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 The Use of The Digital Tool

Activity 1.2.4: Workshop 2: Training of Technical Officials from Selected Districts and Sectors and Piloting of Digital Tool

Deliverable 13: NAP-MEF Training of Data Providers Workshop Report

17 to 18 July 2025

Venue: Kadoma Hotel and Conference Centre

Initiative for Climate Action Transparency - ICAT

Deliverable Title

13: NAP-MEF Training of Data Providers Workshop Report

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IKI International Climate Initiative

CIFF Children's Investment Fund Foundation

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Summary

From July 17-18, 2025, the Ministry of Environment, Climate and Wildlife with support from ICAT, UNOPS, and UNEP-CCC, held a workshop in Kadoma as part of Phase II of the Initiative for Climate Action Transparency Project in Zimbabwe. The workshop focused on training technical officials from four districts (Nyanga Rural District Council, Tsholotsho Rural District Council, Mutare City Council and Gweru City Council) and various sector experts (Appendix 1) on the National Adaptation Plan Monitoring and Evaluation Framework (NAP-MEF) and piloting its digital tool to be used in data collection. Key discussions included reviewing the seven sector indicators, addressing data collection challenges across multiple sectors, and demonstrating the digital tool for data input, transmission, storage, and analysis. The training enabled participants to refine sector-specific indicators and ultimately enhance transparent reporting on Zimbabwe's climate change adaptation efforts. 19 participants received tablets equipped with the KoboCollect Android application and were also trained on the setting up of user accounts for the digital tool, collecting and saving data drafts, resumption of data collection, finalisation of data entries, and form submission to a central server.

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1. Day 1 (July 17 2025), Welcome

In his welcoming remarks at the training workshop on the National Adaptation Plan Monitoring and Evaluation Framework (NAP-MEF), Mr. Ndidzano, the Acting Deputy Director in the Climate Change Department, warmly welcomed all participants and expressed appreciation for their commitment to strengthening Zimbabwe's climate resilience. He underscored the importance of the NAP process as a critical component of the country's climate change response, noting that it provides a structured pathway for implementing adaptation measures across seven priority sectors. Mr. Ndidzano emphasized that the NAP-MEF plays a vital role in tracking and assessing progress made in executing adaptation programmes and projects, ensuring that efforts are aligned with national priorities and effectively address climate risks.

Mr. Ndidzano further highlighted the significance of the newly developed digital monitoring tool based on the KoboToolbox platform, which now houses a set of indicators tailored to Zimbabwe's adaptation context. He urged participants to actively contribute to refining and validating these indicators to enhance the accuracy and reliability of data collection. The data gathered through this tool during field exercises will directly inform Zimbabwe's climate reporting obligations, feeding into the Nationally Determined Contributions (NDCs), Biennial Transparency Reports (BTRs), and National Communications. Mr. Ndidzano concluded by stressing the need for collaboration and coordination among all stakeholders to ensure a robust and responsive monitoring system that supports evidence-based decision-making in climate adaptation.

1.1.Remarks by ICAT & UNEP-CCC

Dr. Jingjing Gao, the technical expert representing UNEP CCC and ICAT , delivered her remarks highlighting the significant progress made under the project, with particular emphasis on the development and deployment of the digital tool designed to strengthen

transparency and reporting. She commended the collaborative efforts that have contributed to building a robust monitoring and evaluation framework and noted that the digital tool has become a cornerstone in streamlining data collection and improving the quality of information feeding into national climate reporting processes. Dr. Gao also indicated she will join the project's upcoming district visits in August, stating that this would provide her team with valuable insights into how the tool is being applied on the ground and how it supports real-time tracking of adaptation actions. In her remarks, Dr. Gao requested the concept note for the district visits to be shared early for planning purposes.

1.2.Official opening

The workshop was officially opened by Mr. W. Zhakata, the Chief Director for Environment, Climate and Wildlife, who commended the achievements of the ICAT Phase 2 project and emphasised the growing importance of transparency and robust reporting in climate action. He acknowledged the vital support and collaboration of the project's partners in driving progress and enhancing national capacity in climate monitoring. Mr. Zhakata also took the opportunity to highlight recent developments in Zimbabwe's carbon credit trading landscape, noting that significant strides have been made in positioning the country within the global carbon market through the introduction of the Carbon Trading (General) Regulations, 2025 (SI 48 of 2025. He reiterated that lessons learnt during the ICAT Phase II project will be important in ensuring transparency, accountability, and integrity in carbon trading. He revealed that the Ministry is currently rolling out an awareness and capacity-building program targeted at local authorities, aimed at equipping them with the knowledge and negotiation skills necessary to engage effectively with investors and secure favourable terms in carbon credit deals.

