
Minutes of the 3rd National Project Steering Committee (PSC) Meeting.

Project “Promotion of Waste to Energy (WTE) Applications in Agro-Industries of Tanzania”.

A. Date and Location:

- 18th October 2018
- Dar es Salaam, UN House

B. Project Information:

- GEFSEC Project ID: 4873
- GEF Agency Project ID: XX/URT/12/X01
- Country: United Republic of Tanzania
- GEF Agency: UNIDO

C. Attendees and Absentees

	Name	Role to PSC	Title	Organization
A: Attendees;				
1	Dr Freddy Manyika	Chairperson	Assistant Director	Vice President Office, Environment Division (VPO)
2	Emilian Nyanda	Member	Energy Officer	Ministry of Energy (MoE)
3	Roy Elineema	Member	Registrar	Dar es Salaam Institute of Technology
4	Dr Godfrey Moshi	Member	EC Coordinator	Dar es Salaam Institute of Technology
5	Ibrahim Ngaragare	Member	Financial Analyst	Rural Energy Agency (REA)
6	Kessy Samuel	Member	Research Engineer	TANESCO
7	Jossy Thomas	Member	Project Manager	UNIDO, Vienna
8	Robert Washija	Secretariat	National Project Coordinator	UNIDO, Tanzania
9	Victor Akim	Secretariat	National Expert	UNIDO, Tanzania
10	Alusaria Nkya	Logistics	National Project Assistant	UNIDO, Tanzania
11	Grazia Chidi Aghaizu	Logistics	Project Assistant	UNIDO, Vienna
12	Dorothy Kitutu	Logistics	Project Associate	UNIDO, Tanzania
B: Absentees;				
1	Fainahappy Kimambo	Member	GEF Desk Officer	Vice President Office, Environment Division (VPO)
2	Gerald Kafuku	Member		COSTECH

D. Meeting Agenda

Meeting Agendas		
Time	Agenda item	Responsible
0830-0900 hrs	Arrival and Registration	All
0900-0910 hrs	Introduction of participants	NPC
0910-0930 hrs	Welcome remarks	Chairperson
	Approval of the agenda, approval of the minutes of the previous PSC meeting	
0930-0940 hrs	Matter arising from the last meeting	Secretariat
0940-1010 hrs	Presentation on project overview/ status	PM/NPC
1010-1030 hrs	Tea/Coffee break	All
1030-1130 hrs	Discussion and way forward	PM/NPC
	• WTE I&LC Launching	
	• Sustainability of the project outputs/outcomes	
	• Demo Sites Implementation	
1130-1140 hrs	AOB	All
1140-1150 hrs	Vote of thanks	Chairperson
1200-1300 hrs	Lunch	All
1300 hrs	Departure	All

E. Call to Order

The meeting started at 0930 am. UNIDO provided the secretariat for the meeting through Robert Washija, National Project Coordinator.

F. Summary of Agenda Items

F1. The introduction of participants:

The National Project Coordinator introduced all the participants with respective mention of the names and organisations/institutions they represent.

F2. Welcome Remarks

The chairperson took time to welcome all participants to the meeting, he proceeded further by appreciating the fact that the rest of the participants had taken time and efforts out of their busy schedules to attend the meeting.

F3. Approval of the Agenda and Minutes of the Previous PSC Meeting

Chairperson and the participants approved the meeting agendas and called for the review of last meeting (21st June 2017) minutes before approval. The meeting members recommended several editorial changes on the previous PSC meeting minute's report, and the Secretariat took note for making the adjustments accordingly.

F4. Matter Arising from the Last Meeting

	What happened?	Done to date?	Further Discussion and Recommendation from the meeting (18 th Oct 2018)
1	UNIDO to share project document with all PSC members	UNIDO FO through NPC did share all project documents to the PSC members.	Sharing the documents to new members
2	UNIDO to review the project work plan and share to all PSC members	UNIDO FO through NPC did share the work plan to the PSC members following review.	
3	DIT to work on and share the tentative plan for the launching of the WTE I&LC, to be shared all PSC members	The centre is yet to be launched following a lack of timely response and commitment from DIT to key concerns by UNIDO. The delays (8+ months) was due to an incomplete framework document to establish the centre (WTE I&LC) which require further revision. Note: The document is already shared to UNIDO for final review.	A call from the committee insisted of DIT commitment to the WTE I&LC since it plays a big role the overall sustainability of the project

F5. Presentation on Project Overview and Status

The presentation from the National Project Coordinator highlighted the status of the project components and 2019 work plan as follows.

