



**Initiative for Climate Action Transparency Project in Zimbabwe  
Phase II**



**Project Inception Workshop, 18 to 19 December 2024, Cresta Lodge  
Msasa, Harare**

**Report**

# Initiative for Climate Action Transparency - ICAT

## Deliverable title:

4.1: ICAT Zimbabwe Phase II Project Inception Workshop Report

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## PREPARED UNDER

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## **BACKGROUND**

Zimbabwe recognizes the importance of transparency and reporting on climate change adaptation action and progress made towards meeting the objectives of the convention and the agreement. In line with the need for collective action, Zimbabwe launched its National Adaptation Plan (NAP) in October 2024. The plan identifies medium and long-term adaptation needs, implementation strategies and programmes to address adaptation needs and prioritizes action in the following sectors: agriculture, water, forestry and biodiversity, tourism, health, human settlements and infrastructure.

A key component of NAP is its Monitoring and Evaluation Framework. The framework 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. Outcomes of adaptation efforts can be measured through this framework. Under this background, Initiative for Climate Action Transparency Project in Zimbabwe Phase II was setup.

### **Workshop Objectives**

The project inception workshop was aimed at introducing the ICAT in Zimbabwe Phase II to stakeholders with the following objectives:

- i. To introduce matters related to adaptation transparency to stakeholders.
- ii. To discuss the ICAT project scoping report and the current state of adaptation transparency in Zimbabwe.
- iii. To introduce ICAT Adaptation Transparency Tools to stakeholders.
- iv. To present the project inception report for ICAT Phase II to stakeholder including its objectives, scope, deliverable and proposed implementation modalities.

### **Remarks by ICAT**

**Presenter:** Oleg Bulanyi, ICAT

Oleg Bulanyi emphasized the critical importance of establishing a Monitoring and Evaluation (M&E) framework for adaptation to climate change. He highlighted that a well-grounded M&E framework serves to identify core benefits and ensure the alignment of adaptation interventions with the objectives of the National Adaptation Plan (NAP). Operationalizing M&E for adaptation unlocks the potential of adaptation strategies and interventions, ensuring progress is measurable and transparent.

He further stressed the role of M&E in addressing the needs of both local and national stakeholders by providing reliable data to adjust plans in response to emerging climate realities. This framework underpins the capacity to monitor progress, inform future interventions, and integrate adaptation actions into broader climate and development agendas. By leveraging such a system, Zimbabwe can strengthen its ability to report under the Enhanced Transparency Framework (ETF) of the Paris Agreement.

### **Official Opening Remarks**

Mr. K. Ndidzano, Acting Director (on behalf of Mr. W. Zhakata, Acting Secretary for Environment, Climate, and Wildlife)

Mr. Ndidzano articulated the urgency of addressing climate change impacts and the role of the Paris Agreement as a global framework. He noted the absence of robust, context-specific M&E systems for adaptation and praised the launch of Zimbabwe's National Climate Change Adaptation Plan, which includes a Monitoring and Evaluation Framework.

He highlighted the ICAT initiative's role in digitizing and piloting this framework in four local authorities: Tsholotsho RDC, Nyanga RDC, Gweru City, and Mutare City. This project aims to enhance reporting mechanisms and strengthen subnational and national planning processes. Mr. Ndidzano thanked ICAT and UNEP for their support and expressed optimism for the project's potential to inspire nationwide implementation of adaptation monitoring.

## **Objectives of the Workshop**

**Presenter:** Ms. E. Matingo, Climate Change Management Department

The primary goal of the ICAT project is to develop institutional arrangements and tools to support the NAP-M&E framework for reporting adaptation actions under the ETF. The workshop aimed to introduce stakeholders to ICAT Phase II and its objectives, including the development of a digital tool for data collection, integrating gender indicators, and capacity building for adaptation experts.

## **The Global Landscape in Relation to Adaptation Transparency**

**Presenter:** Henry Neufeldt, UNEP CCC

Henry Neufeldt discussed the global challenges of adaptation transparency, noting that only 25% of countries have established M&E systems. He emphasized the importance of tracking progress to inform political decisions and address gaps in adaptation efforts.

Transparency for adaptation enhances understanding of project effectiveness and progress toward global goals, such as limiting warming to 1.5°C and reducing vulnerabilities. Neufeldt underscored the role of local and national governments in integrating data from ground-level impacts into national strategies, facilitated by tools like the ICAT project's digital platform.

