

## Illegal Wildlife Trade (IWT) Challenge Fund Evidence: Annual Report

To be completed with reference to the “Project Reporting Information Note”:  
(<https://iwt.challengefund.org.uk/resources/information-notes/>)

It is expected that this report will be a **maximum of 20 pages** in length, excluding annexes)

**Submission Deadline: 30<sup>th</sup> April 2025**

**Submit to:** [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) including your project ref in the subject line

### IWT Challenge Fund (IWTCF) Project Information

|   |  |
|---|--|
| Project reference   | IWTEV021   |
| Project title   | detectWILD: Identification tools to strengthen Nepal's wildlife enforcement  |
| Country/ies   | Nepal  |
| Lead Organisation   | Greenhood Nepal  |
| Project partner(s)  | Department of National Parks and Wildlife Conservation (DNPWC)   |
| IWTCF grant value   | £49,662.00   |
| Start/end dates of project  | 01/08/2024-31/03/2026  |
| Reporting period (e.g. April 2024-Mar 2025) and number (e.g. Annual Report 1, 2, 3) | August 2024 - March 2025, Annual Report 1  |
| Project Leader name   | Kumar Paudel   |
| Project website/blog/social media   | <a href="https://www.greenhood.org/">https://www.greenhood.org/</a><br>@GreenhoodNepal in Facebook, Instagram, X, LinkedIn |
| Report author(s) and date   | Shweta Khadka, Reshu Bashyal, Kumar Paudel, 30 April 2025  |

### 1. Project summary

Situated between India and China, Nepal is both a key source and growing global IWT transit hub, including charismatic threatened species (e.g., snow leopards, tigers, rhino, red panda). The country is responding with growing enforcement, including deploying the military into protected areas, improved monitoring of regional transit, and investment into disrupting illegal trade chains—resulting in increasing numbers of seizures and prosecutions (Paudel et al. 2020b). Additionally, there are efforts of bilateral dialogues to reiterate commitment to stop wildlife crimes between Nepal and China (WWF Nepal 2013), mostly focused on charismatic taxa such as rhinos and tigers.

As in many other countries enforcement efforts have largely overlooked the large-scale, commercial IWT in several “neglected” species, including freshwater turtles, pangolins, orchids, bears, owls, sea horses, lichens and others (Bashyal et al 2023; Paudel et al 2020a; Dongol B.R. 2015). Although many of these species are threatened by domestic and international IWT, they have not been prioritized in enforcement actions and conservation investments locally.

Despite a demonstrated government commitment to meaningfully tackle IWT, key bottlenecks limit monitoring and enforcement for “neglected” species: 1) frontline enforcers, especially from agencies like customs, police, army and quarantine, are often completely unfamiliar with many “neglected” species, a systematic bias this is reflected in seizure and prosecution records that means many potential detection and enforcement events are being missed entirely missed (Paudel et al 2022, Paudel et al 2020b); 2) this gap is exacerbated by the fact that wildlife parts and derivatives (scales, bones, tubers, stems, etc.) often bear little resemblance to the live plants and animals that frontline enforcers might be able to recognize; 3) there is only one Nepali manual developed to aid in IWT identification, which overlooks most “neglected” species and their parts/derivatives. These gaps are notable during routine, but fast-paced contexts such as highway checkpoints, where officials need to make rapid enforcement decisions. These gaps mean frontline staff cannot operationalize their roles, while wildlife resources including resources on which rural communities depend for livelihoods and local medicines (e.g., especially plants, small mammals/birds, lichens, (Bashyal et al 2023; Paudel et al. 2022; Devkota et al 2017) are being subject to unmonitored and unsustainable trade that threatens biodiversity, livelihood sustainability and human wellbeing.

Additionally, there have been surprisingly few efforts to understand the needs of these frontline staff. Elsewhere, needs assessment with park rangers have informed interventions to improve effectiveness (e.g., LEAD Ranger); there is a similar need to listen to IWT frontline staff outside of protected areas, who are often overlooked.

Our scoping has already identified knowledge gaps related to identifying “neglected” species and IWT products/derivatives. As acknowledged by WCCB, existing resources are inadequate as they do not feature Nepal-specific taxa (e.g., India and SE Asia resources are inappropriate), and do not show wildlife parts/products/derivatives or address flora. Moreover, the effectiveness of such resources is often assumed but rarely evaluated, and there is a need for evidence to inform the design of both species' identification guides and the training of frontline staff.

In response, our project A) assesses the needs of frontline enforcement; B) drafts and trials resources for them to identify “neglected” areas; C) evaluates the effectiveness of those resources; and D) shares new knowledge to improve practices.

The chosen objectives are highly relevant to addressing the gaps in Nepal's current approach to tackling illegal wildlife trade (IWT), particularly with respect to “neglected” species. By assessing the needs of frontline enforcement, we can ensure that interventions are tailored to the realities of these staff, enabling more effective detection and prosecution of IWT. Developing and trialling resources that are specific to Nepal's wildlife, including lesser-known species, will fill critical knowledge gaps and support more accurate identification of wildlife products. Additionally, evaluating the effectiveness of these resources will ensure that training and materials are truly impactful, improving enforcement outcomes and contributing to better biodiversity conservation and community well-being.

These objectives will help in addressing the gaps in Nepal's current approach in combating illegal wildlife trade by filling key knowledge gaps and allowing for better detection and identification of wildlife species in trade, particularly in the case of “neglected” species. Additionally, assessing the requirements of frontline enforcement can help design interventions to meet their needs and requirements that enhance IWT detection.

Figure 1: Project area map showing routes and enforcement check posts

## 2. Project stakeholders/partners

Greenhood Nepal overall leads the project and is solely responsible for the project planning, monitoring and evaluation, and decision making. It also involves a partnership with the Department of National Parks and Wildlife Conservation (DNPWC). The DNPWC supported the project, giving access to photograph the seized wildlife parts stored in the repository at the Chitwan National Park. Additionally, we are actively consulting with them in preparation for the species ID guide.

Key lessons:

- When dealing with government agencies, having one-to-one meetings is more effective than communicating through letters or emails. This can help accelerate the speed of corresponding activities.
- More time must be allocated for planning needs assessment survey schedules with enforcement officials.
- Important to maintain layered confidentiality in storing and handling sensitive information obtained from enforcement officials.

