



ADAPTATION FUND

AFB/PPRC.25-26/2
21 October 2019

Adaptation Fund Board
Project and Programme Review Committee

**TECHNICAL ASSISTANCE GRANT FOR THE
ENVIRONMENTAL AND SOCIAL POLICY AND GENDER
POLICY (TA-ESGP) – ENVIRONMENTAL MANAGEMENT
AGENCY (EMA) ZIMBABWE**

Background

1. At its twenty-second meeting, the Adaptation Fund Board Secretariat (the secretariat) had prepared document AFB/B.22/6 which outlined the possible elements and options for a phased programme to support readiness for direct access to climate finance for national and regional implementing entities and presented a framework and budget for a first phase of the programme. Following a discussion of the document, the Board decided to:

- (a) *Approve Phase I of the Readiness Programme as detailed in document AFB/B.22/6, on the basis that it would follow performance-based funding principles;*
- (b) *Take note of the options provided by the secretariat on a programme to support readiness for direct access to climate finance for national and regional implementing entities;*
- (c) *Request the secretariat to submit to the Board intersessionally between the twenty-second and twenty-third meetings, execution arrangements, criteria/eligibility criteria to allocate the funds to the accredited implementing entities for specific activities, as well as a timeline of activities, with a view to start implementing the programme before the twenty-third Board meeting; and*
- (d) *Approve an increase in the Administrative Budget of the Board, secretariat and trustee for FY2014 of US\$ 467,000 for the programme described in AFB/B.22/6, and authorize the trustee to transfer such amount to the secretariat and request the trustee to set aside the balance amount of US\$ 503,000 from the Adaptation Fund Trust Fund resources for subsequent commitment and transfer at the instruction of the Board.*

(Decision B.22/24)

2. At its twenty-third meeting, the Board had decided through decision B.23/26 to approve “the execution arrangements, criteria/eligibility criteria to allocate the funds to the accredited implementing entities for specific activities”, contained in document AFB/B.23/5, which included grants for technical assistance and South-South Cooperation (SSC).

3. Based on the Board Decision B.23/26, the first call for readiness project proposals was issued in May 2014 and eligible countries were given the opportunity to submit applications for a readiness grant.

4. At the tenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 10), the Parties recognized the Readiness Programme of the Adaptation Fund and decided to:

Invite further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5;

Decision 1/CMP.10

and also decided to:

Request the Adaptation Fund Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:

- (a) Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;*
- (b) Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;*

Decision 2/CMP.10

5. Upon completion of Phase I of the Readiness Programme, the secretariat had prepared document AFB/B.25/5 which outlined the progress made in Phase I and proposed Phase II of the Readiness Programme, taking into account the results from Phase I of the programme and integrating decision 2/CMP10. Following a discussion of the document, the Board decided to:

Approve Phase II of the Readiness Programme, as outlined in document AFB/B.25/5, with a total funding of US\$ 965,000, including funding of US\$ 565,000 to be transferred to the secretariat's budget and funding of US\$ 400,000 to be set aside for small grants to National Implementing Entities from resources of the Adaptation Fund trust fund.

(Decision B.25/27)

6. At its twenty-seventh meeting, the Board decided to integrate the Readiness Programme into the Adaptation Fund (the Fund) work plan and budget and set aside funding for small grants to be directly transferred from the resources of the Adaptation Fund Trust Fund. At this meeting, the Board decided to:

- a) Take note of the progress report for phase II of the Readiness Programme;*
- b) Integrate the Readiness Programme into the Adaptation Fund work plan and budget; and*
- c) Approve the proposal for the Readiness Programme for the fiscal year 2017 (FY17), comprising its work programme for FY17 with the funding of US\$ 616,500 to be transferred to the secretariat budget and US\$ 590,000 for direct transfers from the resources of the Adaptation Fund Trust Fund for allocation as small grants.*

(Decision B.27/38)

7. It is worth noting that at its twenty-seventh meeting, the Board also approved the Gender Policy (GP) of the Fund and consequently, the application template for technical assistance grants was revised to align with requirements of both the Fund's Environmental and Social Policy (ESP) and the GP.

8. According to the Board Decision B.28/30, a readiness project proposal can be submitted for consideration by the Project and Programme Review Committee (PPRC) and decision by the Board at the regular meetings of the Board and can also be submitted for review during an intersessional period of less than 24 weeks between two consecutive Board meetings.

