IMET TRAINING REPORT

Wonegizi Proposed Protected Area

From August 21 to 24, 2023

Lofa County, Konia

IMET Coach Consultant

Nzigiyimpa Léonidas

Contents

Acronyms 2

0. Background 1

0.1. Main objective 1

0.2. Specific objectives 1

1. Coaching Approach 2

2. Participant profile 2

3. Course of the Training 3

3.1. Intervention Context 3

3.2. Management Evaluation 4

3.3. Analysis Report 4

4. Installing IMET 2 5

5. Exercise on using IMET 5

6. Constraints 7

7. Results achieved 7

8. Training Evaluation Matrix 8

9. Results of the evaluation of the training and the coach by the trainees 9

10. Key Recommendations 10

11. Conclusion 10

Annex 11

Annex 1: Terms of Reference 12

Annex 2 : Expectations from participants 11

Acronyms

BIOPAMA	Biodiversity and Protected Area Management
EU	European Union
COMIT	Coach Observatory Mission Integration Toolkit
DOPA	Digital Observatory for Protected Areas
DSS	Decision Support System
FDA	Forestry Development Authority
FFI	Fauna and Flora International
IMET	Integrated Management Effectiveness Tool
JRC	Joint Research Common
METT	Management Effectivess Tracking Tool
PA/PPA	Protected Area/Proposed Protected Area
PAPFor	Programme d'Appui à la Préservation des Ecosystèmes Forestiers en Afrique de l'Ouest
PC	Personal Computer
WWZ	Wologizi – Wonegizi -Ziama
ZWW	Zima – Wologizi - Wenegizi

0. Background

Fauna and Flora is implementing a project funded by the European Union (EU) within the framework of the Support Programme for the Preservation of Forest Ecosystems in West Africa (PAPFor). The objective of PAPFor programme is to effectively and efficiently protect biodiversity and priority forest ecosystems in West Africa by contributing to building resilience to climate change, water and food insecurity. The project component in Liberia and Guinea is titled One Landscape: One Vision – Enabling all stakeholders to achieve sustainability for people, forest and wildlife in the Wologizi-Wonegizi-Ziama (WWZ) landscape co financed by the Halcyon Land and Seas grant (Fauna & Flora internal funding) supporting Fauna & Flora's work on maintaining connectivity across the ZWW transboundary landscape in Guinea and Liberia. Both projects are implemented as a single action and seek to attain shared objectives. In ZWW, the project is implemented from March 2022 to April 2023, in collaboration with the Forestry Development Authority (FDA) and Centre Forestier de Nzerekore in Guinea, the Liberian and Guinean institutions with the mandate to protect and conserve forest areas in their respective countries.

Fauna & Flora organised a training for Wonegizi Nature Reserve staff and Representative of communities in the use of the IMET tool to assess the effectiveness of site management from 21 August to 24 August 2023.

0.1. Main objective

The overall objective is to asses management effectiveness outputs for the Wonegizi PPA using IMET 2.10.6 tool at the same time build the capacity of FDA and Fauna & Flora staff on the use of the tool in improving PA/PPA management effectiveness.

0.2. Specific objectives

- Develop a training module or material on IMET 2.10.6 based on the expectations expressed by Fauna & Flora in particular;
- Ensure IMET is installed and operational on FDA and Fauna & Flora laptops;
- Deliver a training in IMET ensuring the trainees are able in turn to build capacity of other

rangers who have not yet been trained on the IMET (training of trainers), including data analysis, supervision of data collection campaigns and facilitation of the IMET campaign feedback process;

- Produce a technical report of the IMET training.

1. Coaching Approach

Coaching approach has been used during the training and the assessment sessions. Coaching is the art of asking questions and challenging assumptions, not telling others what to do. It is used in several activity areas, including sports as well as personal and organisational development. In the environmental field, this term is rarely used. By establishing a coaching system in protected area management in West and Central Africa, the BIOPAMA program is a pioneer in this area. Coaching makes it possible to help managers of protected areas to strengthen management effectiveness by developing their potential, their know-how and their approaches and attitudes.

