



## CEPF Final Project Completion Report

*Instructions to grantees: please complete all fields, and respond to all questions listed below.*

<b>Organization Legal Name</b>	Southeast Asian Development Organization (SADP)
<b>Project Title</b>	Ongoing Support to Strengthen Financial Management of Cambodian NGOs Working on Biodiversity, Communities and Livelihoods
<b>CEPF Grant or Number</b>	CEPF-080
<b>Date of Report</b>	31 January 2019

**CEPF Hotspot:** Indo-Burma

**Strategic Direction:** SD8

**Grant Amount:** 19,714

**Project Dates:** 1 September 2017 – 31 December 2018

### **PART I: Overview**

**1. Implementation Partners for this Project** *(list each partner and explain how they were involved in the project)*

The implementation of this project was led by SADP with inputs provided by external consultants with specific expertise.

The key beneficiary partner organizations, and a summary of activities completed with them during the project is as follows:

**Action for Environment and Communities (ACE)**

Every month consultants supported the review of financial reports and reconciliation of funds. The consultant also installed QuickBooks (QB) and coached Finance Officers when revising budgets for each donor. The consultant also helped to check and reconcile all accounts in QB, set closing dates, and held discussions about saving groups. Furthermore, the consultant coached the management team to read and interpret financial reports. The consultant supported AEC management team and Finance Officer to review the comments from the auditor and finalize the final audit report.

The consultant support to check monthly report of saving groups by meeting with them at the theirvillage (Trapaing Chan, Kbal Trach, Pech Changva and Angchanh ROUNG in Kompong Chhang province). SADP staff conducted financial monitoring to make sure the ACE systems improved. Even though their Finance Officer has changed over time, their systems and organization are still operating well.

#### **Education, Health and Environment (EHE)**

The SADP team conducted a financial assessment of EHE systems. After the assessment, SADP met with the EHE team to present a report about their finance system, especially related to financial and staff policies. EHE developed a plan to improve their finance system and requested SADP to support their needs.

The finance consultant supported the finance staff to review journal reports, vouchers, supporting documents, and checked bank statement. A consultant also provided coaching for finance staff regarding correcting errors related to staff advance, donor fund balance and reviewing financial reports. A consultant also supported EHE finance staff about presenting the annual financial report to donors.

The SADP team also conducted financial monitoring two times during the project period. The EHE team can manage the financial system by themselves. They can produce the report for their organization and donors, and their overall financial management has improved. The finance staff can coach other finance staff that working for some NGOs in Kampong Thom province as well.

#### **Community Development for Peace and Sustainable (CDPS)**

A consultant reviewed the financial system, supported the CDPS management team and finance officer to review the annual financial report for 2017. Coaching was also provided to finance staff about QuickBooks. The CDPS management team and finance officer worked with the consultant to assist with an audit and prepare the report to donors.

#### **Cambodia Indigenous Youth Association (CIYA)**

A consultant supported the CIYA finance officer to produce financial reports for the organization and donors. Every month the consultant provided mentoring and coaching for finance staff to make sure they can produce financial reports and present to the CIYA management team. A consultant also worked with the management team and finance officer to develop a management letter to respond to an audit for 2017.

#### **Conserve Indigenous People Language (CIPL)**

A consultant supported finance staff regarding the process of external audit and internal financial health check. They also coached finance staff about reviewing and updating the chart of accounts, reviewing the 2018 budget, reviewing bank reconciliation, and producing financial reports.

#### **Forest and Livelihoods Organization (FLO)**

SADP staff conducted financial monitoring. A consultant supported the management team and finance staff to review and update staffing and financial policies.

SADP advised the organization to recruit an Administration and Finance Assistant with selective criteria, writing test, selection, and explained to the Executive Director about writing tests and

how to interview. A consultant coached finance staff about the QuickBooks program, checked the QB system to produce financial report and coached the management team how to review and check supporting documents and audit report 2017.

**Highlanders Association (HA)**

A consultant conducted a financial system assessment. A consultant then helped the management and finance team to obtain quotes from three different audit companies (KPMG, PWC, APV, EY), and also supported finance staff to produce the annual financial report for auditor. A consultant also worked with finance team to communicate with the auditors.

