



# Strengthening Adaptative Capacities to Climate Change through Capacity Building for Small Scale Enterprises and Communities Dependent on Coastal Fisheries in The Gambia

UNIDO Project ID: 140379(GEF Project ID: 9194)

Inception Report and 1st Progress Report

**Draft**

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# Acronyms

CC	Climate Change
CCA	Climate Change Adaptation
CCO	Climate Change Office
CFCs	Community Fisheries Centres
CUG	Closed User Group
DoF	Department of Fisheries
ECOWREX	ECOWAS Observatory for Renewable Energy and Energy Efficiency
ECREEE	ECOWAS Center for Renewable Energy and Energy Efficiency
EWS	Early warning system
FP	Focal Point
FSQA	Food Safety and Quality Authority
GAMFIDA	Artisanal Fisheries Development Association
GBS	Gambian Bureau of Standards
GCCA	Global Climate Change Alliance
GCCI	Gambia Chamber of Commerce and Industry
GEF	Global Environment Facility
GEF 6 Fisheries CCA Project	The Strengthening Adaptative Capacities to Climate Change through Capacity Building for Small Scale Enterprises and Communities Dependent on Coastal Fisheries in The Gambia Project
GTTI	The Gambia Technical Training Institute
ICT	Information, Communication and Technology
ICZM	Integrated Coastal Zone Management
IR	Inception Report
IRPF	Integrated Results Performance Framework
IWLEARN	International Waters Learning Exchange & Resource Network
M&E	Monitoring and Evaluation
MOEPW	Ministry of Environment, Parks and Wildlife
MoFWR	Ministry of Fisheries and Water Resources
MoTIE	Ministry of Trade, Industry and Employment
MTR	Mid-Term Review
NAAFO	National Association of Artisanal Fisheries Operators
NAFO	National Association of Fisheries Operators
NASCOM	National Sole Fish Management Committee
NEA	National Environment Agency
NGO	Non-Government Organisation
PC	Project Component(s)
PEE	Project Executing Entity
PeMU	Project execution Management Unit
PIA	Project Implementing Agency
PIRs	Project Implmentation Reports
PMO	Project Management Office
PONSAFAG	Platform of Non-State Actors of the Fisheries and Aquaculture of The Gambia
PRTT	Project Results Tracking Tool
PSC	Project Steering Committee
TAGFC	Association of Fishing Companies

TE	Terminal Evaluation
ToC	Theory of Change
ToRs	Terms of Reference
UNIDO	United Nations Industrial Development Organisation
UTG	University of The Gambia

DRAFT

# 1. Introduction

The ***Strengthening Adaptive Capacities to Climate Change through Capacity Building for Small Scale Enterprises and Communities Dependent on Coastal Fisheries in The Gambia Project*** (herein called “GEF 6 Fisheries CCA Project”) is a three-year GEF financed project implemented by UNIDO and executed by Ministry of Fisheries and Water Resources / Department of Fisheries (MoFWR/DoF). The project seeks to increase adaptive capacities and climate change resilience of coastal fisheries and dependent populations by addressing the Gambian fisheries post-harvest sector. This is to be achieved by promoting adaptation-oriented innovation, encouraging investment, improving post-harvest management practices, technologies and services to artisanal fisheries value chain.

This is the Inception Report (IR) and the 1<sup>st</sup> Progress Report of the project that provides detail on the project background and scope (including project objectives, scope and outcomes), project implementation arrangements, monitoring and evaluation plan.

## 2. Background and Project Scope

### 2.1 Background

Climate change is already impacting the fishery sector of The Gambia and its effects and severity is expected to get aggravated with the increase in temperature expected to happen in future years. With fish being one of main protein sources in The Gambia, impacts on its availability affects the food security of the country, especially the most vulnerable ones. The sector in itself, but specially the fish post-catch handling, storage and processing activities undertaken by artisanal fishing communities within the fishery sector, that are not adapted to climate change impacts. They are the ones that are expected to be most affected by the impacts of climate change, as they are the most vulnerable and the ones with less adaptive capacity. Thus, there is a need to adapt the sector activities to the impacts already being felt and the ones that are expected to happen in the coming future. For that, it is important to adopt practices and technologies that are more environmentally friendly and that have a reduced impact on the environment, including reduction of fish processing waste, contributing in this way to increase the sustainability of the sector and increase its resilience to climate change. But of course, this can only happen if there is legal and regulatory framework that promotes/incentivises adaptation, especially for the artisanal fishing value chains, adaptation technologies and business models are made available and demonstrated, and of course, if information and knowledge on climate change and how one can adapt to it is shared amongst the coastal communities, enterprises and agents acting on the sector.

The GEF 6 Fisheries CCA Project addresses the barriers identified with various segments of the fisheries value chain, which if not adequately supported hamper the identification of relevant policy responses and climate-technology solutions. Studies on the value chain of small pelagic fishers are needed to address issues related to fluctuations in the total landings of the main small pelagic group. In addition to variation income of fishers that affects fisheries livelihoods and economies.

Through building the technical and managerial capacity of the MoFWR/DoF and working with fisheries communities to improve resource management, innovative business models and technologies will be promoted, with private sector investments mobilized to address the challenges of post-harvest losses and waste, food security outcomes and livelihoods diversification. Access to weather information will also be addressed as well as increasing awareness among the various actors about climate change and climate variability and their impact on coastal fisheries. Additionally, as highlighted on the main barriers, strategies that are gender specific in relevance to adaptation planning within the fisheries sector will also be addressed as part of the project-supported actions.

### 2.2 Project Objectives

The GEF 6 Fisheries CCA Project objective is to increase the adaptive capacities for The Gambia coastal fish processing value chains and promote climate resilient business models focusing on improved post-harvest fisheries food systems (including processing and waste mitigation) to vulnerable communities. This is to be delivered through the profiling and promotion of climate-resilient business models, developing enabling policy guidelines, innovative knowledge for instance on infrastructure proofing, and capacity strengthening for livelihood diversification, particularly targeting tech and financing for start-ups with vulnerable youth and women for enhanced community empowerment.

### 2.3 Project Scope, Outcomes and Outputs

The GEF 6 Fisheries CCA Project addresses the barriers identified with various segments of the fisheries value chain, which if not adequately supported hamper the identification of relevant policy responses and climate-technology solutions. Through building the technical and managerial capacity of the MoFWR/DoF and working with fisheries communities to improve resource management, innovative business models and technologies will be promoted, with private sector investments mobilized to address the challenges of post-harvest losses and waste, food security outcomes and livelihoods diversification. Access to weather

information will also be addressed as well as increasing awareness among the various actors about climate change and climate variability and their impact on coastal fisheries. Additionally, as highlighted on the main barriers, strategies that are gender specific in relevance to adaptation planning within the fisheries sector will also be addressed as part of the project-supported actions.

To deliver on its objective, the GEF 6 Fisheries CCA Project comprises the implementation of four (4) Project Components (PC):

- **PC1 Gender-responsive Climate Change Adaptation (CCA) measures mainstreamed into relevant sector policies and national strategies:** addresses the barriers at the policy and sectoral strategy level and aims at CCA and Gender Equality for adaptation measures into the relevant sector policies and national strategies.
- **PC2 Resilience building for small-scale fisheries-dependent enterprises and populated coastal communities:** aims to support the strengthening of business linkages, and established business models, with investments targeting adoption of improved technology, process and equipment specifications, as well as skills training on their applications for fish smoking, drying, cold storage as well as fish waste drying, milling/meal.
- **PC3 Community Empowerment and Awareness Raising on CCA in the fisheries value chain:** aims to strengthen institutional and community capacities through trainings and awareness campaigns targeting various audiences. Community empowerment for resilience building and awareness raising on CCA will integrate the use of local community in climate change and weather variability early warning knowledge and early warning system (EWS) adoption to support sectoral and value chain productive systems; and finally,
- **PC4 Project Monitoring & Evaluation:** aims at implementing the project monitoring and evaluation (M&E) plans in support of the three substantive components of the project and for managing the generated knowledge, good practices and lessons learned through the project implementation.

Through a series of activities under each of the named PCs, the GEF 6 Fisheries CCA Project is proposed to support **a cumulative number of at least 10,000 people (60% male, and 40% female by numbers)**, with at least fifty percent (50%) of these (5,000 people) directly involved in the fish processing and post-harvest value chains activities and outputs. Targeted direct project beneficiaries will primarily be located along the coastal areas, including staff of extension agencies and regulatory institutions, operators of enterprises and community organization representatives. The project **target relating to restoration of marine habitats will be an additional impact of the project targeting at least 10,000 hectares**. The business targeted interventions will involve at least three (3) Community Fisheries Centres (CFCs) to ensure inclusive impact as the centres involve a significantly large number and source of livelihoods for women and youth, and as agents of plans for restoration of coastal habitats. In accordance with the Theory of Change (ToC), the results will be sequential starting with 45 fish processing enterprises profiled ([Gambia Fisheries & Seafood Companies | Contact details \(accessgambia.com\)](#)) and from which 15 will be targeted for the project direct support through Output 1.2, Output 1.3 and Output 2.1. The project investment component of Output 2.1 involving at least the selected 15 enterprises profiled and innovative start-ups will be the main resource used for provision of trainings on the introduced tech and financing solutions, that aims to be supplied to least 5,000 people through this output and promotion for scaling up of good practices to the profiled enterprises of the artisanal sector, aquaculture and potential industrial fishing vessels to land catch in the country. At least 10,000 people will be reached through the project activities sensitization, awareness raising campaigns and outreach through multimedia, and potentially more in related sectors and food systems in the country and the region implemented as part of PC3.

