



Republic of Zambia

MINISTRY OF GREEN ECONOMY AND ENVIRONMENT

**MINUTES OF THE THIRD STEERING COMMITTEE MEETING FOR THE
ECOSYSTEM-BASED ADAPTATION PROJECT HELD FROM
2ND – 3RD February, 2023
MISUKU LODGE -KABWE**

FEBRUARY, 2023

1.0 MEMBERS PRESENT

S/N	NAME	POSITION	INSTITUTION	DESIGNATION
1.	Mr. John Msimuko	Permanent Secretary	Ministry of Green Economy and Environment	Chairperson
2.	Florence Vumo	Vice Secretary Enviro-Green	NGOCC	Member
3.	Mr. Bartholomew Tembo	Bangweulu Community Representative	Chairperson- Samfya District Famers Association	Member
4.	Mr. Philip Chilambwe	Principal Gender Officer	Gender Division- Cabinet Office	Member
5.	Mr. Stanley Banda	PLHD	Ministry of Agriculture	Member
6.	Mr. Innocent Simasiku	Acting Director	Department of Forestry	Member
7.	Mr. Mataa Kamwenda	Assistant Director	Provincial Administration Office, Muchinga Province	Member
8.	Mr. Martin Sodala	Assistant Director	Provincial Administration Office, Luapula Province	Member
9.	Mr. Mundubwe Chabu	Assistant Director	Provincial Administration Office, Northern province	Member
10.	Mr. Justin Kapenda	Assistant Director	Provincial Administration Office, Central Province	Member
11.	Mr. Vibetti Young	Deputy Director- Livestock	Ministry of Fisheries and Livestock	Member
12.	Mr. Twakundine Simpamba	Senior Ecologist	Department of National Parks and Wildlife	Member
13.	Mr. John Chikunda	Lukanga Community Representative	Lukanga Fishermen's Association	Member
14.	Mr. Alexander Forbes	Task Manager	United Nations Environment Programme, Nairobi, Kenya	Member
15.	Mr. Nicholas Tye	Chief Technical Advisor-EbA	Consultant	Member
16.	Mr. Ephraim. M. Shitima	Director -Green Economy and Climate Change	Ministry of Green Economy and Environment	Secretary

17.	Ms. Nellie Ngulube	Project Manager-EbA	Ministry of Green Economy and Environment	Secretariat
18.	Mr. Aurelius Nkonde	Principal Climate Change Officer	Ministry of Green Economy	Secretariat
19.	Mr. Herrick Mwewa	Senior Climate Change Officer-Adaptation	Ministry of Green Economy	Secretariat
20.	Ms. Mwila Ngambi	Monitoring and Evaluation Specialist-EbA	Ministry of Green Economy and Environment	Secretariat
21.	Mrs. Christabel Banda	Secretary	Ministry of Green Economy and Environment	Secretariat

2.0 OPENING PRAYER

The meeting was called to order at 10:05 hours by the Chairperson and the opening prayer was given by Mr. Aurelius Nkonde. The Chairperson requested participants to introduce themselves and asked for any apologies, the secretariat indicated they had not received any apologies.

3.0 OPENING REMARKS

The Chairperson acknowledged the presence of the committee members and apologized for the delay in convening the third steering committee meeting as planned, due to administrative challenges with the project that needed to be addressed. He went on to say that the Third Steering Committee meeting for the Ecosystem-based Adaptation (EbA) Project was being held on February 2, 2023 which also happened to be World Wetlands Day with the theme "Wetland Restoration."

In his remarks, the Chairperson stated that World Wetlands Day is celebrated every year to raise awareness about the essential role of wetlands for people and the planet, and that the day also marks the anniversary of the official signing of the Ramsar Convention on Wetlands, that took place in 1971.

The Chairperson informed the meeting that this year's campaign was focused on people taking action in support of wetlands that were disappearing hence the urgent need to engage in their preservation and restoration using available financial and human resources.

The meeting was further informed that wetlands were critical for natural water quality improvement, flood protection, shoreline erosion control, opportunities for recreation and aesthetic appreciation, and the production of natural products hence the need to protect them.

The meeting was informed that Wetland's Day was established to raise awareness about the importance of wetlands for humanity, and the EbA project was doing exactly that.

