

## CEPF Final Project Completion Report – EMI Small Grants

*Please complete all fields and respond to all questions below.*

### Background Information

<b>Organization Legal Name</b>	WWF PNG Country Office
<b>Project Title</b>	Grantee Exchange Meeting
<b>Date of Report</b>	20 <sup>th</sup> March 2017
<b>Report Author</b>	Benjamin Kerua
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<b>CEPF Region</b>	East Melanesian Islands
<b>Strategic Direction</b>	Strategic Direction 4, Investment Priority 4.1
<b>Grant Amount</b>	USD 20, 000
<b>Project Dates</b>	1 <sup>st</sup> October to 31 <sup>st</sup> December 2016

#### 1. Implementation Partners for this Project

*(please list each partner and explain how they were involved in the project)*

**WWF** was awarded a small grant by CEPF to be the lead in coordinating logistics for the Grantee Exchange Meeting held at the Lamana Hotel in Port Moresby. The meeting was conducted from the 12<sup>th</sup> - 14<sup>th</sup> October 2016. As part of this project, WWF assisted the CEPF Regional Implementation Team (RIT) in providing logistical support for the Grantee Exchange Meeting. This included the following:

- 1. Prepared and managed a budget for organizing the 3 days Meeting in Port Moresby. The budget included the following:*

#### **Logistics**

- Travel costs (domestic, for grantees and relevant partners) for 10 participants*
- Accommodation for the participants*
- Per diems (for dinners and incidentals) for the participants*

#### **Meeting costs**

- Conference venue*
- Catering – morning and afternoon teas and lunches*

#### **Supplies**

- Supplies for the workshop such as stationery, projectors, meeting papers and name tags*

#### **Management costs/fee**

- To facilitate payment of the following:*

*i/ Travel for participants*

*ii/ Accommodation for participants*

*iii/ Participants per diems*

*iv/ Venue hire*

*v/ Catering*

*vi/ Meeting supplies*

*vii/ Helping out with registration of participants*

CEPF prepared and provided the agenda for the meeting. CEPF also provided the following;

- *Disseminated meeting invitations to grantees, Government representatives, GEF Focal Point, other donors and potential partners*
- *Procured logistics including travel, accommodation for participants and venue hire, catering and stationary supplies for the meeting.*
- *Recorded, produced and disseminated the meeting proceedings, including actions on the way forward in order to consolidate CEPF's investment in PNG.*

**Conservation Impacts**

2. Please explain/describe how your project has contributed to the implementation of CEPF's Ecosystem Profile for the East Melanesian Islands. For example, you may refer to the Strategic Directions that your project has contributed to.

CEPF's US\$9 million investment in the East Melanesian Islands hotspot was launched in 2013 and will continue until 2021. As the mid-term phase of CEPF's investment in EMI is fast approaching, CEPF and the Regional Implementation Team (RIT) planned national level grantee exchange meetings in each of the EMI countries in 2016. This provided an opportune time to take stock of current progress in Vanuatu, Solomon Islands, PNG and the East Melanesian Islands hotspot more broadly since its inception in September 2013. The grantee exchange meeting contributed to achieving CEPF's Strategic Direction 4 ***Increase local, national and regional capacity to conserve biodiversity through catalyzing civil society partnerships***. This was particularly focused on Investment Priority 4.1 ***Strengthen the capacity of local and national civil society organizations in financial management, project management and organizational governance***. This grant specifically aimed to achieve the following:

- Enabled grantees to share highlights, challenges, experiences and lessons learned on their respective projects.
  - Enabled grantees to network and to form new partnerships with other grantees and partners;
  - Enabled CEPF to assess gaps in the investment portfolio, so that key areas for thematic and geographical focus for the 2016 Call for Proposals and during the remaining years of the program can be identified.
  - Gave grantees an opportunity to provide feedback to CEPF on the grant management process.
  - Provided a training opportunity for potential and current grantees in relevant areas of interest – for example, proposal writing, fundraising and financial/project management and communicating project results.
  - Gave CEPF and its donor and partners an opportunity to meet with grantees in PNG and to see first-hand the achievements that CEPF support has provided to grantees since its inception.
3. Please summarize the overall results/impact of your project against the expected results detailed in your approved proposal.

WWF provided all logistical support to CEPF to host the grantee exchange meeting. This included participant travel, accommodation and per diems, secured venue, catering and provided meeting supplies including stationary for the meeting.

4. Please describe any successes and/or challenges faced towards achieving the expected short-term and long-term impacts of the project work.

There were a few challenges faced with logistics of participant travel and meeting supplies however, these were resolved. The successes included all logistical support to CEPF for participant travel, accommodation and meeting venue hire, catering and meeting supplies/stationary were achieved. WWF also established new contacts and relationships with CEPF's grantees and other partners and stakeholders.

5. Were there any unexpected impacts of your project (positive or negative)?  
As a result of WWF's involvement in this grant, partners and stakeholders including CEPF's grantees also learnt about WWF and its work in PNG.

6. If you did not complete any project components or activities, how did this affect the overall impact of the project?

All project components and activities were fully achieved.

**Products/Deliverables**

7. Please describe and submit (electronically if possible) any tools, products, or methodologies that resulted from this project or contributed to the results.