## **Introduction to ICAT Adaptation Transparency Tools**

**Presenter:** Jingjing Gao, UNEP-CCC

Jingjing Gao provided an overview of ICAT's mission to enhance capacity for adaptation monitoring. She detailed the tools and frameworks developed during ICAT Zimbabwe Phase I, such as tracking NDC implementation and training on GHG data verification. Phase II builds on these achievements by focusing on operationalizing the NAP-MEF, improving adaptation reporting, and incorporating gender-sensitive indicators. Gao also introduced tools developed by ICAT program for assessing adaptation project proposals, for integrating subnational and non-state actors into M&E systems and methodologies for evaluating losses and damages due to climate change.

## **Discussions**

### **1. Decision-making between National and Subnational Levels**

- o **Response (Henry Neufeldt):** National, provincial, and district levels are interconnected, with each contributing to planning and implementation.

### **2. Selection of Pilot Districts**

- o **Response (Mr. Ndidzano):** The selection was driven by logistical and resource considerations to ensure effective monitoring and piloting.

### 3. Role of Communities and Loss and Damage

- **Response (Henry Neufeldt):** Communities play a crucial role at the ward level, focusing on loss and damage in the absence of adaptation. ICAT prioritizes enabling environments for stakeholders to address these issues collaboratively.

#### Conclusion

The ICAT inception workshop underscored the importance of M&E frameworks in enhancing adaptation transparency and tracking progress toward climate resilience. Through collaboration among national, subnational, and community stakeholders, Zimbabwe is poised to advance its adaptation agenda effectively. The tools and systems developed under ICAT promise to lay the groundwork for robust adaptation reporting and implementation strategies.

#### Session Overview

This session was presented by **E. Matingo, Adaptation Officer**, focusing on the National Adaptation Plan (NAP) and its associated Monitoring and Evaluation (M&E) Framework. The discussion provided a comprehensive overview of the NAP, its rationale, and the immediate needs for its implementation.

#### Presentation Highlights

##### Introduction to the National Adaptation Plan (NAP)

##### Definition and Purpose:

The NAP was described as an opportunity for countries to reduce vulnerabilities associated with climate change by integrating climate considerations into national development planning. The goal is to climate-proof investments and support development on a low-carbon trajectory.

##### Rationale for NAP Development:

- Increased vulnerability to climate change impacts, including extreme weather events such as droughts and floods.
- Damage to livelihoods and infrastructure.
- Alignment with national policies, including Treasury Budget Call Circular Number 2 of 2022.

##### Examples of Mainstreaming Efforts:

- **Capacity building and community programs:** Ward-level disaster management training and solar-powered community irrigation schemes.
- **Livelihood diversification:** Initiatives such as bee-keeping and value addition for agricultural products.
- **Gender mainstreaming:** Integration of gender-sensitive climate actions.
- **Infrastructure upgrades:** Adoption of climate-proofed infrastructure and renewable energy.

- **Environmental initiatives:** Afforestation, reforestation, and sustainable waste management.

#### **Specific Examples:**

- Transitioning from flood irrigation to drip irrigation (e.g., Tshongogwe irrigation scheme, Lupane).
- Installation of weather stations for early warning systems.
- Solar-powered boreholes for drought mitigation.

#### **Financial Considerations:**

The estimated total adaptation cost for prioritized sectors is **\$10.31 billion**, distributed as follows:

- **Agriculture:** \$4.77 billion
- **Water:** \$3.55 billion
- **Health:** \$500 million
- **Infrastructure:** \$160 million
- **Human Settlements:** \$1 billion
- **Forestry and Biodiversity:** \$120 million
- **Tourism:** \$120 million

#### **Sources of Finance:**

- Treasury as the primary source.
- Bilateral and multilateral funding (e.g., Green Climate Fund, Adaptation Fund).
- Innovative finance instruments such as bonds, guarantees, and carbon trading.

#### **Immediate Needs for NAP Implementation:**

- Finalization of the Climate Change Bill.
- Operationalization of climate finance tracking and M&E tools.
- Capacity building for climate change focal points in MDAs.
- Increased budget allocation for climate mainstreaming and awareness programs.

#### **Discussion**

##### **Key Points Addressed:**

1. **Sector Prioritization:** Participants queried the rationale behind focusing on seven sectors. The response emphasized their direct impact on national resilience to climate change.
2. **Role of Education:** There was an inquiry about incorporating the education sector. It was noted that education is indirectly prioritized through capacity-building initiatives.