In the same vein, the Chairperson informed the committee members that nature-based solutions were one of the prominent themes at the United Nations Climate Change Conference (COP27) that was held in November 2022 in Egypt. Zambia pledged to be a regional champion for nature-based solutions, and the EbA project is one of the unique projects that will demonstrate this commitment.

The Chairperson outlined the objectives of the Third Provincial Steering Committee meeting, which included but were not limited to reviewing of progress in the period under review, and approving the draft 2023 Work Plan and Budget.

4.0 ADOPTION OF THE AGENDA

The provisional agenda was amended to include the field trip to the bio control site at Way Harbour in Kapiri Mposhi District and Mr. Martin Sodala, Assistant Director, Provincial Planning Unit-Luapula Province proposed the adoption of the agenda as amended and was seconded by Mr. Bartholomew Tembo, Community Representative for the Bangweulu Wetlands.

The agenda was adopted as amended:

1. Opening Prayer
2. Introductions
3. Apologies
4. Opening and Welcoming remarks by the Chairperson
5. Adoption of Agenda
6. Correction and adoption of the second Steering Committee minutes
7. Presentation on the status of the Action Matrix and Matters Arising
8. Presentation of progress made in the year 2022 to date
9. Discussion of the Progress Report
10. Presentation of the Risk and Needs Assessment Results
11. Discussion of the Risk and Needs Results
12. Ratification of Project staff recruitment
13. Presentation of the 2023 Draft Workplan and Budget
14. Discussion of the 2023 Work plan and Budget
15. Date and venue of the next Project Steering Committee meeting
16. Next Steps, Way Forward and closing remarks
17. Closing Prayer
18. Field Trip to Waya Harbour (Kariba Weed Bio-Control Site)

5.0 CONSIDERATION OF THE MINUTES FOR THE SECOND STEERING COMMITTEE MEETING

5.1 STATUS UPDATE

The Action Matrix for the second Steering Committee meeting was presented by Mr. Herrick Mwewa as follows:

5.1.1 Expediting pending procurements and the project team was requested to submit a write up indicating strategies towards achievement of 2022 work plan and budget.

***Action:** Procurement has been moved to Ministry of Green Economy and Environment. The Procurement and Supplies Unit has agreed on specific timelines with the Project.*

5.1.2 Early circulation of Minutes to be shared with the Steering Committee meeting two weeks before next meeting.

***Action:** Done*

5.1.3 Tables for budget/workplan to include columns for percentages, time frames and expenditure per component.

***Action:** Done*

5.1.4 Co-financing to be identified and tabulate their contribution towards project deliverables.

***Action:** The Nature Conservancy and Landscape Mosaic Project have been identified and engaged. Currently awaiting feedback.*

5.1.5 Obtain authority to travel for the period January-December, 2022.

***Action:** Application for Authority to Cabinet Office was written but it was declined granting blanket authority but would grant authority to travel out of station on a case basis.*

6.0 PROJECT PROGRESS UPDATE

The Project Manager (EbA) made a presentation on the progress made since the last meeting and the following were summary highlights:

6.1 Under Outcome aimed at increasing institutional and technical capacity at the national and local level to integrate EbA into environmental and ecosystem management planning. The following outputs were achieved:

6.1.1 Ten (10) consultants were successfully recruited to carry out various assignments towards the Climate Change risk assessments that were conducted for Lukanga and Bangweulu Project Sites. The revised draft reports are yet to be submitted for validation and clearance;

6.1.2 The EbA Project District Implementation team was established comprising of 66 members from the Departments of Agriculture, Fisheries, Livestock, Community Development, Forestry, and the Town Councils from the 11 Districts the project is implementing interventions. Induction training was done for the 66 district officers and twenty (20) Ministry of Green Economy and Environment Officers;

6.1.3 Five (5) policies, one (1) Plan and three (3) Acts were reviewed Plans to identify gaps as well as entry points for recommendations for integrating Ecosystem based Adaptation principles and approaches. These were NPCC, NPE, NWP, NFP, NMP, Fisheries Act, Forestry Act and EMA, and the Lukanga Swamp Conservation Plan.