- A Summary of the Meeting has been produced and disseminated by CEPF
- Detailed Financial Transactions Listing reports have been submitted to CEPF
- All source documents relating to this grant have also been submitted to CEPF electronically.

**CEPF Global Monitoring Data**

Respond to the questions and complete the tables below. **If a question is not relevant to your project, please make an entry of 0 (zero) or n/a (not applicable).**

8. Did your organization complete the **CEPF Civil Society Tracking Tool (CSTT)** at the beginning and end of your project?

(Please submit the final CSTT document to IUCN Oceania if you have not already done so).

	Date	Composite Score
Baseline CSTT		
Final CSTT		

9. Please list any **Vulnerable, Endangered, or Critically Endangered species** conserved due to your project.

10. Hectares Under Improved Management

Project Results	Hectares*	Comments
11. Did your project strengthen the management of an existing protected area?		List the name of each protected area
12. Did your project create a new protected area or expand an existing protected area?		List the name of each protected area, the date of proclamation, and the type of proclamation (e.g., legal declaration, community agreement, stewardship agreement)
13. Did your project strengthen the management of a key biodiversity area named in the CEPF Ecosystem Profile (hectares may be the same as questions above)		List the name of each key biodiversity area

\* Include total hectares from project inception to completion

14. In relation to the questions above on protected areas, did your project complete a Management Effectiveness Tracking Tool (METT), or facilitate the completion of a METT by protected area authorities? If so, complete the table below. (Note that there will often be more than one METT for an individual protected area.)

Protected area	Date of METT	Composite METT Score	Date of METT	Composite METT Score	Date of METT	Composite METT Score

15. Direct Beneficiaries: Training and Education

Did your project provide training or education for . . .	Male	Female	Total	Brief Description
16. Adults for community leadership or resource management positions				
17. Adults for livelihoods or increased income				
18. School-aged children				
19. Other				

20. Please list the name and approximate population size of any “community” that benefited from the project.

<b>Community name</b>	<b>Population size</b>	<b>Surrounding district</b>	<b>Surrounding province</b>	<b>Country</b>



If you marked "Other", please provide details on the nature of the Community Characteristic and Socioeconomic Benefit

### **Lessons Learned**

Please describe any lessons learned during the design and implementation of the project, as well as any related to organizational development and capacity building. Consider any lessons that would inform future projects designed or implemented by your organization or others, as well as lessons that might be considered by the global conservation community.

#### 22. Project Design Process (*aspects of the project design that contributed to its success/shortcomings*)

The staff of WWF PNG and the South Pacific Programme became more familiar with CEPF's EMI portfolio in PNG and the rest of the priority sites in the East Melanesia Islands. Although WWF PNG had not previously been a CEPF grantee, WWF was willing to contribute and commit to this grant. A transition in the Finance Management of WWF PNG office during this period did not affect or delay any activities in this grant.

#### 23. Project Implementation (*aspects of the project execution that contributed to its success/shortcomings*)

Facilitation of all logistical support for the grantee exchange meeting was achieved ahead of the 3 days meeting. A very small but effective finance, administrative and program team from WWF achieved all components and or activities of this grant. There were a few logistical challenges faced however, these were sorted out accordingly.

#### 24. Describe any other lessons learned relevant to the conservation community

The project presentations from all the grantees, potential partners and other donors were also useful to WWF. This was an opportunity for WWF to learn about other conservation activities in the CEPF Key Biodiversity Areas (KBAs) in PNG and forge new partnerships and relationships. WWF's conservation efforts are focused on mainland PNG therefore, this was a great opportunity to meet and learn about the conservation efforts of CEPF's grantees in the KBAs in New Guinea Islands.

### **Sustainability/Replication**

#### 25. Please summarize the success or challenges in ensuring that the project will be sustained or replicated in the future.

WWF is confident that it can contribute to achieving CEPF's Strategic Direction 4 and Investment Priority 4.1 or similar grants in future.

#### 26. Please summarize any unplanned activities that are likely to result in increased sustainability or replicability of your project work.

Continuous collaboration and hosting relationship/agreement with CEPF will gain trust and confidence from CEPF for WWF to be awarded similar grants in future.

### **Safeguards**

Please provide a summary of the implementation of any required action toward the environmental and social safeguard policies for this project.  
This may be attached in the form of an updated Social Safeguards document.

**Additional Comments/Recommendations**

27. Please use this space to provide any further comments or recommendations in relation to your project or CEPF.

WWF is open to collaborate with CEPF in future to facilitate similar meetings and or workshops that contribute to CEPF’s Strategic Direction 4 ***Increase local, national and regional capacity to conserve biodiversity through catalyzing civil society partnerships.***

There is opportunity for WWF to explore other areas of Strategic Direction and Investment priorities of CEPF that it can contribute to in terms of achieving conservation outcomes.

**Additional Funding**

Please provide:

28. details of any additional funding that supported this project

29. details of any further funding secured for this project, your organization, or the region, as a result of CEPF’s investment in this project

<b>Donor</b>	<b>Type of Funding*</b>	<b>Amount</b>	<b>Notes</b>

\* 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)*

**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 website, [www.cepf.net](http://www.cepf.net), and publicized in our newsletter and other communications.

Please include your full contact details below if different from what has already been provided:



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