Through creating an enabling environment to enhance the resilience of small-scale fish-dependent enterprises, the GEF 6 Fisheries CCA Project will contribute considerably to a green recovery from the COVID-19 pandemic. Numerous aspects of the GEF 6 Fisheries CCA Project will adopt a build-back-better model to ensure the resilience of the small-scale fisheries value chain both to the impacts of climate change and future global crises. These include, *inter alia*:

- i) improving value and supply chain resilience and circularity — through implementing and developing appropriate business models and facilitating private sector investments to enable livelihood diversification and security;
- ii) strengthening climate resilience — by enabling the mainstreaming of climate change and gender in institutional and regulatory frameworks, as well as developing climate-resilient business models;
- iii) promoting innovations to support a transition away from the business-as-usual — by introducing post-harvest technologies to ensure efficiency and sustainability of the value chain, and accompanying those with appropriate health and safety measures to safeguard the coastal communities and ecosystems.

Furthermore, the GEF 6 Fisheries CCA Project will develop a baseline to measure the impact of the project activities. This approach will be used as a starting point for conceptualizing the project targeted interventions that in turn, will be further discussed with and developed in close consultation and engagement with project partners.

The figure below presents the rationale through a ToC and the GEF 6 Fisheries CCA Project implementation strategy.

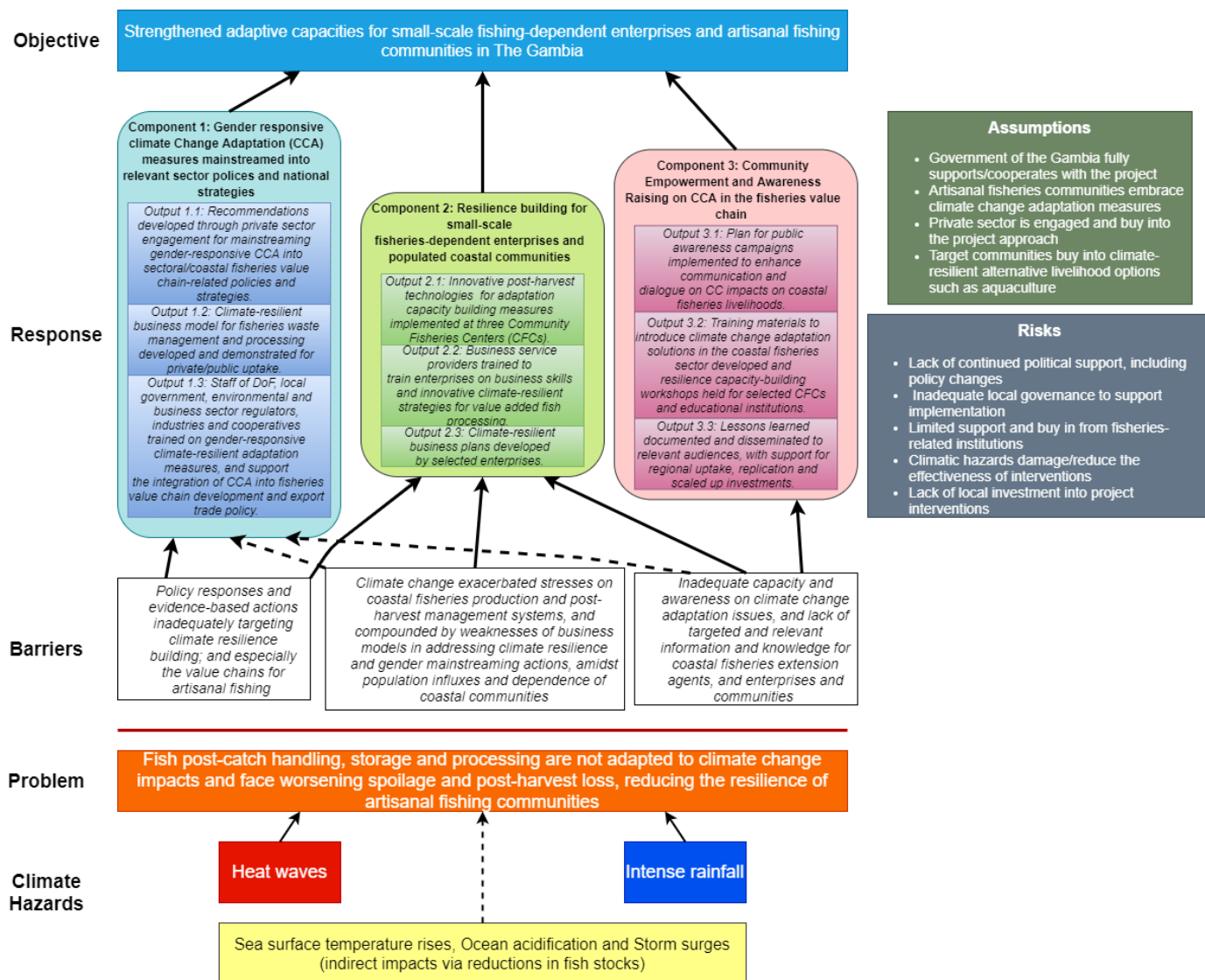


Figure 1: Theory of Change

### 3. Project Implementation Arrangements

Figure 2 below depicts the full institutional coordination, execution and governance structure of this project: which includes the funding partner, the implementing entity, the project management office, the lead national counterparts and executing entities of the project, and the Project Steering Committee (PSC).



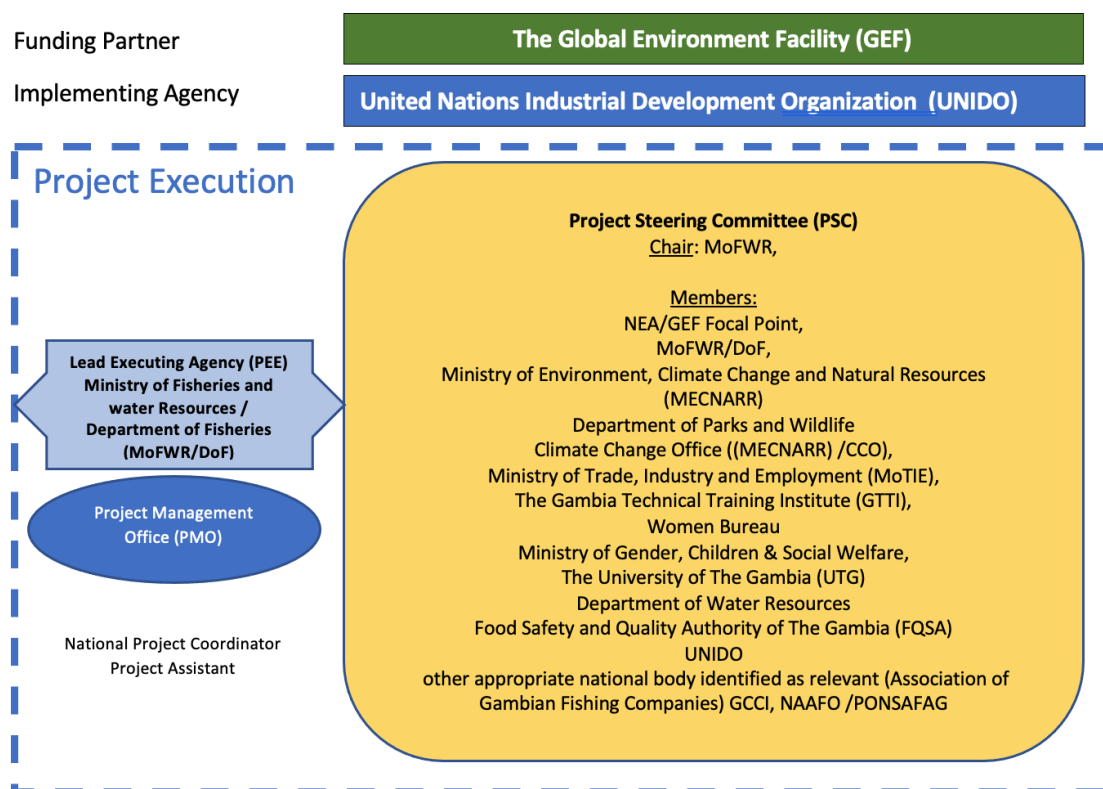


Figure 2: Project coordination structure

**GEF Project Implementing Agency (PIA):** The project implementing agency is the UNIDO Department of Agribusiness Development. It is responsible to support the overall project implementation, and for building the capacity of the relevant national counterparts and service providers to achieve the effective project implementation results.

**National Project Executing Entities (PEE):** The Ministry of Fisheries and Water Resource (MoFWR), in particular the Ministry's line sectoral Department of Fisheries (DoF), is the main national Project Executing Entity (PEE). The designated PEE will host the Project Management Office (PMO) and assume the responsibility for the day-to-day management of the project execution, while ensuring monitoring and reporting activities are undertaken by the PMO. The project will also work with other specialized executing partners, including the National Environment Agency (NEA), The Climate Change Office under the Ministry of Environment, Parks and Wildlife (MoEPW/CCO), as well as the Ministry of Trade, Industry and Employment (MoTIE), Bureau of Standards (GBS), and the Food Safety and Quality Authority (FSQA). The project execution roles and mandates are elaborated in detail under the stakeholder analysis section, and considerations define the PSC terms of references are provided in the following section. The DoFWR/DoF undergone an HACT-assessment and has been validated during the project's inception phase.

**Project Steering Committee (PSC):** The leading PEE, the MoFWR/DoF, established a PSC with representation from the partner ministries, and their relevant sectoral departments and agencies, and with representatives of the private sector, community entities and fisheries centres. Figure 2 above lists the agreed PSC members. The PSC will provide oversight on project execution as well as the overall directions of policy guidance as relevant, including facilitating collaboration on the project execution and oversight roles. The PSC will provide guidance on the M&E reports on project results through the review and feedback on semi-annual progress reports on project implementation and co-financing realization and utilization. The terms of references of the PSC were elaborated during the project inception phase and are attached as an Appendix to this report.

The PSC will hold meetings on a six-monthly schedule; whereby the Biannual project progress reports and workplans for the subsequent year will be presented for review, and endorsement. The MoFWR will chair PSC meetings co-chaired by The Ministry of Environment and Climate Change and Natural Resources. The PSC will provide periodic guidance on key decision points such as regulatory aspects that require government oversight and guidance in accordance with UNIDO and GEF policies and procedures.