#### **The National Adaptation Plan M&E Framework**

**Background:**

The framework supports adaptation monitoring and reporting, consisting of templates for strategic priorities and sectoral M&E.

**Strategic Priorities and Indicators:**

- The mainstreaming of climate change into national policies by 2025.
- Integration of adaptation indicators into M&E templates for resilience assessment.

**Sectoral Focus:**

1. **Agriculture:** Adoption of Climate-Smart Agriculture practices and improved access to weather information.
2. **Water:** Development of sustainable water sources and adoption of efficient systems.
3. **Health:** Integration of climate data into health surveillance systems and climate-smart responses to diseases.
4. **Forestry and Biodiversity:** Promotion of alternative livelihoods and improved biodiversity conservation.
5. **Tourism:** Climate-proofed tourism infrastructure and the use of efficient technologies.
6. **Human Settlements:** Incorporation of green building standards and relocation of at-risk populations.
7. **Infrastructure:** Adoption of climate-resilient standards for national infrastructure.

**Log Frame Highlights:**

Each sector's M&E indicators focus on measurable outcomes such as the number of climate-smart projects, systems developed, or households benefiting from adaptation efforts.

**M&E Framework Discussion****Queries and Responses:**

1. **Indicator Quantification:** Participants raised concerns about the lack of specificity in indicators. The response highlighted ongoing integration of quantification into a digital tool.
2. **Current Status:** The country is in the process of finalizing the Climate Change Bill and developing bankable projects for climate finance.
3. **Alignment with ICAT Project:** Selected indicators were screened in consultation with key stakeholders.

**Conclusion**

The session underscored the critical role of the NAP in building national resilience to climate change and provided actionable insights into its financial, operational, and strategic components. Continued engagement with stakeholders and timely operationalization of tools and policies were identified as key steps forward.

## **Report on Climate Change Impacts and Adaptation Actions in Selected Local Authorities**

### **Introduction**

Presentations on the impacts of climate change and adaptation actions from various local authorities were delivered by representatives from Nyanga RDC, Tsholotsho RDC, and Mutare City Council. Each district shared their climate challenges, adaptive measures, and future recommendations to mitigate the effects of climate change.

### **Nyanga RDC - Climate Change Impacts and Adaptation Actions**

Nyanga District, covering an area of 5,897.82 km<sup>2</sup>, is situated across Natural Regions 1, 2, 3, 4, and 5. The district borders Mutasa RDC to the South, Mudzi RDC to the North, Makoni RDC to the West, and Mozambique to the East. Climate change is significantly impacting various socio-economic activities within the district.

### **Climate Change Issues**

Nyanga District is experiencing several climate-related challenges, including rising temperatures, declining rainfall patterns, dry spells, droughts, cyclones leading to floods, strong winds, hailstorms, landslides, and gullies. Other manifestations include increased veldt fire incidences, with an alarming rise in the area burnt from 4,962 hectares in 2023 to 26,000 hectares in 2024, mainly due to abundant dry biomass. There is also a shortage of water, with perennial water sources like the Nyajezi River and Matisi River drying up, as well as very low water tables causing boreholes to dry up even at depths exceeding 100 meters.

### **Effects**

The impacts of climate change in Nyanga are multi-faceted, with severe consequences on livelihoods. These include food and nutrition insecurity, loss of livestock and crops, damage to infrastructure, loss of human life, and poverty. Over-exploitation of natural resources, illegal mining activities, and disease outbreaks have been exacerbated by climate change. Tourism, timber plantations, and agriculture are also heavily affected, with the latter facing challenges due to non-functional irrigation schemes and water scarcity.

### **Adaptive Measures**

Nyanga has implemented various adaptive measures, including:

- Growing drought-tolerant crops and traditional grains, especially in Regions 3, 4, and 5.
- Multiple cropping and early planting to increase yields under harsh climatic conditions.
- Dry planting to address uncertainty in the start of the season.
- Barter trade for food exchange during deficits.
- Casual labor in timber plantations and food aid programs by Social Development and WFP.
- Tree planting programs and environmental education/awareness campaigns.
- Formation of community-based environmental management committees like DRRC, fire committees, and environmental sub-committees, albeit limited by resources.

