

## NOTIFICATION TEMPLATE FOR START/INCEPTION OF READINESS GRANT PROJECTS

Desert Research Foundation of Namibia  
PO Box 20232  
Windhoek, Namibia  
June 8, 2017

The Adaptation Fund Board  
1818 H Street NW  
MSN N7-700  
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 *Technical assistance for the ESP and gender policy* approved by the Adaptation Fund Board on 30 January, 2017 has officially started. Details of the project inception are below:

This technical assistance plans to employ user-experience research methods to develop the following products and activities (see full project details below):

- 1) Manual/guidelines for screening projects for environmental, social, and gender (ESG) risks
- 2) Manual/guidelines for ESG risk assessment and management plans
- 3) Checklist for public disclosure and gender-responsive consultation
- 4) Manual/guidelines for ESG-responsive grievance mechanisms
- 5) Training activity for entity staff members on AF ESG policies and procedures

**Implementing Entity:** Desert Research Foundation of Namibia (DRFN)

**Country:** Republic of Namibia

**Grant Type:** TA Grant for the ESP and gender policy

**Project Description:** Grant to support national implementing sourcing of technical assistance for assessment and management of environmental, social and gender risks within projects and programmes in Namibia.

**Project Start Date:** February 15, 2017

**Expected Project Completion Date:** June 15, 2017

Sincerely,



Dr. Martin B. Schneider  
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ADAPTATION FUND

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

Submission Date: 11<sup>th</sup> August 2016

Adaptation Fund Grant ID: Country: Namibia implementing Entity: Desert Research Foundation of Namibia (DRFN)

A. Timeframe of Activity

Expected start date of activity	February 15, 2017
Completion of activity date 2017	

B. Type of

support requested

June 15,

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	Provider	Requested Budget (USD)
Development of procedures/manuals/guidelines for screening projects for environmental and social risks as well as gender-related risks	<ol style="list-style-type: none"> <li>1) Research &amp; develop preliminary requirements based on AF ESP&amp;G principles and policies</li> <li>2) Implement user-experience research methods (definition below) for gaining insights into NIE project experience &amp; understanding of ESP&amp;G principles and policies (virtual)</li> <li>3) Prepare draft "Guidelines" document based on NIE staff insights &amp; AF ESP&amp;G principles</li> <li>4) Review draft guidelines with NIE staff members to gain additional input &amp; finalize</li> <li>5) Provide guidance to NIE staff during implementation phase/workshop (see also #5)</li> </ol>	International Arid Lands Consortium	<ol style="list-style-type: none"> <li>1) 2 days @ \$500</li> <li>2) 2 days @ \$500</li> <li>3) 2 days @ \$500</li> <li>4) 2 days @ \$500</li> <li>5) 1 day @ \$500</li> </ol> = \$4,500
Development of procedures manual/guidelines for undertaking project environmental and social risk assessment, gender assessment, and for formulating risk management plans that are gender responsive	<ol style="list-style-type: none"> <li>1) Incorporate ESP&amp;G risk assessment techniques and requirements into a draft procedures document drawing on tested project design methodologies</li> <li>2) Implement user-experience research insights to ensure relevance of draft procedures to NIE projects and working environment (virtual)</li> <li>3) Revise procedures document based on local context and finalize</li> <li>4) Provide guidance to NIE staff during implementation phase/workshop (see also #5)</li> </ol>	International Arid Lands Consortium	<ol style="list-style-type: none"> <li>1) 3 days @ \$500</li> <li>2) 2 days @ \$500</li> <li>3) 2 days @ \$500</li> <li>4) 1 day @ \$500</li> </ol> = \$4,000
Development of a policy/avenues for public disclosure and	<ol style="list-style-type: none"> <li>1) Research legal and regulatory conditions related to gender responsiveness in local context &amp; draft "avenues" annotated checklist</li> </ol>	International Arid Lands Consortium	<ol style="list-style-type: none"> <li>1) 3 days @ \$500</li> <li>2) 2 days @ \$500</li> </ol>

gender-responsive consultation	<ol style="list-style-type: none"> <li>2) Implement user-experience research methods to evaluate draft “avenues” checklist to current NIE projects &amp; practice (virtual)</li> <li>3) Revise and finalize draft checklist for additional review by relevant officials, stakeholders &amp; NIE staff</li> <li>4) Provide guidance to NIE staff during implementation phase/workshop (see also #5)</li> </ol>		<ol style="list-style-type: none"> <li>3) 2 days @ \$500</li> <li>4) 1 day @ \$500</li> </ol> = \$4,000
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	<ol style="list-style-type: none"> <li>1) Research &amp; develop preliminary guidelines based on AF ESP&amp;G principles and policies &amp; conflict resolution best practices</li> <li>2) Implement user-experience research methods to assess appropriateness of guidelines to Namibian cultural context &amp; current NIE practice (virtual)</li> <li>3) Revise and finalize guidelines</li> <li>4) Provide guidance to NIE staff during implementation phase/workshop (see also #5)</li> </ol>	International Arid Lands Consortium	<ol style="list-style-type: none"> <li>1) 3 days @ \$500</li> <li>2) 2 days @ \$500</li> <li>3) 2 days @ \$500</li> <li>4) 1 day @ \$500</li> </ol> = \$4,000
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	<ol style="list-style-type: none"> <li>1) Prepare training materials incorporating learnings and guides developed from #1-4 &amp; incorporate user-experience research insights and human-centered design techniques (definition below) into training approach</li> <li>2) Prepare competence-based assessment tool</li> <li>3) Conduct penultimate training &amp; assessment workshop (on-site)</li> </ol>	International Arid Lands Consortium	<ol style="list-style-type: none"> <li>1) 2 days @ \$500</li> <li>2) 1 day @ \$500</li> <li>3) 4 days @ \$500</li> </ol> = \$3,500  Total days = 40 @ \$500
Other type of support requested (please describe)			
<b>Total Grant Requested (USD)</b>			<b>\$20,000</b>