Coaching involves close interaction with the trainees. The coach is therefore bound by values which govern his rules of conduct. Coaching is based on the principle that people are competent to find solutions to their own problems. Thus, the coach plays the role of a catalyst by reactivating the resources which the learners already have. The aim of coaching is to promote the autonomy of the coaches so that they can continue a sort of auto-coaching after the coaching instruction sessions.

2. Participant profile

N°	Names	Position	Entity	Contact
1	George N. Allison	Biodiversity officer	Fauna & Flora	0880233740
2	T. Momo Ricks	Zone Warden	FDA	0886287343
3	G. Norkonney Z. Keah	Zone Warden	FDA	0880402232
4	F. David Z. Ricks	Zone 3	FDA	0777031810
5	Mervin W.	Ranger	FDA	0355323046
6	Bandu E. Rosets	Ranger	FDA	0776314830
7	Abraham			0880120203
8	Daniel Livingstone	LER	FDA	0776471485
9	Nelson Kanmah	Ranger	FDA	0779089060
10	Beyan B. Flomo	Zone Warden	FDA	0777952786
11	Emmanuel N. Slebo Sn	Ranger	FDA	0886817310
12	Samuel K. Freeman	Cheif Park Warden	FDA	07779221078
13	Amara Kromah	CAP	Bulor	0775687122
14	Emmanuel Kpadeb	CA	Barziwen	0776946718
15	Mohamed R. Kamara	CA	Bulor	
16	Gayfler Kpudeh	CA	Ziggida	077734425
17	Fomolu Yameh	CA	Kargbeta	0777029311

Group photo of participants in the training course on evaluating Wonegizi with IMET. Nzigiyimpa. 2023

3. Course of the Training

Day 1 : August 21, 2023

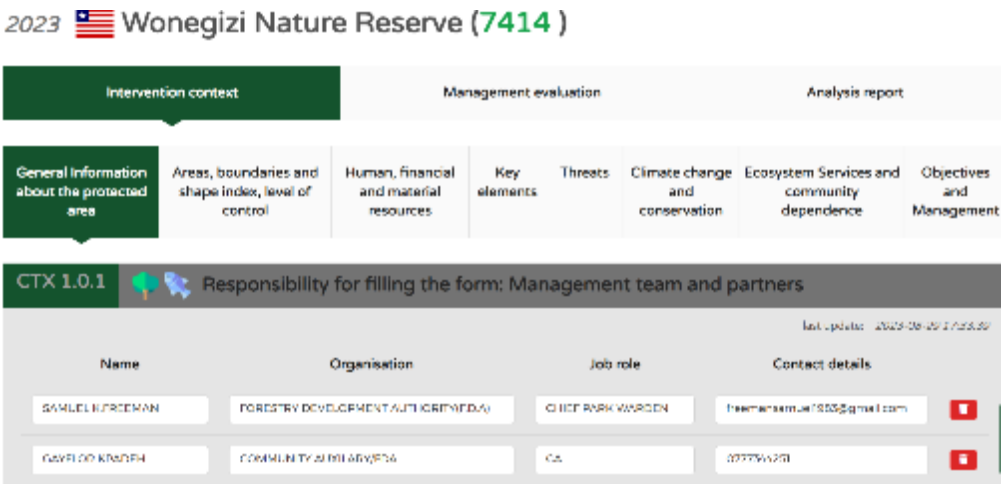
After a few opening remarks by the Chief Warden Park of the Wonegizi Reserve and the Fauna & Flora Representative, Mr George Allison, the activities began with the distribution of copies to all learners of the new version of the COMIT (Coach Observatory Mission Integration Toolkit) which had been printed by Fauna & Flora. The coach gave a brief explanation of how to use this guide, which is considered to be a compass for all users of the IMET tool.