## Recommendations

The district recommended capacitating DRR committees, fire committees, and environmental sub-committees to address climate change more effectively. They also called for government support with adequate resources to prioritize climate change institutions such as AGRITEX, EMA, and FC to enhance education and awareness among rural communities. Additionally, collaboration with development agencies and NGOs to pool resources for climate adaptation was suggested.

## Tsholotsho RDC - Climate Change Impacts and Adaptation Actions

Tsholotsho, located in the southern part of Zimbabwe, falls under Natural Region 4 and has been severely affected by climate change, particularly due to reduced rainfall, heatwaves, and droughts.

### Challenges

1. **Agricultural Decline:** The district's heavy reliance on rain-fed agriculture has led to significant reductions in crop yields, leaving many subsistence farmers reliant on food aid.
2. **Livestock Loss:** A reduction in grazing land due to low rainfall has caused a decline in the district's livestock population.
3. **Human-Wildlife Conflict:** The district shares a boundary with Hwange National Park, leading to an increase in wildlife, such as elephants, moving out in search of water and forage, escalating human-wildlife conflict.
4. **Flooding:** Communities have been affected by flooding, which has necessitated the relocation of some families.
5. **Loss of Plant Species:** Climate change has caused the extinction of certain plant species and a recurrence of invasive species, which are difficult to eradicate.

### Mitigation Measures

Tsholotsho is turning to underground water sources, though the water table is critically low, requiring boreholes to exceed 150 meters in depth. Farmers have been encouraged to adopt small grains and small livestock farming, such as goat farming, although resistance is prevalent due to limited understanding of climate change issues. There is a recognized need for increased awareness of climate change in the district.

## Mutare City Council - Climate Change Impacts and Adaptation Actions

Mutare District is characterized by all five agro-ecological regions and is highly vulnerable to climate change, especially extreme weather events. The city experienced significant infrastructure losses, estimated at USD 24 million, due to Cyclone Idai in 2019.

### Challenges

Mutare faces several climate challenges, including persistent droughts in Regions 4 and 5, migration from drought-prone areas, illegal mining, deforestation, and human-wildlife conflict. Additionally, late onset of effective rainfall delays agricultural seasons, reducing yields, and the city has seen outbreaks of diseases like cholera due to water shortages.

### Adaptive Measures

Mutare has implemented various climate adaptation actions, such as:

- Afforestation and policies to combat deforestation and veld fires.

- Soil and water conservation policies like the Pfumvudza program and dam construction for water harvesting.
- Groundwater mapping and collaborative catchment management for better water resource management.
- Resuscitation of boreholes and piped water schemes in rural wards.
- Solar-powered micro-irrigation schemes in community gardens.
- Renewable energy projects, including a methane gas project and mini-hydro feasibility studies.
- Waste recycling projects, including a nutrient recycling program for agricultural enterprises.
- Diversified agricultural practices, including small grains, mixed farming, and irrigation schemes.

### **Recommendations**

Mutare City Council proposed mainstreaming climate resilience in all projects, with a climate-sensitive budget allocation of USD 700,000 for climate and resilience activities. The council also emphasized the importance of transdisciplinary partnerships for climate action, capacity building, and addressing challenges posed by illegal settlers and miners.

### **Discussion from the Presentations**

The presentations provided valuable insights into the varied climate challenges faced by different districts. It was emphasized that district-level risk management and reduction strategies should be integrated into ongoing climate adaptation projects. Discussions focused on how to ensure that district-level climate risks and adaptation needs are adequately recognized in national reporting frameworks to secure financing and support for addressing climate-related challenges.

It was suggested that compiling district-level data and focusing on outcomes, such as reducing populations exposed to flooding, could contribute to identifying effective strategies for adaptation across diverse local conditions. The importance of community engagement in the budgeting process and using multiple sources of information to guide decisions was also highlighted.

Additionally, it was noted that capacity building for local authorities' workforces should be prioritized. Developing strategies to protect workforce capacity, including training programs and contingency planning, was considered essential for maintaining disaster resilience and ensuring business continuity.

The presentations underscored the urgency of addressing the climate change challenges faced by Nyanga, Tsholotsho, and Mutare. Recommendations included enhancing awareness, strengthening institutional capacity, and fostering partnerships to mitigate climate impacts and build resilience at the local level. It was also clear that adaptation efforts must be context-specific and supported by adequate resources to achieve long-term sustainability in the face of climate change.

