

## TEMPLATE FOR MONITORING OF READINESS GRANT PROJECTS

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

**Date of report:** 16<sup>th</sup> January 2018

**Implementing Entity:** National Environment Management Authority (NEMA)

**Country:** Kenya

**Adaptation Fund Project I.D:** NIE022

**Grant Type:** [S-S Cooperation Grant]

**Grant Description:**

The South South grant is being used for high level meeting to ensure high level government commitment and interactions towards achieving accreditation. The grant aims 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 of road map for executing the grant.</li> <li>3. Action planning for managing accreditation 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	<p>A meeting was held in Malawi on 16<sup>th</sup> and 17<sup>th</sup> March 2017 in Harare, Zimbabwe and Lilongwe, Malawi respectively. The Malawi delegation included Chief Director Ministry of Environment and Natural Resources, Dr. Y. Ntumpanyama, Chair, Board of Trustees Malawi Environmental Endowment Trust (MEET) Fund &amp; and Director MEET Fund.</p> <p>Zimbabwe delegation comprised Ag. PS Ministry of Environment and Natural Resources, Chair Board of Management of Environment Management Agency (EMA), Director of Climate Change – Ministry of Environment and Mineral Resources of Zimbabwe, Ag. Director, (EMA) Zimbabwe and other climate change scientists and Director Finance EMA.</p> <p>The Kenya delegation include the Mr. Charles Sunkuli, Principal Secretary, Ministry of Environment and Natural Resources, NEMA Board of Management member, Chair, NIE, Coordinator NIE, NIE Steering Committee members.</p> <p>In Zimbabwe, the team from NEMA met the Minister of Environment and Mineral Resources of Zimbabwe – Hon. O.C.Z. Muchinguri at Ministry</p>

			HQ – Kivuvuli House. This meeting established a working relationship between NEMA, MEET and EMA, towards executing the approved workplan under South South Grant. An action plan on how to execute the activities within the programme was agreed on.
In-country visits	<ol style="list-style-type: none"> <li>1. Existing systems and procedures at EMA and MEET reviewed.</li> <li>2. Documents essential for accreditation identified.</li> <li>3. Action plan developed for existing gaps.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed in Dec. 2017</li> <li>2. Completed in Dec. 2017</li> <li>3. Gaps identified are yet to be finalized</li> </ol>	<p>An in-country workshop was held in Nairobi on 27-29 December, 2017 with Malawi and Zimbabwe teams. The potential NIE institutions are Malawi Endowment Trust Fund and Environment Management Agency of Zimbabwe.</p> <p><b>The objectives of the workshop was:</b></p> <ol style="list-style-type: none"> <li>1. To mentor (peer to peer support) Malawi Environment Trust Fund (MEET) and Environmental Management Agency (EMA) of Zimbabwe by: <ol style="list-style-type: none"> <li>a) assisting MEET and EMA review their existing systems, procedures and documents with a view to seeking AF NIE Accreditation.</li> <li>b) Support in the identification of documents for accreditation submission and</li> <li>c) develop an action plan for gaps that need to be addressed.</li> </ol> </li> <li>2. To share NEMA's Experiences during its Adaptation Fund (AF) Accreditation and Green Climate Fund (GCF) Accreditation journey.</li> </ol> <p>The Zimbabwe delegation included the Board Chair, EMA Amb. Zenzo Nsimbi and a board member Mr. Andreas Mlalazi. There were 7 technical officers from Zimbabwe. The Malawi team comprised 3 technical officers led by Ms. Karen Price, The Coordinator, MEET.</p> <p>A courtesy call was made to the Director General NEMA by the EMA Board Chair and EMA board member. NEMA Board Chair and NEMA Board member were present during the courtesy call.</p> <p><b>Learning outcomes and skills imparted</b></p> <p>The visit was an eye opener in different ways that the Agency had to work on its existing structures to attain compliance in management of resources and record keeping.</p>

			<ol style="list-style-type: none"> <li>1. Policies and Procedures. EMA and MEET learned that they needed to work on their policies and align them to the national policies. They should also work on the policies as required by AF Board if they do not exist currently.</li> <li>2. Adherence to Policies and Procedures. The institutions should also endeavor to adhere to existing policies and be able to demonstrate compliance to them.</li> <li>3. Financial Standards Proper financial record keeping, retrieval and maintenance for both internal and external use should done according to the AF Fiduciary standards as well as globally accepted standards.</li> <li>4. Good Governance EMA and MEET should have clear and good governance structures to be able to demonstrate capacity and capability of managing programmes and resources.</li> <li>5. Maintenance of records The visiting institutions learned the importance of paying great attention to good record keeping by every department in the organization.</li> </ol> <p>The skills gained included:</p> <ol style="list-style-type: none"> <li>a) Writing: how to craft responses to the issues raised by AF</li> <li>b) Communication: The need to communicate what the institutions is doing in a timely manner.</li> </ol> <p>The way forward was agreed upon as follows:</p> <p><b>Malawi:</b></p> <ol style="list-style-type: none"> <li>1. Submit documentations as required by the AF Board - To be done by the end of Jan. NEMA Kenya to support on shaping the responses.</li> <li>2. Integrate the national framework into the already submitted one.</li> </ol> <p><b>Zimbabwe:</b></p>
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Training workshops	<ol style="list-style-type: none"> <li>1. Development of governance tools.</li> <li>2. Sharing knowledge and experiences on programme design process that meet AF eligibility criteria.</li> </ol>	Not yet done	
<b>Expected Project completion date: March 2018</b>			

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