The PSC meetings will consider lessons arising from periodic project reports and provide guidance on opportunities for scaling up and good practices for dissemination to relevant audiences, and recommendations will be taken on for implementation under PC3. The PSC final meeting will be held three months prior to completion of the project implementation phase or in view of the schedule for presenting the final independent project evaluation, to allow stakeholders to review and provide feedback on the evaluation findings, recommendations and provide guided management responses of the project management and executing entities. The final composition of the PSC and its ToR will be determined at the inception phase of the project. e) Extended Membership: The PSC will be constituted by the designated representatives of partner ministries, institutions and agencies as



prior indicated, which are directly involved in the project implementation or have a legal or regulatory stake in project outcomes and execution, as well as representatives of private sector and NGO stakeholder groups involved in the project. UNIDO and the lead project executing partner - MoFWR may invite *ad-hoc* participants to a PSC meeting such as expert presenters, and such invitations may also be considered on recommendation of other PSC members and executing partners.

**Project Management Office (PMO):** MoFWR acting as the lead and mandated national project executing entity will establish guidelines for project implementation, monitoring and reporting, as well as ensuring the PMO staff complies with the project M&E requirements of UNIDO, GEF and the partner government of the project. The PMO will be hosted by the MoFWR/DoF at the premises of the ministry located in the capital city of Banjul. The main project counterparts as identified at project design, namely MoFWR/DoF, NEA, MoEPW/CCO, MoTIE, Gambian Bureau of Standards (GBS), and FQSA will designate official Focal Point (FP) staff to act as technical advisors on the project in accordance with their respective responsibilities and mandates.

**Contractual services:** The full or partial transfer of title and ownership of equipment purchased will be undertaken in accordance with UNIDO procurement procedures. Transfers to national counterparts and project beneficiaries can be undertaken during the project implementation as deemed appropriate by the UNIDO Project Manager in consultation with the relevant stakeholders.

The leading PPE per project component will be closely coordinated with other line stakeholders and partner institutes via sub-contracting modalities, and will provide audit reports to UNIDO as per standard audit operations of respective executing partner under the executive arrangements. The tentative list of the main project executing and collaborating partners per Component is as follows:

Component	Executing partner
Component 1	MoFWR/DoF lead with Directorate of Climate Change & MoTIE, NEA (environment and coastal management policies)
Component 2	GTTI, MoTIE and MoFWR/DoF lead
Component 3	MoFWR/DoF lead with Directorate of Climate Change and DWR

In the execution of the above components, synergies will be built in coordination with relevant ongoing GEF projects and partners.

## 4. Monitoring & Evaluation Plan

The M&E of the GEF 6 Fisheries CCA Project will be conducted in accordance with established **UNIDO standards for monitoring and reporting processes and procedures consistent with the GEF Monitoring Policy**.

A **monitoring process** refers to the continuous process of collecting data on the agreed indicators to provide information on the extent of progress and achievements made, including project impact. It is used through project implementation to assess project progress towards its objective(s) and used to adjust course when necessary. It involves the systemic collection of information and data as well as calculating specific indicators to evaluate the effectiveness of the activities implemented. The monitoring should be conducted following specific procedures to collect and manage information, data (such as gender-disaggregated and data-disaggregated data), and variables.

A reporting process refers to the systematic and timely provision of essential and useful information showing how the Project is progressing toward the achievement of the project's goals/impacts. It should take place at periodic intervals and should result in the publication of a simple report indicating for the corresponding monitoring period which were the expected objectives and what was achieved, as well as any issues faced during monitoring in order to take the necessary corrective actions.

The **evaluation processes** are used to look into the overall performance in depth and take actions to enhance implementation (case of the Mid-term Reviews) or to look into the project overall implementation and extract lessons to be applied in the design of similar future projects (case of the Terminal Evaluations).

### 4.1 Objective of the M&E

The overall objective of the M&E is to ensure successful and quality implementation of the GEF 6 Fisheries CCA Project by:

- i) tracking and reviewing project activities execution and actual accomplishments against targets;
- ii) providing visibility into progress as the project proceeds so that the implementation team can take early corrective action if performance deviates significantly from original plans; and

- iii) adjusting and updating project strategy and implementation plans to reflect possible changes on the ground, results achieved and corrective actions taken.

Thus, the GEF 6 Fisheries CCA Project M&E includes **monitoring, reporting and evaluation of project activities** (evaluation of achievement of project activities related indicators), economic, environmental, social benefits, including involvement of women and youth on the project activities. So, the **project collects data to activities implemented/indicators that are (when possible) gender and age-disaggregated, and uses decision metrics to track progress.**

Thus, this M&E Plan is a key piece that highlights how the project is to be tracked, what tools are to be used, who the responsible persons for doing it are, when it is to be done, as well as how it should be reported, and to whom.

According to the M&E policy of the GEF and UNIDO, follow-up studies like Country Portfolio Evaluations and Thematic Evaluations can be initiated and conducted. All project partners and contractors are obliged to: (i) make available studies, reports and other documentation related to the GEF 6 Fisheries CCA Project and (ii) facilitate interviews with staff involved in the implementation of project activities.

## 4.2 Tools used in M&E activities

The following tools will be used for the M&E activities of the project:

- 1) M&E Project Results Tracking Tool (PRTT) – Excel file with identification of the “**indicator**”, “**baseline**” and “**target**” for each Output / Project Activity. The progress should be continuously monitored by the Project Management Office (PMO) and reported to UNIDO HQ using this tool as well as summarised through the provision of Progress Reports. The indicators in the excel also monitor gender and youth participation in the activities, as they track (when possible) gender and age disaggregated data. A Risk Registry is also to be maintained/ updated as part of the M&E PRTT, including mitigation measures implemented to address/mitigate the identified risks.

The Project Results Tracking Tool is provided in Appendix 1, as well as a live excel file that will be used throughout the project implementation. It is depicted in Figure 2.

[illegible]

**Figure 3: M&E Project Results Tracking Tool**

- 2) Progress Reports: two different types of monitoring reports are to be prepared by the PMO and submitted to UNIDO HQ. These are:
  - Quarterly Reports: the PMO should provide each quarter a Progress Report to UNIDO, where it clearly states progress registered in terms of the implementation of the activities/ achievement of project indicators, together with identification of issues and mitigations measures implemented to mitigate identified issues.
  - Yearly Progress Reports – Every year a progress report should be compiled summarising the achievements of the project by the PMO and submitted to UNIDO HQ and the PSC. This should also highlight co-finance raised and used as well as disbursement of GEF project funds by Project Component and Category (SAP system).
- 3) Project Implementation Reports (PIRs) to be compiled by UNIDO HQ and submitted to GEF. These reports should cover at least an entire Financial Year (July Y – June Y+1) of project implementation. The PIR content includes information on project status, including implementation start and first disbursements; amount of GEF project financing disbursed; the latest Development Objective rating, Implementation Progress rating and Risk Rating (using UNIDO 6-point rating); changes to expected dates of Mid-Term Review (MTR) and Terminal Evaluation (TE).
- 4) Evaluations:

- Mid-Term Review (MTR): checks project progress in terms of implementation/achievement of projects indicators and budget use at project mid-term. Also checks co-finance raised and use.
- Terminal Evaluation (TE): submitted towards the end of the project, and it looks into how successful or not the project was in achieving its objectives/impacts, and the actions deployed. The TE is to be used as a learning exercise to inform the design and setup of future projects and it should be candid, concise, consistent, and complete in providing the key findings, progress, or lack thereof, and the actions undertaken.

### 4.3 Responsible parties for the implementation of the M&E activities/reporting, periodicity and M&E budget

Within the M&E there are monitoring and reporting activities to be carried out as well as evaluation activities. While GEF reporting activities are the responsibility of the UNIDO HQ and these include the submission of PIRs, MTR and TE, continuous monitoring/reporting of the implementation of the project activities on the ground are the responsibility of the PMO, and these are to be reported to UNIDO HQ (quarterly and annually as supra-referred).

The PSC will evaluate annually the implementation of the activities, based on the Annual Report submitted by the PMO, and provide guidance for the implementation of the project moving forward. In addition, the PSC will approve future workplans for the project and the expected allocated budget and will serve as a forum for discussion of the findings of the MTR and the TE.

The following table shows the responsible parties for the implementation of the M&E activities, its periodicity and allocated budget.

**Table 1: M&E activities, responsibilities, periodicity of reporting and allocated budget**

Type of M&E Activity	Responsible Partner	Budget (USD)	Co-financing (USD)	Remarks	Timeframe
Inception Inception Technical expert inputs and missions incl. PM and PMO Inception Workshop Reporting (Quarterly and Annually) PMO & National Execution Partner establish AWP and meta data system	UNIDO HQ Project Manager (PM); Project Management Office (PMO), and M&E and gender specialists as required	35,000	45,000	UNIDO HQ PM, PMO, Executing Agency	Inception activities start within first two months of project start up  Regularly and findings / feedback / lessons incorporated into project management and Annual Project Reviews
Measurement of progress against GEF Core Indicators	National Execution Agency	30,000	60,000		Core Indicators validated, and monitored, reviewed and reported on Annually
Regular Monitoring and evaluation of indicators in M&E PRTT, e.g., co-financing, gender, stakeholder engagement, environmental and social risks and corresponding management plans as relevant	PMO UNIDO HQ PM PSC	35,000	75,000	Project Monitoring, PIR, MTR as part of project execution roles and PMO coordinated AWP activities	Quarterly on Project Progress (PMO to UNIDO HQ)  Annually prior to the finalization of APR/PIR and to the definition of annual work plans
Mid-term Review (MTR)	UNIDO HQ PM, PMO, external evaluation consultants	15,000	45,000		24 Months after start of project

Independent Terminal Evaluation (TE)	UNIDO Independent Evaluation Division (EVQ/IEV), PMO, PM UNIDO HQ and PSC, independent external evaluators	35,000	25,000		Evaluation at least six months before the end of the project; report at the end of project implementation
<b>TOTAL indicative cost</b>		<b>150,000</b>	<b>250,000</b>		

## 5. Communication Plan

Communication plans for the project are integrated into the tasks of the Project Assistant of the PMO and will be developed and supported by partners including MoFWR/DoF and UNIDO (for inputs) The communication plan will be designed to target fishing communities including, fishermen, processors, vendors and all actors in the fisheries sector. A plan for public awareness campaigns will be developed and implemented under PC3 to enhance communication and dialogue on CC impacts on coastal fisheries livelihoods.

