



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 2: User Manual for Data Collectors)

Initiative for Climate Action Transparency - ICAT

Deliverable Title

14: NAP-MEF Digital Tool Manual (Part 2: User Manual for Data Collectors)

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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 data collectors. For the NAP-MEF Digital tool administrators, this document must be used together with the NAP-MEF Digital tool manual for data administrators.

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

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1. NAP M&E Digital Tool for data collectors

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 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 their 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.

Please note the login credentials below for future reference:

Username:	
Password:	
Administration email:	

TIP: In the event of forgetting the password, please select the "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.

Once registered users need to share the username with the KoboToolbox administrator so that they can be granted access to the forms.

2. Collecting data through KoboCollect with android devices (Offline)

2.1. Installing Kobo Collect on android devices

Download the android application KoboCollect from the Google Play Store and install.

KoboCollect

KoboToolbox

KoboToolbox: Data collection for humanitarian, development & research settings



4.4★
9.59K reviews

5M+
Downloads

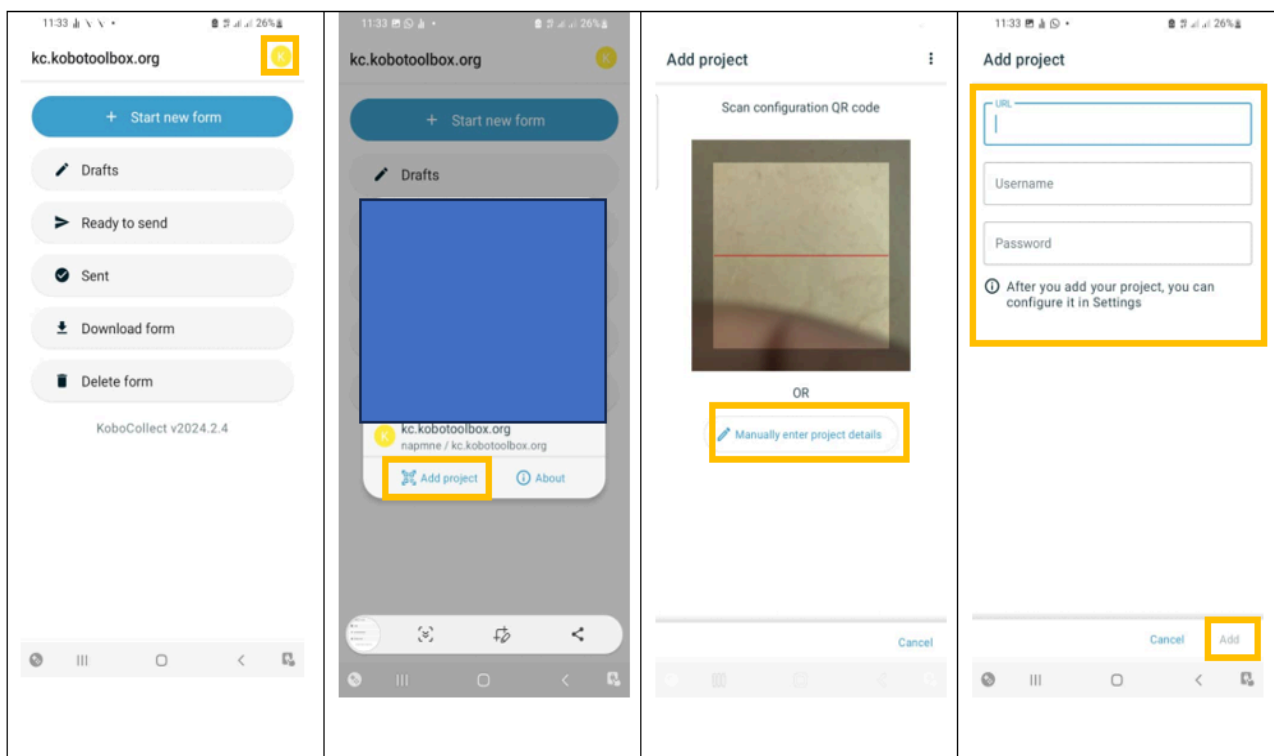
3+
Rated for 3+ ⓘ

Install on more devices



TIP: For the following stage, please make sure that you have shared your username with the KoboToolbox administrator so that one can get access to the NAP-MEF sector forms that are under the KoboToolbox administrator account. Recommended actions are in a golden box shape in the pictorial guides.