Key strengths:

- Our project leverages existing partnership with formal partner as well as other key stakeholders that has helped us overcome challenges and aided in the smooth execution of activities.
- Having the experts on board in our project advisory committee has helped us to get critical feedback and inputs on needs assessment survey tool design and conceptual framework of the species ID guide. Our project advisors are:

Adam Millar, Planet Indonesia, Indonesia  
Dr Amy Hinsley, University of Oxford, UK  
Dr Andrew Lemieux, LEAD Ranger, Netherlands  
Dr Jacob Phelps, Lancaster University, UK  
Dr Krishna Prasad Acharya, Animal Quarantine Office, Kathmandu, Nepal  
Dr Maheshwar Dhakal, Ministry of Forests and Environment, Nepal  
Serene Chng, TRAFFIC International, UK

Additionally, we also engaged law enforcement agencies securing formal permissions from each of them, including Nepal Police, Nepal Army, Armed Police Force, Customs, Quarantine, Division Forest Office, and Protected Area Office, in our needs assessment survey.

Furthermore, two of our project staff attended the BCFs Nepal Workshop held on 19<sup>th</sup> and 20<sup>th</sup> November 2024 (**Annex 4.1**).

### 3. Project progress

#### 3.1 Progress in carrying out project Activities

Output 1: First needs assessment of frontline enforcement officials responsible for IWT inspections at 30 check posts along Nepal's Kathmandu-Rasuwagadhi and Kathmandu-Kodari route

Activity 1.1: Prepare the need assessment tools in consultation with the Advisory Committee and pilot the checklist with enforcement personnel in Kathmandu (n=5)

We drafted the needs assessment tool after an extensive review of relevant literature and multiple discussions among the team members. Once the first draft of the tool was ready, we sought feedback from our Advisory Committee (**Annex 4.2, 4.3**). We received verbal and written feedback from them, which we incorporated and revised the tool (**Annex 4.4**). We first piloted it with Greenhood Nepal staff members (n=2), incorporated the feedback and then reached out to enforcement officials (n=3) in Kathmandu for the field piloting.

Activity 1.2: Conduct need assessment survey in the Kathmandu – Rasuwagadhi and Kathmandu – Kodari section covering over 60 enforcement staffs (at least 2-5 from each check posts)

We conducted a needs assessment survey along the Kathmandu-Rasuwagadhi and the Kathmandu-Kodari route, covering a total of 30 checkpoints of Nepal Police, Armed Police Force, and Nepal Army and four other law enforcement agencies, including Customs, Quarantine, Division Forest Office, and Protected Area Office (**Annex 4.5, 4.6**). At the Kathmandu-Rasuwagadhi route, we interviewed 38 enforcement officials from 16 checkpoints and two other enforcement agencies. Similarly, we interviewed 35 enforcement officials from 14 checkpoints and 4 other law enforcement agencies in the Kathmandu-Kodari route.

Initially, we planned to interview at least two officials from each checkpoint. However, at some checkpoints, we could only interview one officer due to the unavailability of the second person or prior commitments to pre-scheduled duties. In total, we interviewed 73 enforcement officials across both locations (**Annex 4.6**).

Activity 1.3: Analyse the data from the assessment and prepare a policy brief and a manuscript for peer-reviewed journal article

We have completed the data entry for the needs assessment survey (**Annex 4.7**), and we have now begun the process of analysis.

Output 2: Draft and trial a IWT species identification guide for enforcement that identifies most traded, threatened, “neglected” wildlife species in Nepal

Activity 2.1: Prepare the list of Nepal’s most traded wildlife species including ‘neglected’ species in conservation and enforcement priorities based on the seizure records, expert observations and consultations with the stakeholders

We prepared a comprehensive list of Nepal’s most traded wildlife species including animals, plants, fungi, and lichens (**Annex 4.8**). While preparing the list, apart from the commonly recognised species that are in the trade, we included the species “neglected” in conservation and enforcement priorities, which we have highlighted in our species identification guide. The list also features species that are not native to Nepal but are trafficked through the country for illegal trade (for example, red sandalwood, seahorse, red-eared slider, etc.). We prepared this list based on the review of the literature and news on seizures. The in-house experts at Greenhood and project Advisory Committee were also consulted to prepare the list.

Activity 2.2: Select 100 species in trade including both plants and animals and prepare details description of the trade forms and identification techniques

From the comprehensive list, we selected 100 species that are included in our identification guide (**Annex 4.9**). We compiled details of each species, including their trade forms and distinguishing features, to help the enforcement accurately identify seized species and parts. We also collected additional information on species' national and international conservation status and relevant penalties and laws associated with the illegal trade.

Activity 2.3: Take the photograph of seized wildlife stockpile with the support of the DNPWC, and use it as reference to prepare species detection brief and illustrations

We took photographs of the traded parts of the limited number of species from the repository of illegal wildlife parts at the Chitwan National Park (**Annex 4.10**). The photographs are taken professionally for high-quality images covering different angles of the wildlife parts. Additionally, we received photographs of the traded parts of a few other species from the Division Forest Office, Kathmandu (**Annex 4.11**). We contacted different wildlife photographers, conservation organizations, and conservationists, and have since received further photographs from them (**Annex 4.12**). This activity is ongoing as we are collecting as many photographs as possible to select the best that will help in easy identification of species.

Activity 2.4: Draft and trial species identification guide

Based on the compiled details, we prepared a first draft of the species identification guide (**Annex 4.13**). The different sections of the draft were reviewed by the experts from Greenhood Nepal, and the same version was used for the initial trial along with the needs assessment survey. The consultation with the DNPWC and other experts is ongoing, after which we will finalise the layout of the guide (**Annex 4.14**).

Activity 2.5: Trial use of the IWT species guide provided to customs (n=5), police (n=150), Nepal Army (n=60) and quarantine (n=5)

In the first phase, we trialled the IWT species guide with the enforcement officers who had participated in our needs assessment survey (**Annex 4.15**), including Nepal Police (n=50), Armed Police Force (n=12), Nepal Army (n=1), Customs (n=2), Quarantine (n=1), Division Forest Office (n=3), and Protected Area Office (n=4). Along with the trial of our species ID guide, we conducted an activity where we presented photographs of 20 different species, categorised into species easy to identify (n=5), moderately difficult (n=5), hard to identify (n=5), and exotic species (n=5) and documented if the participants could identify the species and their traded parts (**Annex 4.16, 4.17**). In the second phase of the trial, we plan to reach out to a larger number of enforcement personnel.