The project aims **contribute to the sustainable development of the fisheries sector (artisanal) through the introduction of climate-resilient post harvest fisheries practices, technologies, and business operations**. This will be done through the development/improvement of legislation, implementation of pilot projects, awareness raising campaigns and through the provision of training.

The communication activities will involve dissemination of information on the project activities and its deliverables through flyers, radio, on project events, management and policy briefs including media outreach campaigns, stakeholder communications forums, awareness raising campaign implemented in PC2 and the project website.. Study tours and site visits will also be undertaken to promote wider adoption and scaling-up of the demo pilot climate-resilient business models including technology and processes, and promotional and awareness-raising events will be organized regularly as planned in the project relevant activities for sectoral and geographical scale-up and attraction of investment flow to climate resilient sector growth.

The project will use a webpage as its main means of communication and information/knowledge dissemination supported by flyer distribution locally and radio spots. The webpage will be part of the MoFWR/DoF website.

The branding of the project will be established at the project start, and that will be used in all communication materials and in the project website.

Regional, national, sub- and international as well as specialized expert network events will be used to share lessons learned and good practices with the relevant partners and value chain actors, with the aim of replication of project results and scaled attracted investment to adaptation and resilience building in the identified sector, by especially taking advantage of arising global dialogue on Blue Economy and SDGs agenda, including the fisheries and climate change nexus. Additionally, newsletters will be designed and shared with stakeholders and made available through a content-management-system, i.e. website, the appropriate hosting partner for which will be identified among the project stakeholders. Relevant social media, will also be utilized as a mean of communication and information/knowledge sharing.

Gender considerations will be integrated in the definition of the project branding as well as on all communication activities to ensure sustained positive impact and replication of the scope of the project results and impacts on the direct and indirect beneficiaries.

## 6. Stakeholder Engagement Plan

The project has diverse stakeholders including: Government institutions as project execution partners, private sector and community-based organisations such as business enterprises and fishing community organisations and partners including co-financing partners, stakeholders such as cooperatives or other forms of organized small business clusters, sector extension workers that are key agents in the project awareness raising and sustainability of the results and ultimately the impact beyond the project. Project partners are those stakeholders who will contribute to the execution and implementation of the Project and in some cases be sub-contracted to handle certain project activities base on area of competence.

The project foresees to establish an effective partnership and engagement with stakeholders. Once the PMO is established, the PEE, in addition to the MoFWR/DoF and the PMO, will take the lead in stakeholders engagement activities, by ensuring the requisite coordination, including establishing contractual and cooperation modalities according to project activity implementation and design of annual workplans; re-engaging with private sector and other co-financing partners as relevant, and with targeted communities. Among the stakeholders foreseen to be engaged in the project are the PSC members and other entities foreseen to be engaged in the implementation of activities, including, but not limited to: The Association of Fishing Companies (TAGFC); community based sole committee (LACOMs), Artisanal Fisheries Development Association (GAMFIDA), National Association of Artisanal Fisheries Operators (NAAFO), National Sole Fish Management Committee (NASCOM), and try women oyster association.

A participatory approach will be implemented to engage project stakeholders including national, local governmental and community authorities, representatives of private sector entities and Native and indigenous communities as most relevant and applicable to the project, and staff of the PMO. Maintaining an efficient stakeholder consultation mechanism in project execution, and clarifying the means and timing of engagement, how information will be disseminated, and an explanation of any resource requirements throughout the project/program cycle to ensure proper and meaningful stakeholder engagement is even more relevant due to the impacts of the COVID-19 pandemic that may delay project implementation, co-financing disbursement, and impose changes in implementation modality of activities (e.g., reduced possibilities to have face-to-face interaction with stakeholders). During implementation of project, the local in country and project site specific protocols and measures established by the national, regional governments and community will be considered and respected against of the pandemic. The project will set up remote communication mechanisms using virtual platforms and shared e-mails and messaging networks, video and telephone conferences to adjust to the new context, and also apply adaptive management, and coordination mechanisms that allow for recruitment and staffing, allow for project work plans and stakeholder engagement plans to be adjusted accordingly.

Table 2 below presents the stakeholders that were engaged and identified during the PPG stage, their respective roles and expected engagement in project implementation.

**Table 2: Key project stakeholders**

<b>Stakeholders</b>		<b>Roles and responsibilities in the project preparation implementation, and their respective roles and means of engagement</b>
<b>Public Sector</b>	<b>MoFWR</b>	MoFWR will be the lead PEE, with the responsibility to ensure the overall efficient execution of project activities and coordination of the project stakeholders and that the co-financing commitments are fulfilled in the project, in particular assuming part or full responsibility for activities that will be developed in further detail. The MoFWR/DoF acts as the lead counterpart of the project since PIF formulation and PPG phases. MoFWR/DoF supported project formulation activities requiring mobilized co-financing, coordination of project stakeholders including Government institutions, as well as facilitating the arrangements for consultations and workshops such as Project Launch, Preparation of the Inception Report and PSC meetings. The PMO office will seat at the MoFWR/DoF, ensuring the efficient and coordinated day-to-day project administration.
	<b>MoTIE</b>	MoTIE would coordinate efforts towards mobilizing co-financing commitments from partner government agencies and in preparing the project stakeholder consultations and validation workshop, working with the MoFWR.
	<b>NEA</b>	NEA, as the environmental regulatory agency and host institution of the GEF Operational Focal Point has designated the MoFWR/DoF to be the PEE. The project will be implemented through national execution modality, and action for execution activities will be elaborated and validated in the action plans development during the project inception phase and in PSC meeting, of which NEA will be part of.
	<b>Women's Bureau</b>	The Bureau is mandated with gender policy oversight including the promotion of interventions focusing on Gender and Women Empowerment actions of the project. Contributions of in-kind expertise and engagement in stakeholder dialogue and community awareness on CC strategies on gender mainstreaming is proposed.
	<b>FSQA</b>	FSQA is expected to support specific implementation and co-financing to the project specifically by acting as a service provider on industry and small business training.
<b>Private Sector Associations and Enterprises</b>	<b>TAGFC</b>	TAGFC is an organization of fish processors and fishers, and other business organizations and associations. Members of TAGFC include fish processors, exporters and vessel owners operating in or flagged to fish in the sub-region, of whom eight (8) member enterprises are listed on EU approved exporters of fish and fisheries products. The association implementing roles and co-financing to the project specifically would include mobilizing members to support and delegate resources and staff to trainings. Innovatively the incremental services would include participating in feasibility assessments and investment promotion on fish processing and exports, aquaculture and waste valorization and diversification models, for which a contracting modality may be established through the project.



	<b>Fisheries Sector Associations</b>	<p>The project PPG identified a number of Fisheries Sector Associations including National Sole Fish Management Committee (NASCOM), National Association of Fisheries Operators (NAFO) and Artisanal Fisheries Development Agency (GAMFIDA). About 45% of NASCOM members are women, mostly engaged in drying, smoking and selling fish. These stakeholders generally have different levels of capacities and membership; for instance, GAMFIDA as the organization of artisanal fishers folks has a presence that is limited to major primary production sites of Banjul and the fishing communities and the fishing villages of Brufut, Tanji, Sanyang, Kartong, Gunjur and Bakau.</p> <p>Under components 2 and 3, these associations will be engaged in planning and implementing of demonstrational project interventions to promote climate resilient post-harvest fisheries practices, technologies, and business operations. The activities involving community level stakeholders are particularly envisaged to involve women and youth (according to the national youth policy, the latter group are classified to include populations within the ages 15-30 years). The member enterprises of these organisations will be mobilised to make in-kind and incremental investment co-financing to the project. Community Fisheries Centres (CFC) will also be mobilised under this group of stakeholders. The contribution of CFCs is estimated as in-kind staff time to stakeholder dialogues and community awareness on CC strategies on gender mainstreaming. The CFCs may also assume project execution roles under the gender mainstreaming actions of the project. At the time of CEO formulation, mobilized CFC partners to include among others: Tanji Community Fisheries Centre and Bakau Community Fisheries Centre.</p>
	<b>Private communication operators</b>	<p>Information, Communication and Technology (ICT) service providers already have a strong engagement with the project partners who use the existing text messaging, voice clips and other messages that are exchanged in popular versions and languages. Costs, value added and sustainability of services such as on market information will be evaluated to define possibilities for adoption to the project partners and beneficiaries. Communication and awareness raising activities of the stakeholders will be linked to such systems such as <i>Closed User Group (CUG)</i> to enable members, for instance, fishers to access relevant and timely information. The modality and level of co-financing will be the subject of further discussions at project start, when relevant information to the sector actors will also be evaluated.</p>
	<b>Private Sector Fisheries and Diversified Value Chain Enterprises</b>	<p>EMPASS and BSC FEED is a pioneer industrial producer of feed meal and fish waste valorisation. The investment project is undertaken in the value chain of poultry for both eggs and poultry meat production. EMPASS Holding invests on the high tech and high-cost components of the value chain and the out growers focus on the farming and labour-intensive components and as at 2018 had already extended financing to some 20 out-growers for broilers farms. Additional to the equity investment by EMPASS out-growers' inputs will be mobilized at project start and considered as in-kind/ beneficiary co-financing. The project would cover communities and villages to be involved in the integrated fish-poultry- high-quality chicken processing scheme. The co-financing major investments of the private entity are: energy at the hatchery (100 kW) processing (120 kW) company broiler farms (80 kW) units; energy at the broiler farm level 5 kW for minimum 50 farms and 10 kW for 20 farms; capital investment to build layer and broiler house including equipment; and working capital for farmers in the form of a revolving fund.</p> <p><b><i>African Women's Entrepreneurship Program; National Partnership Enterprise (fish processing and export), as well as Masannah Ceesay Fish &amp; Vegetable Enterprise (fish smoking and export), and the partner Community Fisheries Centres or CFCs</i></b> are expected to be the private sector co-implementers of demonstrational trials of new and diversified value chains. <b><i>The Atlantic Seafood Company</i></b>, which is also one of the major fish processing and export enterprises proposes co-financing to project interventions that encourage good practices on waste collection, handling and valorisation, for instance the investment in trial demonstration of bone separation techniques that is proposed by the Atlantic Seafood Company as co-financing partner to the project. The Atlantic co-financing particularly proposes to co-invest in integrating climate resilient considerations in technical aspects of post-harvest and waste reduction measures at factory floor.</p>
<b>Development Partners</b>	<b>European Union</b>	<p>The European Union has worked on CCA in addition to other key topics including youth and gender, employment, improved livelihoods, etc. The EU's co-financing aims at leveraging on the successful implementation of a first EU project titled "Global Climate Change Alliance (GCCA) support for integrated coastal zone management and the mainstreaming of climate change" from September 2013 to July 2016 for a total budget of EUR 3.5 M (equivalent USD 3.86M). The project is laying the groundwork for sustainable Integrated Coastal Zone Management (ICZM) and the integration of climate change adaptation into relevant national policies. Offering co-financing to generate synergies with the UNIDO/GEF6 Project (components 1, 2 and 3) and the EU's Project Phase 2 entitled "GCCA+ Climate Resilient Coastal and Marine Zones Project" launched in 2019 for five years. Common activities, sharing information, data, studies and relevant materials &amp; tools (awareness raising, training, etc.) will be fostered in the collaboration.</p>