Once the KoboCollect is downloaded, open the application and manually enter project details following the below steps.



Under **Add projects** add the following details and add the project.

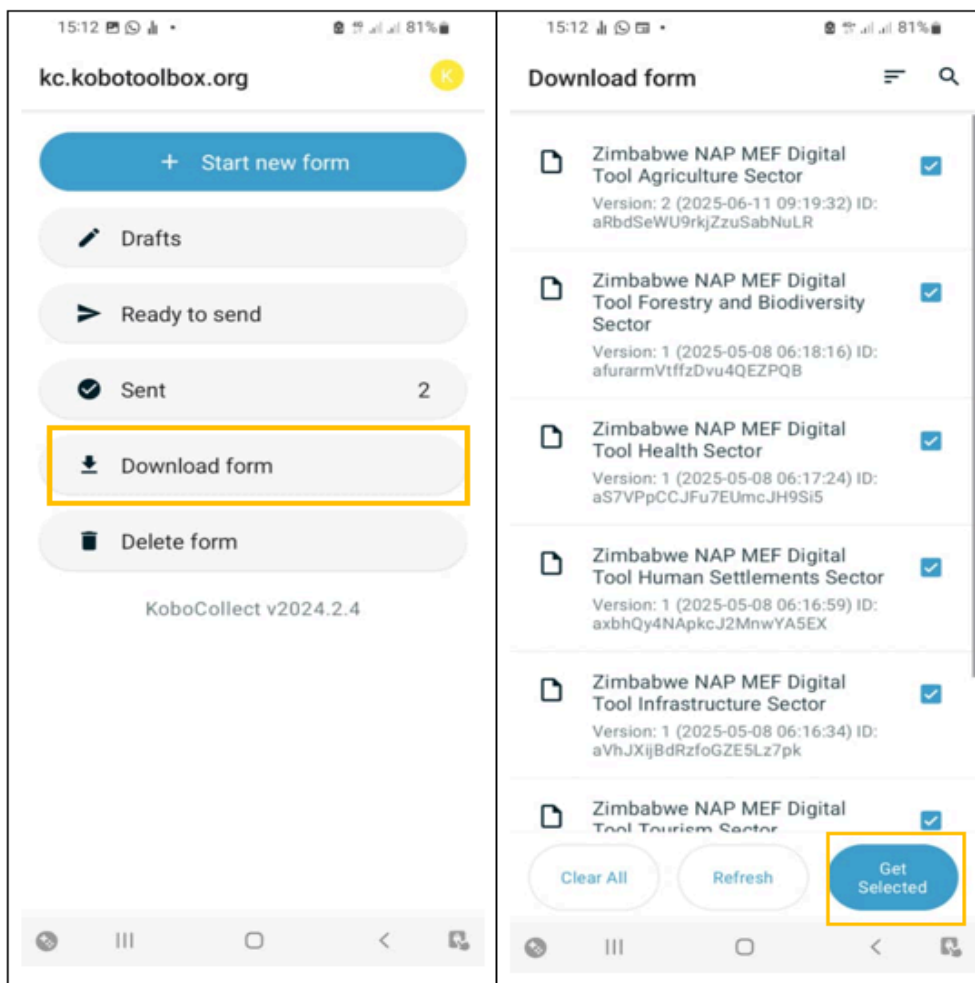
Username:		<i>User input during setting up their account</i>
Password:		<i>User input during setting up their account</i>
Administration email:		<i>User input during setting up their account</i>
URL:	https://kc.kobotoolbox.org	https://kc.kobotoolbox.org

Once a user has entered the correct credentials and successfully connected with NAP MEF Server, the user can proceed to download the sector data collection forms that they have been assigned to on their android devices.

TIP: Please note that this process is implemented once - the only moment a user will need to re-download the form(s) again is when there have been changes on the forms – this information will be relayed by the NAP MEF Server administrators.

