

National Environment Management Authority (NEMA)  
P.O. Box 67839-00200 NAIROBI  
KENYA

[2<sup>ND</sup> MAY 2017]

The Adaptation Fund Board  
C/O Adaptation Fund Board Secretariat  
1818 H Street NW  
Washington DC  
20433  
USA  
Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)

**Subject: Notification of readiness project inception**

This letter is to inform you that the project to implement the grant proposal for *South-South cooperation* approved by the Adaptation Fund Board on March 2016 has officially started. Details of the project inception are below:

**Implementing Entity:** ENVIIRONMENTAL MANAGEMENT AGENCY

**Country:** ZIMBABWE

**Grant Type:** *South-South Cooperation Grant*

**Project Description:** Grant to support national implementing *Accreditation through South-South cooperation* in Zimbabwe

**Project Start Date:** 17<sup>th</sup> March 2017

**Expected Project Completion Date:** August 2017

Sincerely

WANGARE KIRUMBA  
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**Subject: Notification of readiness project inception**

This letter is to inform you that the project to implement the grant proposal for *South-South cooperation* approved by the Adaptation Fund Board on March 2017 has officially started. Details of the project inception are below:

**Implementing Entity:** MALAWI ENVIRONMENT TRUST FUND (MEET)

**Country:** MALAWI

**Grant Type:** *South-South Cooperation Grant*

**Project Description:** Grant to support national implementing *Accreditation through South-South cooperation* in Malawi

**Project Start Date:** 16<sup>th</sup> March 2017

**Expected Project Completion Date:** August 2017

Sincerely

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## ANNEX III: DRAFT TEMPLATE FOR MONITORING OF READINESS GRANT PROJECTS

### A. MONITORING REPORT SIX MONTHS AFTER PROJECT INCEPTION

Implementing Entity: NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

Country: KENYA

Adaptation Fund Grant I.D:

Grant Type: [S-S Cooperation Grant]

#### Grant Description:

The South South grant is being used for high level meeting to ensure high-level government interactions and commitment towards achieving accreditation. The grants aim at strengthening the technical capacity to undertake activities, and to prepare and submit relevant documents that will lead to AF accreditation.

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date “month & year”)	Comments/Explanation (also explain any deviation from initial plan)
High Level Meeting between Zimbabwe DA, Kenya DA, NEMA and EMA –Zimbabwe & MEET, Malawi	Government commitment towards achieving accreditation by: <ol style="list-style-type: none"> <li>1. Introduction of the two parties</li> <li>2. Drawing a road map for executing the grant</li> <li>3. Action Planning for managing accreditation application process development</li> </ol>	High level meeting held On 16 <sup>th</sup> March in Malawi and On 17 <sup>th</sup> March 2017 in Zimbabwe	A meeting was held in Malawi on 16 <sup>th</sup> and in Harare on 17 <sup>th</sup> March 2017. The Malawi delegation included Chief Director Ministry of Environment and Natural Resources, Dr. Y. Ntumpanyama, Chair Board of Trustees Malawi Environmental Endowment Trust Fund & Director, MEET Fund.  Zimbabwe delegation comprised Director Finance, Ag. PS Ministry of Environment and Natural Resources, Chair Board of Management of Management of Environment Management Agency, Director of Climate Change – Ministry of Environment and Mineral Resources of Zimbabwe,

			<p>Ag Director Environment Management Agency (EMA) Zimbabwe and other climate change scientists.</p> <p>The Kenya delegation included the Principal Secretary, Ministry of Environment and Natural Resources, Board Member, NEMA, Chair NIE, Coordinator NIE, NIE Steering Committee Members.</p> <p>A Courtesy call was made to the Minister of Environment and Mineral Resources of Zimbabwe – Hon O.C.Z.Muchinguri at Ministry HQ – Kivuvuli House.</p> <p>This meeting established a working relationship between NEMA, MEET and EMA, towards executing the approved workplan under SS Grant.</p>
In-country Visits	<ol style="list-style-type: none"> <li>Existing systems and procedures at EMA reviewed.</li> <li>Document essential for submission for accreditation identified.</li> <li>Action plan developed for any gaps that exist.</li> </ol>	8-10 May 2017	Not yet done
Training Workshops	<ol style="list-style-type: none"> <li>Development of governance tools.</li> <li>Sharing knowledge and experiences on programme</li> </ol>	Not yet scheduled	

	design process that meet AF eligibility criteria		
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Implementing Entity Contact Person: Wangare Kirumba Email: wkirumba@nema.go.ke