**Organization to promote Kui Culture (OPKC)**

A consultant supported the accountant to upgrade the finance system after their strategic plan was finalized. A consultant conducted a financial system assessment and coached the accountant to produce financial reports to the management team. A consultant coached OPKC's management team on how to check monthly financial report. A consultant supported the management team and staff to refresh on the organization policies.

**United Sisterhood (Us):** Under Us alliance, there are 4 organizations WIC, WNU, MB, and SAC. A consultant conducted the financial system assessment for them. Through the assessment report, Us prepared a plan for strengthening the financial system by themselves.

**Indigenous Community Support Organization (ICSO)**

A consultant conducted a financial system assessment for them.

**Equitable Cambodia (EC)**

SADP staff facilitated with the EC donors to join financial monitoring. The result from the monitoring report was that EC developed a plan to improve their financial management system.

**2. Summarize the overall results/impact of your project**

The project provided hands-on support to NGOs. Without strong financial systems, it is very difficult for NGOs to continue their on-going support to communities. Financial system assessments, regular follow up, and coaching provided during this project helped to develop stronger financial systems for the partner organizations. Project activities also significantly improved finance skills and strengthened the role of finance staff in implementation of organization policies.

As a result of the project activities, the partner organization management teams have a greater understanding of their role to check the finances of their organizations. They also have greater understanding and respect of financial management systems designed avoid and minimize the misuse of funds.

Previously, many partner organizations did not have regular monthly reports and did not have clear financial policies. There was often high turn over of finance staff because finance staff faced many challenges due to weak financial systems. The assessments and follow-ups undertaken during this project showed that there was considerable improvement in all areas of financial procedures, practices and management at partner organizations.

In addition, SADP built stronger relationships with all participating partner organizations. All partners appreciated support with complying with new financial reporting guidelines introduced by the Cambodian government. In some cases, without this support, partners were at risk of closure if they were unable to comply with the new guidelines.

**3. Briefly describe actual progress towards the overall project goal (as stated in the small grant contract)**

*List the project goal from the small grant contract*

Description of the overall project goal (as stated in the small grant contract)	Summary of actual progress towards this goal
Cambodian NGOs working on issues of natural resources management are able to manage their finances in ways that promote transparency, collective decision-making, and good governance, while minimizing the risk of fraud.	<p>A total of 14 organizations received support from SADP during this project.</p> <p>Eight organizations, AEC, EHE, WIC, WNU, MB, and SAC, OPKC, and FLO, now have stronger financial managements systems and likely can maintain and continue these systems without further support from SADP.</p> <p>Three organizations CIPL, HA, and CIYA have improved their financial management, however, will continue to require some support before they are ready to operate them without support from SADP.</p>

**4. Describe the success or challenges of the project toward achieving its overall goal**

The original plan was that SADP would provide formal or informal support to a total of 20 organizations. During the project period SADP provided support to 14 partners. Of those, some (like ICSO) had adequate support from other donors, so there was no need for SADP to provide additional support.

On the other hand, some partners like AEC and EHE had major organizational changes and required much more intensive support than originally anticipated.

During implementation, it was determined that a formal finance systems assessment was not required in all cases. This was because even with a rapid overview of financial management systems it was clear that improvements were needed on the most basic levels. In these cases, SADP moved directly onto strengthening finance systems.

**5. Were there any unexpected impacts (positive or negative)?**

There were some constraints during project implementation. Some partners were busy and did not commit enough time to work with SADP as agreed in activity plans. SADP tried to be flexible with their time as we could.

The finance staff turnover in partner organizations was also a challenge for us. With each new staff member in an organization SADP had to provide support to bring them up to speed and ensure that were able to do the work recommended in financial systems assessments.

In some cases, management team practices at an organization did not allow finance staff to perform their role independently. Sometimes, a management team was not clear about recommendations in an assessment so it was hard for finance staff to work with management team. In this case, SADP had to spend more time to work with both finance staff and management teams to help them understand financial management and how to strengthen it. We also needed to coach finance staff to be clear about their responsibilities and be able to make sure their management team respected and implemented policies based on principles of sound financial management.

Several of our partners were small organizations. It was difficult for them to have at least two finance staff in order to comply with finance principles (the recorder of financial information being different to the person spending funds).