9. Following Decision B.33/49 by the Board to approve the secretariat work schedule and work plan for fiscal year 2020 as contained in document AFB/EFC.24/7, the secretariat launched a call for project proposals intersessionally between the thirty-third and thirty-fourth meetings of the Board and eligible entities were given the opportunity to submit applications for a Technical Assistance Grant for the Environmental and Social Policy and Gender Policy (TA-ESGP).

10. All accredited NIEs that had not previously received a technical assistance grant were eligible to receive a TA-ESGP based on the relevance of the capacity and needs assessment as outlined in document AFB/B.23/5, and up to a maximum of US\$ 25,000 per NIE as outlined in document AFB/B.27/7. The NIEs would be expected to build capacity on environmental and social safeguards and gender related issues simultaneously and had to submit grant proposals that met all the following criteria as at the time of the 33-34 intersessional review cycle:

- Have been accredited by the Board,
- Have submitted a request document/grant proposal to the secretariat within the given deadline and with a clear description of the areas of support needed and budget for the requested support.

11. It is expected that the technical assistance grants will enable NIEs to source external expertise through short-term consultancies for more targeted technical assistance where such a need is identified to improve their capacity for assessment and management of environmental, social and gender related issues and subsequent compliance with the Fund's ESP and GP. This may include developing or strengthening a particular function relevant to the environmental and social, and gender policies such as an integrated environmental and social management system that addresses gender issues, a risk management system that is gender responsive, or familiarization with the principles of the ESP and GP.

12. The following readiness grant project proposal was submitted by the Environmental Management Agency (EMA) of Zimbabwe, which is an accredited NIE of the Fund.

13. The proposal includes a request for funding of US\$ 25,000 outlining the activities to be undertaken by EMA to build its institutional capacity for addressing environmental and social risks and gender considerations in its projects and programmes.

14. The secretariat carried out a technical review of the project proposal and completed a review sheet.

15. In accordance with a request to the secretariat made by the Board in its 10th meeting, the secretariat shared this review sheet with EMA, and offered them the opportunity to provide responses before the review sheet was sent to the PPRC.

16. The secretariat is submitting to the PPRC pursuant to decision B.17/15, the final technical review of the project, both prepared by the secretariat, along with the final submission of the proposal in the following section. In accordance with decision B.25.15, the proposal is submitted with changes between the initial submission and the revised version highlighted.



ADAPTATION FUND

ADAPTATION FUND BOARD SECRETARIAT TECHNICAL REVIEW OF PROJECT PROPOSAL UNDER THE READINESS PROGRAMME

PROJECT CATEGORY: Technical Assistance Grant for the ESP and GP

Country: **Zimbabwe**Implementing Entity: **Environmental Management Agency (EMA)**AF Project ID: **ZWE/NIE/TA-ESGP/2019/1/Readiness**Requested Financing from Adaptation Fund (US Dollars): **25,000**Reviewer and contact person: **Martina Dorigo**Co-reviewer(s): **Mourad Shalaby, Farayi Madziwa**Implementing Entity Contact Person: **Lioli Maguma**

Review Criteria	Questions	Comments 19 September 2019	Comments 10 October 2019
Country Eligibility	1. Is the country Party to the Kyoto Protocol?	Yes.	
Eligibility of IE	1. Is the project submitted through an Implementing Entity accredited by the Board?	Yes, through EMA an NIE of the Adaptation Fund.	
Project Eligibility	1. Has the designated government authority for the Adaptation Fund endorsed the project?	Yes, the DA endorsement letter has been provided, and is dated August 29, 2019.	

	<p>2. Are the proposed activities to support the implementing entity to implement the Environmental and Social Policy and/or the Gender Policy of the Fund adequate?</p>	<p>Yes, the proposed activities aim to strengthen the institutional system for complying with the AF Environmental and Social Policy, as well as Gender Policy. Additionally, the grant will build capacity of 30 officers from vulnerable districts and coordinate community projects, on the application of the ES and Gender policy of the AF.</p> <p>CR1: Kindly specify what constitutes “field work” under the development of manuals for screening project for environmental and social as well as gender risks.</p> <p>CR2: Kindly specify if the budget itemized “printing manuals” also includes the cost for printing the manual for screening projects for environmental and social risks as well as gender risks, in addition to the risk assessment manuals.</p>	<p>Addressed</p> <p>Addressed</p>
<p>Resource Availability</p>	<p>1. Is the requested project funding within the cap for Technical Assistance Grants for the Environmental and Social Policy and Gender Policy set by the Board?</p>	<p>Yes.</p>	
	<p>2. If the implementing entity has requested, is the Implementing Entity</p>	<p>The IE did not request for an IE management fee.</p>	