<b>Regional Partners</b>	The ECOWAS, and its ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE)	ECREEE a specialized technical agency mandated by the Authority of Heads of States to remove barriers impeding the development of a viable regional market for renewable energy and energy efficiency. ECREEE's main objectives are to contribute to the sustainable economic, social and environmental development of West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy-related externalizes (GHG, local pollution). Specifically, the centre focuses on improving renewable energy policies, strategies and investment policy frameworks, as well as creating favourable market conditions for instance by addressing existing barriers related to technology, finance, business, legal, policy, institutional, knowledge and gender focused capacity building. Links with the centre will be established to disseminate information on the updated policies as well as on renewable energy and energy efficiency project implemented as part of pilots within this GEF 6 project.
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Once the PMO is established, the Project Coordinator will follow up with the above-mentioned stakeholders on their continue engagement for the implementation of this GEF 6 project, and update the information accordingly. Other stakeholders will also be identified and added to the above list. The PMO will create a contact list with the people of reference in each institution and keep records on the contacts established and agreed interaction between the stakeholders. Records of the engagement should be kept by the PMO.

## 7. Information Management Plan

The project will collect baseline data and information during the initial implementation stages of project activities, to reconfirm re-align the baseline information that will be used to track progress on the implementation of the GEF 6 CCA Project This should be carried out in the first six (6) months after the actual start of the project.

During project implementation data and information will be: (i) collected for and within the implementation of the project activities; (ii) generated a result of the project activities; and (iii) by the PMO to track progress on project implementation.

Data and information collection is key for monitoring and evaluation and assessment of project impact as related to project outputs and monitoring of indicators. When collecting baseline and monitoring data and information, efforts will be done to collect sex and age disaggregated data, especially in activities that involve stakeholders participation and engagement (e.g. consultations, activity's implementation; assessment of resultant effects of project activities; involvement of project co-financing partners and the tracking mechanism; numbers of communities and business models and enterprises involved and their performances). Monitoring and evaluation activities under Component 4 will be key to collect knowledge and information generated by the project .

Analysis of captured data will enable deduction of information for reporting and publication and for ensuring visibility and transparency in project implementation process and results.

Information derived will be reported in project reports which, when cleared, will be available to authority and project partners and the general public through posting and publishing on identified websites including the project website, the MoFWR website, and the websites of UNIDO and GEF.

Knowledge built as a result of the project implementation will be catalogued (reports, lessons learned and best-practices) to enable efficient scaling-up regionally and on relevant global platforms such as the International Waters Learning Exchange & Resource Network (IWLEARN). Plan for Awareness raising activities will include project visibility and communication involving the media, and documentation of good practices for wider dissemination. Success stories, challenges, and solutions will be extracted from the regular monitoring and catalogued and presented to contribute to community empowerment, awareness raising and contribute to concrete actions on CCA from targeted populations. For instance, the sites of the pilot projects will be included in the GIS interactive map of the ECOWAS Observatory (<http://www.ecowrex.org>), and relevant information about the project can be shared through ECREEE's partner networks. Community empowerment for resilience building and awareness rising on CCA will also integrate the use of local community knowledge on climate change and localized adaptation scenarios.

Regional, national and international events, newsletters, the project website, regional, international and national platforms and social media will be used to share and disseminate learnings and knowledge generated by the project.

## 8. Co-finance Tracking Mechanism

The project co-financing contributions towards the incremental/additional cost of the project as stated in the GEF CEO Endorsement totals **US\$9,621,062.00**.

*Table 3: confirmed sources of Co-financing for the project by name and by type*



Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (US\$)
Recipient Country Government	Government of The Gambia	In-kin	250,000.00
CSO	African Women's Entrepreneurship Program (AWEP)	Gran	180,000.00
CSO	African Women's Entrepreneurship Program (AWEP)	In-kind	20,000.00
GEF Agency	UNIDO	Grant	40,000.00
	UNIDO	In-Kind	700,000.00
Private Sector	National Partnership Enterprise (fish processing and export)	In-Kind	1,090,000.00
Others	ECOWAS Centre for Renewable Energy and Energy Efficiency, ECREEE	In-Kind	1,400,000.00
		Loans	500,000.00
		Grant	500,000.00
Private Sector	EMPASS	In-Kind	334,062.00
Private Sector	Masannah Ceesay Fish & Vegetable Enterprise (fish smoking and export)	In-kind	550,000.00
Others	European Union Delegation, EUD The Gambia, est. USD equiv. of EUR 3.5 M	In-kind	3,860,000.00
Private Sector	The Atlantic Seafood Company	In-kind	197,000.00
<b>Total Co-financing</b>			<b>9,621,062.00</b>

Once established and operational the PMO will confirmed through consultation with the different project partners the available co-finance towards the project. If necessary, further mobilization of co-financing will be carried out during the project implementation. Co-finance commitments should be tracked during project implementation by the PMO and any new contributions recorded and reported to the PSC.

To monitor the co-finance use by the project, the PMO will use the tracking tool included in Appendix 2. This tool tracks the agreed co-finance at PPG, its reconfirmation at project start and its spending throughout the project implementation. The use of in-kind confidence by the different project partners will be tracked by the project partners, who will be asked to report their use twice by year to the PMO. The PMO is the one responsible for guaranteeing the use of this tracking tool.

## 9. Progress in Project Implementation – until 31<sup>st</sup> August 2022 (Year 1)

### 9.1 Project Approval and Official Launching of Project

The project was approved for implementation in August 2021. Following its approval, UNIDO as the GEF Project Implementing Agency contacted the MoFWR/DoF, via a letter of official communication to inform them of the project approval for launch of implementation. UNIDO introduced the project again in light of leadership changes DoF that took place in the fisheries administration in the course of time from preparation to approval. UNIDO informed that the objective of the project is to increase adaptive capacities for The Gambia coastal fish processing value chains and promote climate resilient business models focusing on improved post-harvest fisheries food systems to vulnerable communities. It also informed the fisheries administration about its commissioning of the project Inception Phase from January 2022, with the MoFWR/DoFs as the lead national executing agency. UNIDO requested the Ministry's collaboration in the organization of the launching of the GEF 6 Gambia CCA Project in conjunction with the first PSC meeting for UNIDO's The Gambia Country Programme (CP) 2021-2025. The MoFWR replied to the UNIDO letter of information on 17<sup>th</sup> June 2022 via the UNIDO Project Manager. It acknowledged receipt and reiterated its support to UNIDO on project implementation.

UNIDO and MoFWR/DoF engaged in a series of meetings starting with an introductory meeting and holding planning meetings including on organisation of the official launching of the project. With collaboration between, UNIDO, MoFWR/DoF and The Gambia UNIDO Country Programme under the MoTIE, the project got officially launched on 21<sup>st</sup> June 2022. This event was organized back to back to the first Steering Committee meeting for UNIDO's The Gambia Country Programme (CP) 2021-2025.

The occasion was attended by various project and institutional partners and stakeholders in the public and private sectors. Overall, about seventy (70) people attended the launching event including institutions, fishing communities and organisations, project partners in both the public and private sectors, the media and various other stakeholders. Of these 47% were women and 78% were young people. The list of registered participants and Agenda of the event is in Appendix 3.

Mr. Momodou Sidibeh, Assistant Director of Fisheries chaired the occasion, welcoming participants and made some short remarks. The launching was presided over by dignitaries who delivered speeches. The speakers at the occasion include: The UNIDO Country

Representative, Mr. Yvetot Christophe Olivier Renaud, delivered the UNIDO Launching Remarks. Mr. Njagga Touray, the GEF Focal Point Desk Officer made some remarks on behalf of Dr. Dawda Badjie, the Executive Director of the National Environment Agency (NEA) which is a project execution partner and also the GEF Operational Focal Point in The Gambia. Mrs Anna Mbenga Cham, the Director of Fisheries delivered a speech in which she made a brief introduction of the Project. The Minister of Fisheries, Water Resources and National Assembly Matters (MoFWR&NAM), Honourable Musa Drammeh delivered the official launch speech, while the Permanent Secretary of the Ministry of Trade, Industry Regional Integration and Employment (MoTIRE), UNIDO main counterpart /partner, gave the official closing statement

## 9.2 Engagement of International and National Consultants to support the project

International and National Consultants were engaged by UNIDO to provide technical assistance to setting up the PMO and to support the elaboration of a strategy for project delivery focusing on institutional and policy capacity building, and support to stakeholder consultations on the design of adaptation demonstration projects among other key actions.

