

Inception Report

For

Initiative for Climate Action Transparency (ICAT) Phase II Project Consultancy

Prepared for:

Government of Zimbabwe, Ministry of Environment, Climate and Wildlife

being supported by

ICAT, UNOPS and UNEP-CCC

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1. Context and scope of the consultancy

1.1. Background – Adaptation tracking under Article 13 of the Paris Agreement

Zimbabwe as a Party to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement, submitted its Revised Nationally Determined Contribution (NDC) to the UNFCCC in 2021. The Revised NDC contains 17 climate change mitigation measures. In addition, the Revised NDC has four adaptation measures focusing on climate smart agriculture solutions and strengthening agricultural value chains and markets; early warning and climate-related disaster risk reduction systems; climate resilient infrastructure and resilient and sustainable water resources management.

Zimbabwe acknowledges that the Enhanced Transparency Framework (ETF), established under Article 13 of the Paris Agreement, is a crucial component of reporting climate change action and progress made towards meeting the objectives of the Convention and the agreement.

As part of its obligations to the agreement and Convention, Zimbabwe submitted the First Biennial Update Report (BUR) to the UNFCCC Secretariat in September 2021 and its Fourth National Communication (NC4) in December 2022. More recently, the country submitted its Biennial Transparency Report (BTR) and the Fifth National Communication (NC5) on 31st December 2024.

Zimbabwe is expected to provide adequate information on Vulnerability, Impacts and Adaptation (VIA) to climate change in its NCs and BTRs. Pursuant to the modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (annex to decision 18/CMA.1), Zimbabwe is expected to report on Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement. The overview of items to be covered in the VIA chapter of the BTR and NC is detailed in Decision 5/CMA.3. Crucially, Parties are required to report on Progress on implementation of adaptation (paras. 110–111 of the MPGs) and Monitoring and evaluation of adaptation actions and processes (paras. 112–114 of the MPGs).

Under paragraph 112 of the MPGs, Each Party *should* report on whether it has in place (developing) and or using a domestic approach system to monitor and evaluate the implementation of adaptation actions.

Further, under paragraph 113 of the MPGs, Parties should report on; assessment of and indicators for M & E; the systems used and outputs for M & E; achievements, impacts, resilience, review, effectiveness and results and the Implementation of M & E. Moreover, paragraph 114 requires Parties to report on effectiveness and sustainability of adaptation actions through articulating the following key issues; ownership, stakeholder engagement, alignment of adaptation actions with national and subnational policies, and replicability and the results of adaptation actions as well as sustainability of such results.

Zimbabwe submitted its National Adaptation Plan (NAP) to the UNFCCC on 25th October 2025. The NAP identifies adaptation needs, implementation strategies and programmes to address those needs and prioritizes action in the seven priority sectors, namely: agriculture, water, forestry and biodiversity, tourism, health, human settlements and infrastructure. In line with the UNFCCC Cancun Adaptation Framework, Zimbabwe's NAP is meant to be a continuous, progressive and iterative process that follows a country-driven, gender-sensitive, participatory and fully transparent approach. Though having a broader scope, the NAP priority actions are well aligned to the adaptation measures in the Revised 2021 NDC.

A key component of the Zimbabwe's NAP is the Monitoring and Evaluation (M&E) system, whose objective is to track progress achieved in the implementation of adaptation actions, as well as evaluate the effectiveness of such actions. The NAP MEF tracks progress on achievement of outputs and outcomes, ensuring a systematic approach to monitoring adaptation progress over time. Thus, the NAP MEF, once integrated within the country's local governance structure and sectoral monitoring and evaluation systems, is designed to be the cornerstone of adaptation transparency arrangements in Zimbabwe.

Current adaptation reporting practices in Zimbabwe tend to use different metrics and indicators for monitoring progress. At the same time, the reporting is programme or project specific, thus easily miss those programmes or projects with no clear reporting obligations. At the same time, the participation of key stakeholders is constrained by limited technical capacity. Moreover, the reporting is inconsistent with regards to gender and inclusivity parameters. Therefore, the current adaptation reporting does not capture a significant proportion of adaptation needs and initiatives. Thus, there is urgent need to develop and strengthen institutional arrangements for rolling out of the NAP MEF to capture and report on adaptation actions through a digital system that links with a centralized data collation, analysis and reporting institutions using common indicators.

1.2.Introduction

This Inception Report sets out the detailed plan of action for the implementation of the ICAT Project Phase 2 which is aimed at enhancing Zimbabwe's reporting of adaptation programmes and actions to the UNFCCC using the National Adaptation Plan M&E Framework. The inception report incorporates discussions, programme adjustments and recommendations made at the Inception Meeting for all Stakeholders held at Cresta Lodge, Harare from 18-19 December 2024.

The assignment is being carried out on behalf of the Climate Change Management Department (CCMD) in the Ministry of Environment, Climate and Wildlife (MECW). This report establishes the background, methodology, work plan, tools used to accomplish the tasks. The project will be rolled out in 4 selected local authorities namely Tsholotsho RDC, Nyanga RDC, Gweru Urban and Mutare Urban. The selection of these areas was driven by logistical and resource considerations to ensure effective monitoring and piloting. All the technical work is expected to be completed by September 2025.

The remainder of the report is structured as follows; Section 2 covers the methodology and workplan, section 3 provides the proposed outline of the Training Manual and district training programme for district officials. Finally, section 4 closes with an outline of the potential risks and proposed mitigation measures.

1.3. Understanding of the Terms of Reference

1.3.1. Objectives:

The specific objectives of the assignment are to:

1. Develop the digital tool for the NAP-MEF data collection, transmission and processing.
2. Develop the institutional arrangements for the NAP-MEF data collection, transmission and processing.
3. Capacitate adaptation experts and data providers on the NAP M&E framework and the digital tool.
4. Integrate gender indicators into the NAP-MEF and reporting.
5. Integrate the NAP-MEF into National Communication and Biennial Transparency reporting processes.

1.3.2. Activities:

Output 1.1

- Act. 1.1.3 NAP M&E Situational Analysis
- Act. 1.1.4 Project inception workshop
- Act. 1.1.6 Second Steering Committee Meeting (including consultants)
- Act. 1.1.7 District and Municipality Visits

Output 1.2

- Act. 1.2.2 Development of NAP-MEF digital tool and training material
- Act. 1.2.3 Workshop 1: Training of Trainers on the NAP-MEF digital tool
- Act. 1.2.4 Workshop 2: Training of technical officials from selected districts and sectors and piloting of digital tool
- Act. 1.2.5 Integrate the digital NAP-MEF tool with the Climate Change Management Department data server and train officers on the generation of products

Output 2.1

- Act. 2.1.2 Workshop 3: Stakeholder Validation of Results from the NAP M&E
- Act. 2.1.3 Workshop 4: Integration of results into NC5/BTR Adaptation Chapters in conjunction with the NC/BTR Adaptation Team

Output 2.2

Review of NAP-MEF to include gender considerations and inclusion in the digital tool

1.3.3. Outputs

Output 1.1: Digital tool developed, NAP-MEF digitized and institutionalized.

Output 1.2: Adaptation experts and data providers trained on the NAP-MEF and the use of the digital tool.

Output 2.1: NAP-MEF integrated into the NC/BTR formulation process.

Output 2.2: Gender issues integrated into NAP-MEF and NC/BTR.

1.3.4. Expected Outcomes

Outcome 1: The NAP-MEF is operationalized.

Outcome 2: Adaptation reporting is improved.

1.3.5. Targeted audience

Climate Change Management Department; Zimbabwe National Statistics Agency; Ministry of Local Government; Ministry of Environment M&E Officer; Climate Change Adaptation experts, Natural Resources Officers; District Environmental Management Agency Officers; District Environmental Health and Child Care Officers; District Agriculture Officers; District Early Warning and Disaster Management Officers; District Water Engineers; District Infrastructure Engineer; District Development Coordinator and District Gender and Inclusivity Officers.