### **ICAT Project in Zimbabwe Inception Implementation Plan – Dr Mugandani**

## Team for the assignment

- **Dr. R. Mugandani** (Team Leader and Adaptation expert)
- **Dr. M. Shekede** (Adaptation Monitoring and Evaluation expert)
- **Mr. A. Mazhindu** (Digital Tool expert)
- **Ms. P. Sibanda** (Gender and Inclusivity expert)

**Background** Zimbabwe is committed to regularly providing information related to climate change impacts and adaptation under Article 7 of the Paris Agreement. The country is required to report progress on implementation of adaptation actions, monitor and evaluate these actions, and provide other relevant information under the Enhanced Transparency Framework (ETF). Under Decision 5/CMA.3 (UNFCCC, 2022), Parties are encouraged to adopt a country-driven, gender-responsive, participatory and fully transparent approach to adaptation reporting, taking into consideration vulnerable groups.

## **Gaps and Opportunities for Improving Reporting in National Communication (NC) and Biennial Transparency Report (BTR)**

Existing adaptation reporting practices in Zimbabwe primarily focus on projects or programs that use various reported indicators. In October 2024, Zimbabwe submitted its National Adaptation Plan (NAP) to the UNFCCC, which outlines adaptation strategies across seven sectors: agriculture, water, forestry and biodiversity, tourism, health, human settlements and infrastructure. The NAP includes a Monitoring and Evaluation Framework (MEF) that tracks adaptation outcomes through defined indicators for each sector. This framework provides a solid foundation for reporting under the ETF.

**Objective of Assignment** The primary goal of this assignment is to develop institutional arrangements and tools to support the implementation of Zimbabwe's NAP for adaptation action reporting under the Enhanced Transparency Framework. Specific objectives include:

1. Developing a digital tool for data collection, transmission, and processing related to the NAP-MEF.
2. Establishing institutional arrangements to support data collection, transmission, and processing under the NAP-MEF.
3. Providing training and capacity-building for adaptation experts and data providers in the use of the NAP-MEF.
4. Integrating gender indicators into the NAP-MEF and related reporting processes.
5. Ensuring the integration of the NAP-MEF into National Communication and Biennial Transparency Reporting processes.

## **Output 1.1: Digital Tool Developed, NAP-MEF Digitized and Institutionalized – Mr. A. Mazhindu (Digital Tool Expert)**

In collaboration with the Climate Change Management Department (CCMD), Mr. Mazhindu is leading the design, development, and operationalization of the National Adaptation Plan Monitoring and Evaluation Framework (NAP-MEF) digital tool. The tool is being developed on the KoboToolbox platform to facilitate user-friendly data management, analysis, and reporting. The digital tool includes a variety of functionalities, such as trend lines, graphs, and spatial displays for the analysis of adaptation data.

The NAP-MEF digital tool is to be integrated into the CCMD Database to ensure seamless data handling and public access to the stored information. Mr. Mazhindu will as lead the training sessions for trainer’s workshops to equip adaptation experts and district officials with the necessary skills to use the tool effectively. A user manual is to be developed alongside these sessions to provide guidance on data collection, troubleshooting, and system maintenance.

### **Proposed Methodology for Development and Roll-Out of the Digital Tool (KoboToolbox)**

The development of the NAP-MEF digital tool involved several stages:

- **Requirement Gathering and Questionnaire Development:** Stakeholder consultations will be held to identify the specific needs and functionalities required for the digital tool. This phase involved developing digital questionnaires that included the NAP-MEF indicators.
- **Digital Tool Design and Development:** The KoboToolbox platform will be configured to facilitate data entry and management. A user-friendly interface was designed to simplify the process of data collection using Kobo Collect, which runs on Android devices or web browsers.
- **Manual Development:** A comprehensive user manual will be created based on the input from pilot training sessions, providing guidelines for system administrators and troubleshooting tips.

### **Training and Capacity Building**

Training programs will be organized for district and municipal technical officials, focusing on the use of the NAP-MEF digital tool. These sessions will cover data entry, analysis, and report generation. Capacity building will be conducted to ensure that participants can maintain and update the system in their respective jurisdictions.