**PART II: Project Objectives and Activities/Deliverables**

**6. Objectives (as stated in the small grant contract)**

*List each objective and activity/deliverable from the small grant contract and describe the actual progress/results. Add or remove number of Objectives and Activities as required.*

<b>Objective 1:</b> 5 Cambodian NGOs have received full finance systems assessments and have strengthened their systems where needed.		
<b>Activity description</b> <i>List each activity as stated in the small grant contract</i>	<b>Deliverable(s)</b> <i>List the deliverable(s) for each activity</i>	<b>Summary of actual progress/results for this activity</b> <i>Describe actual progress/results for this activity</i>
<b>Activity 1.1:</b> Conduct participatory finance systems assessments of 5 NGOs, including assessment of the function of the organization's Board in overseeing financial management.	Full financial systems assessments conducted for 3 NGOs. Results documented in assessment reports. (Due 30 Jun '18)  Full finance systems assessments conducted for a further 2 NGOs. Results documented in assessment reports. (Due 31 Dec '18)	Three organizations received full finance systems assessments including Cambodia Indigenous Youth Association (CIYA) on 26-27 February 2018; Organization to promote Kui Culture (OPKC) on 19-20 February 2018; and Highlanders Association (HA) on 12-13 February 2018.  It was expected that there would be finance assessments of EHE, Us and ICSO.  For EHE, even without a full assessment, it was obvious that some basic support was required. The focus was therefore on direct support.  For Us, other funders had reported that there were generally few problems. SADP did however, do financial monitoring and assessment in early 2019.  An assessment was also not done for ICSO because ICSO was phasing out as a SADP partner and because they had other funders who would do assessments.
<b>Activity 1.2:</b>	A 1-year report produced outlining coaching	Every month the consultant provided coaching on financial management and reports to AEC, EHE, FLO, and OPKC. As

<p>Provide coaching to partners to assist them in strengthening issues highlighted in the assessments</p>	<p>activities conducted and results achieved. (Due 30 Jun '18)</p> <p>End-of-project report produced outlining coaching activities conducted and results achieved (Due 31 Dec '18)</p>	<p>the results, by the end of project they can manage the financial system by themselves and confident to produce the report for the donors.</p> <p>Provided some supported and coached to CDPS, CIPL, HA, and CIYA. They have slightly improved, they need more support, however the project end. SADP try to coach and consult with them by online to make sure they keep continue.</p> <p>We have not provided coaching to Us, ICSO, and EC in this project period. We worked with these partners to set out activities plan of finance capacity support based on assessments' recommendations by our consultant and financial monitoring by SADP staff.</p>
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<b>Objective 2:</b> 5 Cambodian NGOs (who have received a full assessment within the past 2 years) have received finance systems assessment updates, and have strengthened their systems where needed.		
<b>Activity description</b> <i>List each activity as stated in the small grant contract</i>	<b>Deliverable(s)</b> <i>List the deliverable(s) for each activity</i>	<b>Summary of actual progress/results for this activity</b> <i>Describe actual progress/results for this activity</i>
<p><b>Activity 2.1:</b>            Conduct 5 participatory finance systems assessment updates, including assessment of the function of the organization's Board in overseeing financial management.</p>	<p>Finance systems assessment updates conducted for 3 NGOs. Results documented in assessment reports. (Due 30 Jun '18)</p> <p>Finance systems assessment updates conducted for a further 2 NGOs. Results documented in assessment reports. (Due 31 Dec '18)</p>	<p>There were ten (10) partners had finance system assessment updates. These were EHE, FLO, HA, OPKC, Us, CIPL, and AEC. Many were done in early 2019 when SADP's international finance adviser was able to do the assessments. All showed considerable system strengthening.</p> <p>10 partners who received full assessment prior to this small grant. Then, we conducted assessment reviews and followed up on 2016 and 2017 recommendations. As part of this small grant we provided coaching to those partners.</p> <p>In addition to financial system assessments reviews, we also conducted internal financial health check and financial monitoring. The financial health check means that we supported them on deep checking on their financial records to access if their financial staff do their work accurately.</p> <p>The 10 partners and years of assessment reviews or financial health check are as following:</p> <ul style="list-style-type: none"> <li>-United Sisterhood (Us): 4 organizations in 2016</li> <li>- Cambodia Indigenous Youth Association (CIYA) 2017</li> <li>-Indigenous Community Support Organization (ICSO) 2016</li> <li>- Education, Health and Environment (EHE), 2016 &amp; 2017</li> <li>- Action for Environment and Communities (ACE), 2016 &amp; 2017</li> <li>-Conserve Indigenous People Language (CIPL) 2017</li> <li>-Forest and Livelihoods Organization (FLO) 2016 &amp; 2017.</li> </ul>
<p><b>Activity 2.2:</b>            Provide coaching to partners to assist them strengthen issues highlighted in the assessment updates</p>	<p>A 1-year report produced outlining coaching activities and the results achieved. (Due 30 Jun '18)</p>	<p>We provided coaching and other support as following:</p> <ul style="list-style-type: none"> <li>-Financial coaching to finance staff including practicing QuickBooks usage, bank reconciliation and donor account reconciliation, preparation accurate financial vouchers and</li> </ul>

