



Government of Zimbabwe
Ministry of Environment, Climate and Wildlife
with support from
ICAT, UNOPS and UNEP-CCC

Initiative for Climate Action Transparency Project in Zimbabwe
Phase II

**Output 1.2: Adaptation Experts and Data Providers Trained on
The NAP-MEF and Use of The Digital Tool**

**Activity 1.2.2: Development of NAP-MEF Digital Tool and
Training Material**

Deliverable 14: NAP-MEF Digital Tool Manual
(Part 1: User Manual for Administrators)

Initiative for Climate Action Transparency - ICAT

Deliverable Title

14: NAP-MEF Digital Tool Manual (Part 1: User Manual for Administrators)

Authors

National Consultants:

Raymond Mugandani (PhD), Lead Consultant and Climate Change Adaptation Consultant

Munyaradzi D. Shekede (PhD), Climate Change Monitoring and Evaluation Consultant

Patience Sibanda (PhD), Gender and Inclusivity Consultant

Aldridge Nyasha Mazhindu (MSc), Digital Tool Development Consultant

Technical Expert:

Jingjing Gao, Adaptation Scientist, UNEP Copenhagen Climate Centre

Project Coordinator: Tirivanhu Muhwati; Ministry of Environment, Climate and Wildlife

Project Assistant: Tarcisious Mukavanyashanu

Ministry of Environment, Climate and Wildlife; Government of Zimbabwe

Date

30 September 2025

DISCLAIMER

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, for commercial purposes without prior permission of Zimbabwe. Otherwise, material in this publication may be used, shared, copied, reproduced, printed and/or stored, provided that appropriate acknowledgement is given of Zimbabwe and ICAT as the source. In all cases the material may not be altered or otherwise modified without the express permission of Zimbabwe.

PREPARED UNDER

The Initiative for Climate Action Transparency (ICAT), supported by Austria, Canada, Germany, Italy, and the Children's Investment Fund Foundation.

Supported by:



on the basis of a decision by the German Bundestag



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



The ICAT project is hosted by the United Nations Office for Project Services (UNOPS)

Background

In October 2024, Zimbabwe launched its National Climate Change Adaptation Plan (NAP). The plan identifies medium- and long-term adaptation needs, implementation strategies and programmes to address those needs and prioritizes action in the following sectors: agriculture, water, forestry and biodiversity, tourism, health, human settlements and infrastructure. The NAP Monitoring and Evaluation Framework (NAP-MEF) is designed to be the cornerstone of adaptation transparency arrangements in Zimbabwe and is meant to be integrated within the country's local governance structure and sectoral monitoring and evaluation systems.

With resources from the Initiative for Climate Action Transparency and technical support from UNEP-Copenhagen Climate Centre, a digital tool and user manual are developed to assist in the implementation of the NAP-MEF through a pilot project. This document is therefore a user manual for the NAP-MEF Digital tool in particular for the administrators of the tool. A NAP-MEF Digital tool manual for data collectors, is also available.

The digital tool was developed using the KoboToolbox a free, open-source platform for mobile data collection, data management, and data analysis, primarily used for research and social good projects in challenging environments. The tool comprises a data collection android application (KoboCollect) that facilitates the collection of data both offline and online. When data is collected offline, users can transmit the collected data to a central cloud storage when they get access to internet connectivity.

The tool was developed by the ICAT Phase II consultants for the Ministry of Environment, Climate and Wildlife, Zimbabwe whose Climate Change Management Department (CCMD) will be responsible for the overall maintenance and administration of the tool. Any questions pertaining the tool should be directed to the CCMD, Ministry of Environment, Climate and Wildlife, Harare, Zimbabwe

Table of contents

Background.....	3
Table of contents.....	4
1. NAP M&E Tool administration.....	5
1.1. Accessing the Administration interface.....	5
1.2. Accessing Data Collecting Forms.....	6
1.3. Editing Indicators and Questions.....	6
1.4. Sharing The Forms Online.....	7
1.5. Sharing The forms Offline.....	8
1.6. Validation of Inputs.....	9
1.7. Accessing Reports.....	10
1.8. Exporting an Excel file.....	11
1.9. User Management.....	12
2. Annexures: URLs of the Data Collecting Forms.....	14