Now users should be able to access a list of all the forms or at least the forms that have not yet been downloaded. Proceed to select **'Get Selected'** and download the forms.

TIP: You need an internet connection for the above.

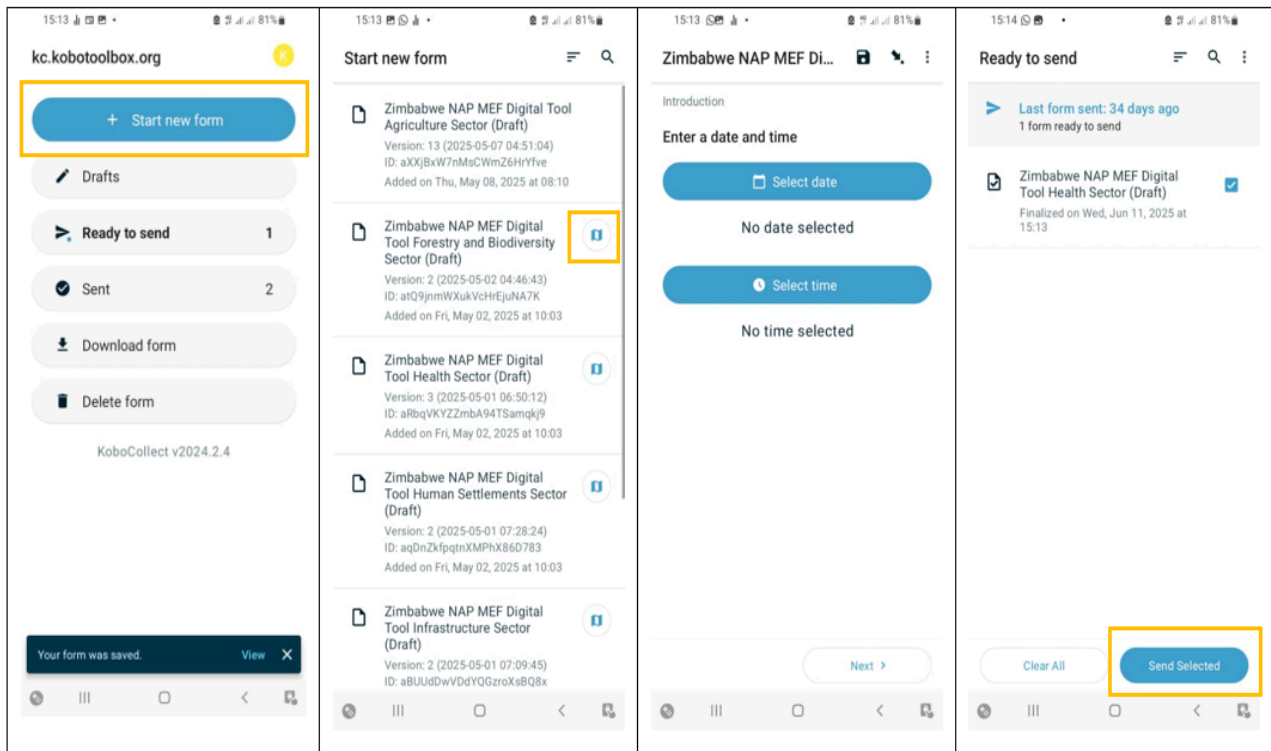


2.2. Completing and submitting data collection forms

Once one has downloaded the forms, the next step is to complete the forms for the different sectors.

One should choose **'start new form'** then choose the form that you want to fill.

Users may complete the form offline and then sent the form to the NAP-MEF Server once the device with the KoboCollect is online (with internet access). This means that the data collected offline can be sent as and when the user has access to an internet connection.