6.2 Under Component 2 focusing on implementing concrete on-the-ground EbA interventions including tailored ecosystem restoration within wetlands and forests in Zambia. The following outputs were achieved:

6.2.1 19, 137 various agroforestry, Woodlot and fruit trees seedlings were planted in all the 15 wards covering 167 ha towards forest restoration;

6.2.2 The Project with support from the Forestry Department commenced the formation of Community Forest Management Groups and a sensitisation exercise was carried out at all the chiefdoms in the respective project sites. The Committee encouraged the Project Team to work with the Forestry Department on awareness of Carbon credits to support the conservation of forests;

6.2.3 Nursery establishment equipment was procured for installation at the 11 Department of Forestry District Offices;

6.3 Under Component 3 aimed at increasing the capacity of communities living at project intervention sites to adopt additional livelihoods and climate-resilient agriculture techniques to decrease their vulnerability to climate change and reduce degradation of wetlands and forests. The following outputs were achieved:

6.3.1 143 groups were formed for the EbA project sites. 46 groups were formed at the Lukanga sites 97 groups at the Bangweulu Project sites. The groups include Seed Grower Groups, Water User Associations, Women's Clubs, Youth groups and Gender sensitive Cooperatives. The total participants were 3,956 representing 1183 males and 2183 females. The age group for majority of the group members is 18-54 years with 18% representing members over 55 years.

6.3.2 A Value Chain Assessment exercise was conducted with Heifer International and MKP Farms for identification of horticulture and Livestock. The MoUs are yet to be signed.

6.4 Under Component 4 towards increasing knowledge and awareness of

government and communities of the benefits of sustainably managed forest and wetland ecosystems to promote sustainable environmental management and the upscaling of EbA to national level. The following outputs were achieved:

6.4.1 The Zambia GEF Operations Focal Point office undertook a monitoring exercise for the period 2021-2022 to assess rate of progress, alignment of outputs to project results framework and provide recommendations for the successful implementation of the project;

6.4.2 The implementing partner of the project, UNEP undertook a familiarisation tour of project sites. The Task Manager and Chief Technical Advisor visited some sites in the Lukanga and Bangweulu Wetlands.

7.0 Under the Project Management Costs, the following was achieved:

7.1 2021 Audit was done and awaiting the final Management Letter;

7.2 A total of 13 Intervention Monitors were recruited by the Provincial Administration Offices on behalf of the Project to provide consultancy services at ward level as project focal point representatives within the 15 sites. However, only 7 are currently working and the HR Department has been engaged to recruit 8 Intervention Monitors for the remaining sites;

7.3 The project successfully submitted its 1st Annual Project Implementation Review Report in August, 2022 for the period 1st April, 2021 to 30th June, 2022.

8.0 ENGAGEMENTS

The Project Team held engagements with the following institutions:

8.1 The Nature Conservancy

8.2 Climate Change Adaptation in Forest and Agricultural Mosaic Landscapes Project

8.3 Birdwatch Zambia

8.4 Ministry of Water Development and Sanitation

8.5 Water Resources Management Authority

8.6 African Parks- Bangweulu Wetlands Project

- 8.7 Ministry of Agriculture
- 8.8 MKP Farms
- 8.9 Heifer International
- 8.10 World Wide Fund for Nature Zambia
- 8.11 Oxford University; and
- 8.12 The Local Impact Project under USAID.

9.0 DISCUSSION ON THE PROGRESS UPDATE

The following matters were raised in line with the progress update presented:

- 9.1 The Committee inquired on why the project had not procured a boat for water transport use for hard to reach places like islands?
Response: UNEP has no allocation for procuring a boat. There is a provision for boat hire.
- 9.2 The Committee was impressed that the project provides forest and wetland inputs and not monetary support to the Local communities. The Provincial Administration Offices pledged provide backstopping to support implementation of project activities. For example, the lesson learnt from partners like Biocarbon Partners (BCP) and Conservation Marketing (COMACO) on providing inputs reflected a high sense of ownership and accountability among the beneficiaries and documenting this evidence would not be a challenge.
- 9.3 The committee inquired on how the project would work with MKP Farm.
Response: The MKP model conducts training for the beneficiaries as out grower schemes and provides off taking of all products produced at an agreed price with the Ministry and the farmer.
- 9.4 The Committee raised concerns on the possibility of fiduciary implications of Co-financing and the Community Development Funds?
Response: The Global Environment Facility defines co-financing as an indication of funds to be utilized by identified projects towards supporting similar works that would be undertaken by the EbA project. The identified co-financers would also express interest in adopting EbA principles and approaches.
- 9.5 The committee inquired on the types of seedlings and quantities procured?
Response: 19,137 Assorted seedlings comprising of agroforestry, woodlot and fruit trees were procured.
- 9.6 The Committee inquired on the delays to conduct the 2021 Audit and requested to know the financial management framework that was in use to