The training session began with a presentation of the objectives of the IMET tool as a decision-making, planning, management and reporting tool. The IMET Form was designed and developed in order to directly support managers, on the field or at the centralised level (national protected area agencies), improve the effectiveness of protected areas management and, more generally, biodiversity conservation. IMET has three modules :

3.1. Intervention Context

This module provides detailed information on:

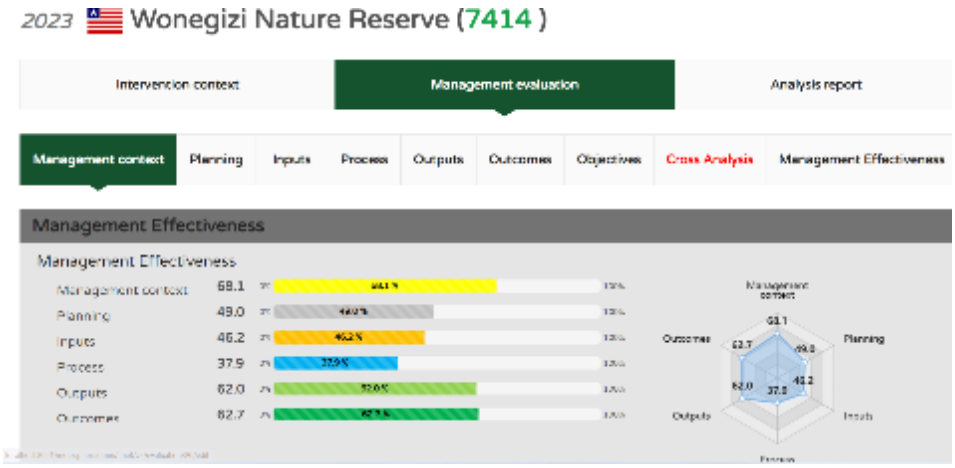
• General information ;
• The surface area, limits and shape index, level of control of the protected area ;
• The available resources for the management of protected areas ;
• The species, habitats, land cover, changes in land cover, etc., partially based on the information diagrams of the Digital Observatory for Protected Areas (DOPA) of the UE-JRC ;
• Threats, on a revised version of the Threat calculator ;
• The effects of climate change ;
• Ecosystem services.



Display of the intervention context in the IMET form.

3.2. Management Evaluation

This module is an essential piece of the PA management system puzzle. It adopts the synthetic and headline indicators put forward by the analysis in Global Study and the elements of the METT, reorganised according to the different factors in the protected areas management cycle. Specific elements and additional indicators were added for the level of management and control of important values and elements, the effects of climate change and ecosystem services to be taken into account in protected areas management.



Display of the "management assessment" module in the IMET form

3.3. Analysis Report

The data collected, organised and statistically processed is deployed with the help of visualisation tools to facilitate its analysis and interpretation. Regular use of the IMET Form enables monitoring of the changes in key elements over time, thus making it possible to adapt the management. The aim of the DSS is to make the factors and occurrences linked to the management process more understandable and integrated, and to facilitate decision-making at the different levels of environmental governance.

Day 2 : August 22, 2023

Session 2 began with the installation of the IMET tool on the few laptops available. The installation process as described by the COMIT is as follows :

4. Installing IMET 2

IMET can be downloaded from the Internet. Once installed, it does not require an internet. Connection can therefore be used anywhere. IMET is constantly updated to correct PC installation issues and bugs. The latest version allows users to print an analysis report summarising the key elements of the assessment. The report also provides frameworks for carrying out analyses and making recommendations.

Link to download IMET : https://rris.biopama.org/pame/tools

First installation of IMET on your machine

If you are installing the IMET Offline Tool for the first time: Before installation, read the installation manual on the IMET download site and check whether your computer has the minimum configuration required for IMET installation (your computer should currently operate in Windows 10,54 bits).

1. Run IMETOfflineTool_setup.exe to install the tool in the default folder / Documents /IMETOfflineTool. Make sure you have permission to run executables from this folder. Otherwise, put it in another folder for which you have the rights.