The support of the consultants included:

- Support in the preparation of the project's Inception Report including:
  - Support in the definition of the project's Inception Report structure and contribution to drafting some of its sections as support to the PMO establishment.
  - Support in the definition of the M&E plans and tools to be used in the project.
  - Undertake preliminary needs assessment based on components presented in the project proposal document and focusing on climate adaptation and gender mainstreaming policy support areas, and include the summary of findings as input to the project Inception Report.
  - Define a strategy for delivery of the project, starting with presenting a guideline and strategy, and a workplan for the project execution.
- Defining the strategy for project execution and management structures:
  - Development of the project execution ToR for the Lead Execution Partner. A draft execution ToR for the DoF for the inception and subsequent project implementation phase was prepared. This will be the basis for contracting of the project execution and set-up of the PMU with the DoF.
  - This included support in the identification of the project implementation team structure and a plan on engaging stakeholders to be involved from the onset in the implementation planning. The task will involve experts that are providing coaching in form of technical advice and direct expert assistance, with a focus identifying policy and demonstration models for investments in post-harvest fisheries management.
  - Provide support in the identification of one pilot project. It included the provision of information on possible innovative solutions to consider, such as cold hubs and the port investment strategy (aiming at defining at least one demonstration project) and presenting the information as part of a first substantive technical progress report. Accordingly, the activities of this task will also address the focus on scaled uptake of the demonstration technologies; and presenting ways to mobilize funding for the project and beneficiaries' plans to achieve a scalable impact. The output will facilitate advancement in planning the subsequent demonstration projects based on a dialogue among the project promoters and executing agencies. In addition, it will involve working with the project executing entity's team on updating the plan of the demonstration project and in setting the baselines and target indicators as needed, including the definition of categories and profiles of the beneficiary group(s) and target individuals, as well as prepare and sharing knowledge dissemination materials for the update to stakeholders.
  - Supporting the PMO and the PM Team to plan and the undertaking stakeholder consultations to identify relevant policy and regulatory measures including those planned through the project and partners' inputs. This involves support on detailed project work planning, with the inputs of relevant stakeholder agencies, departments and ministries, as well as selected representatives of the end beneficiary groups.
  - Support the identification of a pilot project and the development of the procurement documents. The presentation of summary findings and recommendations drawn during this task; and an initial framework of indicative specifications for undertaking a preliminary feasibility business plan for at least one demonstration project case as input to the project implementation report.
- Support to the 1<sup>st</sup> PSC meeting of the project and in the implementation of M&E tracking mechanisms:
  - Development of the PSC ToRs.
  - This includes support in the preparation of the presentation of the following year's annual work plan as planned by the lead PEE, to the PSC for their analysis and approval – PSC Meeting Presentation. It also included the presentation

of the project activities, report contents and templates to be approved by the PSC as well as the work plan for the project going forward. The 1<sup>st</sup> PSC meeting of the project was conducted on the 19<sup>th</sup> September 2022, and PSC ToRs and project execution work plan adopted by the PSC. PSC Meeting Minutes are attached in Appendix 4.

- This task also includes validating the project's annual work plan for the following year, which includes the action plan and procurement documents for at least one demonstration project.
- In particular, support is to be given to the PMO to define and implement one or more systematic and simplified tools or templates for monitoring and reporting (M&E) on the intended project results – the M&E system proposed in this report – as well as mechanism for tracking of project's co-finance. There will also be provision to guide the project personnel, on presenting and tracking a detailed schedule for the implementation of the specific demonstration activities required for award by the implementing agency in the first year of the project and, one or more templates to enable timely monitoring and reporting of the pilot implementation. Accordingly, a proposal with indicative technical specifications, as well as a plan for the implementation and co-financing of the pilot project and the demonstrative project preliminary operational and administrative structures are to be presented.
- Work on the HACT assessment requirement for enabling transfer of funds to the Lead Executing partner for project execution. For the HACT process, the original copy of the report of the HACT micro-assessment done for UNICEF on the Ministry of Fisheries and Water Resources has been obtained from UNICEF for use by UNIDO. The HACT process is being finalized to enable transfer of funds to the lead project execution partner for project execution to start.
- Setting up of the PMO and its office in MoFWR/DoF: Setting up of the PMO hinged on availability of project office and nomination and recruitment of the project team members including a coordinator and project staff. This process and the contracting process for the project execution and operationalization of the transfer of funds for project implementation are defined in the PMO ToR for the DoF for the inception and subsequent project implementation phases, and also through a HACT micro-assessment report. These are in the process of being finalized.

## 10. Year 2 Work Plan and Budget

### *Proposal of the Annual Action Plan of the UNIDO-GEF 6 project January - December 2023*




<i>Project Component</i>	<i>Budget January – December 2023</i>
<i>PC1 - Gender Responsive Climate Change Adaptation (CCA) measures mainstreamed into relevant sector policies and national strategy</i>	<i>147,500</i>
<i>PC2: Resilience building models for small scale fisheries-dependent enterprises and populated coastal communities</i>	<i>922,100</i>
<i>PC 3: Community empowerment and awareness raising on CCA in fisheries value chains</i>	<i>209,000</i>

# Appendix 1: Indicators/ Targets to be used in the M&E



Project component (PC)/ Outputs (O)	Lead PEE	PEP (Indication if the activities are going to be subcontracted or not)	Indicator	Baseline	Target	Year 1 - Sep 2021/Aug 2022				Year 2: Sep 2022/ Aug 2023				Year 3: Sep 2023/ Aug 2024			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
PC1 - Gender Responsive Climate Change Adaptation (CCA) measures mainstreamed into relevant sector policies and national strategy																	
O1.1. Recommendations developed through private sector engagement for mainstreaming gender-responsive CCA into sectoral/coastal fisheries value chain-related policies and strategies	MoFWR / DOF	MoFWR/DoF (Sub-contract)								1.1.1 Identify the gaps in the relevant policies and strategies (energy, fisheries, agriculture, gender, etc.)							
		MoFWR/DoF & Climate Change Office	# of recommendations on policies and strategies developed through private sector engagement mainstreaming gender-responsive CCA into sectoral/coastal fisheries value chain # of land under climate- resilient managemen	0 policies/ strategies mainstreaming gender-responsive CCA into sectoral/coastal fisheries value chain # of land under climate-resilient management	At least 3 climate resilient regulatory and policy measures piloted to promote adoption of quality and safety standards and systems, and environmental safeguards by the private sector, including guidelines for fisheries sector related containment and recovery responses to the pandemic - GEF Core Indicator 3 10,000 ha of land land under climate-resilient management - GEF Core Indicator 2							1.1.2 Adapt relevant policies & strategies to include CCA & gender mainstreaming in fisheries value chain					
		MoFWR/DoF	# of umbrella association of key private sector players	0 of umbrella association of key private sector players of the fisheries value chain	1 umbrella association of key private sector players of the fisheries value chain							1.1.3 Create an umbrella association of all key private sector players of the fisheries value chain for advocacy and coordination purposes					
		DoFish	# workshops validating policies/ strategies mainstreaming gender responsive CCA into sectoral fisheries value chains	0 workshops validating policies/ strategies mainstreaming gender responsive CCA into sectoral fisheries value chains	1 validation workshop to validate the 3 recommendations developed in 1.1.2 (40% women and 40% youth)										1.1.4 Organize a validation workshop on the recommended policies & strategies adaptations		
O1.2. Climate resilient business model for fisheries waste management and processing developed and demonstrated for private/public uptake	MoFWR / DOF	MoFWR/DoF	# Number of fisheries sector information systems operational incl. Knowledge Management activities # Number of fisheries profiles in the information system	0 Fisheries sector information systems operational incl. Knowledge Management activities 0 fish processing enterprises profiled, including identification of waste types and potential uses	1 Fisheries sector information systems operational incl. Knowledge Management activities At least 45 fish processing enterprises profiled, including identification of waste types and potential uses					1.2.1 Identify fish processing enterprises including fisheries waste types and potential uses							
		MoFWR/DoF	# reports idenitifying existing – targeted models for the value chain segments of fisheries processing, and integrated waste management	0 reports idenitifying existing – targeted models for the value chain segments of fisheries processing, and integrated waste management	1 reports identifying existing – targeted models for the value chain segments of fisheries processing, and integrated waste management					1.2.3 Assess the market potential for processed waste alternatives							
		MoFWR/DoF	# enterprises with the climate resilient business models trained on enterprise financing and investment partnerships # of people present in the workshops related climate resilient business models trained on enterprise financing and investment partnerships disagregated by gender and youth # of enterprise with actions and protocols to integrate covid-19 recovery and rebuilding guidelines, adopted and rolled out, and a learning and knowledge management system in place. # of fish processing entreprises with quality guidelines (such as the ones developed in O1.1) in place	0 enterprises with the climate resilient business models trained on enterprise financing and investment partnerships 0 people present in the workshops related climate resilient business models trained on enterprise financing and investment partnerships disagregated by gender and youth 0 enterprise with actions and protocols to integrate covid-19 recovery and rebuilding guidelines, adopted and rolled out, and a learning and	At least 15 enterprises with the climate resilient business models trained on enterprise financing and investment partnerships At least 15 people present in the workshops related climate resilient business models trained on enterprise financing and investment partnerships (with 40% women and 40% youth) At least eight (8) enterprise with actions and protocols to integrate covid-19 recovery and rebuilding guidelines, adopted and rolled out, and a learning and knowledge management system in place.								1.2.2 Promote the establishment of climate resilient facilities and processes for efficient recovery and production of value added and usable products				