Project Outputs	Status/Achievement/Plans to date
Project Component 1: Capacity development and knowledge management Expected Outcomes: Improved awareness, knowledge and capacity on WTE technologies in Tanzania	
1. An information and learning centre for WTE established. 2. Capacity developed among policy makers 3. Capacities developed for relevant RE institutions, agro-industries, project developers and	Status: <ul style="list-style-type: none"> The WTE I&LC pending launching following lack of timely responses and commitment from DIT DIT pending signing MoU with BIOMA for 5+ months to date, claiming working out the legal aspect of the MoU. Plans: <ul style="list-style-type: none"> Plans and initiatives are underway for the establishment and launching of WTE I&LC at DIT. UNIDO to finalize the working document for the centre and coordinate all

bank/financial institution.	<p>logistics required for the launching of the centre.</p> <ul style="list-style-type: none"> Continuous plans and initiatives are underway for the creation of long-term collaboration and partnership between DIT and other RE institutions both domestic and international institutions such as; BIOMA: Biogas Institute of Ministry of Agriculture in Chengdu, Sichuan-China, DTU: Technical University of Denmark and CAMARTEC in Tanzania Both capacity building programs to be undertaken in the course of Q1 and Q2 of 2019
Project Component 2: Demonstration of WTE technologies Expected Outcomes: Increased use of WTE technologies in agro-industries	
<ol style="list-style-type: none"> Detailed plant designs prepared for demonstration projects. WTE power plants established for 6.8 MW cumulative capacity WTE technologies transferred for agro-industries 	<p>Status:</p> <ul style="list-style-type: none"> 7 contractors “demo sites developers” have contracts with UNIDO with an accumulative capacity of 6.695 MW The developers are in different stages of the implementation of sites ranging from initiation to installation of equipment at sites <p>Achievements:</p> <ul style="list-style-type: none"> The first call for EOI ended with three companies (OutGrowers, REDCOT and Mkonge Energy Systems) awarded contract (with a total of 4.1 MW) The second call for EOI ended with additional 4 companies (Wananchi Power Provider, EnDep Ltd, SBS and Olivado Biogas Africa) awarded contract (with a total of 2.4 MW) <p>Plans:</p> <ul style="list-style-type: none"> 3rd call for EOI to finalize the remain target capacity (0.28 MW)
Project Component 3: Creation of a favourable investment environment Expected Outcomes: Increased involvement of private investors in WTE projects	
<ol style="list-style-type: none"> Gap analysis on policy requirements conducted Incentive and soft loan facilities designed Incentive scheme established under REA for investors of WTE projects Soft loan facility established under REA 	<p>Status:</p> <ul style="list-style-type: none"> Most developers are not aware and have no access to financing facilities locally and internationally <p>Achievements:</p> <ul style="list-style-type: none"> The project through UNIDO FO has managed to explore and link the project developers with various financial institutions for supports or soft loans including recent initiatives for renewable energy financing such as SUNREF, ElectriFi and EDP through access to energy (A2E) fund program

for investors of WTE projects	Plans: <ul style="list-style-type: none"> Continuous efforts in exploring various financing facilities for potential support of the demo sites implementation
Project Component 4: Monitoring and Evaluation (M&E) Expected Outcomes: Effectiveness of the outputs assessed, corrective actions taken and experience documented	
1. Mid-term M & E report prepared 2. End of project M & E report prepared.	Status: <ul style="list-style-type: none"> The developers are in different stages of the implementation of sites ranging from initiation to installation of equipment at sites Other project components are on track with both initiatives from UNIDO FO and HQ. Achievement: <ul style="list-style-type: none"> All demo sites monitored through UNIDO FO NPC. NPC communicates regularly with all the developer One site was visited on Dec 2018 for evaluation of their implementation status before disbursement of the fund as per contract Plans: <ul style="list-style-type: none"> Plan and initiatives underway for the coordination of the midterm evaluation in Q4 of 2018