2. When/Once installation is complete, the programme should start automatically. Installation of the version available on the internet installation of the version available on the internet if you have an old version of IMET on your machine, below are the steps to follow:

3. Back up the existing IMET data.
4. Close the IMET Offline Tool correctly (using the “Close” button on the home page).
5. Uninstall the old version of the IMET Offline Tool.
6. Delete any remaining IMET Offline Tool folders. If you receive an error that prevents deletion of some IMET folders, turn off then restart your PC and delete the folder(s) again, until you are sure that you have deleted all pre-existing IMET folders.
7. Run IMET OfflineTool_setup.exe to install the new version in the default / Documents / IMET Offline Tool folder.
8. Make sure you have permission to run executables from this folder. Otherwise, put it in another folder for which you have rights.

   When installation is complete, the programme should start automatically. Before starting any version of IMET Offline Tool, you must properly close any running version (using the “Close” button on the home page). If you are unsure whether an instance is running in the background, restart your PC.

5. Exercise on using IMET

After installing the IMET tool on the few machines present, the participants grouped around 3 laptops to start practising using the IMET tool to collect data relating to the management of Wonegizi. On the second day, the exercise focused on the intervention context. The sections covered by the exercise were general information, limits, areas, human, financial and material resources, key elements, threats, climate change. Facilitated by the coach, the trainees also practised defining the indicators, the basic situation and the objectives to achieve the desired conditions. The coach took the opportunity to explain what a flagship, emblematic, endemic, rare, endangered or invasive species, etc...

Day 3 : August 23, 2023

The exercise on the use of the IMET tool continued and covered the following sections : ecosystem services for the intervention context, elements of the management cycle including the management context, planning and inputs. Extensive explanations and examples were provided by the coach to help learners understand the relationship between the management context and the intervention context, the interconnectivity of the different criteria and indicators, the secured budget, and the rationale for a clearly defined vision, mission and objectives.

Relationship between the intervention context and the management context.

The intervention context is possible to determine the values of the protected area to be potentially taken into account in protected area management. If the intervention context makes it possible to identify the important management elements (classification status and designations, species, habitats, changes in land cover, effects of climate change, ecosystem services), it is in the management context that the elements on which to focus the management and governance interventions of the protected area are determined. These key management elements should form the basis of indicators for monitoring and assessing conservation efforts. Therefore, they call for targeted and proactive conservation efforts. In order to have a complete overview of the intervention situation, the analysis of the management context also takes into account the constraints or support from the external political and civil environment, as well as the threats weighing on the protected area following the analysis carried out in the intervention context. The results of the analysis of the different subjects make it possible to determine the management context in relation to the broader analysis of the intervention context.

Day 4 : August 24, 2023

On the fourth day, learners continued to practice on using the IMET tool and understanding the questions focused on the process and the output. During this session, several questions focused on understanding what is an indicator. The coach gave a detailed explanation of an indicator and that it must be SMART (Specific, Measurable, Achievable, Relevant and Time bound). Other discussions focused on capacity building, in particular the formulation of clear objectives as part of project development.

The practice continued with an exploration of the outcomes or changes brought by the implementation of conservation actions. The coach explained the difference between outputs, which assess the results of the implementation of the annual work plan, and outcomes, which assess the achievement of long-term objectives.

After the exercises on the elements of the management cycle of a protected area, the coach moved on to Cross Analysis to show to the learners how to analyse inconsistencies and correct them if necessary or find an explanation for them.

The trainees were then taught how to analyse the results in order to take good decisions. They understood how to analyze the strengths and weaknesses displayed by the radar in order to improve management effectiveness. to analyse radars and graphs. They also understood how to

go back to the form to check that the encoded score is correct or change it if necessary. They learned how to import and export IMET data for sharing or updating.

Exercise session on how to use IMET form by trainees in Konia. Nzigiyimpa. 2023

6. Constraints

- Many rangers are not yet computer literate. It is almost impossible to master IMET tool without mastering the computer tool.
- Very few laptops were available and most were so infected with viruses that it was very difficult to accept the installation of IMET.
- The meeting room had no internet connection, which meant that DOPA and COPERNICUS data could not be accessed during the analysis.