Output 3: Evaluation of the new species identification resource with 5 agencies, to help increase enforcement capacity and inform future resource design

Activity 3.1: Review of enforcement records in trial check posts, before and after the trial

From each trial check posts, we have recorded the information on the frequency of seizures and the most illegally transported species in the region. This activity will continue in Year 2.

Activity 3.2: Re-contact and conduct feedback interviews with 60 people who participated in the trial, to review their needs and resources design

We are currently in the process of preparing the feedback interview questionnaire. This activity will continue in Year 2.

### 3.2 Progress towards project Outputs

Output 1: First needs assessment of frontline enforcement officials responsible for IWT inspections at 30 check posts along Nepal's Kathmandu-Rasuwagadhi and Kathmandu-Kodari route

Currently, there is no existing needs assessment survey of frontline enforcement officials in Nepal tasked with IWT inspections to our knowledge. To address this gap, we conducted the first needs assessment survey with 73 enforcement officials along the Kathmandu-Rasuwagadhi and Kathmandu-Kodari routes. This survey covered officials from 30 check posts of security forces including, Nepal Police, Armed Police Force, and Nepal Army as well as representatives from four additional law enforcement bodies: the Division Forest Office, the Protected Area Office, Customs, and Quarantine (**Annex 4.5, 4.6, 4.7**). We are in the process of analysing the data from this assessment.

Output 2: Draft and trial a IWT species identification guide for enforcement that identifies most traded, threatened, "neglected" wildlife species in Nepal

In Nepal, there is only one manual available for the identification of species in IWT. As revealed in our needs assessment survey, out of 30 check posts, only three had this guide and the officers reported that it is not comprehensive and overlooks many threatened species (**Annex 4.7**). We have developed a species identification guide covering 100 species including the species that are most traded in Nepal and are threatened as well as those that are often neglected in enforcement action (**Annex 4.13, 4.14**). In addition to the identification features of the species, the draft features the national and international conservation status of the species, their traded forms, and the photographs of species in both their natural habitat and traded form (**Annex 4.10, 4.11, 4.12**). The first phase of the trial has been completed with 73 enforcement officials from seven law enforcement agencies including Nepal Police (n=50), Armed Police Force (n=12), Nepal Army (n=1), Customs (n=2), Quarantine (n=1), Division Forest Office (n=3), and Protected Area Office (n=4). (**Annex 4.15, 4.16, 4.17**). The next phase of the trial will be conducted with larger number of enforcement officials.

Output 3: Evaluation of the new species identification resource with 5 agencies, to help increase enforcement capacity and inform future resource design

The enforcement records documented before the trial of our species identification guide will serve as a baseline against which we will evaluate the impact of our species identification guide in building the capacity of enforcement. We will begin gathering feedback on our guide in Year 2, which will be significant in establishing the effectiveness of the guide and will inform the design of resources in the future.

### 3.3 Progress towards the project Outcome

Outcome: New evidence and trial on how to support frontline enforcement staff so they can detect, identify and seize illegal wildlife parts/derivatives, including of traditionally overlooked "neglected" species threatened by IWT

The project is on track to deliver this outcome by the project end, and the indicators remain appropriate.

0.1. Needs assessment for 60 frontline enforcement officials from 5 agencies is published by end of Y2.

(Baseline: No such assessment has ever been conducted in Nepal, and frontline staff are often overlooked globally).

We have successfully completed the needs assessment survey with 73 enforcement officials from 7 agencies (**Annex 4.5, 4.6**). We have also completed the data entry (**Annex 4.7**) and have begun the process of analysis. A published policy brief and a

draft of manuscript submitted to peer-reviewed journal will be completed by the end of Year 2.

0.2. New, trial IWT species identification resource (n=500 copies) is prepared, featuring 100 wildlife species traded in Nepal by end of Y1.

(Baseline: There is no IWT identification guide for Nepal).

We have developed an initial draft of species ID guide (n=100) (**Annex 4.13**) covering 100 most traded wildlife species of Nepal. The layout of the guide is currently under progress (**Annex 4.14**) and will be completed by Year 2.

0.3. Key frontline enforcement staff across >30 key checkpoints in Kathmandu-Rasuwagadhi and Kathmandu-Tatopani route participate in trial with the new identification guide, including customs (n=5), police (n=150), army (n=60) and quarantine (n=5) by end of first quarter of Y2.

(Baseline: There has been no systematic trial of IWT species identification resources)

We have successfully completed the initial phase of the trial of the draft of the species ID guide with 73 enforcement officials across 30 check posts in Kathmandu-Rasuwagadhi and Kathmandu-Kodari routes (**Annex 4.15, 4.16, 4.17**). The initial phase of the trial engaged enforcement staff from Nepal Police (n=50), Armed Police Force (n=12), Nepal Army (n=1), Customs (n=2), Quarantine (n=1), Division Forest Office (n=3), and Protected Area Office (n=4). The next phase of the trial covering additional number of enforcement staff will be completed by Year 2.

0.4. Evaluation of guide design and effectiveness, with global lesson- learned, is published by end of Y2

(Baseline: No such evaluation of an enforcement identification ID guide has been conducted)

This will be undertaken during Year 2.

### 3.4 Monitoring of assumptions

The previously identified project's outcome and output level assumptions for Y1 hold true:

Outcome: New evidence and trial on how to support frontline enforcement staff so they can detect, identify and seize illegal wildlife parts/derivatives, including of traditionally overlooked "neglected" species threatened by IWT

Assumption 1: Enforcement agencies are receptive to the needs assessments and openly discuss the issues, and DNPWC partnership allows us continued access.

Comment: This assumption holds true as we successfully collaborated with seven law enforcement agencies to complete our needs assessment survey with 73 officials (**Annex 4.5, 4.6, 4.7**). Initially, we faced challenge securing participation of Nepal Police, Armed Police Force, and Nepal Army due to their internal protocol regarding their participation in research. However, we were able to obtain permission from these agencies. Regarding our partnership with the DNPWC, we were granted permission to photograph wildlife parts from the repository at Chitwan.

Assumption 2: Border check posts personals and customs are receptive to our guide trial and are willing to learn about the "neglected" wildlife species.