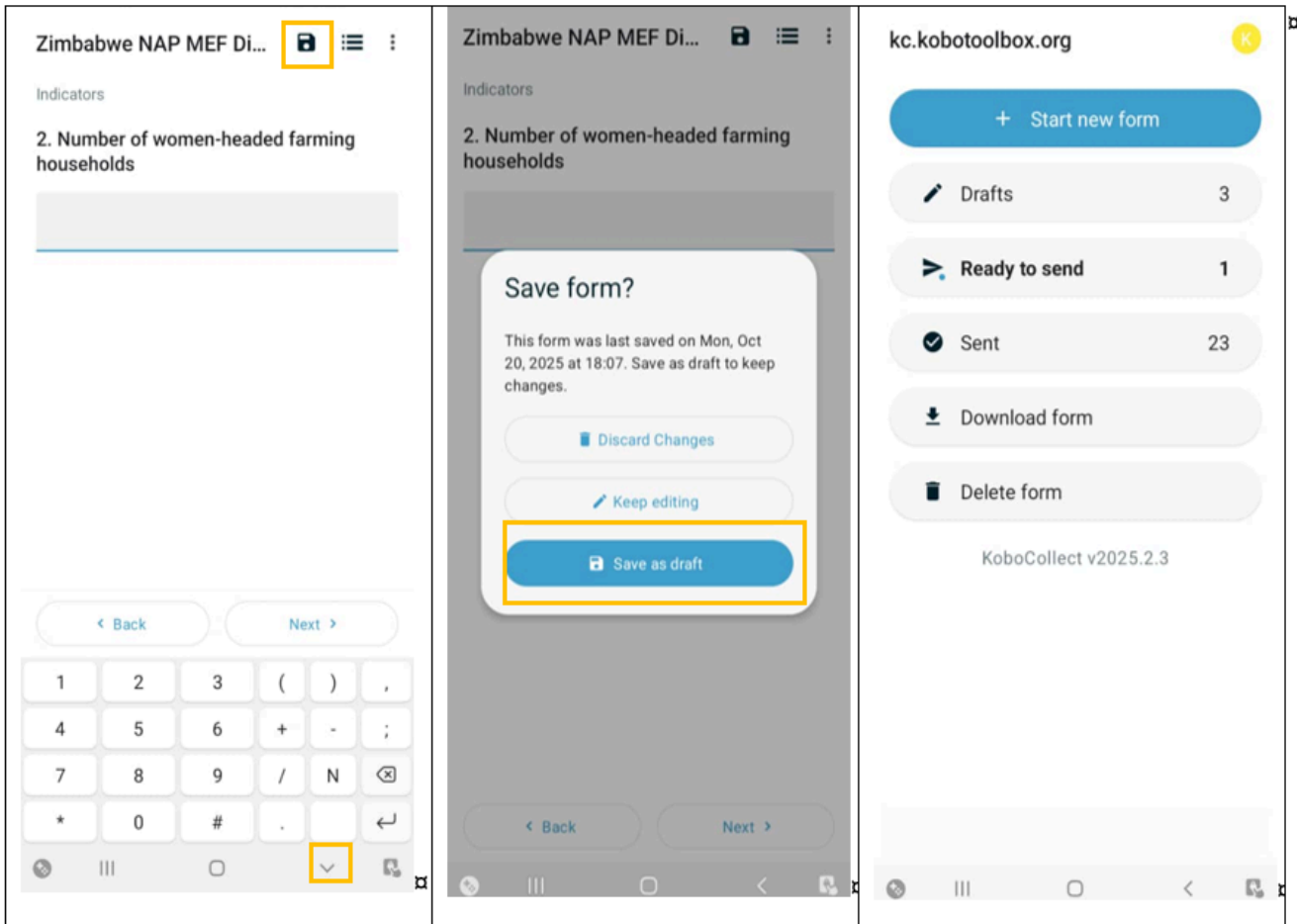
TIP: Each time a user has new data to submit, repeat the steps in 2.2.

When connected to internet, submissions that are ready to be sent will appear **'Ready to send'**, and the Sent forms will appear under **'Sent'**,