### **Discussions and Concerns**

During discussions, participants highlighted several issues, including:

- **System Infrastructure:** Non-technical questions were raised regarding cloud storage, transferability, and the overall user experience. To address these concerns, the system was designed to be accessible through smartphones and web-based platforms.
- **Financial Sustainability:** Concerns were expressed regarding the cost of maintaining the digital tool and ensuring its widespread adoption. Mr. Mazhindu clarified that the free version of KoboToolbox would be sufficient for current needs, supported by periodic data transfer to the CCMD server.
- **Data Security:** To ensure the safety of data in the cloud-based environment, the platform employs SSL certificates and user-specific access privileges. Regular checks and backups were also established to safeguard data integrity.
- **Community Engagement:** Participants discussed strategies to involve community stakeholders, such as Civil Society Organizations (CSOs), in the use of the digital tool. Plans were set to provide training and capacity-building to these groups to encourage their active participation.

### **Recommendations for Future Work**

To ensure the sustainability and effectiveness of the NAP-MEF digital tool, the following recommendations were made:

- Continue building technical capacity and provide ongoing training to district officials to maintain and expand the use of the tool.
- Explore additional funding sources and partnerships to support long-term system maintenance and updates.
- Strengthen the involvement of community stakeholders through targeted outreach and engagement strategies.

## **DAY 2 REPORT**

### **Recap of Day 1**

The second day of the workshop began with a brief recap of the first day's sessions, setting the stage for further discussions and presentations.

### **Digital Tool Development – Mr. A. Mazhindu (Digital Tool Expert)**

Mr. A. Mazhindu delivered a comprehensive presentation on the development of a digital tool for the recording of NAP MEF indicators and the subsequent generation of analytical products such as trend lines, graphs, and spatial displays. He outlined the necessary requirements for the tool, including:

- Data collection capabilities
- Generation of analytical products
- A user-friendly portal and interface.

He also discussed various platforms that could be utilized for this purpose, including:

- ODK
- Epicollect
- Custom applications
- KoboToolbox.

KoboToolbox, an open-source mobile data collection tool, was presented as the preferred option. Originally launched in 2005 and supported by the Harvard Humanitarian Initiative, KoboToolbox has grown into a global tool used for research and data collection, particularly in challenging environments. It has been embraced by a wide variety of organizations, including UN agencies, the International Red Cross, and development banks.

Mr. Mazhindu recommended leveraging KoboToolbox to develop an efficient and user-friendly tool for the NAP MEF indicators, ensuring the tool's ability to generate analytical products such as graphs and spatial displays. The platform has been used by more than 14,000 NGOs and international organizations globally, and it has proven particularly effective in disaster response, humanitarian assistance, health, and climate change projects.

### **Discussion and Recommendations**

Henry suggested a transparent approach to the selection of the tool, recommending the evaluation of at least three options before making a decision. He also emphasized the need for clear criteria to guide the evaluation process.

An invitation was made to explore other successful global tools and approaches, with a proposal for further remote discussions leading up to January to identify the most suitable tool for Zimbabwe's needs.

In response, there was a strong endorsement for KoboCollect, particularly due to its offline functionality, which addresses connectivity issues in remote areas. Several presenters, including Dr. Mugandani, highlighted the potential for data sharing and collaboration between projects using KoboCollect. A step-by-step approach was proposed, focusing on the design of indicators and forms, digitization, and then selecting the most suitable tool.

## **ICAT Project in Zimbabwe – Inception Implementation Plan Part II (Output 1.2: Adaptation Experts and Data Providers Trained on the NAP-MEF and Use of the Digital Tool) – Shekede M.D. (Climate Monitoring and Evaluation Consultant)**

Shekede M.D. outlined the Implementation Plan for the ICAT Project, which focused on reviewing and strengthening the NAP-MEF, sensitizing district and municipal officials, facilitating stakeholder workshops, and supporting the integration of NAP-MEF indicators into the digital tool. The implementation plan emphasized the importance of integrating gender and inclusivity in the NAP-MEF and proposed the development of a training manual.

The implementation steps included:

- Reviewing the existing NAP-MEF to assess its strengths and weaknesses.
- Engaging stakeholders to identify gaps and areas for improvement in the NAP-MEF.
- Developing and integrating NAP indicators into the digital tool.
- Delivering training to district and municipal officials on the use of the NAP-MEF digital tool.