7. Results achieved

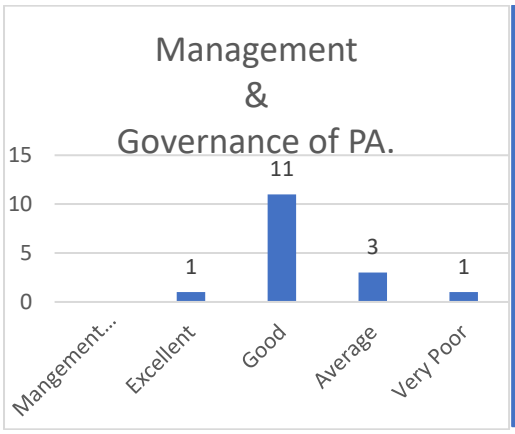
- Participants understood the importance of having basic information and other information on the area, its size, human and financial resources, key elements, threats, climate change effects and ecosystem services provided by Wonegizi.
- Participants understood the management cycle of a protected area with its six elements to a certain extend: management context, planning, inputs, process, outputs and outcomes.
- Learners were educated on the cross analysis to correct inconsistencies or find a well-founded explanation. They were built on the analysis of data from the management cycle of a protected area and how to return to the form for a better understanding of the factors that militate in favor of a situation.
- Finally, participants discovered the scaling-up to compare two or more protected areas or to compare IMET results of a protected area over different years to measure positive or negative trends.

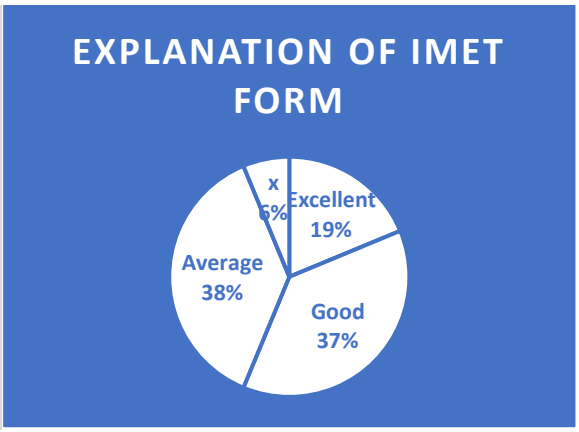
8. Training Evaluation Matrix

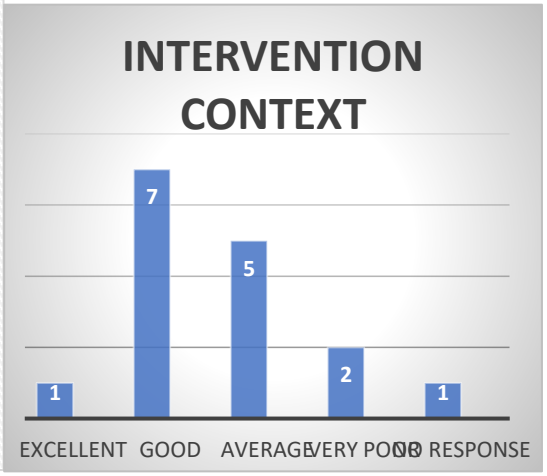
Discussions					
Evaluation of the training					
Please rate the different sessions	**Very poor**	**Poor**	**Average**	**Good**	**Excellent**
Management and governance of protected areas	1	2	3	4	5
Explanation of the IMET form	1	2	3	4	5
Explanation of the intervention context	1	2	3	4	5
Explanation of the management effectiveness	1	2	3	4	5
Explanation of the visualisation	1	2	3	4	5
Analysis and reporting	1	2	3	4	5
Case study	1	2	3	4	5
Discussions			3	4	5