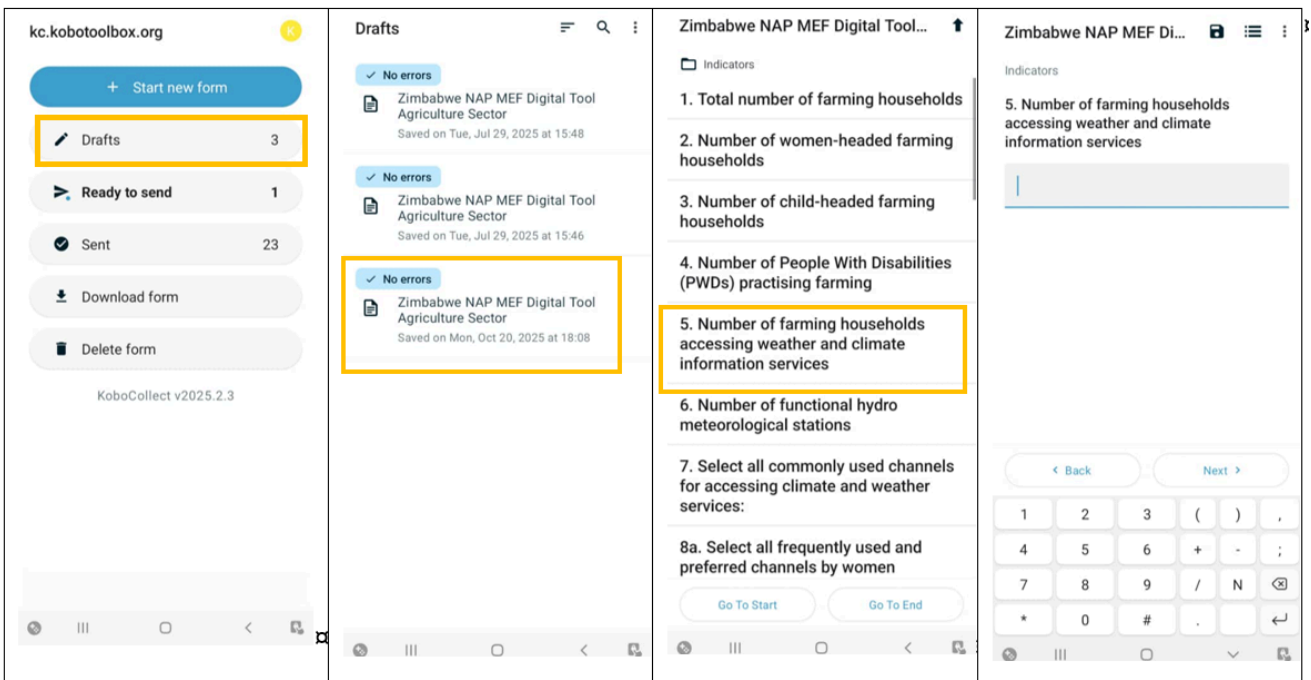
2.2.1. Saving a form

In the event that the data for a form is insufficient at that moment in time, a user is able to save the progress of the completion of the report and then resume completing the form as and when the data is available.



2.2.2. Resuming progress on a saved form

A user can access a saved form under '**Drafts**'. Proceed to select the appropriate draft form, and select the section that one wishes to proceed in filling the form, and proceed to save the form again if data is not sufficient or finalise the form and then submit when internet is available.



3. Collecting data through URLs (online)

The data can also be collected and transmitted online from the following links. Copy and paste the link on a browser, complete the form and submit.

Priority Sectors of NAP	Data collection Form link
Agriculture	https://ee.kobotoolbox.org/x/NlhNswcl
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

3.1. Completing the form online

Once you have entered the appropriate URL on a web browser, proceed and complete the appropriate sections



The screenshot shows a web browser window with the URL ee.kobotoolbox.org/x/NlhNswcl. The page displays the KoboToolbox logo and a form titled "Zimbabwe NAP MEF Digital Tool Agriculture Sector". The form has a section titled "Introduction" with the following fields:

- Enter the date and time: Two input fields, one for the date (format: yyyy-mm-dd) and one for the time (format: hh:mm), with a refresh icon to the right.
- Reporting year (format 2025): A single input field.
- Name of organisation: A single input field.

3.2. Submitting the form

Once the form has been completed proceed to submit the form

ee.kobotoolbox.org/x/NlhNswd

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2. List the main sources of funding for current adaptation programmes and activities e.g., government, UN, Church/NGOs.

3. List the challenges you have in the collection of climate change and adaptation data.

4. Are the adaptation programmes and activities in the agricultural sector informed by climate experienced in the area?

Save Draft Submit

Powered by ENKETO

End of manual