1. NAP M&E Tool administration

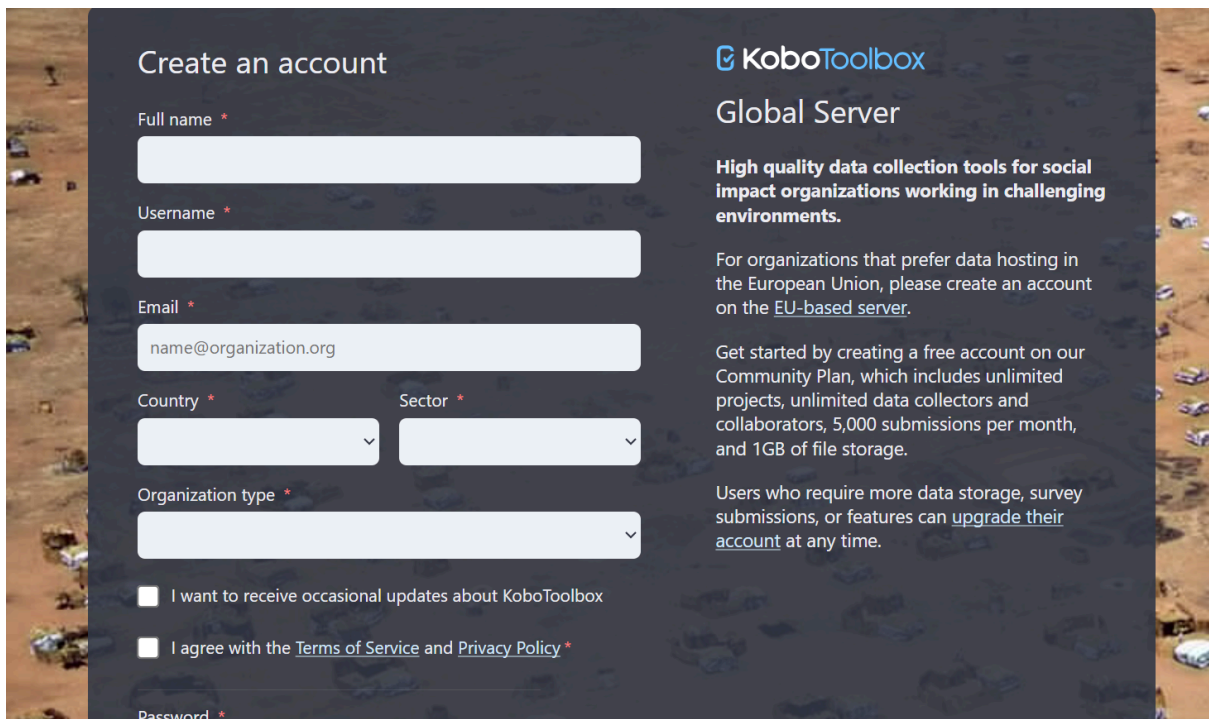
To track the performance of the different indicators for the seven priority sectors in the National Climate Change Adaptation Plan (NAP), and to continuously collect data concerning the progress made to date within the sectors, a data collection tool in the form of the KoboToolbox was developed. The tool facilitates data collection (both online and offline). This manual therefore is a guide that facilitates the administration of the NAP-MEF digital tool, including facilitating the data collection by data collectors using the KoboCollect android mobile application, or using a device with a modern internet browser.

1.1. Accessing the Administration interface

Users will need to have an account on KoboToolbox, in order to access the data collection forms for the priority sectors deployed on the android devices through the KoboCollect android application. Users therefore should register for an account under the Global KoboToolbox Server using the link:

<https://kf.kobotoolbox.org/accounts/signup/>

Please make sure to remember the password and the username as these will be necessary for setting up the KoboCollect application on the android devices.



Create an account

Full name *

Username *

Email *
name@organization.org

Country * Sector *

Organization type *

I want to receive occasional updates about KoboToolbox

I agree with the [Terms of Service](#) and [Privacy Policy](#) *

Password *

KoboToolbox

Global Server

High quality data collection tools for social impact organizations working in challenging environments.

For organizations that prefer data hosting in the European Union, please create an account on the [EU-based server](#).

Get started by creating a free account on our Community Plan, which includes unlimited projects, unlimited data collectors and collaborators, 5,000 submissions per month, and 1GB of file storage.

Users who require more data storage, survey submissions, or features can [upgrade their account](#) at any time.

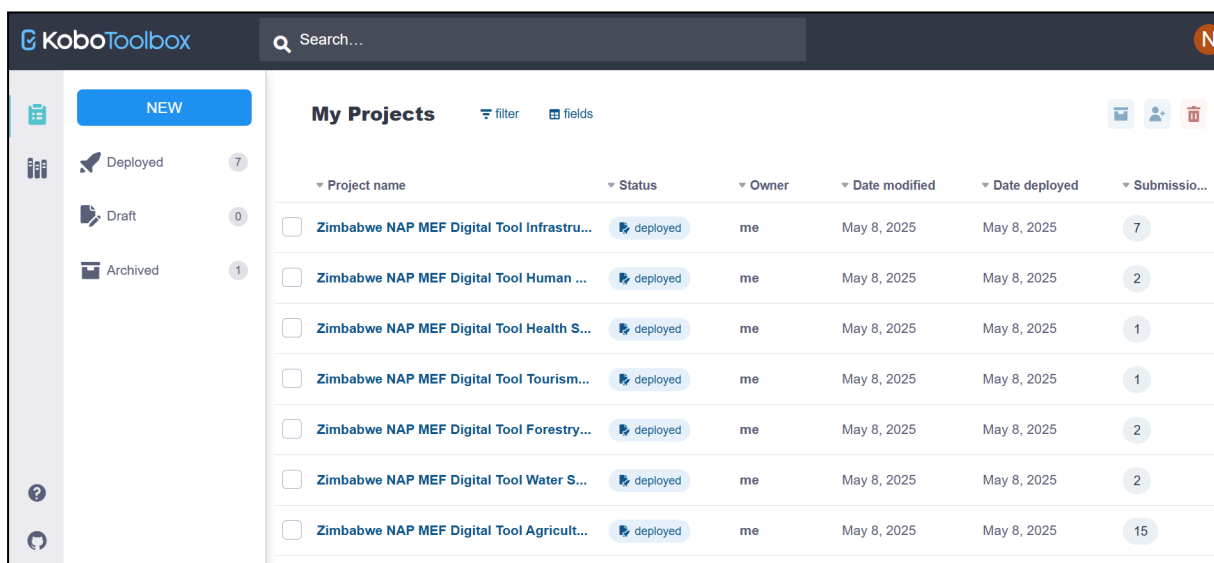
Please note the login credentials below for future reference:

Username:	napmne
Password:	environme
Administration email:	environmentwildlife165@gmail.com

TIP: In the event of forgetting the password, please select “Forgot Password?” on the login page <https://kf.kobotoolbox.org/accounts/login/> and reset the password! Please note that you will need to update the password on the Android Mobile data collection application.

1.2. Accessing Data Collecting Forms

On login in, you will be taken to the project’s homepage (**My Projects**), where there is a list of all the projects under the administration account. Please note each project corresponds to each of the sectors to be tracked under the NAP-MEF. Hence, the tool will have 7 projects under the project’s homepage.



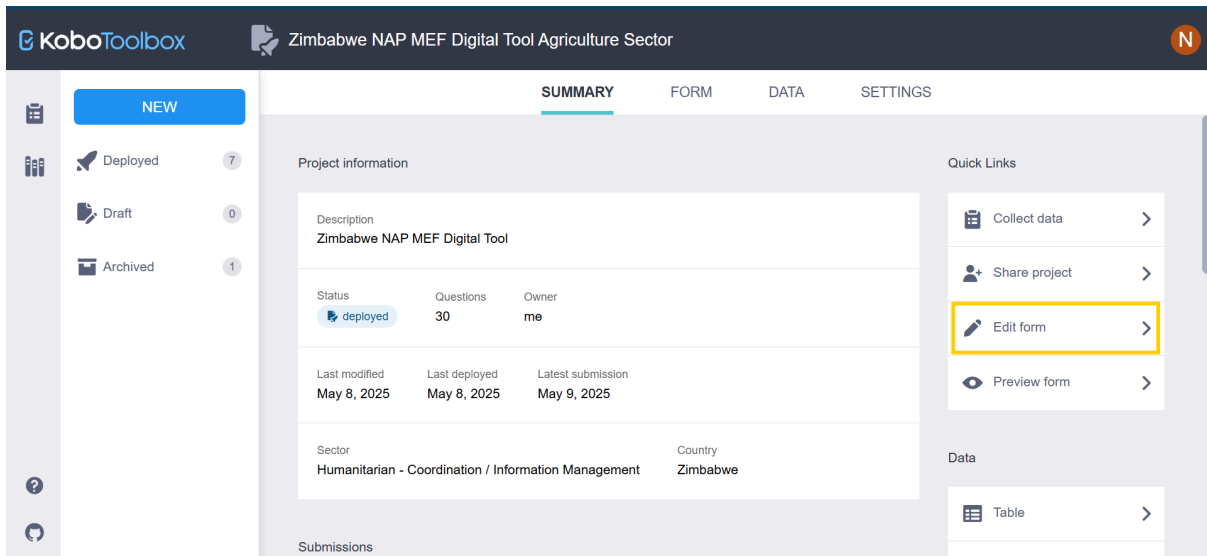
Project name	Status	Owner	Date modified	Date deployed	Submissio...
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Infrastru...	deployed	me	May 8, 2025	May 8, 2025	7
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Human ...	deployed	me	May 8, 2025	May 8, 2025	2
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Health S...	deployed	me	May 8, 2025	May 8, 2025	1
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Tourism...	deployed	me	May 8, 2025	May 8, 2025	1
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Forestry...	deployed	me	May 8, 2025	May 8, 2025	2
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Water S...	deployed	me	May 8, 2025	May 8, 2025	2
<input type="checkbox"/> Zimbabwe NAP MEF Digital Tool Agricult...	deployed	me	May 8, 2025	May 8, 2025	15

TIP: Submissions indicate the number of submissions made by the data collectors for each sector. Furthermore, a form needs to be deployed in order to be implemented on the mobile android data collection applications for the NAP M&E.