	<p>End-of-project report produced outlining coaching activities and the results achieved. (Due 31 Dec '18)</p>	<p>monthly financial reports, and preparation proper supporting documents for financial reports.</p> <ul style="list-style-type: none"> <li>-Coaching management team and staff on doing financial policies.</li> <li>-Coaching management team and finance staff on how to do budget plan 2018.</li> <li>-Coaching staff to review their budget and work plan.</li> <li>-Coaching management team to review audit report and how to respond in management letter.</li> <li>-Helping management team and staff to check monthly financial report, supporting documents, QuickBooks posting.</li> <li>-Providing ongoing support when they have any questions or issues related to their finance works.</li> <li>-Providing trainings to management team and staff on how to check monthly financial reports.</li> <li>-Helping them to review financial policies to ensure that their policies are still fit to their current practices.</li> <li>-Helping staff to review staff policy and anti-corruption policy.</li> </ul> <p>All the partners in the list above (except Us, ICSO, EC) were provided ongoing coaching by SADP's program staff and consultants based on assessment recommendations and their agreed activities plan. For Us, ICSO, EC, we did not provide direct coaching for them because they already had other consultants to support them.</p> <p>8 organizations provided with finance systems coaching. A few of them (eg AEC and EHE) required intensive coaching.</p> <p>In addition to this, 13 organizations attended a learning session to help them with how to complete new government financial forms.</p>
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<b>Objective 3:</b> 20 Cambodian NGOs have received informal coaching and support to address issues identified in finance systems assessment or assessment updates		
<b>Activity description</b> <i>List each activity as stated in the small grant contract</i>	<b>Deliverable(s)</b> <i>List the deliverable(s) for each activity</i>	<b>Summary of actual progress/results for this activity</b> <i>Describe actual progress/results for this activity</i>
<p><b>Activity 3.1:</b> Provide informal coaching to 20 organizations (including the organizations in Objectives 1 and 2), including strengthening the function of the organization's Board in overseeing financial management.</p>	<p>Informal coaching provided to 20 organizations. (Due 31 Dec '18)</p> <p>Report prepared which outlines which organizations have been supported, and the aspects of financial management that have improved as a result. (Due 31 Dec '18)</p>	<p>The were 14 organizations has been provided support.</p> <p>The work was tailored to the needs of each organization. In some cases, it was basic finance systems problem solving. In other cases, it was providing skills training in use of QuickBooks. There was also capacity development training for managers on how to do budgeting and financial planning.</p> <p>The finance systems assessment updates showed how this had significant impact in helping financial management to be improved.</p>

**7. Please describe and submit any tools, products, or methodologies that resulted from this project or contributed to the results.**

The financial support activity targets SADP and its partners. Generally, it encompasses the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management process, system of internal control, and the quality of performance in carrying out assigned responsibility to achieve the organization's stated goals and objectives. Specifically this course includes:

- Undertaking compliance review with Government statutory requirements, donor regulations and requirement, internal control system of partners, grant agreement and any other applicable local requirements.
- Undertaking compliance review between SADP and its partner.
- Interviewing key staff while conducting the audit assignment as needed.
- Undertaking reviews or conducting investigations as requested by the management of SADP.
- Preparing audit report for submission to the Management for review and approval.
- Discussing with the Senior Management Team on the auditor's findings and propose actions for improvement within the organization.