### **Key Discussion Points:**

1. **Refining the Framework vs. Data Collection:** One presenter highlighted the need to separate the processes of refining the framework (validating and understanding indicators) and actual data collection on the ground. This distinction was emphasized for clarity in the implementation plan.
2. **Balancing Qualitative and Quantitative Approaches:** A recommendation was made to strike a balance between qualitative and quantitative approaches to data collection, stressing the importance of separating preliminary work (indicator review) from later stages of the project.
3. **Stakeholder Engagement:** Concerns were raised about the limited engagement of local stakeholders in the indicator development process. One participant emphasized the need for early and extensive involvement of local stakeholders to ensure the relevance and effectiveness of the selected indicators.
4. **Data Processing and Analysis:** Questions were raised regarding the responsibility for processing, analyzing, and consolidating the collected data. It was confirmed that the ministry's adaptation unit would be responsible for data analysis, with training provided to ensure effective use of the proposed digital tool.
5. **Validation Process:** The importance of a continuous data validation process was highlighted. It was suggested that the framework should be designed to facilitate ongoing validation even after the project's conclusion.

### **Feedback and Clarifications:**

The consultant agreed with the suggestions raised, particularly on the need for early engagement with local stakeholders to ensure the practical applicability of the indicators. The importance of aligning with global adaptation indicators to ensure transparency and contextualization was also acknowledged.

Regarding the digital tool, there was agreement that it should be mainstreamed within ministries and agencies, with capacity-building efforts ensuring a smooth transition post-project. The consultant emphasized that a balanced approach, incorporating both

qualitative and quantitative data, would be essential for successful monitoring and evaluation.

### **Ministry Commitment – Mr. Ndidzano**

Mr. Ndidzano reiterated the Ministry's commitment to institutionalizing transparency arrangements based on the foundations laid by previous projects. He stressed the importance of building on established capacities and focal points across ministries and departments.

He further emphasized the importance of ensuring sustainability through training and capacity-building efforts that would extend beyond the project period. The Ministry is exploring opportunities to secure additional support and mainstream monitoring and evaluation frameworks to ensure a cohesive approach to climate adaptation across the country.

In conclusion, Mr. Ndidzano reaffirmed the Ministry's focus on using the proposed digital tool to enhance data analysis capabilities and institutionalize the process of monitoring and evaluation. He assured that the Ministry would continue to refine the implementation plan based on ongoing feedback and discussions.

### **Next Steps:**

1. Finalizing the design of indicators and forms.
2. Proceeding with the digitization process.
3. Selecting the most suitable digital tool, with further evaluation and discussions to take place in the coming months.

The meeting concluded with the recognition of the critical role that stakeholder engagement, capacity building, and the use of digital tools would play in the successful implementation of the NAP-MEF.

### **Report on the ICAT Project in Zimbabwe Inception Implementation Plan (Part III)**

*Output 2.1 NAP-MEF Integrated into the NC5/BTR1 Formulation Process and Output 2.2 Gender Issues Integrated into NAP-MEF and NC5/BTR1*

The workshop focused on the Inception Implementation Plan for the ICAT Project in Zimbabwe, specifically on Output 2.1 and Output 2.2, which involve integrating the National Adaptation Plan Monitoring and Evaluation Framework (NAP-MEF) into the formulation of the NC5/BTR1 and addressing gender considerations in the same framework.

### **Presentation on Output 2.1 by Dr. Mugandani: NAP-MEF Integrated into the NC/BTR2 Formulation Processes**

Dr. Mugandani presented an overview of Zimbabwe's progress in submitting National Communications (NCs) to the United Nations Framework Convention on Climate Change (UNFCCC). To date, the country has submitted four NCs:

- In 1998, the Initial National Communications which had an emphasis on emission reduction and paid less attention to adaptation issues.

- In 2012, the Second National Communication was submitted, identifying climate hotspot districts.
- The Third National Communication focused on Chiredzi, a climate hotspot area in southern Zimbabwe.
- The Fourth National Communication centered on Muzarabani district in northern Zimbabwe.
- The current NC5/BTR1 focuses on Tsholotsho district in northwest Zimbabwe.

The NC6/BTR2 will focus on Chimanimani in eastern Zimbabwe. Dr. Mugandani outlined the data collection process for these reports, which includes reviewing and updating the climate hazards, impacts, and adaptation measures documented in the NAP. Data collection tools would be deployed at the ward level using participatory approaches, followed by data cleaning, analysis, and interpretation. The draft report would be validated with stakeholders before submitting the final version along with the collected data.