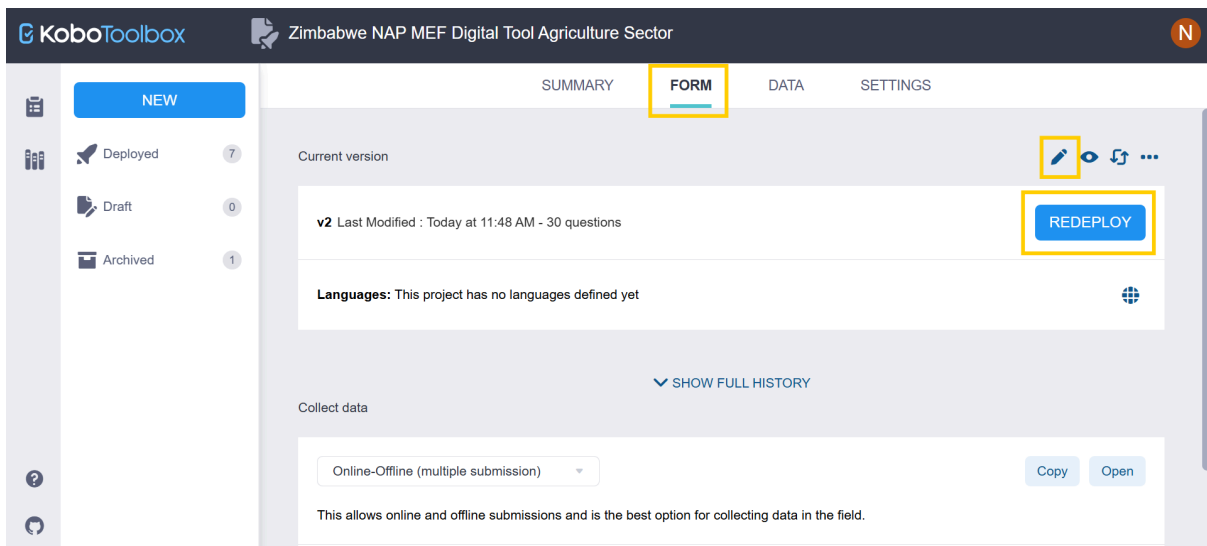
1.3. Editing Indicators and Questions

In the case of editing a form, a user should click on the form name under the project’s homepage in the **My Projects** section. **As an example, we are having the Zimbabwe NAP MEF Digital Tool Agriculture Sector.**

TIP: To return to the project’s homepage (**My Projects**) click on the **KoboToolbox logo**, and you will be redirected to the homepage with the 7 projects.



Under quick links, select '**Edit form**' to start editing the form. A user can also navigate to the **FORM** tab as follows and then click on the *pencil* icon to start editing the form.



In the editing mode shown below a user should be able to edit a question, delete a question or to add a new question. Make sure you save the form after any editions. An asterisk (*) after the form name implies changes have been made on the form and these have **NOT** been saved as yet.

TIP: Once you have edited a form, please make sure you redeploy the form under the **FORM** tab shown above.

project
Zimbabwe NAP MEF Digital Tool Agriculture Sector

SAVE X

Add from Library Layout & Settings

Introduction

Enter a date and time
Question hint

abc Name of organisation
Question hint

abc Name and surname of respondent
Question hint

Select Province
Question hint

1.4. Sharing The Forms Online

You can navigate to the homepage again by clicking on the **KoboToolbox logo** (icon), and select the Zimbabwe NAP MEF Digital Tool Agriculture Sector form.