**Our approach included:**

**a/ Conduct financial system assessment/ review**

- Review criteria identified against which audit conclusions were drawn as based on a set of organization policy and relevant local laws.
- Testing: We performed a test of document control, recording and system checking by selecting at least 40% of total these documents, recording and system as a sample by using the audit techniques, which include Vouching, Tracing, Physical Examination, Inquiry, Scanning and Sampling in order to ensure effectiveness and efficiency of the Operations.
- Standard adopted: We applied a standard of audit in conjunction with PAD's applicable policies and donors' guideline and regulations.

**b/ Coaching and mentoring:**

- SADP finance consultant provides ongoing support and coaching to the partners based on their needs. This work is implemented through online meetings and during face to face sessions.

<b>PART III: Lessons, Sustainability, Safeguards and Financing</b>
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**Lessons Learned**

**8. Describe any lessons learned during the design and implementation of the project, as well as any related to organizational development and capacity building.**

Through these experiences:

- It was very important at the beginning of any finance system assessment to introduce the purposes of doing the assessments. I.e. that the primary purpose was to build capacity. This



avoids partners hiding weaknesses or issues. When it is clear that the focus is on supporting capacity, partners were more open and willing to share information.

- Timing of support is important. Because partners often have many external deadlines (e.g. reporting to government or donors) timely support and clear instructions are important. If support is not timely, partners have to proceed and make mistakes that could be avoided but also make even more work correcting. There was some miscommunication between SADP staff/consultant and partners regarding urgency of some requests. Learning from this experience, SADP as a matter of routine, now seek clarification how urgent any request is.
- Reflection meetings are important within the SADP program team to share experiences in supporting partners. Staff and consultants could learn from each other's approaches and were able to better support partners.
- The Management Teams of several NGOs rejected new practices as recommended by our consultant and staff, when their own finance staff explained the assessments to them. This was often because they did not have confidence in their staff's ability and interpretation. It was clear that SADP had to work not only with finance staff but with management teams – and make sure there was an environment of mutual understanding and trust. It was also important to support the finance staff to be able to explain things to their management team.

### **Sustainability / Replication**

**9. Summarize the success or challenges in ensuring the project will be sustained or replicated, including any unplanned activities that are likely to result in increased sustainability or replicability.**

- SADP has increased the capacity of the partner organizations to fulfill their role of supporting communities. We have helped to build the governance systems of these organizations and improved their accountability. The partners have improved their team work between the program team, management team, and finance team.
- Partner organizations have learned new ways of operating efficiently. By doing this, SADP has assisted partners and community groups to adopt a much higher level of sustainability, helping people's groups to become more reliant on their own members' resources, which will bring about a higher level of ownership and representation.
- Based on our experience, the SADP approach of completing assessments and then providing targeted support, as well as ongoing coaching and mentoring, leads to improved continuance and sustainability of financial management practices.

### **Safeguards**

**10. If not listed as a separate Project Component and described above, summarize the implementation of any required action related to social or environmental safeguards that your project may have triggered.**

No safeguards were triggered during the implementation of this project.

**Additional Funding**

**11. Provide details of any additional funding that supported this project and any funding secured for the project, organization, or the region, as a result of CEPF investment**

**a. Total additional funding (US\$)**

**b. Type of funding**

Please provide a breakdown of additional funding (counterpart funding and in-kind) by source, categorizing each contribution into one of the following categories:

<b>Donor</b>	<b>Type of Funding*</b>	<b>Amount</b>	<b>Notes</b>
McKnight Foundation	B	5,058.99US\$	For finance consultant fee and expenses.

*\* Categorize the type of funding as:*

- A Project Co-Financing (other donors or your organization contribute to the direct costs of this project)*
- B Grantee and Partner Leveraging (other donors contribute to your organization or a partner organization as a direct result of successes with this CEPF funded project)*
- C Regional/Portfolio Leveraging (other donors make large investments in a region because of CEPF investment or successes related to this project)*

**Additional Comments/Recommendations**

**12. Use this space to provide any further comments or recommendations in relation to your project or CEPF.**

That was great opportunity for SADP to support CSO partners in Cambodia. However, this project had a small budget and implemented over a short period. This makes it difficult to support partners for long-term sustainability. CEPF should consider long-term partnerships with grantees.