eliminate fiduciary risks and whether the office of the auditor general was engaged in the audit process?

Response: The Office of the Auditor General was informed and an officer was engaged to supervise the commencement of the audit process.

9.10 The committee members queried on how the intervention monitors are being supervised on the ground.

Response: The intervention monitors are supervised by the District structures with support from the Provincial Administration Offices in the respective provinces where the project is present.

9.11 An appeal was raised by the UNEP Task Manager to the executing partner on how the expenditure can be increased.

Response: The Ministry pledged to improve efficiency on procurement and provide backstopping to the project.

9.12 There was a concern on gender sensitivity education in line with the formation of groups and associations without the men being excluded:

Response: The Gender Consultant was part of the Group formation Team and educated the communities on gender roles and equality and stressed the importance of team work at household level for the communities to benefit from the project support. The Committee was also informed that the Ministry of Medium and Small-Scale Enterprises would support the formalization of the groups and provision of the draft constitution and by-laws for the groups and cooperatives.

10.0 RATIFICATION

The project Manager and Monitoring and Evaluation Specialist recruited were ratified by the committee and congratulated.

11.0 PRESENTATION OF THE RISK AND NEEDS ASSESSMENT

The Bangweulu wetlands and Lukanga Detailed Site-specific Climate Change Risk Assessment (CCRA) was aimed at identifying the main climate change vulnerabilities and risks and as well as appropriate adaptation responses.

The methodology included data collection for the climate change risk assessment conducted by the consultant team and was facilitated by the Zambia EbA Project. In addition, information was collected through household surveys, Key informant interviews, Focus Group Discussions (FGDs), Document reviews and expert field observations and stakeholder interviews were held with national, provincial and district level stakeholders.

The climate projection on temperature indicated expected higher temperatures and intermittent rainfall causing longer dry spells interspersed with more intense, heavy precipitation. Hence, expected climate change impacts include Droughts/Dry spells,

Floods, Storms, heat waves and high temperatures and Rainfall intensity and variability.

The increased temperature will result in increased heat exhaustion, reduced pasture and agricultural yields, increased pests and diseases, reduced fish production, reduced water quality, reduced water levels, degradation of forests, increase in forest fires and loss of ecosystem goods and services.

In conclusion, the findings indicated that the wetlands are and will experience adverse impacts of climate change. And according to the climate change analysis, by the year 2100 the southern region, is at risk of experiencing higher temperatures, lower rainfall during the wet season and more extreme drought and flood events.

Hence, the proposed adaptation options on the current management of the wetlands and surrounding areas would be a positive impact to the current work being carried out by various organisations and Government. And the results of this study would initiate stakeholders' engagements to further discuss the prioritization of the Ecosystem based Adaptation options recommended as well as gender sensitive EbA adaptations in respect to each sector.

11.1 DISCUSSION ON THE RISK AND NEEDS ASSESSMENT

The CCRA consultant delivered did a good job and the quality work was acceptable to the committee. This was alluded to the structure of the report, methodology and recommendations provided that were sector specific.

The committee urged the Project Team to consider holding wider stakeholder engagements to disseminate information on the findings of the risk and needs assessment.