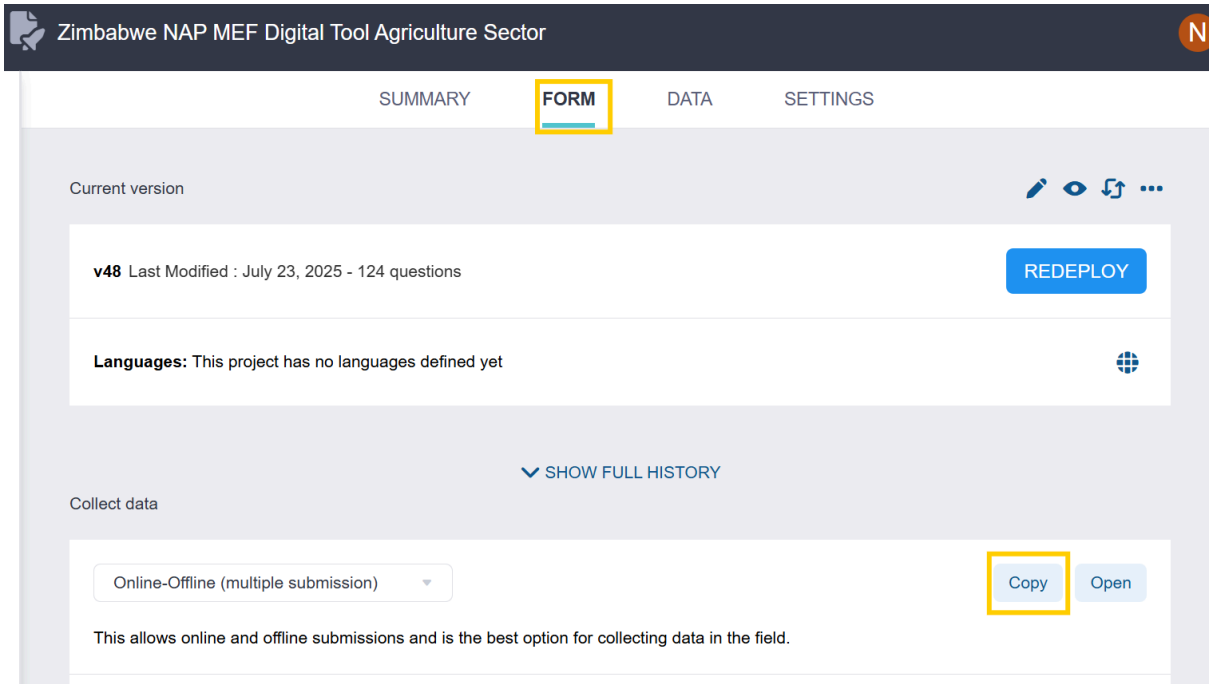
KoboToolbox

NEW

My Projects

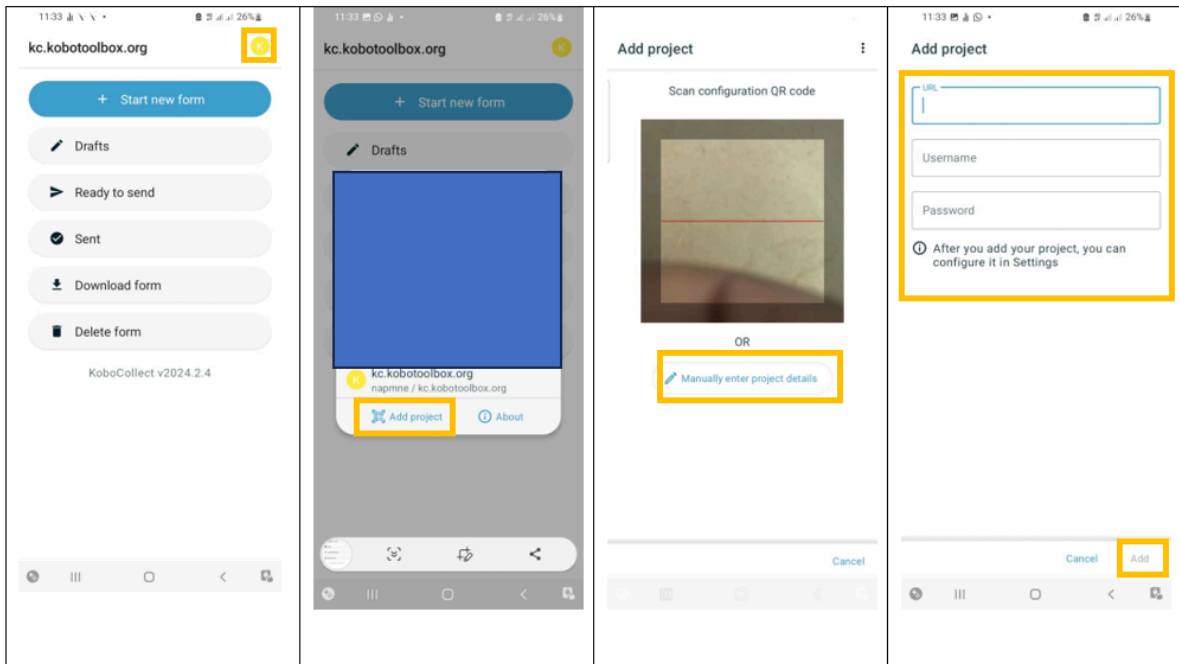
Project name	Status	Owner	Date modified	Date deployed	5
Zimbabwe NAP MEF Digital Tool Agricult...	deployed	me	Today at 11:18 AM	May 8, 2025	15
Zimbabwe NAP MEF Digital Tool Infrastru...	deployed	me	May 8, 2025	May 8, 2025	7
Zimbabwe NAP MEF Digital Tool Human ...	deployed	me	May 8, 2025	May 8, 2025	2
Zimbabwe NAP MEF Digital Tool Health S...	deployed	me	May 8, 2025	May 8, 2025	1
Zimbabwe NAP MEF Digital Tool Tourism...	deployed	me	May 8, 2025	May 8, 2025	1
Zimbabwe NAP MEF Digital Tool Forestry...	deployed	me	May 8, 2025	May 8, 2025	2
Zimbabwe NAP MEF Digital Tool Water S...	deployed	me	May 8, 2025	May 8, 2025	2

Navigate to the **FORM** tab, and copy the link of the form. Once copied, this link can be shared with the respondents. In this case, the link for the form is <https://ee.kobotoolbox.org/x/NihNswcl>



1.5. Sharing The forms Offline

To share the forms offline. The user needs to have an android device, and download the KoboCollect application from the play store, please refer to the **User Manual for Data Collection**. Once the user has the Kobo Collect application, launch the application and add the following credentials under the **Server settings**. For data collection, users must refer to the **User Manual for Data Collection**.



Before adding the project in the last step, add the following credentials. Ideally you need to use the credentials for the user, that they have used in setting up their account (**refer to the User Manual for Data Collection**).