Comment: Our needs assessment survey showed that border check posts officials, and the law enforcement agencies lacked resource for identifying species seized during IWT. Hence, they were very receptive to our guide (**Annex 4.13**), and they were particularly drawn to the section covering “neglected” wildlife species including medicinal plants, orchids, fungi, and lichen species, whose identification they find difficult.

Assumption 3: Participants in the trial find it easy/practical to use our draft resource, including for parts/derivatives that can be hard for non-specialists to identify

Comment: During the initial phase of the trial (**Annex 4.15, 4.16, 4.17**), we received positive responses from the enforcement officers regarding the draft of our guide (**Annex 4.13**). Their instant feedback highlighted that the guide included the species other than the well-known charismatic species like tigers, rhinos, leopards, which most of them can already identify. They shared that the photographs of the species in their wild and traded form would assist them in easy identification (**Annex 4.10, 4.11, 4.12**). The trial of the guide with larger number of enforcements agencies will be conducted in the Year 2 and this assumption remains unchanged.

Assumption 4: We can recruit 60 trial participants to engage them in our follow-up evaluation

Comment: This assumption remains unchanged and still holds true. We will reassess it in the next phase (Year 2) of activity implementation.

Assumption 5: The trial delivers a change in behaviours among enforcement staff at the 30 checkpoints

Comment: This assumption remains unchanged and still holds true. We will reassess it in the next phase (Year 2) of activity implementation.

#### **4. Thematic focus**

The project contributes to strengthening law enforcement. At the reporting stage, we have conducted Nepal’s first needs assessment survey of the frontline enforcement officials responsible for monitoring and detecting IWT (**Annex 4.5, 4.6, 4.7**). This is critical to strengthening law enforcement, as it has helped to understand the challenges and needs of enforcement agencies who are often not the focus of conservation/counter-IWT efforts. We have also drafted the species ID guide (**Annex 4.13**) and completed the first phase of trial (**Annex 4.15, 4.16, 4.17**) with the enforcement officials which contributes to enhance their knowledge of the identification of commonly traded but ‘neglected’ species.

#### **5. Impact on species in focus**

Our project is focused on all the species that are most traded in Nepal, including mammals, birds, herpetofauna, plants, fungi, and lichens. However, we are particularly focused on species that are threatened but “neglected” in enforcement actions, such as freshwater turtles, owl species, exotic bird species, orchid species, lichen species, bear species, and sea horse. We have included detailed information on these species in our ID guide such as identifying features, national and international conservation status, their traded form, and photographs (**Annex 4.13**).

We believe this will aid enforcement officials at checkpoints in easy identification of the seized species and /or their parts and derivatives, especially those that are neglected species. We cannot claim that we have had the direct impacts on species already as of Year 1. We will assess the impacts by reviewing enforcement records after the second phase of the trial and conducting feedback interviews with enforcement officials.

#### **6. Project support for multidimensional poverty reduction**

Since our project is more focused on building the capacity of enforcement agencies, we are not directly engaged in poverty reduction. Until the first year, we have not observed any significant indirect impact on poverty reduction. However, in the long term, our project will contribute



indirectly to poverty reduction. By enhancing the capacity of over 200 enforcement officials to address illegal wildlife trade, with resources such as a species ID guide, we seek to equip them with the knowledge and tools that will enable them to address IWT, notably for “neglected” species. We believe that this will promote conservation and local governance through a more inclusive approach to wildlife conservation that looks after all species, including the traditionally overlooked ones.

In addition, many of the “neglected” species, particularly medicinal plants, fungi, and lichens, are valuable to the livelihoods of the local people. Similarly, some mammal and bird species are focal for ecotourism, providing economic welfare for local communities. By increasing the profile of these species, the project hopes to decrease their illegal trade, ultimately benefiting conservation and local economies.

## 7. Gender Equality and Social Inclusion

| <b>GESI Scale</b>        | <b>Description</b>   | <b>Put X where you think your project is on the scale</b> |
|--------------------------|--|---|
| <b>Not yet sensitive</b> | The GESI context may have been considered but the project isn't quite meeting the requirements of a 'sensitive' approach   |   |
| <b>Sensitive</b>         | The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities. | X   |
| <b>Empowering</b>        | The project has all the characteristics of a 'sensitive' approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups  |   |
| <b>Transformative</b>    | The project has all the characteristics of an 'empowering' approach whilst also addressing unequal power relationships and seeking institutional and societal change   |   |

We believe that our project qualifies as GESI “sensitive” in Gender Equality and Social Inclusion (GESI) scale.

According to our self-assessment, our project reflects the “sensitive scale” meaning, the GESI context has been considered, and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups, and the project will not contribute to or create further inequalities.

While we wanted to be empowering and ambitious, in Nepal majority of the law enforcement officials are male. While we have tried our best to include the women officials in our activities for e.g. needs assessment surveys and ID guide trial, but it is still less compared to males.

Our project ensures social inclusion and meaningful participation for all engaged in the project including:

- To promote gender equality within the project itself, the core team of the project consists of two women out of three members.

- During our needs assessment survey, we prioritized interviewing female officers when available. However, we were only able to interview two female officials out of 73 enforcements officials interviewed.
- Even though, the representation of female enforcement officials is very low in our initial phase of activity implementation, we will take this as an opportunity to highlight the lack of perspectives of female officials and gap in the acknowledgement of the gender dynamics in law enforcement through our publications and communication materials.

## **8. Monitoring and evaluation**

Monitoring and evaluation of the project are managed entirely by Greenhood Nepal and are functioning effectively. The process of M&E is supported by two primary record-keeping tools: A meeting minute and Gantt where all the progress of our activities are recorded. After each meeting, one team member updates the meeting minute document (**Annex 4.18**), which is shared within the team. Similarly, the Gantt Chart (Excel sheet), which is maintained by the PI (**Annex 4.19**), records the details on the progress with the outputs and the associated activities. In addition to this internal monitoring, the Social Welfare Council (SWC) of Nepal conducts external monitoring and evaluation of the project.

## **9. Lessons learnt**

### **What worked well:**

- Our long-standing relationship with the DNPWC facilitated formal collaboration on this project. It allowed us to receive their support on taking photographs of seized wildlife parts, which otherwise is a quite complex process.
- Greenhood Nepal's previous collaboration with law enforcement agencies through workshops and capacity-building training was instrumental in securing approval and their participation in our surveys.
- The understanding of the working areas and the experiences from past projects implemented in the same field sites: Kathmandu-Rasuwagadhi and Kathmandu-Kodari helped us to smoothly carry out the activities of this project.
- The use of the Gantt chart and meeting minutes provided a consistent and effective method for tracking our activities and progress.
- Having the Project Advisory Committee on board allowed us to receive valuable feedback, which greatly enhanced the overall project design and implementation.