2. Methodology and workplan

2.1. Overview of the Methodology

2.1.1. Proposed approach to the development and roll-out of the digital tool

The consultant will leverage an open-source digital data collection tool that is already available. In choosing the appropriate digital tool, it is critical to consider the Terms of Reference (ToRs) of the assignment. The ToRs state that the digital tool to be adopted must: (i) facilitate data collection disaggregated by gender, disability status and age, (ii) generate analytical products such as trend lines, graphs and spatial displays, (iii) have a portal and a user interface. In addition, the digital tool must be chosen based on a) target audience and familiarity/experience with similar tools; b) the type of data to be collected (qualitative/quantitative); c) tool usability; d) cost effectiveness; e) data security and protection; f) system integration capabilities; and g) sustainability in terms of providing continuous data collection and access for the foreseeable future. Table 1 shows a comparison analysis of some of the common digital data collection tools that are commonly used in Zimbabwe.

Table 1: Comparison analysis of Open Data Kit, EpiCollect and KoboToolbox

Requirement	Software		
	Open Data Kit (ODK)	EpiCollect	KoboToolbox
Facilitates data collection (offline and online)	Yes	Yes	Yes
Generates analytical products such as trend lines, graphs and spatial displays	No	No	Yes
Has a portal and a user interface	Yes	Yes	Yes
Target audience have experience with similar tool	Yes	No	Yes
Can collect qualitative/quantitative data	Yes	Yes	Yes
Can collect geographic data	Yes	Yes	Yes
Easy to use (user friendly)	Yes	Yes	Yes
Cost effective	No	Yes	Yes
Data security and protection and	Yes	Yes	Yes
Has system integration capabilities	Yes	Yes	Yes
Sustainability	No	No	Yes

Table 1 shows that only the Kobo Toolbox satisfies all the three key ToRs of the assignment. In particular, the ODK and EpiCollect are not able to generate analytical products such as trend lines, graphs and spatial displays.

Open Data Kit

Open Data Kit (ODK) is a suite of open-source tools that facilitates *mobile data collection*, particularly in resource-constrained environments. At its core, ODK empowers users to design digital forms, *collect data directly in the field using mobile devices*, and subsequently allows for the export of the data for further analysis in different software suits. This comprehensive framework streamlines the entire data collection process, from initial form design to final analysis, enhancing efficiency, validation and accuracy. Within the ODK ecosystem, using ODK Build, users can create *digital questionnaires tailored to their specific data collection needs*, in this case the NAP MEF. These forms can incorporate a wide array of question types, *including text fields, numerical inputs, geography, date selections, and even multimedia such as images and audio recordings*. Furthermore, ODK allows for the implementation of *logical constraints and skip patterns within forms* (thus we can have different questions for the different sectors), ensuring data quality and improving the user experience. Once a form is designed (figure 1), data collection can commence using the ODK Collect app installed on mobile devices (android).

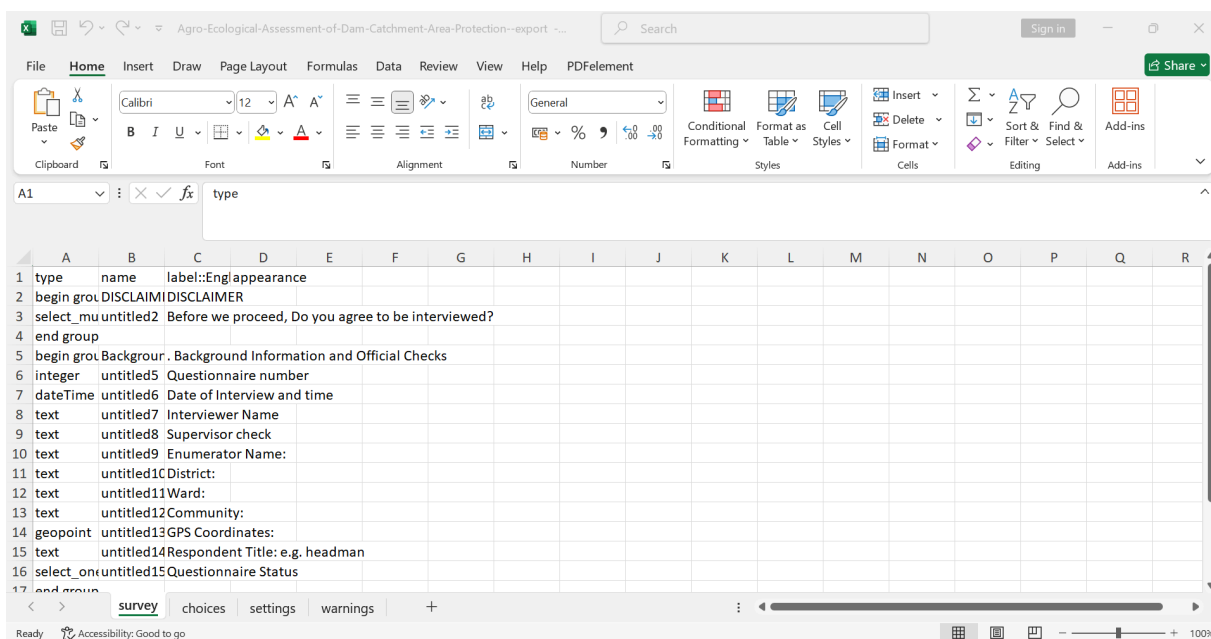


Figure 1 : XML Form before uploading to ODK Collect. Source: Previous work by consultants

ODK collect, just like the other 2 tools, EpiCollect and KoboToolbox enables data collectors to access and fill out the digital forms directly in the field, *even in areas with limited or no internet connectivity* (Mehto, 2024). This offline functionality is a significant advantage, allowing *data collection to proceed uninterrupted in remote locations*. Once an internet connection becomes available, the collected data is automatically synchronized with a central server, such as ODK Aggregate, ensuring timely data submission and management. A key strength of ODK lies in *its ability to collect and manage geographic data with precision which allows users to record precise GPS coordinates (latitude and longitude) for each data point*. This is invaluable for mapping data locations, such as the precise location of a

household, a water source, or a point of interest. The collected geographic data can be seamlessly integrated with various Geographic Information System (GIS) software, such as QGIS, or ArcGIS.

EpiCollect

Another open-source digital data collection tool is EpiCollect (figure 2) which is a useful and user-friendly platform designed to facilitate the process of collecting, managing, and analysing data in the field. EpiCollect integrates both mobile technology and web-based applications, enabling researchers and practitioners to efficiently gather high-quality data from diverse sources. Similar to ODK and KoboToolbox, EpiCollect has an intuitive form builder where users can easily create customised data collection forms using a drag-and-drop interface. These forms can incorporate a wide array of question data types, including text fields, numerical inputs (integers and float), multiple-choice options, multimedia such as images and audio recordings, and geographic data. Furthermore, the platform allows for the implementation of logical constraints and skip patterns within forms. Once a form is designed, the EpiCollect mobile application (android and iOS) facilitates data collection in the field (offline and online).

View	Delete	Edit	Title	Created At	SURVEYOR'S NAME	TIME	DATE	STAND NUMBER	STAND S
			NONE COMPLETE	25th Feb, 2019	Tracy Chizororo	11:27:00	25/02/2019	1	400sqm
			FENCING COMPLETE	25th Feb, 2019	Lawrence Gumbo	14:47:00	25/02/2019	381 Area 2 Senga	300
			FENCING COMPLETE	25th Feb, 2019	Arnold Chimedza	14:28:00	25/02/2019	2250 Ascot Infill	150
			FENCING COMPLETE	25th Feb, 2019	Juliet Nyere	14:30:00	25/02/2019	42	400
			NONE COMPLETE	25th Feb, 2019	Arcuman	09:02:00	25/02/2019	2036	300sqm
			DURAWALL COMPLE...	25th Feb, 2019	Martha Tapedza	08:12:00	26/02/2019	452 Kombayi Road Ascot	150
			NONE COMPLETE	25th Feb, 2019	Gracious Mapfumo	16:15:00	26/02/2019	4342	144

Figure 2 : EpiCollect Dashboard. Source: Previous work by consultants

EpiCollect also incorporates robust features for collecting and managing geographic data. The platform allows for the integration of GPS functionality, enabling data collectors to record precise location coordinates (latitude and longitude) for each data point (Aanensen et al., 2009).

KoboToolbox

KoboToolbox (figure 3), is a data collection, management, and visualisation platform used globally for research and social good. To date, more than 14 000 NGOs and other international organisations use KoboToolbox to collect and manage their data(Turay,

Gbetuwa, & Turay, 2023). KoboToolbox is also actively used by virtually all UN agencies, the International Red Cross and Red Crescent Movement, as well as more than 350 government institutions and many international development banks(Turay, Gbetuwa, & Turay, 2023).