	Administrator	User
Username:	napmne	<i>User given during setting up their account</i>
Password:	environme	<i>User given during setting up their account</i>
Administration email:	environmentwildlife165@gmail.com	<i>User given during setting up their account</i>
URL:	https://kc.kobotoolbox.org	https://kc.kobotoolbox.org

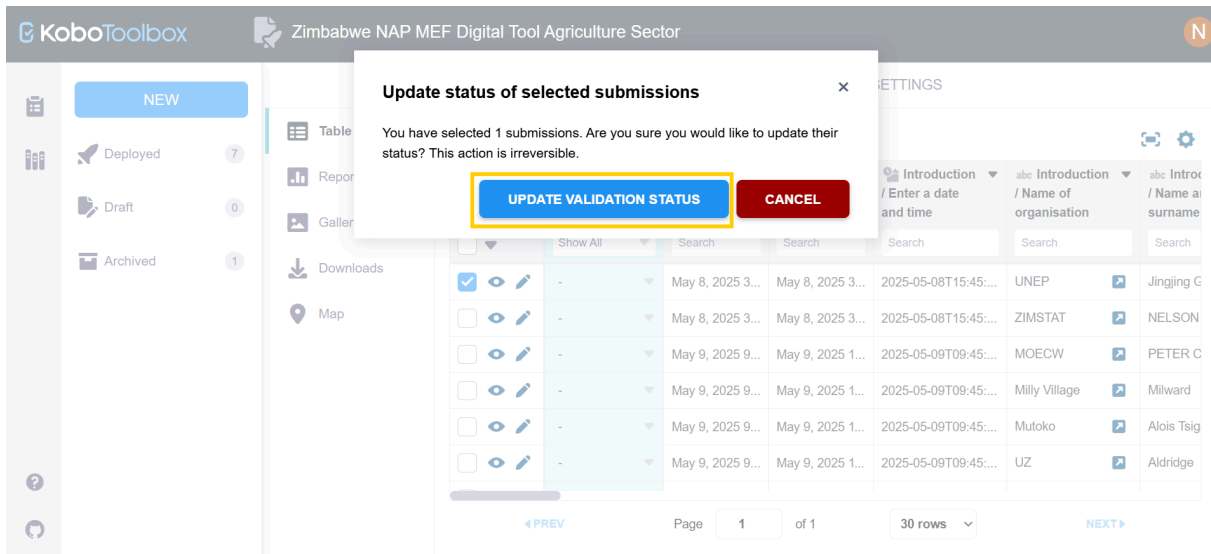
1.6. Validation of Inputs

To validate a record, navigate to the Project Homepage, then select the project. Under the project navigate to the **DATA** tab. Under **Tables**, select the record to validate, and chose the **Change status** then chose the appropriate status for the record.

The screenshot shows the KoboToolbox interface for the 'Zimbabwe NAP MEF Digital Tool Agriculture Sector' project. The 'DATA' tab is active, displaying a table of records. A dropdown menu is open over the 'Change status' button, showing options: 'Set status: -', 'Set status: Not approved', 'Set status: Approved', and 'Set status: On hold'. The first row in the table is highlighted, and a checkbox is checked.

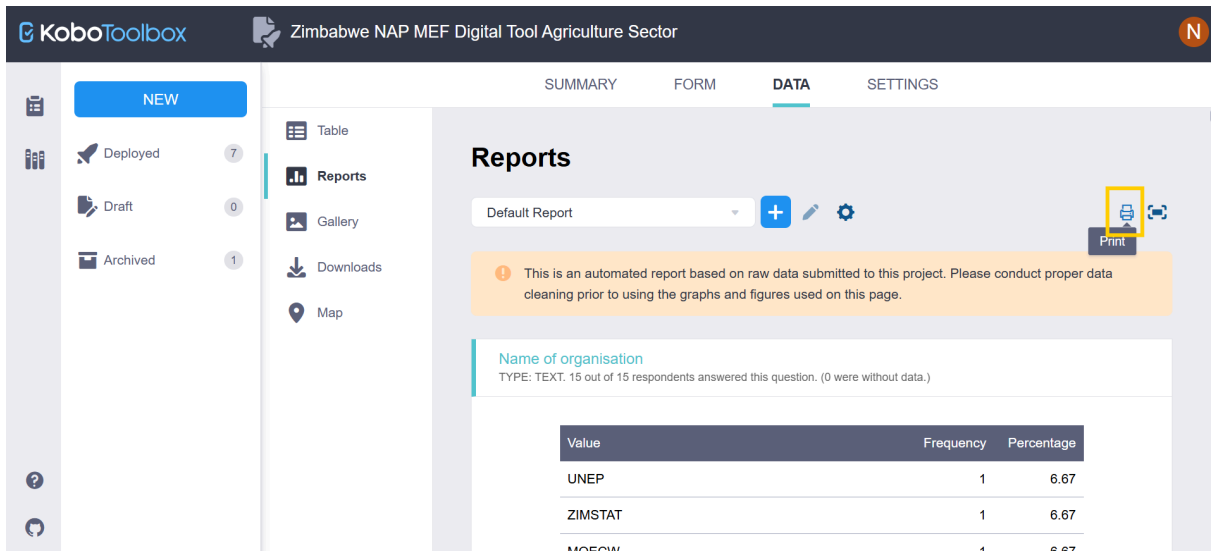
start	end	Introduction / Enter a date and time	Introduction / Name of organisation	Introduction / Name of organisation
May 8, 2025 3...	May 8, 2025 3...	2025-05-08T15:45:...	UNEP	Jingjing C
May 8, 2025 3...	May 8, 2025 3...	2025-05-08T15:45:...	ZIMSTAT	NELSON
May 9, 2025 9...	May 9, 2025 1...	2025-05-09T09:45:...	MOECW	PETER C
May 9, 2025 9...	May 9, 2025 1...	2025-05-09T09:45:...	Milly Village	Milward
May 9, 2025 9...	May 9, 2025 1...	2025-05-09T09:45:...	Mutoko	Alois Tsig
May 9, 2025 9...	May 9, 2025 1...	2025-05-09T09:45:...	UZ	Aldridge

You will get a prompt, and the user will need to select on **Update Validation Status** for the changes to take effect.