### **What did not work well:**

- Getting photographs of all the wildlife parts stored in the repository at the Chitwan National Park was not possible. Not all wildlife parts were accessible, particularly those sealed. Even the park officials did not have the legal authority to unseal them without a court order.
- As our project start date was delayed by a few months than we originally planned, in response, we adjusted our work plan to account for the delay. However, we overlooked the fact that timelines were also mentioned in our output and outcome indicators, and did not adjust them to reflect the revisions made in the workplan, which caused some confusions.

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

Not applicable

## 11. Risk Management

We have not identified any new risks in the last 12 month of the project implementation.

## 12. Scalability and durability

In our needs assessment survey with enforcement officials along the Kathmandu-Kodari and Kathmandu-Rasuwa-Gadhi routes (**Annex 4.5, 4.6, 4.7**), the most important gap found was the lack of ability to properly identify species of wildlife. It is a critical barrier in the fight against IWT in Nepal. In addition, very few of the check posts had any resource to enable them to detect and identify species.

Our draft species ID guide (**Annex 4.13**) received widespread interest and enthusiasm from the stakeholders. The enforcement officials we interviewed not only found the species ID guide useful but also requested that it be circulated across Nepal. They emphasized that frequent staff transfer (often every 6 months) result in current training and knowledge gaps. These surveys highlighted how practical user friendly, useful resources are, especially where institutional memory is poor.

Our project introduced a clear degree of demand and interest, and various agencies noted that such a tool is essential for their work. Nepal Army, Nepal Police, Armed Police Force officials requested access to at least an online copy of our ID guide for every enforcement official, broadening coverage and utilisation. Division Forest Offices and Protected Area Offices referred to our ID guide as a “must have” for their offices, underlining the field use and cost-effectiveness of this tool in everyday field operations.

Besides the ID guide, we are also developing some concepts and ideas from the data of the needs assessment survey, including inter-agency coordination, training, to pilot AI-powered mobile app development that would complement additional enforcement efforts. Higher demand by officials for more tools, training, and coordination means that the project was able to shift attitudes and awareness on how to combat IWT.

## 13. IWT Challenge Fund identity

We have made it very clear from the beginning, including all the paperwork related to the project that the project is being implemented under the financial support from IWTCF. All our publications are due in the Year 2, and we will make sure to recognize IWTCF on all of them. Whenever relevant, we will mention and tag BCF in our social media posts.

## 14. Safeguarding

## 15. Project expenditure

**Table 1: Project expenditure during the reporting period (April 2024-March 2025)**

| Project spend (indicative) since last Annual Report | 2024/25 Grant (£) | 2024/25 Total actual IWTCF Costs (£) | Variance % | Comments (please explain significant variances) |
|---|-------------------|--------------------------------------|------------|---|
| Staff costs (see below)                             |                   |                                      |            |   |
| Consultancy costs                                   |                   |                                      |            |   |
| Overhead Costs                                      |                   |                                      |            |   |
| Travel and subsistence                              |                   |                                      |            |   |
| Operating Costs                                     |                   |                                      |            |   |

|                           |               |                  |              |  |
|---------------------------|---------------|------------------|--------------|--|
| Capital items (see below) |               |                  |              |  |
| Others (see below)        |               |                  |              |  |
| <b>TOTAL</b>              | <b>24,690</b> | <b>24,673.80</b> | <b>16.20</b> |  |

**Table 2: Project mobilised or matched funding during the reporting period (1 April 2024 – 31 March 2025)**

|  | Secured to date | Expected by end of project | Sources |
|--|-----------------|----------------------------|---------|
| Matched funding leveraged by the partners to deliver the project (£)   |                 |                            |         |
| Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£) | N/A             |                            |         |

## 16. Other comments on progress not covered elsewhere

As our project was delayed by a few months, in response, we adjusted our workplan to account for the delay while ensuring the overall output and outcome remained unchanged. However, we overlooked the fact that timelines were mentioned in our output and outcome indicators, and did not adjust them to reflect the revisions made in the workplan, which has caused some confusions. We have added the revised workplan, as approved by IWTCF (**Annex 4.20**). We have reported the project's progress and achievements according to the revised workplan and corresponding timeline. The overall output and outcome of the project are still on track, and we are on schedule to carry out our activities.

## 17. **OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes.**

We agree for the BCFs to use material from this section for various promotion and dissemination purposes, including for example, publication in the Defra Annual Report, IWT Challenge Fund promotion material, or on the IWT Challenge Fund website.

We successfully completed Nepal's first needs assessment of enforcement officials involved in combatting illegal wildlife trade. 73 enforcement officials from those assigned at check posts along the Kathmandu-Rasuwagadhi and Kathmandu-Kodari routes, as well as representatives of key stakeholder agencies, were interviewed. We successfully gathered insights from all the major enforcement agencies including Nepal Police, Armed Police Force, Nepal Army, Customs, Quarantine, Division Forest Office, and Protected Area Office. This assessment will provide valuable data on the challenges that enforcement officials face and needs in strengthening IWT control measures in Nepal.

Our project has been featured in BBC's prestigious ASIA series, narrated by Sir David Attenborough. In Episode 7, titled Saving Asia, from 36:40 to 43:00 minutes, the documentary series highlights conservationists across the continent who are using innovative strategies to safeguard wildlife, our project is one of that. The series is being broadcast worldwide on BBC One and BBC Earth and is available for streaming in the UK on BBC iPlayer.

| File Type (Image / Video / Graphic) | File Name or File Location  | Caption including description, country and credit   | Social media accounts and websites to be tagged (leave blank if none)         | Consent of subjects received (delete as necessary) |
|-------------------------------------|---|---|---|--|
| Image                               | <a href="https://www.greenhood.org/news/needs-assessment-survey-of-frontline-enforcement-officials/">https://www.greenhood.org/news/needs-assessment-survey-of-frontline-enforcement-officials/</a> | Project team member S. Khadka is interacting with Nepal Police to discuss our Species Identification Guide and the identification of the most traded wildlife species in Nepal; Photo credit: Sabina Shakya/Greenhood Nepal | Facebook, Instagram and LinkedIn:<br>Greenhood Nepal<br>X:<br>@GreenhoodNepal | Yes  |
| Video                               | <a href="https://www.bbc.com/mediacentre/mediapacks/asia-episode-seven-saving-asia">https://www.bbc.com/mediacentre/mediapacks/asia-episode-seven-saving-asia</a>                                   | detectWILD project featured in BBC's prestigious ASIA series, narrated by Sir David Attenborough, in Episode 7, titled Saving Asia, from 36:40 to 43:00 minutes   | Facebook, Instagram and LinkedIn:<br>Greenhood Nepal<br>X:<br>@GreenhoodNepal | Yes  |

## Annex 1: Report of progress and achievements against Indicators of Success for Financial Year 2024-2025

| Project summary   | Progress and Achievements April 2024 - March 2025   | Actions required/planned for next period   |
|---|---|--|
| <b>Outcome</b> New evidence and trial on how to support frontline enforcement staff so they can detect, identify and seize illegal wildlife parts/derivatives, including of traditionally overlooked “neglected” species threatened by IWT  |   |  |
| Outcome indicator 0.1 Needs assessment for 60 frontline enforcement officials from 5 agencies is published by end of Y2.  | We have completed the needs assessment survey with 73 enforcement officials from seven enforcement agencies ( <b>Annex 4.5, 4.6</b> ). We have completed the data entry ( <b>Annex 4.7</b> ) of the survey and have begun the data analysis.  | We will prepare a policy brief and a manuscript for peer-reviewed journal article by the end of Year 2.  |
| Outcome indicator 0.2 New, trial IWT species identification resource (n=500 copies) is prepared, featuring 100 wildlife species in Nepal by end of Y1   | We have prepared the first draft of our species identification guide (n=100) with the 100 most traded species in Nepal, including “neglected” species ( <b>Annex 4.13</b> ). The layout is currently under progress ( <b>Annex 4.14</b> ).  | The consultation with the DNPWC and other experts is ongoing, after which we will finalise the layout of the guide and prepare the species ID guide (n=500).                           |
| Outcome indicator 0.3 Key frontline enforcement staff across >30 key checkpoints in Kathmandu-Rasuwegadhi and Kathmandu-Tatopani route participate in trial with the new identification guide, including customs (n=5), police (n=150), army (n=60 and quarantine (n=5) by end of first quarter of Y2 | We have completed an initial phase of trial with 73 enforcement officials (same officials who participated in the needs assessment survey), including Nepal Police (n=50), Armed Police Force (n=12), Nepal Army (n=1), Customs (n=2), Quarantine (n=1), Division Forest Office (n=3), and Protected Area Office (n=4) ( <b>Annex 4.15, 4.16, 4.17</b> ). | The next phase of the trial covering additional number of enforcement staff will be completed in Year 2.   |
| Outcome indicator 0.4 Evaluation of guide design and effectiveness, with global lesson- learned, is published by end of Y2  | Ongoing activity; To be done throughout the remaining project period.   | To be done throughout the remaining project period.  |
| <b>Output 1.</b> First needs assessment of frontline enforcement officials responsible for IWT inspections at 30 check posts along Nepal's Kathmandu-Rasuwegadhi and Kathmandu-Kodari route   |   |  |
| Output indicator 1.1. Needs assessment for 60 frontline enforcement officials from 5 agencies is published by end of Y2.  | The needs assessment survey is completed, and data analysis has begun. (Evidence provided in <b>section 3.2, Annex 4.5, 4.6, 4.7</b> )  | The publications (a policy brief and a manuscript for peer-reviewed journal article) is to be done throughout the remaining project period and will be completed by the end of Year 2. |
| Activity 1.1 Prepare the need assessment tools in consultation with the Advisory Committee and pilot the checklist with enforcement personals in Kathmandu (n=5)  | Needs assessment survey tool was prepared in consultation with the project advisors and piloted with Greenhood Nepal staff (n=2) and enforcement officials in Kathmandu (n=3) (Evidence provided in <b>section 3.1, Annex 4.2, 4.3, 4.4</b> )   | NA   |

|  |   |  |
|--|---|--|
| Activity 1.2 Conduct need assessment survey in Kathmandu – Rasuwagadhi and Kathmandu –Kodari section covering over 60 enforcement staffs (at least 2-5 from each check posts)  | Needs assessment survey was completed in Kathmandu-Rasuwagadhi and Kathmandu-Kodari routes covering 73 enforcement officials (Evidence provided in <b>section 3.1, Annex 4.5, 4.6</b> )   | NA   |
| Activity 1.3 Analyse the data from the assessment and prepare a policy brief and a manuscript for peer reviewed journal article  | Ongoing activity; To be done throughout the project period. The data entry is completed, and analysis of the needs assessment survey data has begun (Evidence provided in <b>section 3.1, Annex 4.7</b> )   | To be done throughout the project period. A policy brief and a manuscript for a peer reviewed journal will be completed by the end of Year 2.  |
| <b>Output 2.</b> Draft and trial a IWT species identification guide for enforcement that identifies most traded, threatened, “neglected” wildlife species in Nepal   |   |  |
| Output indicator 2.1. New photo reference of (n=100 species with more than 1000 photos) library of IWT parts seized by the Nepal Government, to serve as a basis for the Identification guide  | We are collecting the photographs of the 100 species in their natural habitat and their traded form. We have taken the photographs of the wildlife parts seized and stored by the Nepal Government. We have also gathered photographs from other sources (Evidence provided in <b>section 3.2, Annex 4.10, 4.11, 4.12</b> ) | More photographs will be collected from the Government agencies (Division Forest Office, Protected Area Office), conservation organizations, conservationists, and wildlife photographers. |
| Output indicator 2.2. New, trial IWT species identification resource is prepared (n=500 copies), featuring 100 wildlife species traded in Nepal by end of Y1   | We have prepared the first draft of our species identification guide (n=100) (Evidence provided in <b>section 3.2, Annex 4.13, 4.14</b> )   | More species ID guide will be published after consultation with the DNPWC and other experts, which is currently under progress.  |
| Output indicator 2.3. Trial of the IWT species guide provided to customs (n=5), police (n=150), Nepal Army (n=60) and quarantine (n=5) by the end of first quarter of Y2   | We have completed the initial phase of the trial of the species ID guide (Evidence provided in <b>section 3.2, Annex 4.15, 4.16, 4.17</b> )   | The next phase of the trial will be completed by the first quarter of Year 2 participating larger number of enforcement officials.   |
| Activity 2.1 Prepare the list of Nepal's most traded wildlife species including ‘neglected’ species in conservation and enforcement priorities based on the seizure records, expert observations and consultations with the stakeholders | List of the Nepal's most traded wildlife species was prepared including the “neglected” species based on all the possible sources and consultations (Evidence provided in <b>section 3.1, Annex 4.8</b> )   | NA   |
| Activity 2.2 Select 100 species in trade including both plants and animals and prepare details description of the trade forms and identification techniques  | 100 most traded wildlife species were selected including mammals, birds, herpetofauna, plants, fungi, and lichens and other (Evidence provided in <b>section 3.1, Annex 4.9</b> )   | NA   |
| Activity 2.3 Take the photograph of seized wildlife stockpile with the support of the DNPWC, and use it as reference to prepare species detection brief and illustrations  | Photographs of wildlife parts are being gathered with the help of the DNPWC and DFO, Kathmandu. We have received photographs from other conservation organizations, conservationists and wildlife photographers (Evidence provided in <b>section 3.1, Annex 4.10, 4.11, 4.12</b> )  | More photographs of wildlife in their natural habitat and their traded form will be gathered and the best photographs will be used in our ID guide that help in                            |