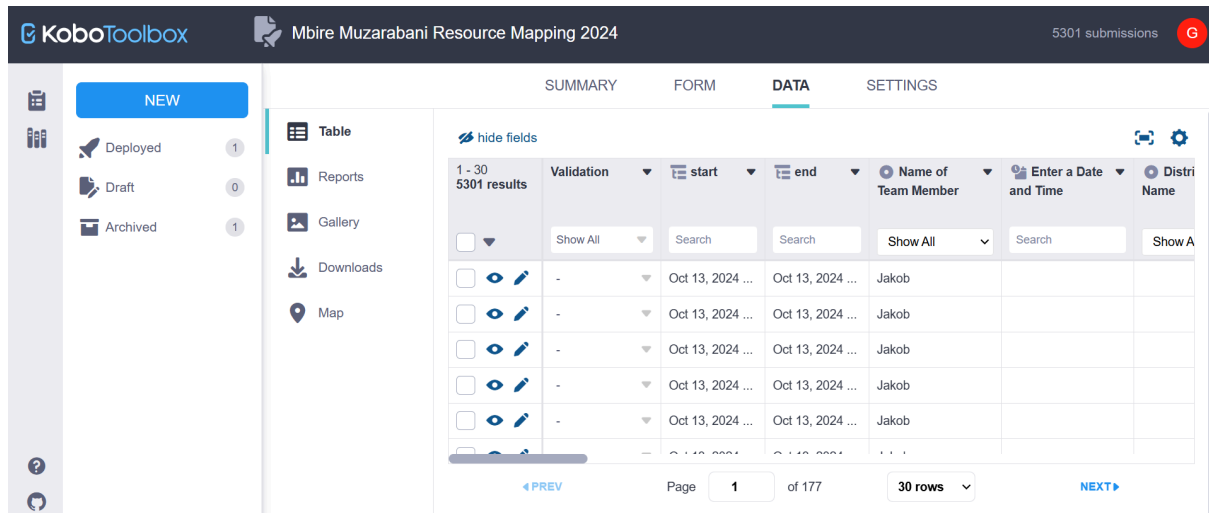


Figure 3 : Sample KoboToolbox platform, Source: Previous work by consultants

The platform has been successfully used in disaster response, humanitarian assistance, health, developmental, peacebuilding and human rights, environmental protection and climate change projects across the globe. KoboToolbox enables the efficient collection, monitoring, and analysis of data that is disaggregated by key demographic factors such as gender, disability status and age in real time. This functionality is valuable for ensuring inclusivity and equity in project design and implementation. Capturing detailed, disaggregated data helps identify specific vulnerabilities, needs and challenges faced by different groups within a population. The tool supports real-time data visualization and analysis, allowing stakeholders to track trends, evaluate progress and make timely, evidence-based decisions. In Zimbabwe the toolbox has been successfully implemented by various organisations for data collection, including the Zimbabwe National Parks (ZIMPARKS) and the tool was also used for data collection by the Zimbabwe Vulnerability Assessment Committee (ZimVAC).

The KoboToolbox allows users to develop questionnaires (in this case, the questionnaires to assess the performance of the various NAP MEF indicators for all the sectors) and subsequently implement the questionnaires through an online survey (web) or using the Kobo Collect application that is deployed on android mobile phones. Kobo Collect can thus be used offline, and the data can be uploaded to a central server once the user is online enabling users to collect data in remote areas without internet connectivity (Das, 2024). Data collected can be reviewed and validated in real time. Furthermore, the collected data can be subsequently visualised in the form of reports (figure 4) and custom maps.

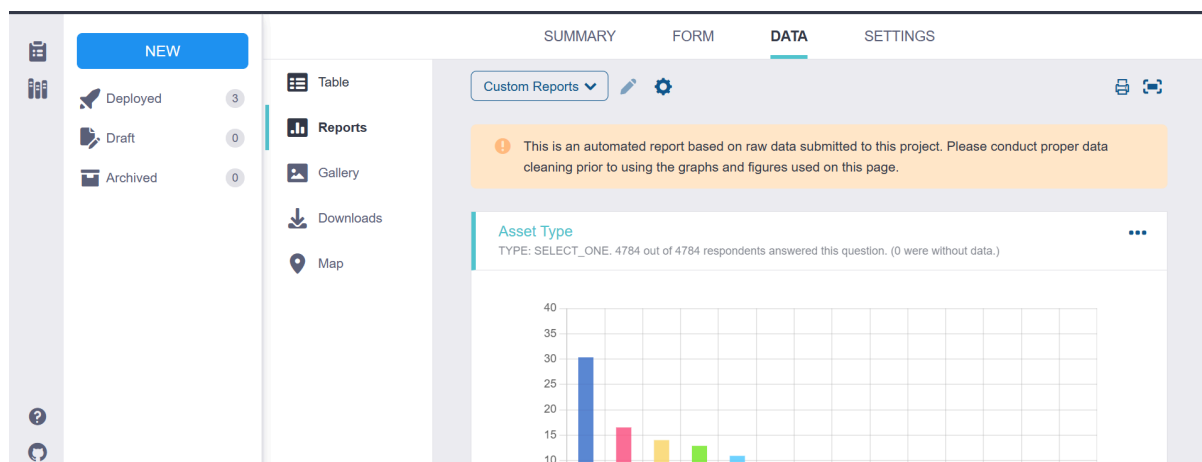


Figure 4 : Reporting template

Furthermore, the collected data can be downloaded as XLS, CSV, KML, ZIP, or GeoJSON for further analysis. For security, KoboToolbox just like the other tools deploy a multi-layered security approach to protect the user data, including data encryption at rest and in transit (using the Secure Socket Layer - SSL), strong user authentication with encrypted password storage through the usage of a combination of a password and a username (these will be documented for reference), fine-grained access control through user roles and project-level permissions, regular backups and version control for data integrity, and robust physical and electronic security measures within its data centres(Das, 2024). Furthermore, the tool has its REST APIs which facilitates the integration of the tool with other services and platforms.

In choosing the final tool to be used in the consultancy, the tool must address the specific needs of the consultancy which are not only limited to a tool for data collection, but also a tool that can also create reports of the data collected, generate maps and also integrate with the existing systems of the Climate Change Management Department (CCMD).

The following figure summarises the proposed approach for the development and roll-out of the digital tool:

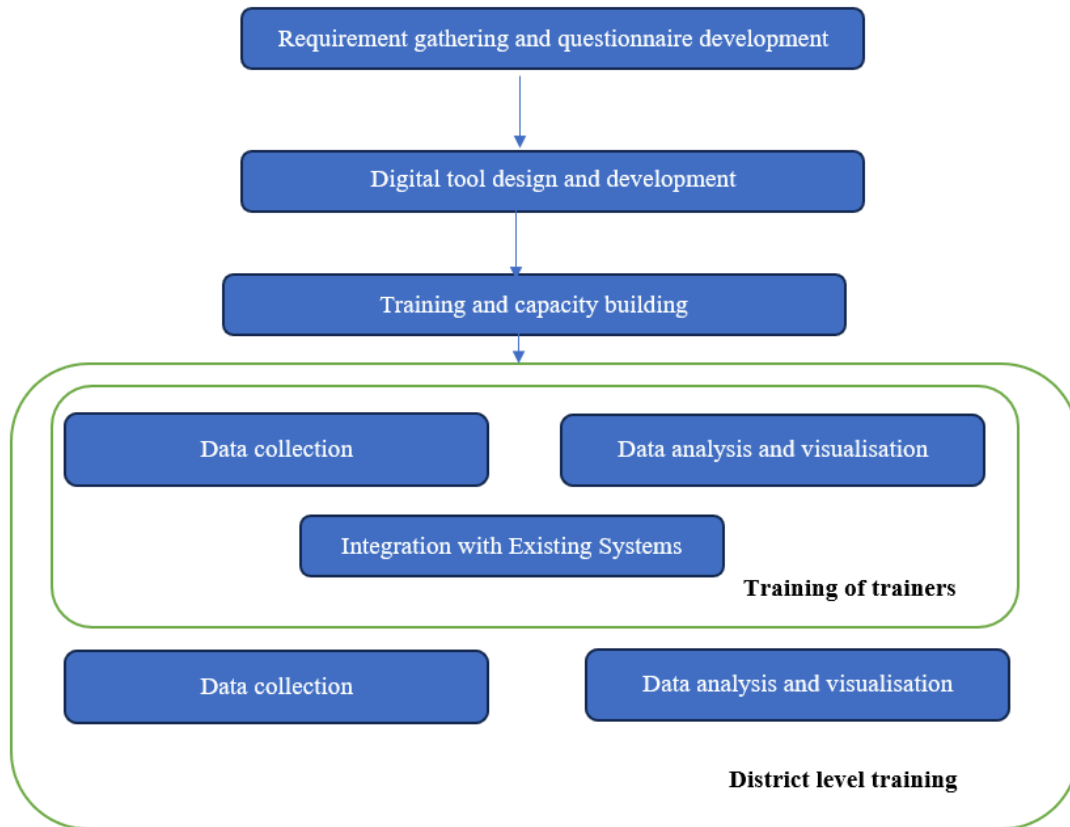


Figure 5 : Summary of the proposed methodology

2.1.1.1. Requirement Gathering and questionnaire development

This stage will involve conducting in-depth consultations with stakeholders to identify specific needs and requirements for the digital tool. In particular, the expected functions of the tool, the questions to be administered on the tool and the subsequent reports expected from the tool, thus, to define the scope, objectives, and key features of the digital tool. Furthermore, the selection of the final tool to be used will be conducted in consultation with all stakeholders using a survey.

In collaboration with the Climate Change Monitoring and Evaluation Consultant and the Climate Change Adaptation Consultant, the NAP MEF indicators (once approved) will then be meticulously translated into a robust digital questionnaire format using the digital tool platform. The selected tool will have functionality that allows the collection of different data types that include date, time, location (geographic coordinates for point, line and polygon data which will be needed for the generation of spatial maps), numbers and choice questions (select one, select multiple) (figure 6). Considering that there are different sectors being considered for monitoring under NAP, Boolean logic will be used for conditional generation of questions specific to each sector on the form.

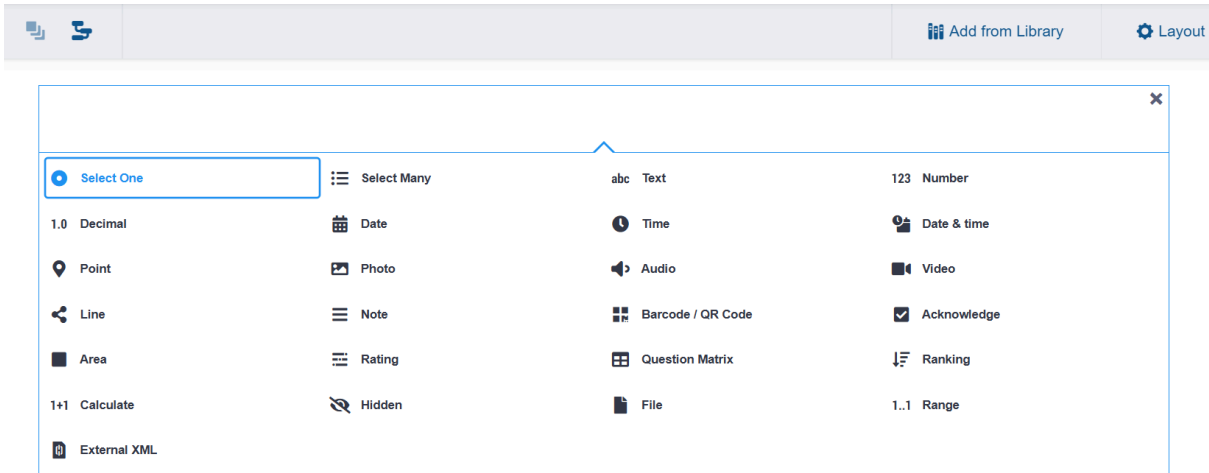


Figure 6 : Different data formats for the digital tool

With the invaluable expertise of the Gender Expert, the NAP MEF indicators will be further streamlined to ensure that they are both gender-sensitive and fully inclusive, to assess how adaptation actions or programmes meet specific need of vulnerable groups in line with Gender Equality and Social Inclusion in adaptation actions). Digital Tool Design and Development

The form design, storage, and reporting will be conducted on the digital tool platform. After the questionnaire development, the indicators are incorporated and converted into a form for instance, ODK Collect or Kobo Collect that will be deployed to users on mobile devices. These forms will be able to collect data offline. Furthermore, the same forms can be administered online on any device that has a web browser. The consultant with thus design a user-friendly and intuitive interface for instance the Kobo Collect form below (figure 7).

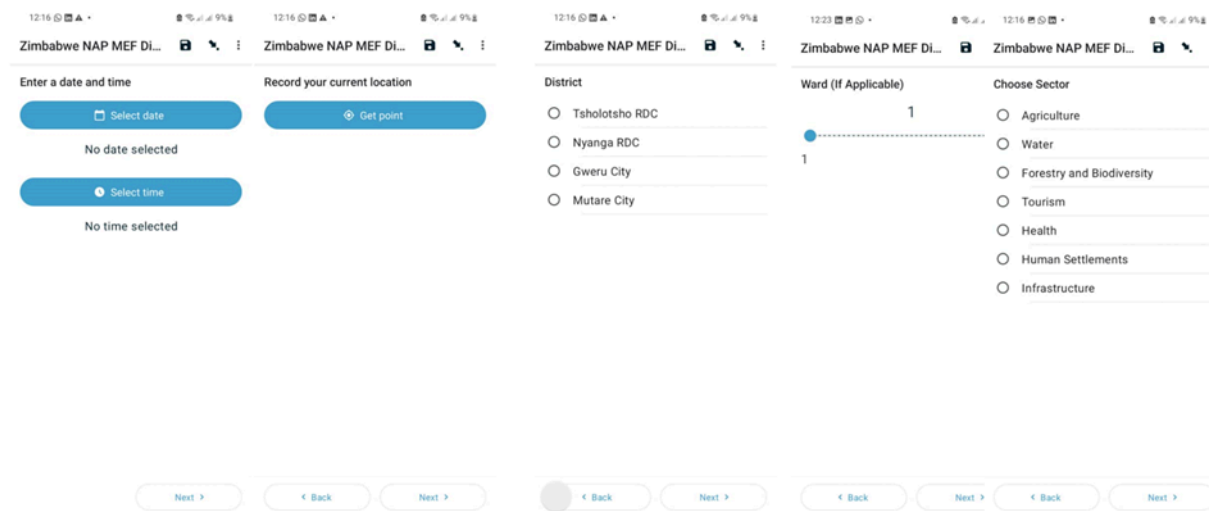


Figure 7 : Sample pages for the form

The digital platform will be configured to ensure efficient data capture and management by incorporating relevant data validation rules and skip logic to improve data quality. The following figure summarises the proposed system architecture.

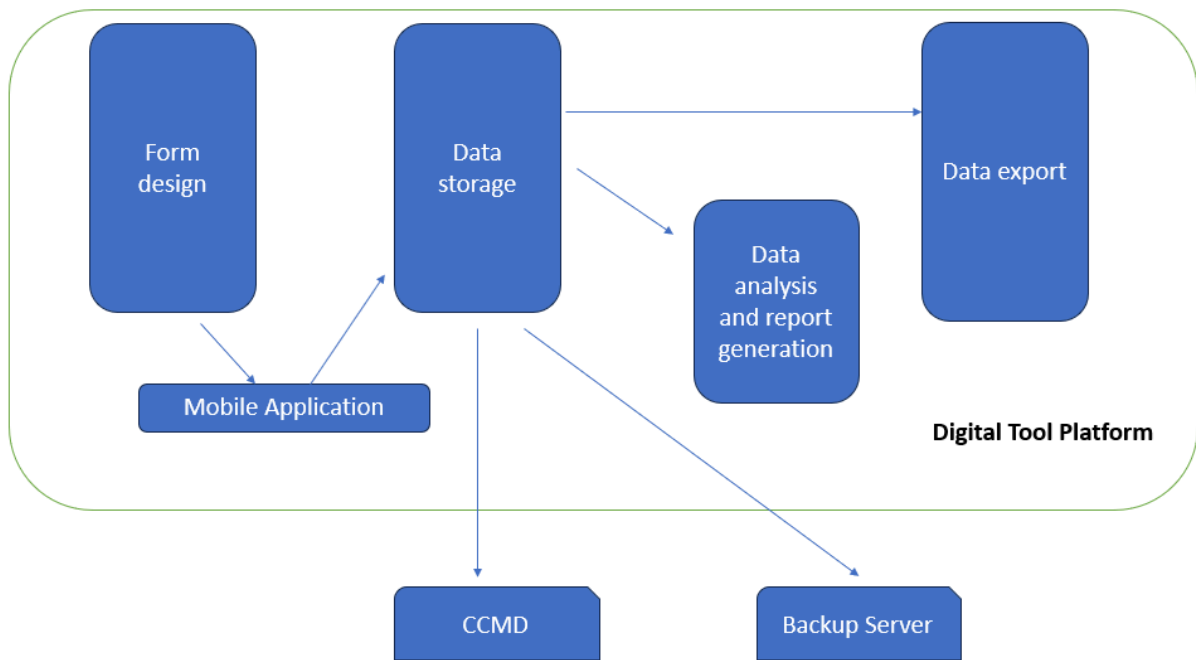


Figure 8 : Digital tool architecture

Considering that the digital tools like KoboToolBox has limitations on the both its size and report generation capabilities, in particular, the 1GB capacity and also the inability to freely customise the generated reports and maps, the consultant proposes to use the CCMD servers and also a backup server (tentatively the resources from Zimbabwe Centre For High Performance Computing (ZCHPC) at the University of Zimbabwe, once an MOU has been entered into between the ZCHPC and the Ministry of Environment, Climate and Wildlife). With the availability of secure environment from ZCHPC, the environment, with guaranteed space, can host another instance of the digital tool, with more space as allocated by the ZCHPC, and also archive the various data collected periodically.

While one of the tools, KoboToolbox offers basic reporting features (figure 9), its analytical capabilities are relatively limited compared to dedicated statistical software like Excel or R. In fact, KoboToolbox primarily focuses on generating summary reports, tables, and basic charts. Furthermore, KoboToolbox provides basic map visualizations (figure 10) but lacks advanced geospatial analysis features and customization options for maps within KoboToolbox are often limited.

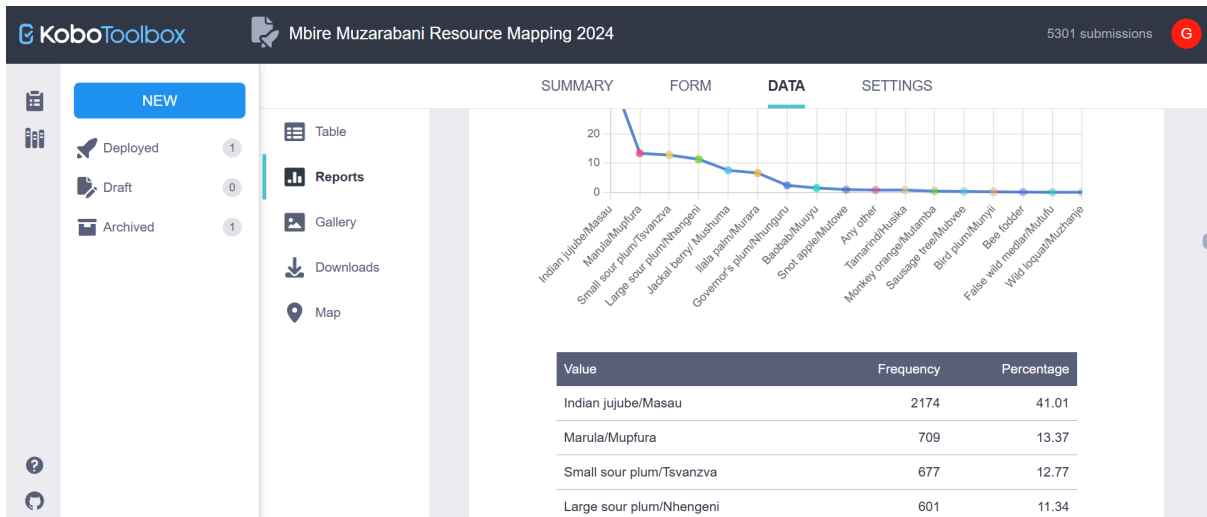


Figure 9 : Sample report generated in KoboToolBox

Thus, considering that the digital tool platforms, allows the export of stored data in various formats including, the Comma-Separated Values (CSV) format, further analysis and reports can be generated through excel spread sheets and also through Geographical Information Systems (GIS) considering the limitations of the default maps generated (figure 10).

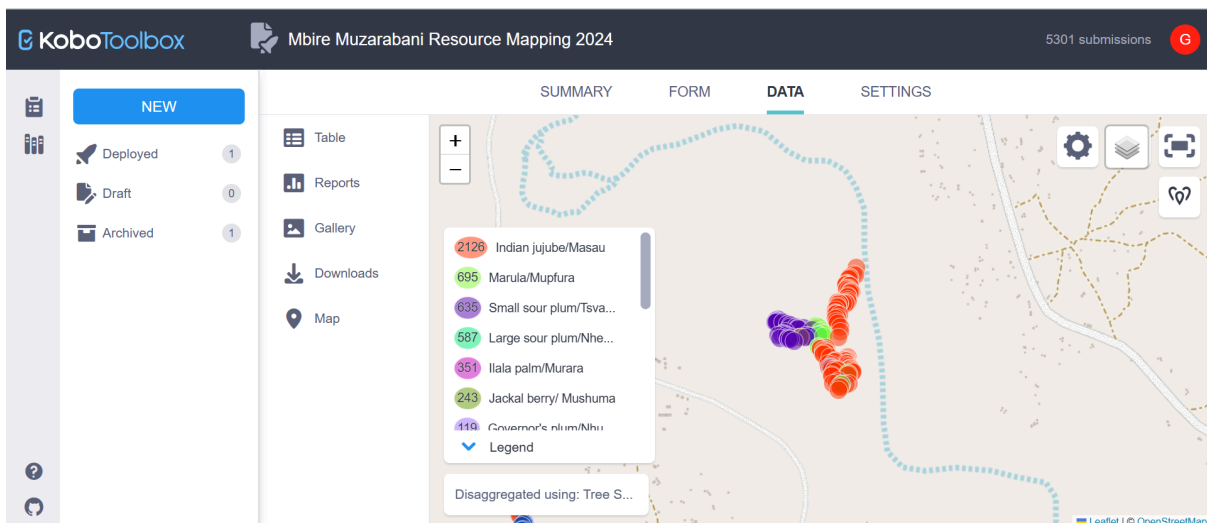


Figure 10 : Sample map generated in KoboToolBox

2.1.1.2. Training and Capacity building

The training and capacity building will be split into two phases i.e. (i) data collection and (ii) data analysis and visualisation. These will be implemented as pilot deployment of the digital tool and the subsequent analysis and visualisation of the indicators using the digital tool dashboard. Comprehensive training materials for the administrators, data collectors and analysts will be developed and these will feed into the final manual developed.

Considering that there will be different users, with different privileges when it comes to accessing the different components of the digital tool, the training will speak to these groups

of people – administrators and the experts from the different districts and organisation whose primary role will be to facilitate data collection.

- **Data Collection and Management (Training of trainers)**

The training will focus on accessing the digital tool platform and deploying the forms to the data collectors. This will be the duty of the toolbox administrators under the NAP MEF project. Data collectors will also be taken through the process of deploying the data collection forms on the android devices.

Once these have been deployed, the consultant and subsequently the platform administrators will monitor data collection progress and address any issues or challenges. Data quality control measures, including data cleaning and validation will also be implemented.

- **Data Analysis and Visualization (training of trainers)**

Once the data has been collected, a training will be conducted on how to visualise and analyse the same data. The analysis will speak to the specific requirements of the NAP MEF. The same training will highlight the process of accessing the digital tool dashboard, and generating the different kinds of reports as well as the spatial maps.

There will be a focused module on integrating gender and inclusivity considerations into data interpretation and presentation. Trainers will be equipped with the skills to analyse disaggregated data by gender, age and disability status ensuring that patterns of inequality or exclusion are identified and highlighted. Additionally, they will learn techniques to visualize data in a way that underscores these insights, making disparities and the unique needs of marginalized groups clear and actionable for decision-makers. The training modules will contribute directly to the development of a comprehensive final manual. An emphasis will be placed on integrating sections dedicated to gender and inclusivity, providing clear guidelines on how to address these critical issues throughout data collection, analysis, and visualization processes.

2.1.1.3.Integration with Existing Systems

An assessment of the existing system at the Climate Change Management Department (CCMD) will be conducted to assess areas of integration between the digital tool outputs and the databases that are hosted at the CCMD for instance if applicable, integrating the digital tool into the CCMD Greenhouse Gas Information Management System (GHGIMS), which has a database for efficient data management and an Online Transparency Portal (OPT), for the public to access various MRV products.

2.1.1.4.Manual development

The manual will be developed with the input of the training manuals from the two pilots which will be the training of the trainer’s session. The manual will also include information

for the platform administrators on troubleshooting frequently encountered problems and other issues. The manual will be used to administer the district level trainings afterwards.

2.1.2. Proposed approach to the NAP M&E training and manual development

Introduction

The NAP process is a strategic, ongoing effort that assists countries in identifying, planning, and addressing their medium- and long-term adaptation priorities (Hammill & Price-Kelly, 2017). NAP aims at addressing climate change impacts through multi-pronged approaches that enhance resilience and reduce vulnerabilities across various sectors and to integrate adaptation into development planning, decision making, and budgeting at all levels—national, sectoral, and local (UNFCCC, 2012). This is done through collaborations as well as stakeholder consultations including government agencies, civil society, and the private sector, to ensure a comprehensive understanding of local vulnerabilities and adaptation needs. Moreover, there is a need to incorporate gender and social equity into the NAP to ensure that adaptation efforts benefit all segments of society, particularly marginalized and vulnerable groups. This inclusivity enhances the overall resilience of communities by empowering those who are most affected by climate change impacts. However, whether and to what extent NAP processes are achieving the intended outcomes and impacts requires development of a framework for continuous monitoring and evaluation. The NAP-MEF refers to the arrangements and procedures governments put in place to track if action on adaptation is taken and if their country becomes better adapted to a changing climate. The framework anchors adaptation transparency arrangements in Zimbabwe. The aim is for the MEF to be integrated within the country's local governance structure and sectoral monitoring and evaluation systems. The NAP-MEF is used to:

1. track and report progress in the implementation of the Revised NDC Adaptation Component
2. provide adaptation information required for National Communications (NC), Adaptation Communication and Biennial Transparency Reports (BTR).

This section of the inception report outlines the Monitoring and Evaluation (M&E) framework designed to track the progress and effectiveness of the NAP implementation.

Objectives

The primary objectives of the M&E framework are to:

- systematically monitor the implementation of adaptation actions.
- evaluate the outcomes and impacts of these actions.
- provide feedback for continuous improvement.
- ensure accountability and transparency in the use of resources.

Scope of work

In this work, the consultant will:

- review and strengthen NAP-MEF;
- sensitise district and municipal officials on the NAP MEF;
- spearhead the planning and facilitation of stakeholder validation workshop;
- assist the Digital Tool Consultant in the synthesizing the NAP MEF indicators into the digital tool and development of the manual;
- support the training of district and municipal technical officials in use of the NAP MEF Digital Tool;
- support the lead consultant in the follow-up district and municipal visits and meetings;
- lead the integration of the NAP MEF into the adaptation transparency reporting through the Sixth National Communication including planning for the integration workshop;
- support the lead consultant in drafting the assignment report including recommendations related to adaptation transparency and the NAP MEF.

Figure 11 provides an overview of the proposed approach in undertaking the assignment.

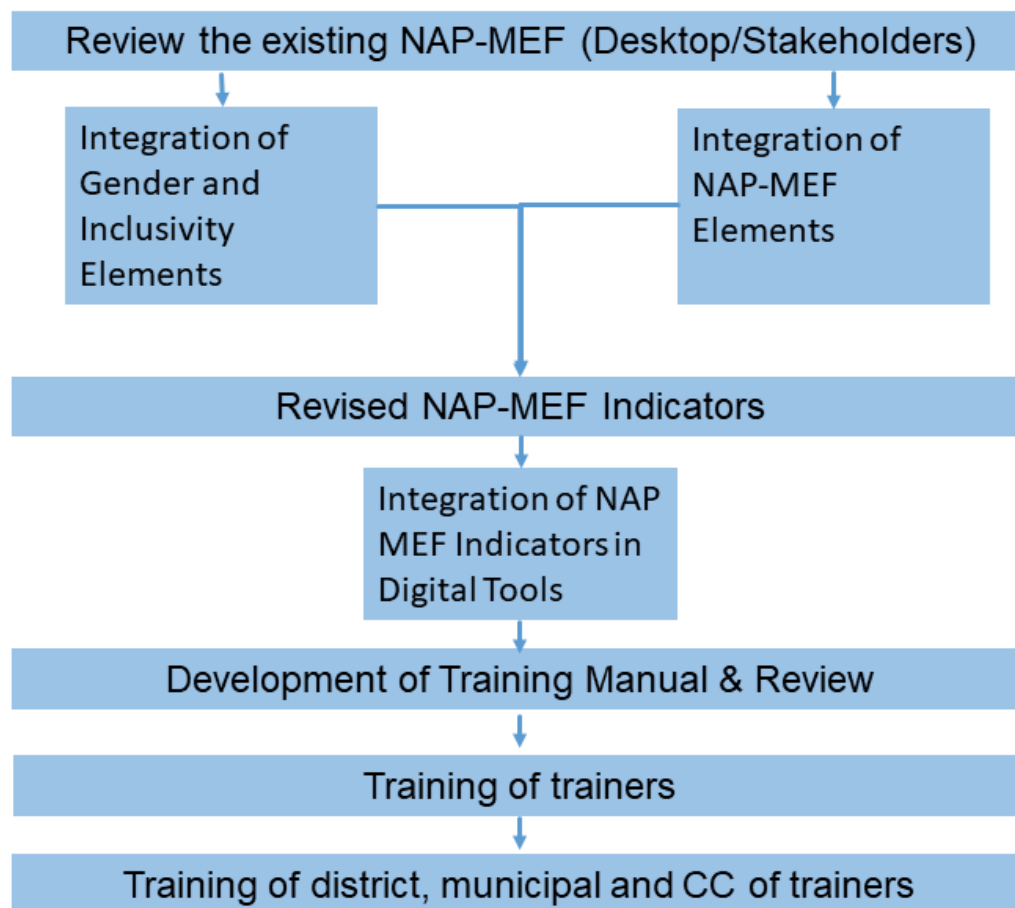


Figure 11 : An overview of the proposed approach for training experts on NAP-MEF

Approach to Review and strengthening of NAP-MEF

The consultant will use several criteria to review the existing NAP-MEF to identify strengths, weaknesses, and areas for improvement. Specifically, the consultant will use the NAP-MEF as the primary document to examine whether the current objectives across priority sectors such as water, agriculture, health, forestry and biodiversity, tourism, infrastructure and human settlements are still relevant and align with national adaptation goals. In consultation with the Climate Change Office and relevant stakeholders, the consultant will review indicators across the prioritised sectors (water, agriculture, health, forestry and biodiversity, tourism, infrastructure and human settlements) used to measure progress and check whether they are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) and effectively capture the desired outcomes. Further, the consultant will evaluate data collection instruments in terms of whether they are measuring what they are supposed to measure as well as issues of data availability and quality (Table 2). Stakeholders involved in climate change adaptation including government agencies, NGOs, local authorities, academia will also be engaged to solicit information regarding the objectivity, completeness, gaps and areas of improvement in the NAP-MEF. Reference will also be made to NAP-MEF from other countries that have successfully implemented NAP for benchmarking purposes. Recommendations will be made to improve effectiveness of NAP-MEF based on the results of stakeholder consultations and analysis.

Table 2: Typical criteria for evaluating indicators in the NAP-MEF: Adopted from the Scotland NAP

Criterion	Description	Low	Moderate	High
Adaptation relevance	The indicator should relate to key elements of climate adaptation, including vulnerability, risk, exposure and adaptive capacity	Minimal to no relevance to key climate adaptation elements	Some relevance to key climate adaptation elements	Clear relevance to key climate adaptation elements
Representativeness	The indicator should be representative as possible of the key characteristics of the objective area within the adaptation plan that it fits under	Indicator only represents a small element of the objective area	Indicator somewhat represents the key characteristics of the objective area	Indicator represents well the key characteristics of the objective area
Data availability	Data for the indicator is readily available and accessible for use by wide range of stakeholders	No data available or heavily restricted access to necessary data	Data exists but requires resources and expertise to fully access	Data fully and freely available
Sensitivity	The indicator should be sensitive enough to detect changes over time, particularly in relation to the lifespan of the adaptation plan	Changes in indicator not detectable over the required time-period	Indicator data is somewhat sensitive enough to detect changes over the required time-period	Indicator data is sensitive enough to detect changes over the required time-period
Understanding	The indicator should be easily understandable by a wide range of stakeholders, including non-experts, to ensure effective communication	Technical expertise required to fully understand indicator	Some technical expertise required but broadly understandable to non-expert audiences	Indicator is clearly understandable to a wide audience

Practicality	Indicator should be cost-effective to use and have low resource requirements for data collection and analysis	Prohibitively expensive and/or impractical to use indicator data and/or barriers which cannot be worked through	Some expenses and resources required to use indicator data and/or other barriers to access which would need to be worked through	Cost-effective and low-resource to use indicator data
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Approach to integrating NAP indicators into Digital Tool

Through a comprehensive and participatory review of the existing NAP MEF indicators the consultant will come up with the list of agreed indicators across the priority sectors. Using the list of agreed indicators, the consultant will work together with the Digital Tool Consultant, Gender and Inclusivity Consultant as well as the National Adaptation Consultant to ensure that key aspects of the NAP-MEF as well as gender and inclusivity are captured at the onset of the development of the tool. Through this process, and in close collaboration with the Climate Change Department, the consultant will ensure that the NAP MEF indicators are integrated and synthesized into the digital tool. For easy capturing of the indicators, the data collection instrument will be organised by strategic priorities and sector-based actions. Based on the adopted logical framework for monitoring and evaluation of the NAP, the consultants will ensure that the data collection instrument mirrors the activities for the strategic priorities and priority adaptation actions, objectives as well as the key indicators. A user-friendly manual will be developed for use in train of trainers as well as users of the system who include the climate change office and local authorities.

Approach to Development of a Training Manual

Prior to the development of the digital tool training manual which integrates the NAP Process, the NAP-MEF indicators, gender and inclusivity elements, a capacity needs assessment will be conducted as a team of consultants. The purpose of the capacity needs assessment is to identify the training requirements of the various stakeholders and identify their current level of competency, training gaps among other capacity building requirements. This will allow the consultant to tailor the manual to the requirements of the target audience who include CCM officers, district and municipal technical experts and any other stakeholder deemed necessary for this particular work. Equipped with this information as well as best practices in the field, the consultant will develop the manual in collaboration with consultants working on NAP, Digital Tool and Gender and Inclusivity in order to develop an integrated manual (See the proposed outline of the manual in the Appendix). The manual will be shared with experts in the Ministry and Project for review before the training. Comments provided by the reviewers will be used to revise the training manual. We will ensure that the training manual provides a combination of theory, practical exercises, case studies and real-world examples to facilitate effective learning.

Approach to Training of “train of trainers”, district and municipal technical officials

After the development of a reviewed training manual, the consultant will work with the Digital Tool Consultant, Gender and Inclusivity Consultant and the National Adaptation Consultant to deliver a wholesome package in which participants will not only be taken through the NAP Process and the NAP-MEF but will be exposed to gender and inclusivity issues. First, the team of consultants (NAP Expert, Digital Tool Consultant, NAP-MEF Consultant and the Gender and Inclusivity Expert) will deliver a training of trainers course which helps to build the critical mass before rolling out the training to districts and

municipalities. Through the training, the technical personnel from districts, municipalities, including their management will be sensitised to the digital tool to facilitate its adoption.

For effective training, the team of consultants will use a combination of theory, practical exercises, case studies and real world examples to facilitate effective learning. By integrating diverse instructional methods, the consultants aim to cater to various learning styles and preferences, ensuring that every participant can engage meaningfully with the material. The theoretical framework will provide a solid foundation of knowledge, while practical exercises will encourage hands-on application of concepts, allowing participants to develop their skills in real-time. Case studies will serve as a bridge between theory and practice, enabling learners to analyze real-life scenarios and derive insights that can be implemented in their own contexts. Additionally, encouraging discussion and collaboration among participants will foster a dynamic learning environment, where individuals can share their experiences and perspectives, enriching the overall training experience. To further enhance retention and applicability, the consultants will periodically assess progress and understanding through interactive quizzes and group reflections, providing immediate feedback and reinforcing key takeaways. Ultimately, the goal is to empower participants with not just knowledge, but the confidence and skills to implement their learning effectively.

2.1.3. Proposed approach to the gender mainstreaming into the NAP M&E

The consultant will undertake an in-depth desk review of gender aspects of the National Climate Change Adaptation Plan with particular emphasis on the National Adaptation Plan Monitoring and Evaluation Framework (NAP-MEF) vis-a-vis other key policies and frameworks including the 2021 Revised Nationally Determined Contributions (NDCs), National Adaptation Plan (NAP) and the National Gender Policy. The consultant will collaborate closely with the Climate Change Adaptation Expert, Digital Tool Development Expert, and Monitoring and Evaluation (M&E) Expert to ensure that gender and inclusivity considerations are comprehensively and effectively integrated into the NAP-MEF. This collaborative approach will leverage the unique expertise of each specialist to enhance the framework's relevance, usability and inclusivity. This integrated and interdisciplinary approach will produce a NAP M&E Framework that effectively tracks progress and prioritises equity and inclusion, making sure the most vulnerable are accounted for and supported in addressing the impacts of climate change.

The process will involve extensive stakeholder engagement to validate findings and recommendations. In carrying out the assignment, the consultant will undertake the following:

- **Assess Gender Sensitivity and Inclusivity of indicators**
 - i. Identify the scope and relevance of existing indicators used to track progress on climate adaptation initiatives across the seven sectors (agriculture, water, forestry and biodiversity, tourism, human settlements, health and infrastructure).

- ii. Evaluating whether the indicators consider the differential impacts of climate change on men, women, children, persons with disabilities, and other marginalized groups.
- iii. Reviewing the extent to which indicators measure gender-specific vulnerabilities and adaptive capacities, such as access to resources, decision-making roles, and participation in climate adaptation activities.
- iv. Identifying indicators that may unintentionally reinforce gender biases or exclude marginalized groups, proposing adjustments to mitigate these risks.
- v. Consulting with key stakeholders, including representatives from the selected pilot districts, relevant ministries, gender specialists and civil society organizations to validate the assessment and ensure it reflects lived experiences
- vi. Incorporating indicators that address cross-cutting issues, such as the intersection of gender, poverty, and climate vulnerability, to ensure a holistic approach.

The Design and Development of a gender and inclusive sensitive digital tool

The consultant will assist in the design and development of a digital tool that is gender-sensitive and inclusive. The tool will capture and address the specific needs of vulnerable groups (women, youth, persons with disabilities, children, elderly) in relation to climate change. This will involve working closely with the Digital Tool Development Expert to integrate gender-responsive features, such as the ability to collect gender-disaggregated data and track gender-specific vulnerabilities per sector to ensure that analysis can be done per sector and per indicator. The tool will be designed to track gender-specific vulnerabilities, such as differential access to resources, decision-making roles and participation in adaptation processes, across the seven sectors. Additionally, the tool will facilitate sector-specific analysis, allowing for the tracking of gender-related indicators and ensuring that each sector's climate resilience efforts are monitored and reported through a gender lens. In collaboration with the Digital Tool Expert, the consultant will ensure that the functionality of the tool enables the tracking progress in addressing gender disparities and promoting the inclusion of vulnerable groups in climate change adaptation actions across all NAP sectors.

The consultant will also ensure that the design of the questionnaires is explicitly gender-sensitive, making certain that the questions are tailored to capture gender-differentiated impacts and that these aspects are clearly reflected in the digital tool development. For instance, the tool will include questions that assess the role of women in climate adaptation and resilience, while also capturing the unique challenges faced by persons with disabilities and other marginalized groups. It will be critical that the questionnaire considers intersectionality, with questions that explore how factors like gender, age, disability and socio-economic status intersect to shape vulnerabilities.

Development of the Manual (Training of Trainers)

The district and municipal technical officials will undergo comprehensive training on effective data collection techniques to ensure that critical issues of gender and inclusivity are

thoroughly addressed. The training will cover best practices for designing and administering surveys, with a strong emphasis on capturing diverse perspectives and experiences of men, women, persons with disabilities, and various age groups.

A training manual will be developed and this will guide district and municipal technical officials to train data collectors on how to use the digital tool to collect, analyse, interpret and report gender-disaggregated data, capturing the specific needs and vulnerabilities of women, youth, persons with disabilities, children and the elderly in relation to climate change impacts. The manual will equip them with the skills to train and administer gender-sensitive surveys and questionnaires. The training approach will promote a participatory learning process, where trainers are encouraged to use inclusive language and address power dynamics, such that the final reports serve as valuable resources for designing targeted interventions.

The training approach will be grounded in the Gender Action Learning Systems (GALS), a transformative framework that empowers district and municipal technical officials to integrate gender and social inclusion into climate change adaptation and reporting. The GALS approach will empower district and municipal technical officials to generate reports that are inclusive and actionable, promoting accountability and transparency in climate change adaptation initiatives. Ultimately, the approach will ensure that gender and inclusivity are consistently integrated into M&E and reporting of climate adaptation efforts. The application of this approach will promote a deeper understanding of gender dynamics, identify barriers and develop effective strategies to address them.

2.1.4. Proposed approach to integrating results of the assignment into the BTR/NC process

While the NAP MEF is designed to track progress in implementation of adaptation actions identified in the NAP and assessing effectiveness of these actions as well as provide lessons for future adaptation interventions, the VIA chapter is also an important section of the Biennial Transparency Report (BTR) and National Communications (NCs). Decision 18/CMA.1 of the modalities, procedures and guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement, entails that Parties should report on progress on implementation of adaptation and Monitoring and evaluation of adaptation actions and processes in the chapter IV. E and F respectively. The Zimbabwe National Climate Policy, which aligns with the UNFCCC and the Paris Agreement, acknowledges that actions to address climate change should ensure gender equity and social inclusivity. This provides a basis for tracking progress on how different adaptation actions address the need of specific vulnerable groups as well as providing lessons based on good practices, experiences and lessons from policy and regulatory frameworks.

Integrating the NAP MEF into the BTR/NC reporting requires developing and strengthening the institutional arrangements and tools needed to support the implementation of Zimbabwe's NAP MEF for reporting adaptation action in BTR/NC under the Enhanced Transparency

Framework. This will be achieved through objectives I – IV of the consultancy. Thus, the country will leverage on resources provided by ICAT phase 2 project to strengthen institutional arrangement for integrating the NAP MEF into the BTR2/NC6 through capacitating the Ministry of Environment M&E Officer, National Adaptation Planning Coordinator and the Climate Change Adaptation Expert. Once the experts working on the BTR2/NC6 are recruited, they will be capacitated by the M&E Officer - Ministry of Environment, CCMD- National Adaptation Planning Coordinator and the Climate Change Adaptation Expert on integrating the results of this assignment into the BTR2/NC6. Therefore, the results obtained during this assignment will be used to report sectorial progress on implementation of adaptation and monitoring and evaluation of adaptation actions and processes in the BTR2/NC6 chapter IV. E and F respectively. This will strengthen Zimbabwe' reporting of the outcomes of adaptation efforts to the UNFCCC.

2.2. Workplan

Table 3 shows the proposed work plan to achieve the deliverables of this assignment.

Table 3: Workplan

Activity	2024	2025											
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
*Inception Report: 1) Review and strengthening of NAP-MEF 2) Development of Digital Tool, Integration of NAP-MEF into BTR2/NC6, Train of technical personnel.	■	■	■										
Project inception workshop and submission of inception report	■	■											
Review of NAP-MEF		■											
Stakeholder engagement on preferred tool (online survey)		■											
Development of NAP-MEF Digital tool		■	■	■	■								
Integration of Gender and Inclusivity in NAP-MEF			■	■	■								
Development of training manuals and Training Programmes: Digital Tool and NAP MEF			■	■	■								
Second Steering Committee Meeting (including consultants)				■	■								
Training of Trainers on the NAP-MEF digital tool					■	■							
Training of technical officials from selected districts and sectors and piloting of digital tool						■	■						
Integration the digital NAP-MEF tool with the Climate Change Management Department data server and train officers on the generation of products								■					
Districts and Municipal Visits								■	■				
Report on visits and recommendations for upscaling										■	■		
Validation of Results from the NAP M&E										■	■		

Integration of results into NC6/BTR Adaptation Chapters in conjunction with the BTR2 Adaptation Team													
Final Report													

3. Proposed outline of the Training Manual and district training programme for district officials

1. Overview of the Zimbabwe National Adaptation Plan

- Vulnerability of sectors to climate change
- Vision and goals of NAP
- Adaptation Strategic Priorities and outcomes
- Implementation of the adaptation priority actions and outcomes
- Priority adaptation options
- Adaptation implementation framework including roles and responsibilities of different sectors
- Adaptation Finance strategy
- Climate change adaptation transparency and reporting

2. The NAP-Monitoring and Evaluation Framework

- Introduction to NAP-MEF
- Methodologies for the Monitoring and Evaluation System
 - M and E Plan for strategic priorities
 - M and E Plan for sector-based priorities
- Adaptation Reporting under the Convention

3. Logical Framework Analysis for the Implementation of the Strategic Priorities Framework

- Climate Change Adaptation Mainstreamed and Sustained
- Effective and Efficient Climate Risk Management

4. Logical Framework Analysis for Sector Actions

- Agriculture
- Forestry and biodiversity
- Health
- Infrastructure and human settlements
- Tourism
- Water

5. Digital Tool for Data Collectors

- Overview of the digital tool
- Purposes and benefits
- Account setup
- Device configuration
- Form design
- Form navigation and data entry (text, numbers, GPS coordinates, images)
- Validation rules, data quality, accuracy and consistency
- Form submission (online/offline)
- Troubleshooting common issues.
- *Access, management and analysis of data within the tool

- *Report generation, data aggregation, filtering and visualisation
 - *Spatial visualisation
 - *Data export (CSV, Excel, shapefiles)
 - *Management of user accounts
 - *Assignment of roles
 - *Data access and permissions.
 - *Integration with Existing Systems
- *this section will be for administrators of the digital tool*

6. Gender and Inclusivity in Climate Change Adaptation

- Gender Action Learning Systems (GALS)
- Integration of gender and inclusivity into M&E and reporting of climate adaptation efforts.

4. Potential risks and proposed mitigation measures

There are several risks associated with activities that require physical attendance. In this short brief, we walk through some of the risks as well as proffer mitigation measures for reducing the risks. Table 4 summarise the potential risks and corresponding mitigation strategies.

Table 4: Potential risks and corresponding mitigation strategies

Risks/challenges	Mitigation strategies
Logistical challenges during meetings eg power cuts	choose a venue with backup power.
Poor meeting attendance due to conflict of events or some other unforeseen circumstances.	Send invites well in advance before the scheduled meetings. In addition, there might be need to reconfirm participation just before the meeting.
limited comprehension of issues to be discussed, including the objectives and expectations during meetings	Send the concept note together with the agenda and any other relevant documents to be discussed (for instance, draft report) and encourage participants to go through these documents. In addition, it is critical to ensure continuity of participation, whereby those who have already participated in the inception meetings continue to represent various organizations.
Dominance of certain individuals during deliberations in meetings	The facilitator will be expected to engage the quitter/reserved participants.
Underestimation or overestimation of stakeholder training needs	Do stakeholder needs assessment before drawing training programme
Difficulty in tracking adaptation progress in short cycles since some strategies/actions need more time to effect change	Capture both qualitative and quantitative data. Develop context-specific baselines and targets for adaptation
Budget constraint to data providers/conflict of work programmes	Use/adopt indicators/metrics stakeholders are already using for various reporting purposes.

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