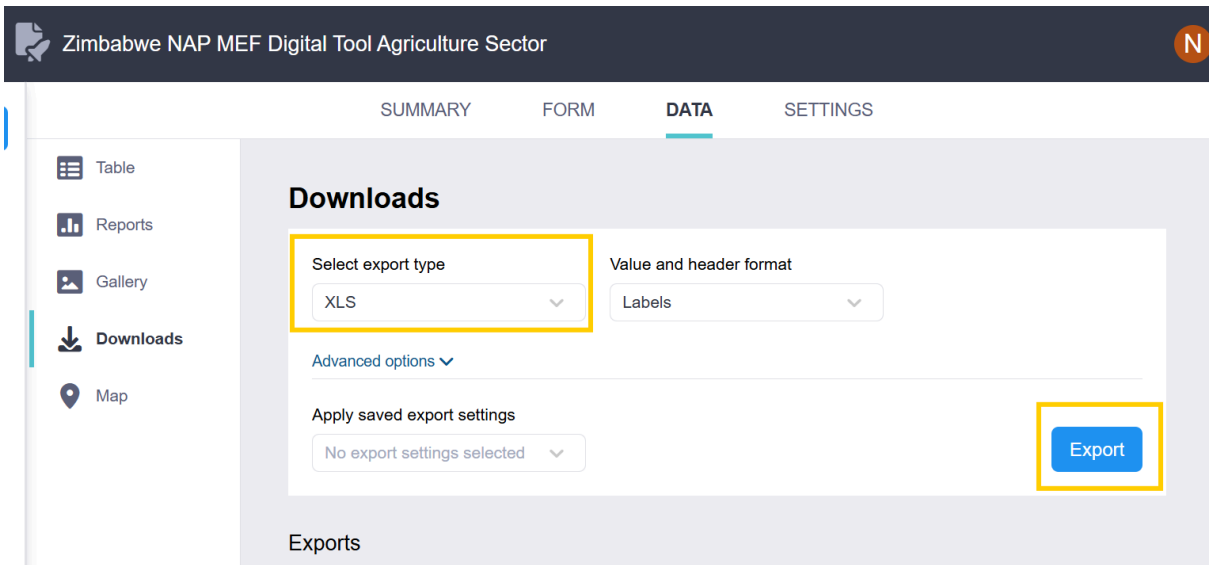
1.7. Accessing Reports

To access the reports, for a sector, navigate to the **Project Homepage**, then select the project, then under the project select the **DATA** tab. Under the reports tab, you then generate the report, and use the **Print** function to print the form.



1.8. Exporting an Excel file

Under the **DATA** tab, select **Downloads**, chose **XLS** and then **Export**



TIP: Be patient as the system generates the downloads.

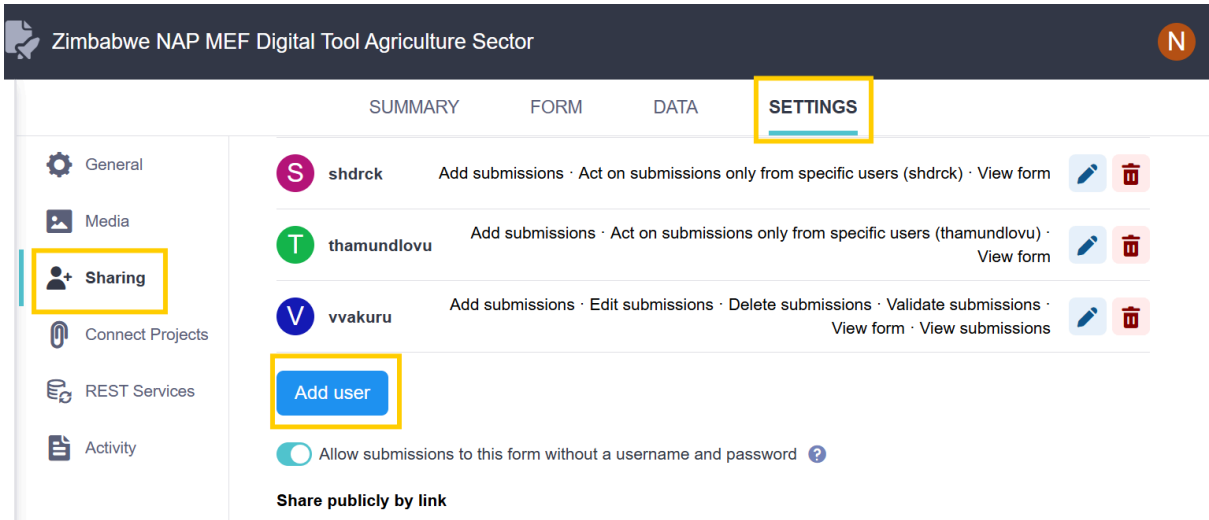
Afterward proceed and make an **Export** and download the generated excel file.