F6. Discussion and Way Forward:

F6.1. PC1: Capacity development and knowledge management:

F6.1.1. Output 1.1: An information and learning centre for WTE established;

Mr Jossy Thomas, Project Manager reiterated UNIDO concern over DIT delays which also affect the project implementation, he further asked DIT to works on all pending matters internally for the launching of the centre early next year (January 2019).

The chairperson also questioned on the delay to the signing an MoU between DIT and BIOMA, to respond to this the NPC (Robert Washija) explained that the draft MoU was shared in April 2018 by BIOMA following their visit and discussion in March 2018 but DIT claim the issue to be stuck at the legal department for clearances. The PSC members urged DIT to take the matter serious.

In further responding to the queries, the representative from DIT admitted to internal issues with DIT resulting to delays and lack of timely commitment. He took a moment to discuss assure the members of resolved internal issues and looking for a way out of pending matters and to start with

the launching of the WTE I&LC early next year as per the new plan. Furthermore, the chairperson insisted the collaboration between DIT and REA and the Ministry of Finance for its overall sustainability of the WTE I&LC.

F6.1.2. Output 1.2: Capacity developed among policy makers

Mr Chairperson questioned how UNIDO is going to identify the policy makers for training on WTE technologies. To respond, the NPC said UNIDO will work with relevant institutions and ministries in the country to identify these policy makers for capacity building training.

F6.2. PC2: Demonstration of WTE technologies

F6.2.1 Output 2.2: WTE power plants established for 6.8 MW cumulative capacity

The PSC members enquiry on how UNIDO has engaged (referring to the procurement process) the developer, the NPC elaborate further on the approach used; He mentioned, the approach starts with the call for expression of interest (EOI) which happens throughout the country using the local newsletter (both Swahili and English) and further brief and comprehensive proposals as per guideline is given which goes through screening stages until the contact is given. He further reiterated that the project is nationwide although some zones do not have respective sites in regions due to a number of factors such as feedstock, market and etc. The model of the project seeks to replace diesel usage for electrification withing developers vicinity (community) and sell extra kW to the national grid where applicable.

A UNIDO FO Expert on Energy and Environment (Mr Victor Akim) reiterated the issue of resources assessment for WTE development as a key challenge. He said countrywide we lack specific data for various resources to WTE and majority of project developers have limited awareness of the agro waste technology to generate electricity which is the essence of the project to uncover these key issues.

F6.3. PC3: Creation of favourable investment environment

F6.3.1 Output 3.3: Incentive scheme established under REA for investors of WTE projects

A question was raised regarding on how REA incentive scheme is supporting the demo sites developers to the project. Responding to the question, Project Manager flashed back how the project started where REA is a key stakeholder. He said the project consulted REA at the very beginning of the designing of the project and REA committed to supporting he developer through its various incentive scheme as to other technology apart from WTE. Developers on their own apply for various incentive scheme at REA and UNIDO provide technical support to the developer in terms of studies where it is required as they go through the process. A representative from REA mentioned about two of REA's main streams of financing development in the RE sector; through the Rural Energy Fund (REF) where most developer fall in and loan facility under African Development Bank (AfDB).

Further to REA support, the project manager insisted on recent discussion development with Tanzania Investment Bank (TIB). The bank has shown interest to support the renewable energy development in the country.