	Management Fee at or below 8.5 per cent of the total project/programme budget before the fee?		
Implementation Arrangements	1. Is the timeframe for the proposed activities adequate?	<p>No. The proposed timeframe is two months and a half, and the expected start date should be postponed to December 2019.</p> <p>CAR 1: Kindly revise the expected start date of this project to no sooner than December 2019.</p> <p>CR3: According to the nature of the proposed activities to be undertaken, it is suggested to revise the timeframe and allow a few extra months for the execution of this project. Also, kindly specify the expected number of days, weeks or months for each of the “support requested”, that is, updating the screening manuals and assessment manuals, including for the proposed training events to be conducted.</p>	<p>Addressed</p> <p>Addressed</p>
	2. Is a summary breakdown of the budget for the proposed activities included?	Yes, a summary breakdown at activity level has been included in the grant request form.	
Secretariat's Overall Comment	<p>The overall objective of this grant application submitted by EMA, is to strengthen its institutional capacity to address environmental and social risks and gender considerations in its projects in compliance with the Fund's Environmental and social Policy and Gender Policy. EMA proposes to build its institutional capacity by reviewing its manuals for screening projects for environmental and social risks as well as gender related risks, to mainstream gender into the manuals, to develop a public disclosure and gender responsive consultation plan, and to conduct training of officers from vulnerable districts that are prone to climate shocks and hazards.</p>		

	<p>The initial technical review found that whilst the proposal was in line with the eligibility requirements for the technical assistance grant for the environmental and social policy and gender policy (TA-ESGP) it was not clear on what constitutes “field work” under the development of manuals for screening project for environmental and social as well as gender risks. The proposal had also not provided a timeframe for the proposed activities and had indicated a project start date that was too soon and would coincide with the Adaptation Fund’s review cycle of the grants.</p> <p>The final review finds that the revised proposal has sufficiently addressed the clarification requests and corrective action request made in the initial technical review.</p>
Date:	10 October 2019



Request for assistance in complying with the Fund's Environmental and Social Policy and Gender Policy

Submission Date: 30/08/19

Adaptation Fund Grant ID:
 Country: Zimbabwe
 Implementing Entity: Environmental Management Agency

A. Timeframe of Activity

Expected start date of activity	4-October-2019 <u>20 January 2019</u>
Completion date of activity	15-December-2019 <u>8 May 2019</u>

B. Type of support requested

Describe the activities to be undertaken to support the compliance of the NIE with the Fund's Environmental and Social policy and Gender policy

Types of Support Activities	Support requested (please provide short description)	Type/name of provider for the requested support ¹	Requested budget (USD)
Development of manuals for screening projects for environmental and social risks as well as gender-related risks	The Paris Agreement acknowledges the importance of country-driven, gender-responsive, participatory and fully transparent approaches for adaptation action. Furthermore, to avoid unnecessary environmental and social harms from the NIE's projects, the Agency aims to review its manuals for screening projects for environmental and social risks as well as gender-related risks	Mr Muzamwese and Ms Tariro Chipepera	\$3000.00 Consultancy Fees

¹ Specify if it is an institution, consulting firm or individual consultant. When possible, provide the name of the institution, firm or individual identified or selected.

	<p>in order to strengthen them. The NIE has basic manuals for screening projects for environmental and social risks as well as gender-related risks and intends to align these to the national policy framework without compromising Adaptation Fund key principles. Support is requested for reviewing and revising the available tools and improving them based on empirical evidence. The finalized manuals will be printed for sharing with partners.</p> <p><u>Field work will constitute field pilot testing of the manual for comments. The manual will be pre tested with a community to check if it will deliver the intend purpose. Feedback from the pilot testing exercise will input into the finalisation of the manuals for screening for environmental and social as well as gender risks. Validation with targeted users will conclude the review process of the screening tools. Stakeholder consultation is a key component of the screening process and field pilot testing will determine if the manual will be an effective tool.</u></p>		\$3000.00	Field work
Development of manual for undertaking project environmental and social risk assessment, gender assessment, and for formulating risk management plans that are gender responsive	Similar to the screening tools, manuals for undertaking project environmental and social risk assessment, gender assessment, and for formulating risk management plans are broad requiring strengthening to ensure gender responsiveness. Support is	Mr Muzamwese and Ms Tariro Chipepera	\$2 000.00	Consultancy Fees.

	<p>requested to engage consultants (ESF and Gender) to strengthen and mainstream gender issues in the guidelines.</p> <p><u>The budget itemised "printing manuals" includes the cost for printing the Gender mainstreaming manual which will include a step by step approach to mainstreaming gender in the project cycle, the Environmental and Social risk assessment manual and the risk assessment manuals. A total of three manuals will be printed.</u></p>		<p>Printing Manuals \$4 000.00</p>
Development of a policy/avenues for public disclosure and gender-responsive consultation	Support is requested to develop a public disclosure and gender responsive consultation plan for projects. A workshop with stakeholders, gender specialists as well as EMA legal team to be conducted. The main outcome of the workshop will be strengthened systems for public disclosure and gender consultation.	Zimbabwe Environmental Law Association	\$5 000.00 Workshop fees
Development of transparent, accessible, fair and effective mechanisms for receiving and addressing complaints about environmental or social harms and complaints related to gender inequalities and other adverse gender impacts caused by projects/programmes during implementation	The Agency's Grievance and Redress Mechanism requires strengthening. Support is requested for a workshop to review the policy, publicize it and improve its accessibility through setting up of an independent channel.	EMA Communications Officer and Legal officer	
Training of select entity staff to carry out the relevant tasks related to the implementation of the Fund's Environmental and Social Policy and the Gender Policy	The Environmental Management Agency will conduct training of officers from vulnerable districts that are prone to climate shocks and hazards. A total of 30 district officers who coordinate community projects will be	Tawanda Muzamwese	\$2000.00 Consultancy Fees \$6000.00 Conferencing and

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	trained on the application of ESG policy that is aligned to the Adaptation Fund. The training will rolling out and raise awareness on the existence		accommodation for participants
Other type of support requested (please describe)			
Total Grant Requested (USD)			\$25 000.00

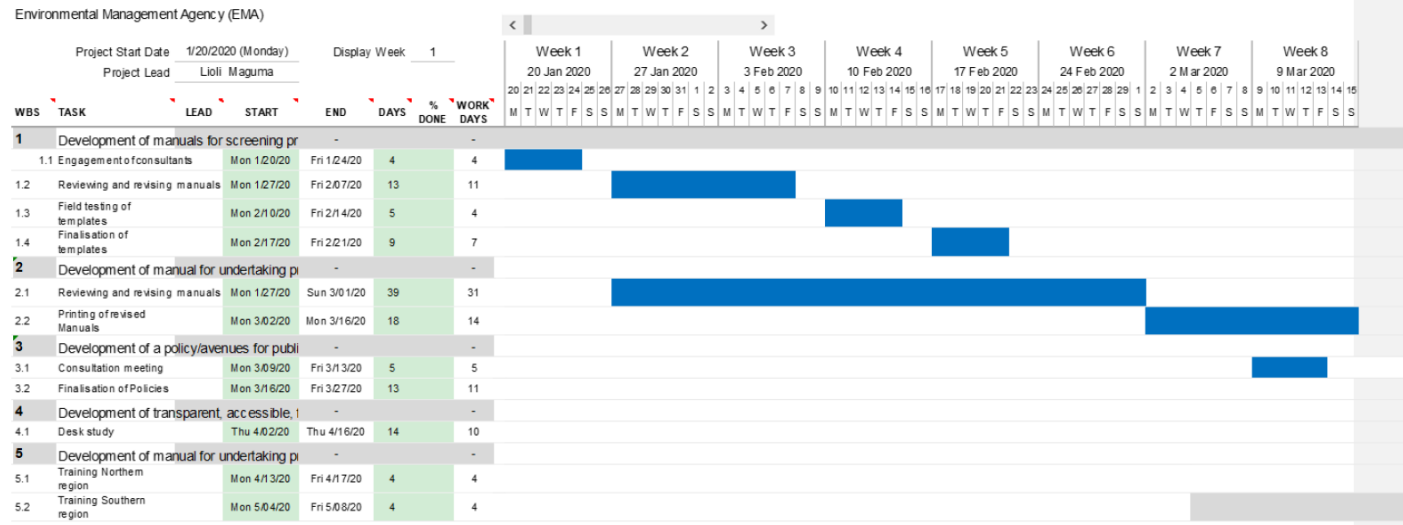
The time frame for the project has been reviewed to commence on 20 January 2020 ending on 8 May 2020 giving the project a duration of 107 days which translates to 3.5months. The Gantt chart annexed gives more detail on the specified activities and timelines.

Environmental Management Agency (EMA)

Project Start Date 1/20/2020 (Monday) Display Week 1
Project Lead Lioli Maguma

WBS	TASK	LEAD	START	END	DAYS	% DONE	WORK DAYS
1	Development of manuals for screening pr						
1.1	Engagement of consultants		Mon 1/20/20	Fri 1/24/20	4		4
1.2	Reviewing and revising manuals		Mon 1/27/20	Fri 2/07/20	13		11
1.3	Field testing of templates		Mon 2/10/20	Fri 2/14/20	5		4
1.4	Finalisation of templates		Mon 2/17/20	Fri 2/21/20	9		7
2	Development of manual for undertaking pr						
2.1	Reviewing and revising manuals		Mon 1/27/20	Sun 3/01/20	39		31
2.2	Printing of revised Manuals		Mon 3/02/20	Mon 3/16/20	18		14
3	Development of a policy/avenues for publi						
3.1	Consultation meeting		Mon 3/09/20	Fri 3/13/20	5		5
3.2	Finalisation of Policies		Mon 3/16/20	Fri 3/27/20	13		11
4	Development of transparent, accessible, f						
4.1	Desk study		Thu 4/02/20	Thu 4/16/20	14		10
5	Development of manual for undertaking pr						
5.1	Training Northern region		Mon 4/13/20	Fri 4/17/20	4		4
5.2	Training Southern region		Mon 5/04/20	Fri 5/08/20	4		4


Annex 1: Gantt Chart



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C. Implementing Entity

This request has been prepared in accordance with the Adaptation Fund Board's procedures

Head of Implementing Entity	Signature	Date (Month, day, year)	Implementing Entity Contact Person	Telephone	Email Address
Aaron Chigona		29/08/19	Lioli Maguma	+2638677006244	lioli.maguma@ema.co.zw

D. Record of endorsement on behalf of the government

Provide the name and position of the government official, Designated Authority (DA) of the Adaptation Fund, and indicate date of endorsement. The DA endorsement letter must be attached as an annex to the request.

<i>(Enter Name, Position, Ministry)</i> Washington Zhakata Director of Climate Change Management Ministry of Lands, Agriculture, Water, Climate and Rural Resettlement.	<i>Date: (Month, day, year)</i> 29/08/19
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All correspondence should be addressed to
"The Permanent Secretary"
Telephone: 706081/9
Fax: 734646



**MINISTRY OF LANDS,
AGRICULTURE, WATER,
CLIMATE AND RURAL
RESETTLEMENT**
1 Borrowdale Road
Private Bag 7701
Causeway
Harare

Telex: ZIM AGRIC: 22455 ZW

29 August 2019

To: The Adaptation Fund Board
c/o Adaptation Fund Board Secretariat
Email: Secretariat@Adaptation-Fund.org
Fax: 202 522 3240/5

Endorsement of the Technical Assistance Grant for the Environmental and Social Policy and Gender Policy (TA-ESGP) Readiness Package Grant for the Project on Complying with the Fund's Environmental and Social Policy and Gender Policy

In my capacity as the Designated National Authority for the Adaptation Fund in Zimbabwe, I confirm that the above national project concept is in accordance with the government's national priorities in implementing adaptation activities to reduce adverse impacts of, and risks, posed by climate change in the country.

Accordingly, I am pleased to endorse the above project concept titled: **Technical Assistance Grant for the Environmental and Social Policy and Gender Policy** to be funded by the Adaptation Fund. If approved, the project will be implemented by Zimbabwe's National Implementing Entity to the Adaptation Fund- Environmental Management Agency.

W. Zhakata

Director, Climate Change Management Department/ UNFCCC/ Adaptation Fund/ GCF Focal Point
For Secretary for Lands, Agriculture, Water, Climate and Rural Resettlement



c/o afbsec@adaptation-fund.org