12.0 PRESENTATION OF THE DRAFT 2023 WORK PLAN AND BUDGET

The 2023 Draft Budget and Work plan was presented by Ms. Nellie Ngulube, Project Manager-EbA. The presentation of the Work Plan and budget was in line with the expected project outputs for the year 2023, and both were approved by the committee. The total budget presented was amounting to **US\$ 1,21820.00** covering the following outputs: -

2023 Work Plan and Budget Presentation:

12.1. The funds under Project Management Costs would be expended on staff emoluments, travel, Technical, Steering Committee meetings, communication costs, Office supplies, equipment, furniture, and audit- **US\$317,000.00;**

12.2 In contributing to component one (1) of the project objectives aimed at actualizing increased institutional and technical capacity at National and Local level to integrate EbA into environmental and ecosystem management planning, the funds would be expended on: i) developing Climate change Risk Assessments (RAs) for the Lukanga and Bangweulu wetland systems, ii) training of National, Provincial and District government staff and the local community, on planning and implementing EbA in wetlands and forests, iii) Wetland Management and review of District Development Plans to include EbA considerations, iv) and validation of policy briefs for integration of EbA into national wetland and forest policies and legislation developed and presented to the Ministry of Green Economy and Environment -

US\$ 237,100.00;

12.3 In contributing towards increasing the climate change resilience of communities living around wetlands and forests under component two (2). The funds would be consumed on: i) developing protocols for wetland and forest EbA interventions sites, ii) district technical staff, traditional authorities and beneficiary communities trained to plan, implement, and maintain EbA interventions in wetlands and forests, restoration of degraded forest areas of the Bangweulu and Lukanga wetland systems using an EbA approach - **USD\$ 297,000;**

12.4 The meeting was informed that the project has allocated **US\$ 276, 680.00** towards component three (3) aimed at increasing the capacity of communities living around the project intervention sites to adopt additional livelihoods, climate-resilient agricultural techniques, energy-efficient technologies and alternative fuel sources to decrease their vulnerability to climate change and reduce degradation of ecosystems. The expected outputs are i) strengthened and supported gender focused Community associations and groups, ii) community specific training on climate resilient agriculture, livelihood options and in-field water harvesting techniques developed for each beneficiary community, and iii) introduce energy-efficient technologies and alternative fuel sources to reduce deforestation.

12.5 The meeting heard that a total of **US\$90,500.00** would be expended on component four (4) towards increasing knowledge and awareness of the value of ecosystem services and benefits of EbA for increasing the resilience of ecosystems and livelihoods to climate change. The expected outputs include: i) establishing a monitoring and research programme, ii) development of the knowledge management plan and iii) implementation of an awareness-raising campaign at national and provincial level on the value of ecosystem services and their benefits.

13.0 DISCUSSION OF THE 2023 WORK PLAN AND BUDGET

The following observations were made after the presentation of the 2023 Work Plan and Budget: -

- 13.1** The chairperson requested that the presentation of the work plan and budget should give an overview of the overall project performance tied to objectives and outcomes from inception; as such the planned activities should be weighed against the achieved;
- 13.2** The committee felt that more funds should have been allocated to towards increasing the capacity of communities living around the project intervention sites to adopt additional livelihoods, climate-resilient agricultural techniques, energy-efficient technologies, and alternative fuel sources to decrease their vulnerability to climate change and reduce degradation of ecosystems;
- 13.3** There were concerns on project under-spending which was below 10% and the following were perceived as the causes;
 - 13.3.1** The procurement process being heavily centralized;
 - 13.3.2** Covid19 restrictions;
 - 13.3.3** The movement of the Project from the Ministry of Lands and Natural Resources to the Ministry of Green Economy and Environment;
 - 13.3.4** Delayed procurements;
 - 13.3.5** Delayed disbursement of funds; and
 - 13.3.6** Not prioritizing big budget burners (Inputs, seedlings, and Equipment)

The implementing partner urged the Project Team to be proactive and ensure increased expenditure to maintain the implementation momentum. The implementing partner also urged the Ministry to address the state of expenditure, lengthy procurement process, and recommendations on partnerships;

- 13.4** The committee observed that the project activities lack Provincial and District coordination due to lack of financial resources for monitoring the activities;

Response: The District Implementation Teams (DITs) would support the supervision of the project activities in their respective locality in order to enhance Government efforts towards the sustainable implementation of activities. However, the Project Team was open to suggestions that would enhance the already existing support.

- 13.5** It was also observed by the chairperson that information sharing,

visibility and communication have not been adequate.

Response: The project team acknowledged the gap identified and pledged to improve and that it was open to suggestions.