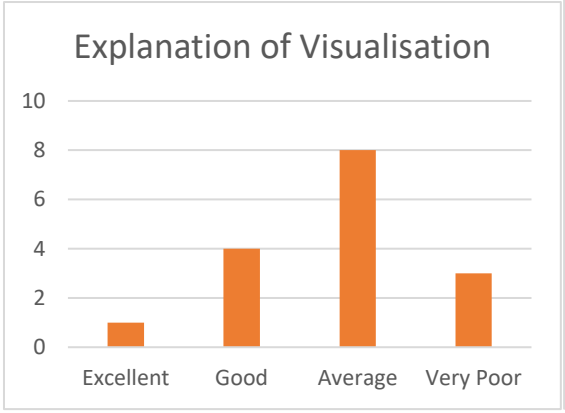
Evaluation of the coach					
The coach	**Strongly desagree**		**Average**	**Strongly agree**	
Helped in the familiarisation with the protected areas and biodiversity information system	1	2	3	4	5
Have the necessary instructions for correctly filling out the IMET Form	1	2	3	4	5
Provided relevant explanations and examples for better understanding the IMET Form	1	2	3	4	5
Stimulated and encouraged the analytical skills of the participants	1	2	3	4	5
Made the participants feel at ease	1	2	3	4	5
Efficiently management the participants' intervension and discussions	1	2	3	4	5
Help the workshop to make progress	1	2	3	4	5
Discussions					
Maintained the interest and participation of all participants	1	2	3	4	5
Help participants who encountered difficulties	1	2	3	4	5
Was efficent and nice	1	2	3	4	5

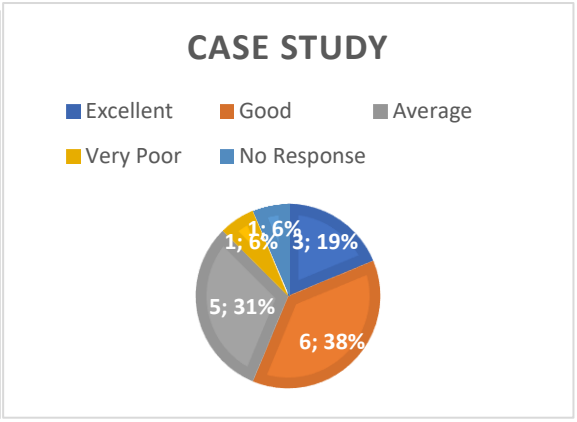
9. Results of the evaluation of the training and the coach by the trainees

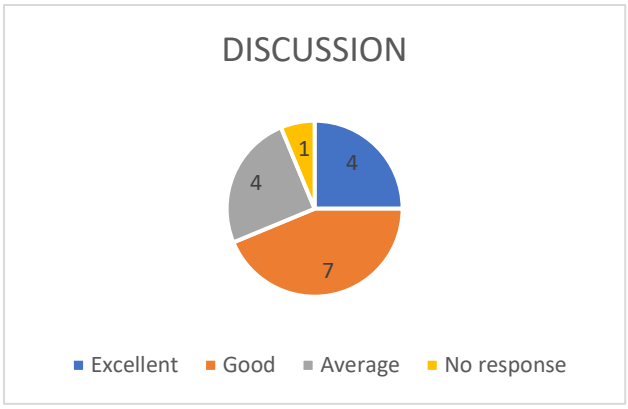












The results of the evaluation of the coaching and the coach sufficiently demonstrates that the trainees express a large satisfaction with the approach and the way in which the coach has presented the IMET tool and its different sections.

10. Key Recommendations

To trainees:

- Do a lot of IMET form filling exercises and fill in at least one IMET form (from start to finish).

- Practice how to formulate indicators, baselines and desired conditions or objectives and how to analyse IMET results.

To partners

- Support FDA so that rangers can have computers.