|  |   |   |
|--|---|---|
|  |   | the easy identification of wildlife species.  |
| Activity 2.4 Draft and trial species identification guide  | The first draft of our species identification guide has been completed, and the layout of the guide is under progress (Evidence provided in <b>section 3.1, Annex 4.13, 4.14</b> )                  | The layout design of our guide is ongoing and will be completed by first quarter of Year 2.   |
| Activity 2.5 Trial use of the IWT species guide provided to customs (n=5), police (n=150), Nepal Army (n=60) and quarantine (n=5)  | The initial phase of the trial was completed with the same enforcement officials who participated in the needs assessment survey (Evidence provided in <b>section 3.1, Annex 4.15, 4.16, 4.17</b> ) | The next phase of trial covering larger number of enforcement officials will be completed by the first quarter of Year 2.                           |
| Activity 2.6 Feed the insights to the policy brief and editorial for broader domestic and international dissemination  | To be done throughout the project period, starting Year 2.  | To be done throughout the project period, starting Year 2.  |
| Activity 2.7 Finalise the species ID guide based on insights from the evaluation   | To be initiated in the third quarter of Year 2.   | To be initiated in the third quarter of Year 2.   |
| <b>Output 3.</b> Evaluation of the new species identification resource with 5 agencies, to help increase enforcement capacity and inform future resource design  |   |   |
| Output indicator 3.1. Interview-based feedback from frontline officials on the design of the guide (n=60, 2-5 people from each check post and offices who participated and actively working at the check post) by 3 <sup>rd</sup> quarter of Y2. | We are currently developing the feedback interview tool. We will collect feedback on our ID guide from the enforcement officials once the next phase of the trial is completed.                     | We will complete the next phase of the ID guide trial and then get the interview-based feedback of enforcement officials by third quarter of Year 2 |
| Output indicator 3.2. Data set of IWT enforcement records at the >15 check posts, before and after the trial, by end of Y2.  | To be done throughout the remaining project period.   | To be done throughout the remaining project period.   |
| Output indicator 3.3. Evaluation of guide design and effectiveness, with global lesson-learned, is published by end of Y2.   | To be done throughout the remaining project period.   | To be done throughout the remaining project period.   |
| Activity 3.1 Review of enforcement records in trial check posts, before and after the trial  | Ongoing activity; Recording the enforcement data prior trial has been completed.  | Review of enforcement records after the trial will be completed by the end of the second quarter of Year 2.   |
| Activity 3.2 Re-contact and conduct feedback interviews with 60 people who participated in the trial, to review their needs and resources design   | Ongoing activity; Preparation of the tool for feedback interviews has been started.   | Feedback interview will be conducted with the people who participate in the trial and completed by the end of the second quarter of Year 2.         |
| Activity 3.3 Prepare a policy brief and editorial summarising the findings for domestic and international dissemination  | To be done throughout the project period, starting at second quarter of Year 2.   | To be done throughout the project period, starting at second quarter of Year 2.   |



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

| Project summary   | SMART Indicators  | Means of verification   | Important Assumptions  |
|---|---|---|--|
| <b>Impact:</b>  |   |   |  |
| <b>Outcome:</b> New evidence and trial on how to support frontline enforcement staff so they can detect, identify and seize illegal wildlife parts/derivatives, including of traditionally overlooked “neglected” species threatened by IWT | <p><b>0.1</b> Needs assessment for 60 frontline enforcement officials from 5 agencies is published by end of Y2 (Baseline: No such assessment has ever been conducted in Nepal, and frontline staff are often overlooked globally).</p> <p><b>0.2</b> New, trial IWT species identification resource (n=500 copies) is prepared, featuring 100 wildlife species traded in Nepal by end of Y1. (Baseline: There is no IWT identification guide for Nepal).</p> <p><b>0.3</b> Key frontline enforcement staff across &gt;30 key checkpoints in Kathmandu-Rasuwagadhi and Kathmandu-Tatopani route participate in trial with the new identification guide, including customs (n=5), police (n=150), army (n=60 and quarantine (n=5) by end of first quarter of Y2 (Baseline: There has been no systematic trial of IWT species identification resources)</p> | <p>0.1 URL for Policy brief on frontline staff needs published on Greenhood website</p> <p>0.1 Copy of draft manuscript submitted for peer-review journal</p> <p>0.2 Printed copy of the IWT species guide</p> <p>0.3 List of stakeholder engagements, disaggregated by agency heck post site, gender</p> <p>0.3 Photographs of guide trainings</p> <p>0.3 URL for Policy brief on IWT guide design and effectiveness published on Greenhood website</p> <p>0.3 Copy of the updated identification guide based on user feedback and evaluation.</p> | <p>Enforcement agencies are receptive to the need assessments and openly discuss the issues, and our DNPWC partnership allows us continued access.</p> <p>Border check posts personals and customs are receptive to our guide trial and are willing to learn about the “neglected” wildlife species.</p> <p>Participants in the trial find it easy/practical to use our draft resource, including for parts/derivatives that can be hard for non-specialists to identify</p> |

| Project summary  | SMART Indicators   | Means of verification   | Important Assumptions   |
|--|--|---|---|
|  | <b>0.3</b> Evaluation of guide design and effectiveness, with global lesson-learned, is published by end of Y2 (Baseline: No such evaluation of an enforcement identification ID guide has been conducted)   | 0.3 URL to editorial published in national newspaper  |   |
| <b>Output 1</b><br>First needs assessment of frontline enforcement officials responsible for IWT inspections at 30 check posts along Nepal's Kathmandu-Rasuwagadhi and Kathmandu – Kodari route. | <b>1.1</b> Needs assessment for 60 frontline enforcement officials from 5 agencies is published by end of Y2 (Baseline: No such assessment has ever been conducted in Nepal, and frontline staff are often overlooked globally).   | 1.1 URL for Policy brief on frontline staff needs published on Greenhood website<br><br>1.1 Copy of draft manuscript submitted for peer-review journal  | Enforcement agencies are receptive to the need assessments and openly discuss the issues, and our DNPWC partnership allows us continued access. |
| <b>Output 2</b><br>Draft and trial a IWT species identification guide for enforcement that identifies most traded, threatened, “neglected” wildlife species in Nepal                             | <b>2.1</b> New photo reference of (n=100 species with more than 1000 photos) library of IWT parts seized by the Nepal Government, to serve as a basis for the identification guide (Baseline: The seizures have not been photographed, and there is no photo database of wildlife products/derivatives for Nepal).<br><br><b>2.2</b> New, trial IWT species identification resource is prepared (n=500 copies), featuring 100 wildlife species traded in Nepal by end of Y1. (Baseline: There is no IWT identification guide for Nepal). | 2.1 Archive of the photos of seized IWT parts by Nepal Government<br><br><br><br><br><br><br><br>2.2 Copy of the IWT species guide<br><br><br><br><br><br><br><br>2.3 Photographs of the training | Border check posts personals and customs are receptive to our guide trial and are willing to learn about the “neglected” wildlife species.      |

| Project summary  | SMART Indicators   | Means of verification   | Important Assumptions  |
|--|--|---|--|
|  | <p><b>2.3</b> Trial of the IWT species guide provided to customs (n=5), police (n=150), Nepal Army (n=60) and quarantine (n=5) by the end of first quarter of Y2. (Baseline: There has been no systematic trial of IWT species identification resources)</p>   | <p>2.3 List of stakeholder engagements, disaggregated by agency check post site, gender</p>   | <p>Participants in the trial find it easy/practical to use our draft resource, including for parts/derivatives that can be hard for non-specialists to identify</p>                    |
| <p><b>Output 3</b></p> <p>Evaluation of the new species identification resource with 5 agencies, to help increase enforcement capacity and inform future resource design</p>   | <p><b>3.1</b> Interview-based feedback from frontline officials on the design of the guide (n= 60, 2-5 people from each check post and offices who participated and actively working at the check post) by 3rd quarter of Y2.</p> <p><b>3.2</b> Data set of IWT enforcement records at the &gt;15 check posts, before and after the trial, by end of Y2.</p> <p><b>3.3</b> Evaluation of guide design and effectiveness, with global lesson-learned, is published by end of Y2 (Baseline: No such evaluation of an enforcement identification ID guide has been conducted)</p> | <p>3.1 Raw dataset of interviews</p> <p>3.2 Data set of seizure records for target sites and time periods</p> <p>3.3 URL for Policy brief on IWT guide design and effectiveness published on Greenhood website</p> <p>3.3 Copy of the updated identification guide based on user feedback and evaluation</p> <p>3.3 Copy of the editorial published in national newspaper</p> | <p>We can recruit 60 trial participants to engage them in our follow-up evaluation.</p> <p>The trial delivers a change in behaviours among enforcement staff at the 30 checkpoints</p> |
| <p><b>Activities</b> (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)</p> <p>1.1 Prepare the need assessment tools in consultation with the Advisory Committee and pilot the checklist with enforcement personals in Kathmandu (n=5)</p> |  |   |  |

| Project summary  | SMART Indicators | Means of verification | Important Assumptions |
|--|------------------|-----------------------|-----------------------|
| <p>1.2 Conduct need assessment survey in Kathmandu – Rasuwagadhi and Kathmandu –Kodari section covering over 60 enforcement staffs (at least 2-5 from each check posts).</p> <p>1.3 Analyse the data from the assessment and prepare a policy brief and a manuscript for peer reviewed journal article</p> <p>2.1 Prepare the list of Nepal's most traded wildlife species including 'neglected' species in conservation and enforcement priorities based on the seizure records, expert observations and consultations with the stakeholders.</p> <p>2.2 Select 100 species in trade including both plants and animals and prepare details description of the trade forms and identification techniques</p> <p>2.3 Take the photograph of seized wildlife stockpile with the support of the DNPWC and use it as reference to prepare species detection brief and illustrations after verification from the IWT forensic/taxonomy experts.</p> <p>2.4 Draft and trial species identification guide</p> <p>2.5 Trial use of the IWT species guide provided to customs (n=5), police (n=150), Nepal Army (n=60) and quarantine (n=5)</p> <p>2.6 Feed the insights to the policy brief and editorial for broader domestic and international dissemination</p> <p>2.7 Finalise the species ID guide based on insights from the evaluation</p> <p>3.1 Review of enforcement records in trial check posts, before and after the trial,</p> <p>3.2 Re-contact and conduct feedback interviews with 60 people who participated in the trial, to review their needs and resources design.</p> <p>3.3 Prepare a policy brief and editorial summarising the findings for domestic and international dissemination</p> |                  |                       |                       |

## Checklist for submission

|   | Check |
|---|-------|
| Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the <b>correct template</b> (checking fund, scheme, type of report (i.e. Annual or Final), and year) and <b>deleted the blue guidance text</b> before submission?   | Yes   |
| <b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> putting the project number in the subject line.  | Yes   |
| <b>Is your report more than 10MB?</b> If so, please consider the best way to submit. One zipped file, or a download option is recommended. We can work with most online options and will be in touch if we have a problem accessing material. If unsure, please discuss with <a href="mailto:BCF-Reports@niras.com">BCF-Reports@niras.com</a> about the best way to deliver the report, putting the project number in the subject line. |       |
| <b>Have you included means of verification?</b> You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.   | Yes   |
| If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 17)?  | Yes   |
| 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.  |       |