## **PART IV: Impact at Portfolio and Global Level**

CEPF requires that each grantee report on impact at the end of the project. The purpose of this report is to collect data that will contribute to CEPF’s portfolio and global indicators. CEPF will aggregate the data that you submit with data from other grantees, to determine the overall impact of CEPF investment. CEPF’s aggregated results will be reported on in our annual report and other communications materials.

**Ensure that the information provided pertains to the entire project, from start date to project end date.**

### **Contribution to Portfolio Indicators**

- 13. If CEPF assigned one or more Portfolio Indicators to your project during the full proposal preparation phase, please list these below and report on the project’s contribution(s) to them.**

<b>Indicator</b>	<b>Narrative</b>

### **Contribution to Global Indicators**

**Please report on all Global Indicators (sections 14 to 21 below) that pertain to your project.**

#### **14. Key Biodiversity Area Management**

##### **Number of hectares of Key Biodiversity Areas (KBA) with improved management**

Please report on the number of hectares in KBAs with improved management, as a result of CEPF investment. Examples of improved management include, but are not restricted to: increased patrolling, reduced intensity of snaring, invasive species eradication, reduced incidence of fire, and introduction of sustainable agricultural/fisheries practices. Do not record the entire area covered by the project - only record the number of hectares that have improved management.

If you have recorded part or all of a KBA as newly protected for the indicator entitled “protected areas” (section 17 below), and you have also improved its management, you should record the relevant number of hectares for both this indicator and the “protected areas” indicator.

<b>Name of KBA</b>	<b># of Hectares with strengthened management *</b>	<b>Is the KBA Not protected, Partially protected or Fully protected? Please select one: NP/PP/FP</b>

*\* Do not count the same hectares more than once. For example, if 500 hectares were improved due to implementation of a fire management regime in the first year, and 200 of these same 500*

hectares were improved due to invasive species removal in the second year, the total number of hectares with improved management would be 500.

## 15. Protected Areas

### Number of hectares of protected areas created and/or expanded

Report on the number of hectares of protected areas that have been created or expanded as a result of CEPF investment.

Name of PA*	Country(s)	# of Hectares	Year of legal declaration or expansion	Longitude**	Latitude**

\* If possible please provide a shape file of the protected area to CEPF.

\*\* Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456).

## 16. Production landscape

Please report on the number of hectares of production landscapes with strengthened biodiversity management, as a result of CEPF investment. A production landscape is defined as a landscape where agriculture, forestry or natural product exploitation occurs. Production landscapes may include KBAs, and therefore hectares counted under the indicator entitled “KBA Management” may also be counted here. Examples of interventions include: best practices and guidelines implemented, incentive schemes introduced, sites/products certified and sustainable harvesting regulations introduced.

### Number of hectares of production landscapes with strengthened biodiversity management.

Name of Production Landscape*	# of Hectares**	Latitude***	Longitude***	Description of Intervention

\* If the production landscape does not have a name, provide a brief descriptive name for the landscape.

\*\*Do not count the same hectares more than once. For example, if 500 hectares were strengthened due to certification in the first year, and 200 of these same 500 hectares were strengthened due to new harvesting regulations in the second year, the total number of hectares strengthened to date would be 500.

\*\*\* Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456).

**17. Beneficiaries**

CEPF wants to record two types of benefits that are likely to be received by individuals: formal training and increased income. Please report on the number of men and women that have benefited from formal training (such as financial management, beekeeping, horticulture) and/or increased income (such as tourism, agriculture, medicinal plant harvest/production, fisheries, handicraft production) as a result of CEPF investment. Please provide results since the start of your project to project completion.

**17a. Number of men and women benefitting from formal training.**

# of men benefiting from formal training*	# of women benefiting from formal training*
16	21

*\*Please do not count the same person more than once. For example, if 5 men benefited from training in beekeeping, and 3 of these also benefited from training in project management, the total number of men who benefited should be 5.*

**17b. Number of men and women benefitting from increased income.**

# of men benefiting from increased income*	# of women benefiting from increased income*

*\*Please do not count the same person more than once. For example, if 5 men benefited from increased income due to tourism, and 3 of these also benefited from increased income due to handicrafts, the total number of men who benefited should be 5.*

**17c. Total number of beneficiaries - Combined**

Report on the total number of women and the number of men that have benefited from formal training and increased income since the start of your project to project completion.