To the FDA

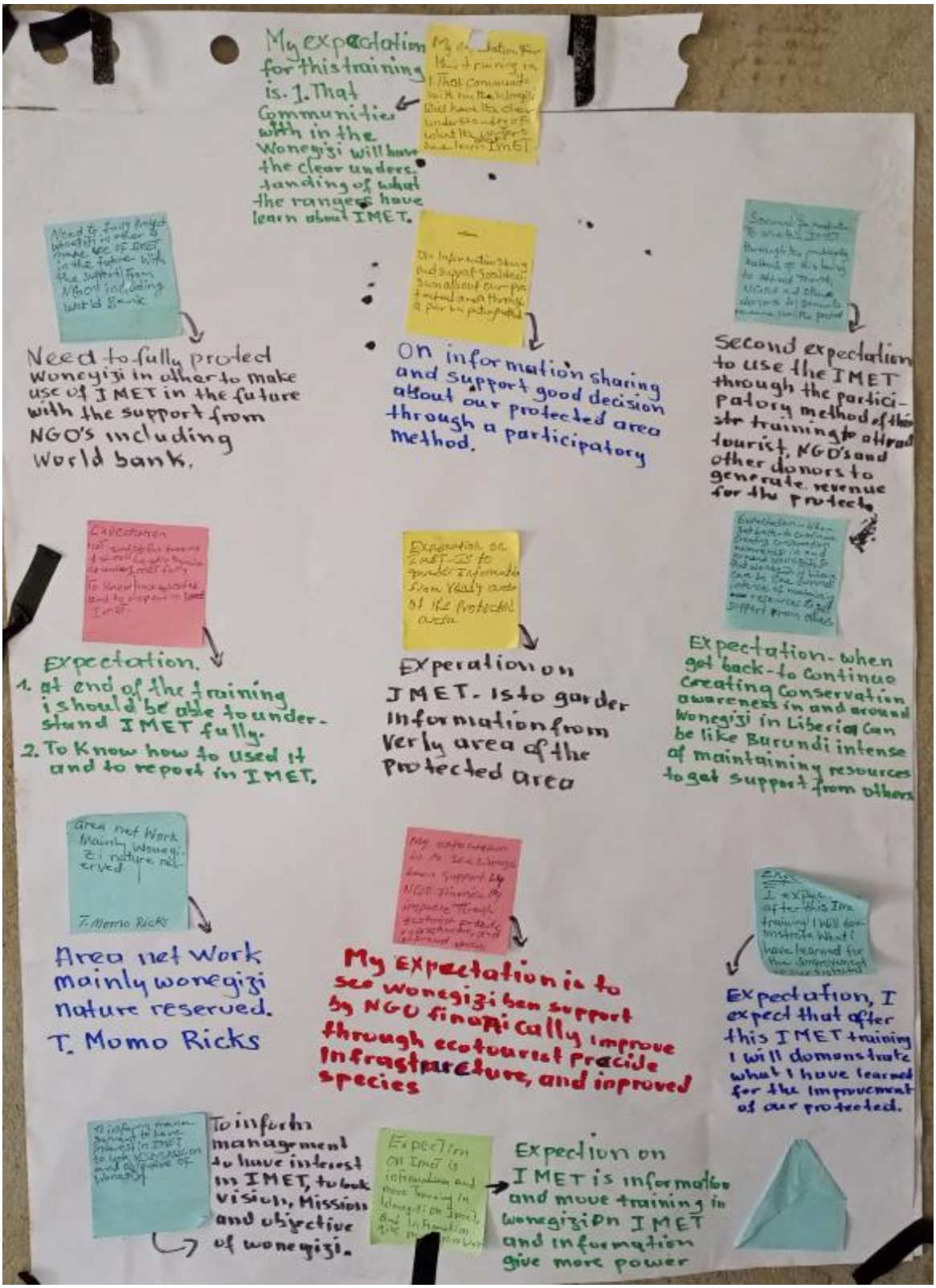
- Plan a capacity-building programme for officers in charge of managing Wonegizi on key issues such as biomonitoring, protected area governance, climate change and ecosystem services.

11. Conclusion

The training went very well. The learners were very assiduous and the participation was very active. They were keen to learn how to use the IMET tool, despite the fact that most of the participants were not very good at using computers. They asked a lot of comprehension questions. Participants showed great interest in the tool and commitment to work hard to master IMET form and use it regularly. It was a useful moment of capacity building for managers sites. Throughout the training, participants were taught how to formulate objectives, how to improve management effectiveness from the current conservation status (baseline) to the desired conservation status. The analysis of the radars and histograms enabled the participants to better master the analysis chain: i) synthesis radar (strong points, weak points) and its level of coherence; ii) parameters of influence of the score and revision of the relative objectives; iii) prioritisation of actions. The testimonies of the participants as well as the evaluation results of the training and the coaching indicate that the objectives of this workshop on the use of the IMET tool were largely achieved. Let's hope that the use of this tool can contribute to improving the management effectiveness of Wonegizi Nature Reserve.