### **Presentation on Gender and Inclusivity by Ms Patience Sibanda: Gender and Inclusivity Consultant**

Patience Sibanda provided an overview of the scope of work related to integrating gender and inclusivity issues into the NAP-MEF and the NC5/BTR2. The main tasks included:

- Analyzing the NAP-MEF and strengthening gender and inclusivity considerations, including providing stand-alone indicators.
- Developing indicators for vulnerable groups, such as women and persons with disabilities, that could be tracked over time.
- Designing a digital tool and manual to ensure they are gender- and inclusivity-sensitive.
- Supporting the drafting of the assignment report, including gender and inclusivity recommendations.

She also presented a framework for understanding the differential impacts of climate change on women and men. Women are particularly affected by droughts, which increase the time spent fetching water and reduce time for other productive activities. In contrast, men face challenges in managing irrigation systems, which leads to economic losses. The presentation emphasized the importance of integrating gender-responsive indicators into the NAP-MEF to address these disparities.

The Gender Action Learning System (GALS) was highlighted as an approach to empower communities and develop locally appropriate gender-responsive indicators. GALS uses visual tools such as pictures and drawings to ensure that all socio-economic groups, including marginalized ones, are included in the planning process.

The Gender Equality, Disability & Social Inclusion (GEDSI) Continuum was also discussed, with emphasis on the transformative potential of projects. These projects aim to go beyond improving conditions for vulnerable groups to transforming unequal power relations and improving their social position in society.

### **Project Management Arrangements by Mr. K. Ndidzano**

Mr. Ndidzano outlined the project management arrangements, noting that the ICAT Country Focal Point would oversee the day-to-day management of the project with support from a part-time project administrative and financial assistant. The Ministry would also form a steering committee to provide strategic orientation, assess performance, and approve reports. This committee would include experts in the fields of reporting, project finance management, and a representative from the Ministry of Local Government.

## **Discussions and Reflections**

The session included discussions on several key topics, particularly gender and inclusivity. Questions were raised about how gender considerations would be reflected in the MEF framework and whether capacity-building training would be provided. Concerns were also raised regarding the inclusion of youth, children, and persons with disabilities in the project.

Participants highlighted the need to address gender imbalances and ensure the inclusion of marginalized groups, such as persons with disabilities. The importance of incorporating transformational changes into the project's indicators was emphasized. Suggestions included tracking the inclusion of women and marginalized groups in project development and implementation, and fostering co-development and co-ownership of projects with local communities.

A participant also raised concerns about how the project would address minority groups, particularly in terms of gender and data disaggregation. The project team assured participants that stakeholders would have an opportunity to validate the tools before they are piloted in four districts. Furthermore, the training program would include components on gender inclusivity, digital tools, and monitoring and evaluation.

Another participant emphasized the need for qualitative methods in data collection to complement quantitative data, particularly to gain a deeper understanding of social inclusion dynamics. The team acknowledged the importance of incorporating qualitative data to enhance the understanding of adaptation processes.

## **The NC5/BTR1 – Mr Tsigia**

Mr. Tsigia emphasized the relevance of the project to Zimbabwe's national goals, particularly the focus on adaptation and resilience in the face of extreme weather events like Cyclone Idai. He highlighted the need for robust systems for reporting, information gathering, and record-keeping. The Biennial Transparency Report (BTR) was described as a continuous process, requiring collective efforts from individuals, institutions, and communities.

Mr. Tsigia encouraged participants to share their input on specific indicators and data needed for future BTRs, with the understanding that this was a learning-by-doing process. The national communication team would work closely with the project team to ensure that the project's outcomes support the next BTR.

## **Data Management and Clarifications**

A participant raised a question regarding the management of the project's data repository. The project team explained that they were exploring two potential avenues for data storage: the Ministry's server and the University of Zimbabwe's High-Performance Computing Centre (ZCHPC). Frank from ZCHPC introduced the Centre's capabilities, including 2.4 petabytes of

storage and data analytics services. ZCHPC assured that they have data security measures in place and are committed to storing data within the country, in compliance with the Cyber Security and Data Protection Act.

### **Way Forward and Project Timeline – Mr K. Ndidzano**

The next steps in the project include:

- Contracting consultants by December 28
- Elaborating inception reports during the festive holidays
- Setting up the steering committee and holding its first meeting
- Engaging with ministries, departments, agencies, and stakeholders
- Conducting reviews and validation engagements

The project team leaders expressed their gratitude to all participants for their active engagement and professionalism. They emphasized their commitment to delivering a high-quality project and acknowledged the crucial role of the participants in shaping the project's direction.

The meeting was officially closed with best wishes for a pleasant festive holiday season, and participants were encouraged to continue their engagement with the project.