publishers (name, city)	Available from (e.g. weblink or publisher if not available online)
No publications have been produced during this period.						

## Annex 4 – supplementary material

### Checklist for submission

	Check
<b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> putting the project number in the Subject line.	Yes
<b>Is your report more than 10MB?</b> If so, please discuss with <a href="mailto:Darwin-Projects@ltsi.co.uk">Darwin-Projects@ltsi.co.uk</a> about the best way to deliver the report, putting the project number in the Subject line.	No
<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.	Yes
<b>Do you have hard copies of material you want to submit with the report?</b> If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	No
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	