He encouraged stakeholders present at the workshop to continue collaborating and sharing knowledge, as this collective approach would not only strengthen the implementation of national climate policies but also enhance the country's overall resilience and adaptive capacity in the face of climate change.

1.3.Objectives of the training Workshop

Mr Dhobha then took the participants through the objectives of the workshop that is the training of technical officials from targeted districts for the pilot NAP-MEF digital tool. Mr. Dhobha's presentation highlighted Zimbabwe's significant progress in climate change adaptation, underscoring its commitment as a signatory to the Paris Agreement. The presentation touched on the launch of the National Climate Change Adaptation Plan (NAP), which is designed to outline specific adaptation actions across seven priority sectors, crucial for enhancing Zimbabwe's resilience to climate change. The presentation also focused on the Monitoring and Evaluation Framework (NAP-MEF) that accompanies the NAP. Mr. Dhobha emphasised that the NAP-MEF is intended to be the primary vehicle for ensuring adaptation transparency and facilitating comprehensive reporting on national efforts. To achieve this, the NAP-MEF is set for integration into existing national sectoral monitoring and evaluation systems. The presentation further acknowledged the invaluable financial and technical support provided by ICAT & UNEP-CCC in strengthening the NAP-MEF, highlighting international collaboration in this critical area. The presentation also outlined the immediate objectives of the two-day workshop which were to:

- Sensitise participants on NAP, the NAP-MEF, and the sectoral indicators crucial for tracking and reporting adaptation actions
- Refine and finalise indicators for tracking adaptation progress based on recommendations from the participants.
- introduce the NAP-MEF Digital Tool and provide practical training to participants on its use.
- provide a proposal for laying out the modalities for piloting the digital tool.

1.4.Interactive Discussion on the UNFCCC, Paris Agreement, Adaptation Transparency and the National Policy Framework

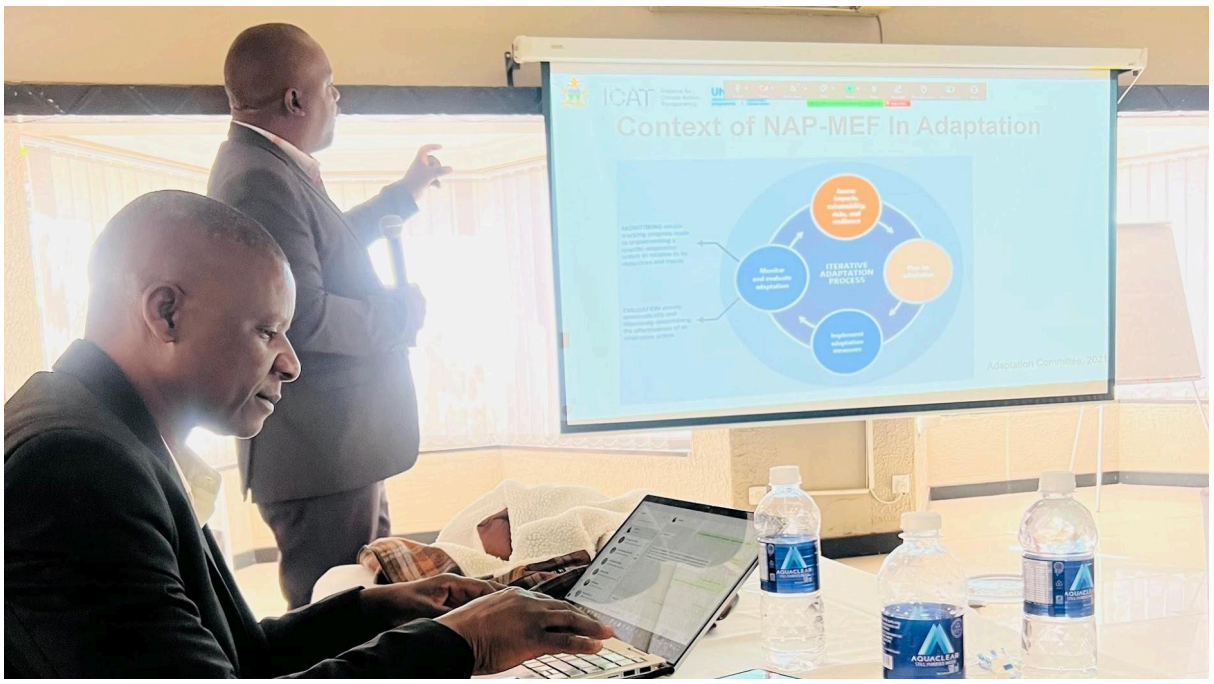
Mr Muhwati presented on the UNFCCC, Paris Agreement, Adaptation Transparency and the National Climate Policy Framework. The presentation detailed how Zimbabwe has progressively strengthened its commitment to addressing climate change through ratifying a series of international agreements and developing national policies and strategies. The international agreements include, the 1992 United Nations Framework Convention on Climate Change (UNFCCC), 1997 Kyoto Protocol, 2015 Paris Agreement while the national policies and strategies include the National Climate Change Response Strategy (2014) the Initial Nationally Determined Contribution (2015), the Revised Nationally Determined Contribution (2021), the updated Nationally Determined Contribution (2025), the National Climate Policy (2017), the Long term Low Emission Development Strategy (2020) and the National Adaptation Plan (2024). The presentation also highlighted the importance of transparency, Transparency of Action, Transparency of Support, and the Key elements of the Biennial Transparency Reports.