				knowledge management system in place.														
		EMPASS, BSC FEED (Sub-Contract) & Masannah Ceesay Fish & Vegetable Enterprise	# of waste collection systems put in place as part of the pilot projects # of fish processing plants implementing integrated waste collection and processing models	0 waste collection systems put in place as part of the pilot projects 0 fish processing plants implementing integrated waste collection and processing models	At least 1 waste collection systems put in place as part of the pilot projects At least 1 fish processing plant implements integrated waste collection and processing models (at least the pilot project)								1.2.4 Organize a waste collection system, logistics, and processing unit(s) as part of pilot projects					
O1.3. The staff of DoF, local government, environmental and business sector regulators, industries and cooperatives trained on gender-responsive climate- resilient adaptation measures, supporting the integration of CCA into fisheries value chain development	MoFWR / DOF	MoFWR/DoF (sub-con)								1.3.1 Identify capacity and knowledge gaps of targeted stakeholders								
		Directorate of Gender + Climate Change Directorate (Sub-contract)	# of people from target group institutions and agencies trained on climate resilient and gender equality good practices, and relevant enabling policy measures identified with the engagement of the trainees (disaggregated by gender and youth)	0 people from target group institutions and agencies trained on climate resilient and gender equality good practices, and relevant enabling policy measures identified with the engagement of the trainees	At least 50 people from target group institutions and agencies trained on climate resilient and gender equality good practices, and relevant enabling policy measures identified with the engagement of the trainees (with 40% women and 40% youth)							1.3.2 Design relevant training materials on climate resilient and gender equality for adaptation measures						
		MoFWR/DoF & GTTI (Sub-contract)												1.3.3 Provide training and capacity building activities, including in collaboration with co-financing partner programme institutions and specialized institutions				
		MoTIE (GIEPA) Sub-Contract	# of adaption policy actions introduced at the institutional level with at least 4 models including for the fishing port .	0 adaptation policy actions introduced at the institutional level.	At least one (1) adaptation policy action introduced at the institutional level with at least 4 models including for the fisheries jetty.							1.3.4 Develop and provide support services for value addition and export trade (feasibility study for the inclusion of services - such as ice facility generation, ice provision facility etc)						
PC2: Resilience building models for small scale fisheries-dependent enterprises and populated coastal communities																		
O2.1. Innovative climate-proof post-harvest technologies implemented at three Community Fisheries Centers (CFCs), with capacity building	MoFWR / DOF	MoFWR/DoF & GTTI (Sub-contract)								2.1.1 Undertake in-depth needs assessment and develop plans with the project implementing partners								
		MoFWR/DoF & GTTI (Sub-contract)	# of CCA projects for fish processing implemented (pilots)	0 CCA projects for fish processing implemented	At least three (3) CCA projects for fish processing implemented in CFCs						2.1.2 Identify the relevant technologies, business processes and capacity building to improve post-harvest activities, including the pilot projects to be implemented							
		MoFWR/DoF & GTTI (Sub-contract)										2.1.3 Implement the demonstration projects						






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O3.3. Lessons learned documented and disseminated to relevant audiences, with support for regional uptake, replication and scaled up investments.	MoFWR / DOF lead with FSQA and CFCs	MoFWR/DoF	# of webpages / websites of the project # of links from other organizations (such as the ECOWREX) refer to the project (Y/N) project referred on social media (Y/N) information displayed on the projects website/webpage is gender sensitive	0 of webpages / websites of the project N/A of links from other organizations (such as the ECOWREX) refer to the project (N/A) project referred on social media (N/A) information displayed on the projects website/webpage is gender sensitive	One (1) of webpages / websites of the project At least three (3) links from other organizations (such as the ECOWREX) refer to the project (Y) project referred on social media (Y) information displayed on the projects website/webpage is gender sensitive													3.3.1 Catalogue success stories, challenges and solutions, through periodic monitoring
		MoFWR/Communication Unit	# of Newsletter on the project and project activities per quarter (Y/N) information displayed on the newsletter is gender sensitive	0 Newsletter on the project and project activities per quarter (N/A) information displayed on the newsletter is gender sensitive	At least one (1) Newsletter on the project and project activities per quarter (Y) information displayed on the newsletter is gender sensitive													3.3.2 Disseminate lessons learnt and best practices
PC4 - Project Monitoring & Evaluation																		
O4.1: Project monitoring	MoFWR / DOF	MoFWR/DoF	# of events launching the project # of participants in the launch event (disaggregated by gender and age)	0 events launching the project 0 participants in the launch event (disaggregated by gender and age)	One (1) event launching the project At least ten (10) participants in the launch event (with 40% women and 40% youth)			4.1.1. Project launch - 21st of June 2022										
		MoFWR/DoF	# PeMU units established and operational (disaggregated by gender and age)	0 PeMU units established and operational (disaggregated by gender and age)	1 PeMU units established and operational (with 40% women and 40% youth in the team)	4.1.2. Setup of the PeMU												
		MoFWR/DoF								4.1.3. PeMU running								
		MoFWR/DoF & UNIDO	# of M&E plans prepared and put in place # of Inception Reports prepared and approved by the PSC	0 M&E plans prepared and put in place 0 Inception Reports prepared and approved by the PSC	One (1) M&E plans prepared and put in place One (1) Inception Reports prepared and approved by the PSC				4.1.3. Preparation of the M&E plan and Project Inception Report									
		MoFWR/DoF	# of PSC Meetings % of women and youth participating in the PSC meeting	0 PSC meeting/year /after approval of the PSC ToRs N/A% of women and N/A% youth participating in the PSC meeting	At least 2 PSC meeting/year /after approval of the PSC ToRs 40% of women and 40% youth participating in the PSC meeting					4.1.4. 1st PSC meeting		4.1.4. 2nd PSC meeting		4.1.4. 3rd PSC meeting		4.1.4. 4th PSC meeting		
		MoFWR/DoF	# of Progress Reports of the PeMU to the UNIDO HQ per quarter # of Final Report on project implementation	0 Progress Reports of the PeMU to the UNIDO HQ per quarter 0 Final Report in project Implementation	1 Progress Reports of the PeMU to the UNIDO HQ per quarter 1 Final Report in project Implementation						4.1.5. Progress report submitted to UNIDO HQ		4.1.5. Progress report submitted to UNIDO HQ		4.1.5. Progress report submitted to UNIDO HQ		4.1.5. Progress report submitted to UNIDO HQ	4.1.5. Progress report submitted to UNIDO HQ
	UNIDO HQ	UNIDO	# of PIR per FY	0 PIR per FY	1 PIR per FY									4.1.6. Submission of PIR to GEF				4.1.6. Submission of PIR to GEF
	O4.1: Mid-term review implemented	UNIDO HQ	UNIDO	# of MTR Conducted	0 of MTR Conducted	1 of MTR Conducted							4.1.7. Mid term evaluation					
O4.2: Project terminal evaluation	UNIDO HQ	UNIDO	# of TE Conducted Rating achieved in the TE	0 of MTR Conducted	1 of TE conducted At least with a classification of Moderately Satisfactory												4.2.1.Terminal Evaluation	



## Appendix 2: Guideline/Template for Tracking Co-financing – Baseline /current and planned investment scenarios

					UNIDO Subcontract 1:		
Activities	Location	Value	Source of finance	Status	CCA Assets and Associated Investments for the target enterprises and populations	CCA investments (Associated Key constraints to income, information, capacity...)	Means of reducing vulnerability and exposure to climate change <sup>1</sup>
Post-harvest							
Fish processing plant(s)							
.....							
Refrigeration network(s)							
.....							
Harbour landing site development							
Landing and post-harvest sites and services							

- 
- <sup>1</sup> Identify entry points: e.g value added activities that are feasible as per business plans incorporating good climate change adaptation practices, CCA GPs, incl. those that increase/extend the shelf life and contribute to higher and more stable earnings
  - Account for the role of information, knowledge and coordination gaps and constraints
  - Reach out to more- critical mass of targeted entrepreneurs/beneficiaries, e.g via:
    - direct impact of the project activities,
    - co-financing mobilised,
    - investments in scaling and replication; as well as by
    - focusing on key constraints and beneficiary targeting – how to profile and reach the targeted 10,000 people from climate vulnerable livelihoods/ coastal communities associated with fish processing and post-harvest value chains (5,000M, 5,000F – 50:50%); and 20,000 indirect beneficiaries
  - Focus on a few higher capacity demonstrations that can be expected to achieve the target results over a short time and increase the spillovers and replication – keep a strong firewall to infrastructure design and execution that is relevant to high impact adaptation rationale, as compared to facilities hard infrastructure upgrading works.



Other Fisheries sector support							
Fisher harbour infra. Investment/jetty facility development or upgrade							
Rehabilitation of fisheries laboratory(ies)							
Fisheries College, incl. vocational and non-formal							
Outboard motor subsidy programme							

# Appendix 3: PSC ToRs

**UNIDO - GEF 6 project with Government of The Gambia: Strengthening Adaptative Capacities to Climate Change through Capacity Building for Small Scale Enterprises and Communities Dependent on Coastal Fisheries in The Gambia (herein referred to as the CCA Fisheries Project)**

## Background and objective

This Terms of Reference (ToR) presents the guideline for a Project Steering Committee (herein referred to as the PSC) for the project: *Strengthening Adaptative Capacities to Climate Change through Capacity Building for Small Scale Enterprises and Communities Dependent on Coastal Fisheries in The Gambia* (herein after referred to “CCA Fisheries Project”). The PSC’s objective and mandate is to ensure effectively implemented project plans and partners’ coordination modalities ensured to achieve the desired project impact and results. The PSC members are those that are essential stakeholders and have a significant role in the project implementation.

## Responsibilities of the Project Steering Committee (PSC)

- To serve as an advisory body to the project and provide overall strategic guidance and direction to the project partners for implementation of the planned project activities.
- To review project updates and any relevant developments with the aim of ensuring minimized overlap and alignment with national priorities, including policy guidance as relevant, facilitating collaboration for project execution and oversight.
- To review and provide recommendations and endorsement of annual and semi-annual workplans, project deliverables including progress reports on project implementation, as well as on co-financing realization and utilization.
- To consider the lessons arising from periodic project reports and provide guidance on opportunities for scaling up of project results and good practices for information / results dissemination to relevant audiences.
- To monitor the project activities, processes and plans, an adjustments that have been decided to achieve the desired project goal. Also, the PSC should resolve conflict between parties when they arises.