Exports

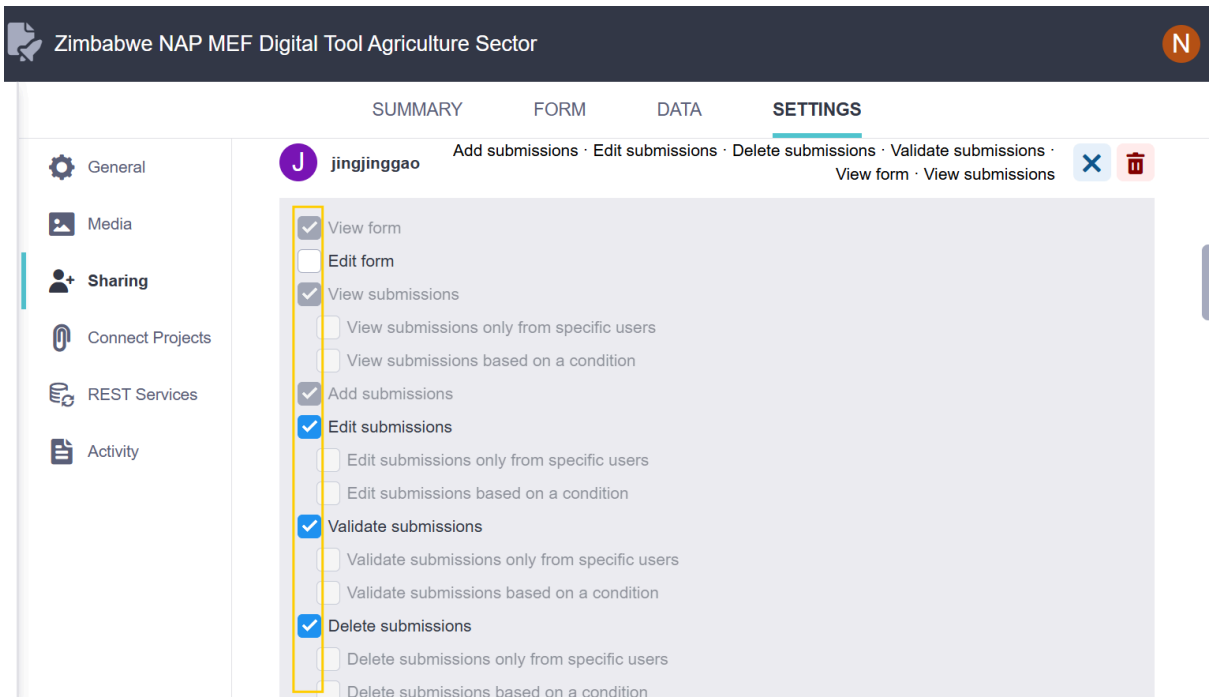
Type	Created	Language	Include Groups	Multiple Versions	
XLS	October 8, 2025	Labels	No	No	Download
XLS	October 8, 2025	Labels	No	No	Download
XLS	August 18, 2025	Labels	No	No	Download
XLS	August 18, 2025	Labels	No	No	Download
XLS	August 18,	XML values and	No	No	Download

1.9. User Management

In some cases, you will need to add users with different permissions. For example, users for data collecting that will not be authorized for editing the form. In this case the credentials that they created, when signing up for a user account are used to grant the user access to the form on the KoboCollect android application. Kindly navigate to the **SETTINGS** tab. Proceed to the **Sharing** tab









Click on **Add user** and add the username and select the necessary permissions as follows, in the example below the username is **jingjinggao**:



Once the necessary permissions have been set, proceed to grant access, by selecting on **Grant permissions**.

SUMMARY FORM DATA **SETTINGS**

-  General
-  Media
-  **Sharing**
-  Connect Projects
-  REST Services
-  Activity

- Validate submissions
 - Validate submissions only from specific users
 - Validate submissions based on a condition
- Delete submissions
 - Delete submissions only from specific users
 - Delete submissions based on a condition
- Manage project

Grant permissions

Allow submissions to this form without a username and password ?

2. Annexures: URLs of the Data Collecting Forms

NAP MEP Priority Sector	Form link
Agriculture	https://ee.kobotoolbox.org/x/NIhNswcl
Infrastructure	https://ee.kobotoolbox.org/x/ECQm0t1W
Human Settlements	https://ee.kobotoolbox.org/x/JtkQuMel
Health	https://ee.kobotoolbox.org/x/IDOsDpVL
Tourism	https://ee.kobotoolbox.org/x/J8emRbzQ
Forestry and Biodiversity	https://ee.kobotoolbox.org/x/k9r8GKeG
Water	https://ee.kobotoolbox.org/x/exPPRPUM

End of manual