1.5.Overview of the Zimbabwe NAP

Dr R Mugandani gave a comprehensive overview of the Zimbabwe NAP. The presentation looked at the rationale for strengthening Adaptation Transparency Reporting in Zimbabwe. Furthermore, the presentation assisted the participants, by explaining the current gaps in Adaptation Reporting, to understand the rationale for developing the NAP, understand the roles and Responsibilities of Key Stakeholders.

1.6.An overview of the NAP-MEF Framework

After the health break Dr Shekede presented on the NAP-MEF Framework. In particular the presentation sought to help the participants, understand the Zimbabwe National Adaptation Plan (NAP) and its significance, learn the components of the Monitoring and Evaluation (M&E) Framework, gain insights into data collection, analysis, and reporting for M&E and to enhance capacity to train others on the NAP M&E framework. The presentation introduced the participants to the Zimbabwe NAP-Monitoring and Evaluation Framework. Furthermore, the presentation looked at the Logical Framework Analysis for the Implementation of the Strategic Priorities Framework, the Logical Framework Analysis for Sector Actions and Integrating NAP-MEF into National Communication and Biennial Transparency Reporting.



1.7.Gender and inclusivity mainstreaming into the NAP M&E

Ms P Sibanda then took the participants in an interactive session looking at the gender and inclusivity mainstreaming into the NAP - MEF. The presentation looked at the different aspects of gender equality, and equity. The presentation also detailed social inclusion which seeks to address inequality and/or exclusion of vulnerable populations by improving terms of participation in society and enhancing opportunities, access to resources, voice and respect for human rights. The presentation also explained the need for GESI (Gender Equality and Social Inclusion) in the ICAT Phase 2 project. The participants then went through an engaging activity, led by Ms Sibanda, responding to GESI statements using the "Agree/Disagree". The participants then learnt about Gender and Inclusivity in Climate Change Adaptation, GESI Mainstreaming into NAP-MEF and the relevant types of data to be collected.

1.8.Overview of sector indicators in the NAP

Dr Shekede then gave an overview of sector outcomes, outputs and indicators in the seven NAP priority sectors. In his presentation, Dr Shekede indicated that data collection for monitoring adaptation progress in the seven sectors will be collected annually. Dr Shekede took the participants through all the indicators for the Agriculture Sector after which the participants went into breakaway sessions to refine the sector-specific indicators.

After the break away sessions, the participants gave feedback on refinement of indicators for the assigned sectors. The following feedback was captured and incorporated in the revised digital tool.

Sector	**Revision**
Water	Under, Improved availability of water resource, Water resources developed and sustainably managed, there is need to remove the indicator "7 - Number of boreholes drilled per year" Add an indicator on other rehabilitated water source as applicable. Under Portable water infrastructure developed and maintained, there is need to remove the response *Bottled/ sachet water* to the indicator "2". Number of households with access to basic water/improved water services
Forest and Biodiversity	Need to rephrase indicator 1, under Strengthened natural resource-based conservation and sustainable livelihood initiatives Enhanced alternative natural resource-based livelihoods options to Number of wards accessing none-timber forest resources in the district Furthermore, there is need to split indicator "6", into two separate indicators, that is "6" Number of trees planted/hectare area of trees planted "7". Planted Tree Coverage Area (Ha)
Tourism	Under the outcome Tourism, infrastructure, products and facilities climate proofed, there is need to have a drop down under indicator "2", that is "2". Number of facilities using climate smart technologies: o Solar powered geysers o Recycling, reduce, reuse o Green gardens o Biogas o Green fencing o Smart buildings (thatched roofs/raised platforms) o Insulation rooms o Smart HVAC (Heating, Ventilation, and Air Conditioning) System Rephrase indicator "3", to "3". Number of new eco-tourism enterprises established. Furthermore, there is a need to have a drop down for indicator 4 as follows: "4". Number of new green jobs (e.g. recycling) o Circular economy specialist o Ecotourism guides o Environmental engineer o Environmental Educators o Other (Specify) Rephrase indicator "7" to look at youths instead of children.