13.6 The committee members wanted to know the possibilities of the scaling up the pilot project.

Response: The chairperson said it was too early for the committee to start pondering on possible extension of the project, and stated that extensions deprive beneficiaries of the income as the project starts funding the central costs;

13.7 The committee wanted to know if the safeguard policies were in place, and the status of the grievance mechanisms.

Response: The project is currently working on a common Grievance and Feedback Mechanism with other GEF projects at the Ministry of Green Economy and Environment to avoid duplication of efforts. In the same vain, UNEP advised the Project Team to utilize the existing policies in consultation with the Legal Advisors to ensure conformity;

13.8 The committee suggested that the Mid Term Evaluation be scheduled, for 2024 if the project must register positive outcomes.

Response: This was agreed to and the Mid Term Review has been moved to the second quarter of 2024. Following this adjustment, the Project Manager requested the committee members to allow the reallocation of US\$30,000.00 that was earmarked for the Mid Term Review to components 2 and 3 of the project outcomes. This request was granted by the committee.

14.0 WAY FORWARD AND CLOSING REMARKS

In closing the meeting, the Chairperson informed the committee members that the next Steering Committee meeting was scheduled to take place in **July, 2023, in Mpika, Muchinga Province** and the 5th session to take place in **November, 2023 in Kasama, Northern Province** and the actual dates would be communicated.

The Chairperson thanked everyone in attendance and further encouraged members to continue showing commitment towards the success of the EbA Project and expectant of good progress from the project Team.

The meeting was closed at 11:45 hours and the closing prayer was given by Mr. Aurelius Nkonde.

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Eng. John Msimuko
CHAIRPERSON



Mr. Ephraim. M. Shitima
SECRETARY

ACTION MATRIX

No.	RECOMMENDATION	ACTION REQUIRED	RESPONSIBLE	STATUS
1.	The presentation of project progress should be Result based.	Make summary presentations to reflect the overall project progress against project outcomes, outputs, indicators, and targets.	Project Team	The presentation on progress reporting is output based indicating progress against targets.
2.	Strengthen communication and increase Project visibility	(i) Visit the Provincial Administration in the target provinces and share the briefs as well as the progress reports. (ii) Branding of the project	Project Team/Ministry	(i) Visits to Provincial Administration to be done when conducting training at Sub-National level in the 3 rd and 4 th QTR of 2023. (ii) Project has participated in exhibitions at the Western Province Expo (2022), Zambia International Trade Fair and the Agriculture Shows (2022 and 2023). (iii) Branding materials for the project have been procured and a project logo adopted to enhance visibility.

3.	Feedback from the NAP project	Feedback on progress towards the implementation of the National Adaptation Plan	Project Team	The draft National Adaptation Plan has been developed, next steps are holding validation meetings in all the provinces. The launch of the NAP is scheduled for the 3 rd quarter of 2023.
4.	Project to commence procurements for the year in good time.	The Project was expected to submit all procurement requirements at the earliest convenience.	Project Team	(i) Authority was granted for all major procurements pending receipt of funds. (ii) Procurements are at the stage of registering suppliers with the electronic Government Procurement system (e-GP).
5.	Circulation of Minutes	Timely circulation of the minutes to the Steering Committee Members	Project Team	The minutes were circulated on time.
6.	Detailed response to action matrix.	For the next PSC meeting, the project team should include detailed responses explaining how they have responded to each item in the action matrix.	Project Team	Feedback on the action matrix action is detailed highlighting processes and providing figures.
7.	Breakdown tree planting between	For monitoring and reporting,	Project Team	Agroforestry- 1,913 Fruit tree - 4,908

	agroforestry and woodlots.	ensure that there is a breakdown showing the number of trees used for agroforestry and woodlots. Also, ensure monitoring of survival rates.		Woodlots- 12,316 Post tree monitoring exercise was conducted and the survival rates are at 77%.
8.	Co-finance	Explore additional opportunities for co-finance and capture any new partners.	Project Team	Additional co-financing was sourced pending confirmation and this is reflected in the progress reporting.
9.	Maps of CFMG areas	Produce maps of the areas that will be under CFM.	Project Team	The maps have been attached to show potential CFM areas.