## Meeting frequency and schedule

- The PSC should meet at regular intervals, preferably conducting six (6) meetings in a three (3)-year period anticipated with at least two (2) meeting conducted per year.
- The quorum shall be two-thirds of the PSC Members
- The Permanent Secretary Ministry of Fisheries and Water Resources (MoFWR) is the head of the PSC, meetings can be either virtual or in-person, with preference for in-person ones if availability and other factors allow for it. Meetings shall be convened under the auspices of the Ministry of Fisheries and Water Resources/ Department of Fisheries (MoFWR/DoF) in consultation with the National Environmental Agency (NEA)/ GEF Operational Focal Point, and UNIDO.
- With regard to secretariat functions, this will be delivered through the overall guidance of the Lead Executing Agency for the Project Management Component (MPC). MoFWR/DoF acting as the Project Execution Management Unit (PMO) will manage and communicate meeting invites to PSC Members at least one (1) month before the meeting date; with the necessary documentation sent to all members at least five (5) days before the meeting). The PMO shall be responsible to prepare the Agenda and other required documentation for PSC meetings; as well as acting as the secretariat with the responsibility to seek approval from the relevant PSC governance entities to circulate supporting documentation to PSC Members; take Meeting Minutes and circulate to all PSC Members within seven (7) working days after the PSC meeting.
  - In addition to the regular meetings of the PSC, ad-hoc meetings may convene to address specific or urgent needs. For such meetings, PSC Members shall be notified five (5) days in advance.

## Membership

- The PSC will be composed of representatives from:
  - NEA/GEF Focal Point,
  - MoFWR/DoF,
  - Ministry of Environment, Climate Change and Natural Resources (MECNARR)
  - Department of Parks and Wildlife
  - Climate Change Office ((MECNARR) /CCO),
  - Ministry of Trade, Industry and Employment (MoTIE),
  - The Gambia Technical Training Institute (GTII),
  - Women Bureau
  - Ministry of Gender, Children & Social Welfare,
  - The University of The Gambia (UTG)
  - Department of Water Resources
  - Food Safety and Quality Authority of The Gambia (FQSA)

- UNIDO as Project Manager and
- other appropriate national body identified as relevant (Association of Gambian Fishing Companies) GCCI, NAAFO /PONSAFAG.
- MoFWR will chair the PSC, with NEA GEF Focal Point as Alternate Chair.
  - Nominations/designation of members made in accordance with the mandates of the above listed governmental institutions, including the respective sector ministries, departments and/or agencies as identified and described at project formulation, as well as any changes that may arise regarding the nominated membership, and communicated timely to the lead executing agency, the MoFWR/DoF.
  - Most importantly, in constituting the PSC composition, member entities have made the due effort to enlist and maintain a good balance with regards to knowledge about the project's specific field of action, gender of the representatives (aiming at a 40% women participation), and knowledge about The Gambian context.
  - Furthermore, subject matter experts may be invited as relevant to attend meetings; this shall be done in consultation with the chairperson and host of the meetings, MoFWR/DoFs official responsible for oversight to the project management. Specialists and technical subject matter experts may be from the academia, or specialized government and development partner agencies and think tanks. Such participants to the PSC meetings may therefore address issues and topics concerning specific project activities; or they may represent emerging important counterpart ministries, institutions and agencies. Thus, they should have: outstanding credentials in their respective fields; a broad network of national connections; demonstrated practical and/or scientific experience related to the goals of the project; and a broad understanding of topics and issues related to the climate change adaptation in the fisheries sector as well as issues faced by the project beneficiaries. They may also be directly involved in project execution roles or have a legal or regulatory stake in project outcomes and execution, as well as co-financing partners and representatives of private sector and NGO/CSO groups involved and/or benefiting from the project.

#### **Responsibilities of the PSC Chair and Alternate**

- The Chairperson shall guide the discussions of the PSC, ensure the observance of these rules, summarize decisions and propose the suspension or the adjournment of the meeting.
- If during a session or any part thereof, the Chairperson is absent or, for any other reason, unable to perform his/her function, NEA-GEF Operational focal point shall replace him/her for conducting of the specific meeting. If both chairpersons are absent, the PSC shall elect a Chairperson pro tempore, with the same function and duties as the permanent Chairperson.

#### **Responsibilities of PSC members**

Individual PSC members have the following responsibilities:

- Be familiar with the goals, objectives, and desired outcomes of the project.
- Represent the interests of project stakeholders in line with the project's outcomes and overall success.
- Provide good financial judgement on project expenditures, especially with regards to procurement activities, and assessment of risks associated to proposed project changes.
- Make sure that the project is aligned with the fisheries and relevant sector policies and strategy directions as a whole.
- To attend meetings regularly or sent a representative on time.

#### **Quorum and Decision-making**

- The decision of the PSC shall normally be taken by consensus. In the absence of a consensus, the Chairperson may put a proposal, a motion or a draft decision to be deliberated, at the request of a PSC Member. Decisions shall be by a majority of the PSC Members present endorsement. When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the PSC, by two-thirds majority of the members present, so decides.

# Appendix 4: 1<sup>st</sup> PSC Meeting Minutes



UNITED NATIONS  
INDUSTRIAL DEVELOPMENT ORGANIZATION



## FIRST STEERING COMMITTEE MEETING FOR THE UNIDO-GEF6 LDCF PROJECT “STRENGTHENING ADAPTIVE CAPACITIES TO CLIMATE CHANGE THROUGH CAPACITY BUILDING FOR SMALL SCALE ENTERPRISES AND COMMUNITIES DEPENDENT ON COASTAL FISHERIES IN THE GAMBIA”

**Venue:** Department of Fisheries FMC

**Date:** 19<sup>th</sup> September, 2022

**Time:** 11: 30AM – 2:15PM

### Meeting Minutes

Minutes of the first UNIDO-GEF6 Project PSC Meeting

### AGENDA

Welcome words by the MoFWR/DoF

Adoption of the Agenda of the 1st PSC Meeting

Reading and Approval of the Term of Reference of the Project Steering Committee

Overview of the GEF 6 project and of the main expected outcomes of the project

Update on actions implemented on the project so far

Presentation and discussion of the Projects Workplan and Budget: 2022-2023

Project M&E, Financial Management,  
Progress Reports, Midterm Review and  
Terminal Evaluation

Schedule for the Next Meeting

AoB

### INTRODUCTION

United Nation Industrial Development Organisation-Global Environment Facility (**UNIDO-GEF6 LDCF**) is using the Least Developed Countries Fund (LDCF) to intervene in the fisheries sector to increase adaptive capacities and climate change resilience of coastal fisheries and dependent populations by addressing the Gambian fisheries post-harvest sector challenges. Its interventions aim at encouraging investments into the fisheries value chain and innovative resource uses, such as climate-resilient post-harvest management practices, technologies and services to artisanal fisheries value chains.

The project aim at increasing adaptive capacities for The Gambia coastal fish processing value chains and promote climate resilient business models focusing on improved post-harvest fisheries food systems to vulnerable communities. Expected outcomes: 1) Strengthened national capacities to mainstream CCA and gender equality in sectoral policies and development

strategies, with relevant climate resilient regulatory and policy measures to promote adoption of quality and safety standards and systems, and environmental safeguards by the private sector. 2) Increased resilience and adaptive capacities of enterprises and communities along the coastal fisheries value chain.3) Strengthened institutional and community capacities to develop and utilize integrated fisheries data and information management systems based on Early Warning System (EWS) and community knowledge for awareness and dialogue on climate change resilience building.

## **DELIBERATIONS**

The Permanent Secretary of the Ministry of Fisheries, Water Resources and National Assembly Matters and Chairman of the Project Steering Committee (PSC), Mr. Omar SM Gibba welcomed the the Committee Members for participating at the first meeting. The PSC chair humbly asked the participants to introduce themselves. After introduction of participants, he asked the Fisheries UNIDO-GEF 6 Project focal point to present the agenda of the meeting and invited the PSC members to address any observation to be considered to adopt the agenda, if there is no objection.

The project focal point presented the Terms of Reference (ToR), Work plan and the Budget to the PSC for perusal and approval by the members of the Committee. The floor was open for discussion concerning any amendment and addition to be made accordingly, participants observed the following points to be amended or added:

- i) The Ministry of environment should be designated as the co-chair of the PSC
- ii) Women's Bureau should be remove from the PSC committee members and maintain the ministry of gender
- iii) GIEPA is more relevant to the PSC than GCCI and should be substitute to for GCCI
- iv) The frequency of PSC meetings should be increase to from once a year to twice a year and the PSC shall meet whenever necessary to address urgent emerging issues.
- v) The next meeting of the PSC shall be held in march 2023

The Committee members expressed the need for a technical committee that will look at the technical aspect of the project activities. However, it was observed that the project document did not accommodate any role as such.

## **Update on Actions Implemented**

The meeting was informed on the Project Launched on 21st June 2022, a little behind schedule from the initial project begin date as September 2021 – August 2024. The reason is that impact of the global pandemic caused by COVID-19 and the procedure involved in acquiring the Harmonize Approach to Cash Transfer (HACT) final assessment report for the Ministry of Fisheries, Water Resources and National Assembly Matters.

The Ministry of Fisheries and its line Department of Fisheries should work on setting up the PMO as soon as possible to ease the implementation of the project activities and engage the relevant institutions on the co-financing procedures, this may include synergies of similar activity to the project.

The Inception Report and 1st Progress Report of the project should all be finalised and shared to the PSC members.

## **Project Monitoring and Evaluation**

The PSC members did not delve in to this aspect in details, it was noted that the M&E and financial management will be handled and guided UNIDO and GEF procedures. This includes monitoring and evaluation of project related indicators, economic, environmental and social benefits, including involvement of women and youths in project activities.

The meeting ended with prayers.



## ATTENDANCE

No	Name	SEX	INSTITUTION	DESIGNATION	EMAIL	TEL
1	SAMBOU KINTEH	M	MECCNAR	CLIMATE CHANGE OFFICER	<a href="mailto:Kintehsambou9@gmail.com">Kintehsambou9@gmail.com</a>	2003495
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