Health	Under the Strengthened responsiveness of the health system to climate change, there is need to have a drop down on indicator "2" so that is reads: "2". Presence of District health and climate hazard preparedness plans o Disaster Risk Reduction Plan o Emerge Response Plan Furthermore, indicator "5", "6" and "7" should read as follows: "5". Percentage of clinics reporting water- and WASH-related illnesses monthly "6". Percentage of clinics recording WASH-related illnesses every month "7". Number of waterborne diseases recorded during a climate event. Indicators "8", "9" and "10" should be gender-disaggregated as follows: "8". Number of people trained on WASH o Male o Female "9". Presence of real-time WASH-health surveillance dashboards "10". Number of health workers trained on climate and WASH interlinkages o Male o Female

After lunch, a dedicated segment of the workshop agenda was allocated to the distribution of tablets to participants. This time was specifically designated to ensure attendees received the necessary digital devices to be utilised for data collection activities. Each of the recipients were later asked to fill in a form in appendix 2.

1.9.An overview of the NAP-MEF digital tool (including setting up the system)

Mr Mazhindu then presented on the NAP-MEF digital tool, focusing on the rationale for the adoption of the digital tool software, KoboToolbox, its architecture, and its capabilities, including capturing data both offline and online which made it suitable for the NAP-MEF. The last section of the presentation was devoted to the implementation of user accounts for the different data collectors, that would be used to assign forms on the KoboCollect applications that had been setup on devices given to the participants. The participants successfully created accounts, that were to be used in the allocation of the forms for the 7 priority sectors for data collection.

2. Day 2 (July 18, 2025)

Ms Matingo, the Climate Change Scientist in the Climate Change Management Department, opened the second day by doing a recap of the activities that had been conducted the previous day.

2.1. Demonstration on data collection, transmission, storage and analysis using the Digital Tool

Participants then received comprehensive training on the digital data collection tool. This involved configuring their individual accounts to grant access to the specific forms relevant to their respective sectors. All attendees successfully downloaded these forms onto their devices, confirming a smooth initial setup for data collection.

Once the KoboCollect applications were successfully deployed on user devices, they were securely linked to the appropriate forms. Each user was granted specific privileges for the sector indicator forms, allowing them to access, but not edit, the forms. Users could submit new data, view their own submissions, and edit their previously submitted information, as well as validate their submitted data.

The functionality of the digital tool was then thoroughly demonstrated by examining forms for each sector. This showcased the various questionnaires and indicators embedded within. The tool was specifically configured to enable users to first select a Province, which then filtered the subsequent district choices to only those within the chosen Province.

During the review of responses for different indicators, the form's capabilities were highlighted. These included allowing users to input numeric characters (both integers and decimals) with validation to prevent negative values, offering multiple and single-option dropdowns, presenting follow-up questions based on specific conditions, and accommodating text input and yes/no responses.

The training emphasised the digital tool’s flexible data collection capabilities. A crucial feature highlighted was the ability to record information offline and save progress without

finalising a submission. This functionality allows users to access forms as drafts, enabling them to resume completion at their convenience. This design supports incremental data collection, allowing users to input data as it becomes available. Once sufficient data has been gathered, users can finalize the form. Upon connecting to the internet, the finalized data can then be seamlessly submitted to the KoboToolbox central server.

During the presentation, dedicated time was allocated for data collectors from each sector to engage directly with the KoboCollect application. This practical session allowed participants to verify access to their respective sector-specific forms, ensuring correct configuration. They then proceeded through a comprehensive workflow: inputting dummy data, saving a form as a draft, resuming a draft, finalising a form, and ultimately sending the completed form to the central server. This entire process was meticulously repeated for each sector. This iterative approach was crucial in ensuring participants fully grasped the necessary steps to guarantee accurate data submission for the NAP-MEF.

Beyond practical training, participants were given an opportunity to interrogate the various indicators embedded within the digital tool. This crucial feedback session allowed for refinement and suggestions, with the intention that these improvements would be incorporated into the final iteration of the digital tool, thereby enhancing its effectiveness and user-friendliness. Afterwards participants were given time to submit historic data on the application. Mr Mazhindu was able to demonstrate the submission that were done by the different data collectors, in real time on the KoboToolbox dashboard.

2.2. Brief on the role of the NAP-MEF in the UNFCCC Reporting; National reporting e.g., BTR, NDC and development planning

Mr Tsiga gave a brief on the role of the NAP-MEF in the UNFCCC Reporting; National reporting e.g., BTR, NDC and National Communication. Mr Tsiga's presentation summarised the Zimbabwe Fifth National Communication and the First Biennial Transparency report, which Zimbabwe submitted to the UNFCCC in 2024. Furthermore, the presentation gave an outline of the BTR Chapter on Climate Change Impacts and Adaptation.

2.3. Use of the Digital Tool practical exercise, with data from district

Following the lunch break, Mr. Mazhindu conducted a practical demonstration of the digital tool's reporting capabilities, utilizing data previously submitted by the participants. The agriculture sector's submitted data was specifically used for this demonstration.

Participants were guided through the tool's 'data' section, where they could observe the various records of collected information. Mr. Mazhindu then showcased the subsequent generation of a summarized report within KoboToolbox, illustrating how submitted data can be quickly aggregated. Furthermore, the session covered the process of exporting uploaded data as a CSV file, enabling further analysis in third-party software. Mr. Mazhindu concluded by demonstrating how Microsoft Excel could be utilised for tracking progress over multiple years and for broader monitoring and evaluation purposes.

2.4. Update on project management

Mr. Muhwati provided a comprehensive overview of key project management considerations, highlighting several operational aspects critical to the success of the data collection exercise. He outlined plans for the upcoming district visits (17-23 August 2025), stressing their

importance in ensuring effective oversight and support for field activities. Among the logistical issues discussed was the provision of internet data for data collectors to facilitate real-time entry and transmission of information using the digital tool (Mr Mazhindu was tasked to calculate the data requirements for the whole exercise). Mr. Muhwati also noted the importance of clearly accounting for the different data collectors assigned to each sector within the districts (Appendix 2), to maintain data integrity and streamline coordination. To enhance communication and collaboration among field teams, he proposed the creation of a dedicated WhatsApp group that would serve as a platform for sharing updates, addressing challenges, and fostering peer support throughout the data collection process.

In addition, Mr. Muhwati emphasized the need to engage with the Chief Executive Officers (CEOs) of the respective local authorities during the district visits. He explained that these meetings would serve as an opportunity to sensitize local leadership on climate change adaptation and its relevance to development planning. By enhancing their understanding, the project aims to encourage local authorities to actively mainstream climate change issues into their project implementation frameworks. This, he noted, would not only strengthen local ownership of adaptation initiatives but also ensure that climate resilience becomes an integral part of service delivery and development strategies at the district level.

2.5.Closing remarks from Dr. Gao

Dr. Gao concluded the workshop by extending her heartfelt gratitude to all participants for their active engagement and commitment, particularly in offering constructive feedback on the indicators within the digital monitoring tool. She expressed her regret at not being able to attend the workshop in person but reaffirmed her intention to join the district visits scheduled for August, where she looks forward to observing the implementation process firsthand. Dr. Gao underscored the importance of continued collaboration and collective responsibility in ensuring the successful delivery of the project's objectives. She emphasized that sustained stakeholder involvement is essential for building a robust and transparent adaptation monitoring system that can effectively inform national climate actions and reporting. She also reaffirmed that both the Initiative for Climate Action Transparency (ICAT) and the Copenhagen Climate Centre (CCC) remain committed to supporting Zimbabwe in strengthening its Enhanced Transparency Framework (ETF), which is vital for meeting international reporting obligations and advancing the country's climate change response.

2.6.Remarks, Dr Mugandani

On behalf of the team of consultants, Dr. Mugandani thanked the participants for their active engagement in the workshop, particularly their diligence in reviewing and refining the indicators and contributing to the development of the digital tool for data collection. He emphasized the importance of continued review of the tool to ensure its effectiveness and relevance, and assured participants that the consulting team remains available to support any issues that may arise. Dr. Mugandani also highlighted the upcoming district visits as a valuable opportunity to gather practical feedback, which will be used to further improve and tailor the tool to field realities.

2.7.Closing remarks and way forward

Mr. Muhwati concluded the workshop by extending his gratitude to both the participants and the consultants. He underscored the importance of diligent data collection to ensure

successful piloting of the project. As a way forward, Mr. Muhwati outlined the project's immediate next steps as:

1. Finalisation of the training manual by consultants
2. Preparation for field visits scheduled for mid-August to assess progress made by sector experts in their data collection efforts
3. Finalise on logistics logistic on mobile data transfer to data collectors