Annex

Annex 1 : Expectations from participants



Annex 2: Terms of reference

WOLOGIZI-WONIGIZI-ZIAMA
IMET TRAINING AND ASSESSMENT
TERMS OF REFERENCE

THE CONSULTANCY SERVICES

Background: FAUNA & FLORA is implementing a project funded by the European Union (EU) within the framework of the Support Programme for the Preservation of Forest Ecosystems in West Africa (PAPFOR). The objective of PAPFOR programme is to effectively and Fauna & Flora efficiently protect biodiversity and priority forest ecosystems in West Africa by contributing to building resilience to climate change, water and food insecurity. The project component in Liberia and Guinea is titled One Landscape: One Vision – Enabling all stakeholders to achieve sustainability for people, forest and wildlife in the Wologizi-Wonegizi-Ziama (WWZ) landscape co financed by the Halcyon Land and Seas grant (FAUNA & FLORA internal funding) supporting FAUNA & FLORA's work on maintaining connectivity across the ZWW transboundary landscape in Guinea and Liberia. Both projects are implemented as a single action and seek to attain shared objectives. In ZWW, the project is implemented from March 2022 to July 2024, in collaboration with the Forestry Development Authority (FDA) and Centre Forestierre de Nzerekore in Guinea the, Liberian and Guinean institutions with the mandate to protect and conserve forest areas in their respective countries.

Purpose: The overall objective is to asses management effectiveness outputs for the Wonegizi PPA using IMET 2.10.6 tool at the same time build the capacity of FDA and Fauna & Flora staff on the use of the tool in improving PA/PPA management effectiveness.

Specific tasks

- Develop a training module or material on IMET 2.10.6 based on the expectations expressed by Fauna & Flora in particular
- Ensure IMET is installed and operational on FDA and Fauna & Flora laptops
- Deliver a training in IMET ensuring the trainees are able in turn to build capacity of other rangers who have not yet been trained on the IMET (training of trainers), including data analysis, supervision of data collection campaigns and facilitation of the IMET campaign feedback process
- Carry out an IMET Assessment of Wonegizi PPA as part of the IMET training (learning by doing)
- Produce a detailed report on the IMET assessment of Wonegizi PPAs, showing the current management effectiveness of the PPA, including appropriate management recommendations,
- Produce a technical report of the IMET training and the report of IMET assessment.

Profile of participants: 15 persons:
- Site managers

- Representatives of the territorial administration

- Representatives of national or international partners

- Representatives of civil society organisations

- Representatives of local communities (populations)

Procedures

The consultant will adopt the following approaches:

- Train the participants on the basic concepts and rationale of management effectiveness assessment
- Focus on practice rather than theory
- Prepare a manual to support the training

Working methods and conditions

- The training will be held in Liberia at WWZ.
- The trainer will work under the coordination of the Fauna & Flora coordination.
- He will work in close collaboration with the Chief warden and the monitoring-planning or monitoring-evaluation unit of the WWZ.

Equipments

Work in a room where there is electricity. 1 projector, 1 screen, 2 extension cords with multiple sockets, laptop per participant (if possible), a camera and batteries, a printer (provide ink cartridges) or printing facilities, 1 flipchart + holder, 5 different coloured markers, 1 scotch tape, Wifi, notepads and pens, adhesive tape.

Required documents :

Map and management plan of the protected area, annual work plan, map of the region.

#	**Deliverables**	**Timeline**
1	Training modules or material on IMET 2.10.6	August 2023 (1st week)
2	Training evaluation scores pre and post training	August 2023 (2nd week)
3	IMET assessment report + key recommendations	August (4th week)
4	Technical report of the training	August (4th week)
	A synthesis of proposals and recommendations on the relevant on WWZ	
5	The Json file of the WWZ evaluation.	
	Installation of the IMET tool on trainees' computers	