Total # of men benefiting*	Total # of women benefiting*
16	21

*\*Do not count the same person more than once. For example, if Paul was trained in financial management and he also benefited from tourism income, the total number of people benefiting from the project should be 1 = Paul.*

### 18. Benefits to Communities

CEPF wants to record the benefits received by communities, which can differ to those received by individuals because the benefits are available to a group. CEPF also wants to record, to the extent possible, the number of people within each community who are benefiting. Please report on the characteristics of the communities, the type of benefits that have been received during the project, and the number of men/boys and women/girls from these communities that have benefited, as a result of CEPF investment. If exact numbers are not known, please provide an estimate.

**18a. Please provide information for all communities that have benefited from project start to project completion.**

Name of Community	Community Characteristics (mark with x)							Type of Benefit (mark with x)							# of Beneficiaries			
	Subsistence economy	Small landowners	Indigenous/ ethnic peoples	Pastoralists / nomadic peoples	Recent migrants	Urban communities	Other*	Increased access to clean water	Increased food security	Increased access to energy	Increased access to public services (e.g. health care, education)	Increased resilience to climate change	Improved land tenure	Improved recognition of traditional knowledge	Improved representation and decision-making in governance forums/structures	Improved access to ecosystem services	# of men and boys benefiting	# of women and girls benefiting

\*If you marked "Other" to describe the community characteristic, please explain:

**18b. Geolocation of each community**

Indicate the latitude and longitude of the center of the community, to the extent possible, or upload a map or shapefile. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456).

Name of Community	Latitude	Longitude

**19. Policies, Laws and Regulations**

Please report on change in the number of legally binding laws, regulations, and policies with conservation provisions that have been enacted or amended, as a result of CEPF investment. “Laws and regulations” pertain to official rules or orders, prescribed by authority. Any law, regulation, decree or order is eligible to be included. “Policies” that are adopted or pursued by a government, including a sector or faction of government, are eligible.

**19a. Name, scope and topic of the policy, law or regulation**

No.	Name of Law, Policy or Regulation	Scope (mark with x)			Topic(s) addressed (mark with x)														
		Local	National	Regional/International	Agriculture	Climate	Ecosystem Management	Education	Energy	Fisheries	Forestry	Mining and Quarrying	Planning/Zoning	Pollution	Protected Areas	Species Protection	Tourism	Transportation	Wildlife Trade
1																			
2																			
3																			

**19b. For each law, policy or regulation listed above, please provide the requested information in accordance with its assigned number.**

No.	Country(s)	Date enacted/ amended MM/DD/YYYY	Expected impact	Action that you performed to achieve this change
1				
2				
3				



**20. Best Management Practices**

Please describe any new management practices that your project has developed and tested as a result of CEPF investment, that have been proven to be successful. A best practice is a method or technique that has consistently shown results superior to those achieved with other means.

No.	Short title/ topic of the best management practice	Description of best management practice and its use during the project
1		
2		

**21. Networks & Partnerships**

Please report on any new networks or partnerships between civil society groups and across to other sectors that you have established as a result of CEPF investment. Networks/partnerships should have some lasting benefit beyond immediate project implementation. Informal networks/partnerships are acceptable even if they do not have a Memorandum of Understanding or other type of validation. Examples of networks/partnerships include: an alliance of fisherfolk to promote sustainable fisheries practices, a network of environmental journalists, a partnership between one or more NGOs with one or more private sector partners to improve biodiversity management on private lands, a working group focusing on reptile conservation. Please do not use this tab to list the partners in your project, unless some or all of them are part of such a network / partnership described above.

No.	Name of Network/ Partnership	Year established	Country(s) covered	Purpose
1				
2				

## **Part V. Information Sharing and CEPF Policy**

CEPF is committed to transparent operations and to helping civil society groups share experiences, lessons learned, and results. Final project completion reports are made available on our Web site, [www.cepf.net](http://www.cepf.net), and publicized in our newsletter and other communications.

Please include your full contact details below:

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