F7. Work Plan

F7.1 November-December 2018 Work Plan

	Activity Name	Timeframe
1	Conducting mid-term evaluation (<i>Mid-term M & E report prepared</i>) <ul style="list-style-type: none"> <i>Preparations in Nov 2018</i> <i>Actual Exercise in Dec 2018</i> 	Nov-Dec 2018
2	Follow-up with the demonstration sites (<i>WTE power plants established for 6.8 MW cumulative capacity</i>) <ul style="list-style-type: none"> <i>Site Visits to REDCOT, Iringa (Nov 2018) and OutGrowers, Tanga (Dec 2018)</i> 	Nov-Dec 2018

F7.2 2019 Work Plan

	Activity Name	Timeframe
1	Launching of I&LC (<i>An information and learning centre (I &LC) established for WTE at the Dar es Salaam Institute of Technology</i>)	Jan 2019
2	3 rd Call for Expression of Interest	Jan 2019
3	Capacity Building (<i>Capacity developed for at least 50 policy makers</i>)	Feb 2019
4	4 th Project Steering Committee	Mar 2019
5	Capacity Building (<i>Technical capacities developed for relevant RE institutions, agro-industries and project developers (target at least 50 numbers each)</i>) <ul style="list-style-type: none"> <i>DIT Study Tour China/India</i> 	Mar 2019
6	Conducting terminal evaluation <ul style="list-style-type: none"> <i>Preparations in Nov 2019</i> <i>Actual Exercise in Dec 2019</i> 	Nov-Dec 2019
7	Follow-up with the demonstration sites (<i>WTE power plants established for 6.8 MW cumulative capacity</i>) <ul style="list-style-type: none"> <i>NPC Site Demo Sites Visits</i> <i>Meeting all Demo Site Contractor with PSC Members (20 Feb 2018)</i> <i>NPC+ PSC Members Visit to Demo sites (August 2019)</i> 	Jan-Dec 2019

F8. AOB

The members discussed and agreed the next (4th) PSC meeting will be held on 21st March 2019, where VPO will be responsible to invite all participants.

F8.1. The resolution made for further actions;

	Actions	Responsible	Timeline
1	UNIDO through NPC should write to remind VPO earlier latest by 31st January 2019.	UNIDO NPC & VPO	Jan 2019
2	UNIDO FO and DIT to make a physical followup with non-performing developers	UNIDO HQ/FO	Feb 2019
3	UNIDO HQ to cancel the contract for non-performing developers	UNIDO HQ/FO	Feb 2019
4	UNIDO FO to organize a meeting of all developers with PSC members for sharing experiences	UNIDO HQ/FO	Mar 2019
5	UNIDO to write to PS-VPO explaining regarding the extension of the project for records purpose.	UNIDO HQ	Dec 2018

F9. Vote of thanks

Chairperson channelled his sincere appreciation by thanking all PSC's members and UNIDO for organizing the meeting. He further calls for more support from the members to the project for its successful implementation.

G. Annexes

G1.1: Attendance sheet;

Participants Registration

GEF 5 Project "Promotion of Waste to Energy Applications in Agro-Industries of Tanzania" Steering Committee Meeting

Date: 18th October 2018

Location: Dar es Salaam

Venue: UN House

Ser. No	Name	Title	Organization	E-mail Address	Mobile Phone No.	Signature
1	Emilian Nyanda	Energy officer	MINISTRY OF ENERGY	emilian.nyanda@nisha.ki.go.tz	0754435231	[Signature]
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4	Dorote Kitutu	Program Associate	UNIDO	D.KITUTU@unido.org	07044290	[Signature]
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7	VICTOR AKIM	NPC	UNIDO	V.akim@unido.org	0684887426	[Signature]
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11	Roy Elineema	Registrar	DIT	registrar@dit.ac.tz	0655458957	[Signature]
12	Eng. SAMUEL KESSY	PRE	TANESCO	Samuel.Kessy@taneco.co.tz	+255787593317	[Signature]
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H. Minutes Preparation and Approval

H1. Minutes Preparation

Secretariat Name 1: Mr Robert Washija, National Project Coordinator-UNIDO Tanzania

Signature and Date:

Secretariat Name 2: Mr Victor Akim, National Project Coordinator-UNIDO Tanzania

Signature and Date:

H2. Minutes Approved By

Chairperson Name: Dr Freddy Manyika, Assistant Director of Environment- VPO

Signature and Date: