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FINAL REPORT

PROVISION OF STRENGTHENING EIF MONITORING AND EVALUATION CAPACITY FOR ENVIRONMENTAL AND SOCIAL SAFEGUARDS (ESS) PROCESSES

Submitted by:

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Submitted to: Environmental Investment Fund of Namibia (EIF)

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20th Dec 2018

From: FPM Consulting Services in partnership with Soft Sustainable Services
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Hiring of Consultancy Services for Provision of Strengthening EIF Monitoring and Evaluation Capacity for Environmental and Social Safeguards (ESS) Processes.

We FPM Consulting Services in partnership with Soft Sustainable Services herewith enclose The Final Report for the above assignment.

We undertook the above consultancy and observed the highest level of ethical conduct.

Yours faithfully



Ferdinand Mwapopi (Director: FPM Consulting Services)

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Executive Summary

This report details Information and recommendations under the consultancy for provision of strengthening EIF monitoring and evaluation capacity for environmental and social safeguards (ESS) processes which was undertaken by the FPM Investment cc operating as FPM Consulting Services in partnership with Soft Sustainable Services from October 2018 to December 2018.

There are various initiatives and projects that are supported by funding from the Green Climate Fund (GCF) which are under the auspices of the Environmental Investment Fund of Namibia (EIF). The projects to work well and the ways outputs are generated need to be monitored properly in order to get wide buy-ins. To this effect, it is also important to strengthen capacity for managing the ESS during the implementation of projects. To this end, it was necessary to undertake an assessment of the ESS regime with development of a function, computerized system that complies with the performance standards such as those of the World Bank's International Finance Corporation (IFC).

The Green Climate Fund ("the Fund") is a multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

As stipulated in the fund's ESS Policy, the fund through carrying out its mandate of promoting a paradigm shift towards low-emission and climate-resilient development pathways in the context of sustainable development, GCF aim to effectively and equitably

manage environmental and social risks and impacts, and improve outcomes of all GCF-financed activities. Through the fund's ESS policy, GCF therefore requires that all GCF-supported activities will commit to:

- Avoid, and where avoidance is impossible, mitigate adverse impacts to people and the environment;
- Enhance equitable access to development benefits; and
- Give due consideration to vulnerable and marginalized populations, groups, and individuals, local communities, indigenous peoples, and other marginalized groups of people and individuals that are affected or potentially affected by GCF-financed activities.

The team of consultants developed an Excel based tool that is user friendly with a graphical user interface (GUI) that allows users to enter information and data. The projects undertaken by EIF require monitoring and evaluations to be conducted at regular intervals. This, in turn, requires adherence to the performance standards (PS) that encompass sets of indicators for tracking progress. The PSs are the basis of the ESS. The tool is available to the EIF and a training was conducted on its application at EIF in November 2018. The outputs from the tool can be used in reports, especially for M&E.

1. Introduction and Background

In line with the Green Climate Fund's Environmental and Social Policy as adopted by the Board in decision B.19/10, the Environmental Investment Fund is required to have an effective environmental and social management system to assess the environmental and social risks and impacts associated with the activities and the means to subsequently manage these effectively and equitably. The Environmental and Social Management Plan is to be in compliance with the GCF Environmental and Social Safeguards.

The overall goal of the work described under the Terms of Reference (TOR) was to support the Environmental Investment Fund of Namibia to strengthen its internal capacity for managing the mandatory Environmental and Social Safeguards (ESS) during the implementation of GCF-funded projects.

There are various initiatives and projects that are supported by funding from the Green Climate Fund (GCF). The projects to work well and the ways outputs are generated need to be monitored properly in order to get wide buy-ins. To this effect, it is also important to strengthen capacity for managing the ESS during the implementation of projects. To this end, it is necessary to undertake an assessment of the ESS regime with development of a function, computerized system that complies with the performance standards such as those of the World Bank's International Finance Corporation (IFC).

The sustainability of the projects and their outcomes articulates around certain points that need to be considered. To promote improved environmental and social performance, there is need for effective use of management systems. This would ensure that grievances from affected communities and external communications from other stakeholders are responded to and managed appropriately. This would promote and provide means for adequate engagement with affected communities throughout the project cycle on issues that could potentially affect them and ensure that relevant environmental and social information is disclosed and disseminated.

2. Purpose and scope

The purpose of the exercise was to improve the EIF Environmental Social Safeguards through the provision of a computerized Monitoring and Evaluations tool.

This assignment aimed to deliver the following:

- (i). Inception report following the inception meeting,
- (ii). A computerized ESS-related M&E system,
- (iii). Training for the EIF M&E and programming staff members,
- (iv). A user manual for the ESS-related M&E system,
- (v). A comprehensive ESS report at the end of the consultancy.

The assignment was completed based on the requirements as stated in the scope of work provided by EIF which were to:

- (i). Study GCF's ESS guidelines,
- (ii). Study EIF's relevant documents including, but not limited to EIF ESS Guidelines, GCF-approved project documents, annual work plan, budget, the log frame and results matrix.
- (iii). Study ESS reports on the three GCF approved projects and develop a tool to assist monitoring the ESS indicators during project implementation
- (iv). Study the ESS report for the EbA project currently being finalized for GCF submission by EIF.
- (v). Interview relevant staff members and key partners.
- (vi). Review the monitoring and evaluation (M&E) plans of the projects, and extract relevant ESS-related indicators to monitor the project outputs listed above. It was suggested by EIF to use set of indicators that is simple and straightforward,
- (vii). Establish data collection and reporting tools for capturing required data both quantitative and qualitative,
- (viii). Identify sources of verification that the project can use. It was suggested by EIF to use as much as possible existing data sources embedded in existing systems.
- (ix). Design simple means of registering information,

- (x). Design simple computerized system for storing and managing information and the pathways for dissemination of that information,
- (xi). Train relevant EIF staff members,
- (xii). Develop a manual that includes the above and guides EIF in processing and evaluating the information.

3. Time Frame

The plan of work was prepared at the beginning of the assignment. The activities carried out during the consultancy period were as follows:

Key Task	Responsible Expert	Time Frame			
		September 18	October 18	November 18	December 18
Signing of award, inception meeting and Inception report	F. Mwapopi (Mission of A. Sookun)				
Study EIF's relevant documents including, but not limited to EIF ESS Guidelines, GCF-approved project documents, annual work plan, budget, the logframe and results matrix.	All Experts				
Interview relevant staff members and key partners.	F. Mwapopi M. Mhanda				
Review the monitoring and evaluation (M&E) plans of the projects, and extract relevant ESS-related indicators to monitor the project outputs listed above.	A. Sookun, R. Boojhawon M. Mhanda				
Establish data collection and reporting tools for capturing required data both quantitative and qualitative.	R. Boojhawon A.Sookun				
Design simple means of registering information. Design simple computerized system for storing and managing information and the pathways for dissemination of that information.	A. Sookun, R. Boojhawon				
Development of user manual for ESS-related M&E system	A. Sookun, R. Boojhawon M. Mhanda				
Train relevant EIF staff, and if possible some key stakeholders	F. Mwapopi and M. Mhanda to Organize logistics (A.Sookun and R.Boojhawon mission)				
Compilation of a comprehensive ESS report	All Experts				

4. Approach /Methodology

The work was approached in such a way that all the tasks in the scope of works are completed step by step in the following manner:

Step1: Inception meeting and initial presentation

As a first step of the assignment, the consultant held an inception meeting with the client including the key project personnel. The aim was to discuss and agree on the activities, deliverables and time frame to fulfill the aim and objectives of the consultancy. The work plan which set out the process by which the various diagnostic tasks and consultations would be delivered was also discussed during the inception meeting.

As part of the required deliverables, an inception report was then produced and submitted to the client within the agreed timeframe. Suggestions or proposals made by EIF during the inception meeting were considered during the development of the computerized tool, which form the major part of this consultancy.

This step involved an initiation of several of the tasks and in particular to *Study EIF's relevant documents including, but not limited to EIF ESS Guidelines, GCF-approved project documents, annual work plan, budget, the log frame and results matrix.*

The minutes of the inception meeting is annexed as *Appendix I*.

Step 2: Documentation review

In line with the consultancy requirements as stipulated in the terms of reference, a literature review was conducted by the consultant. Several documents i.e. ESS guidelines, policies, project documents for GCF approved projects, annual work plan, budget, log frame and results matrix were studied and informed the development of the computerized tool and the training conducted with EIF staff.

This involved the completion of tasks (i) to (iv) of the scope of works outlined in the ToR.

4.1. Baseline information and other sources of information

Several key documents provided valuable information and analysis toward development of the M&E Tool for ESS. These include:

- Project proposal for- Eba in landscape,
- Project documents for the crave project, ADA-CBNRM,
- EIF Loan management,
- GCF ESS Policy,
- EIF ESS Policy,
- Gender policy
- EIF Gender Action Plan,
- EIF Gender Assessment,
- EIF OPS Manual,
- Environmental and Social Safeguards at the Green Climate Fund.

Outcome/results

The reviews resulted in an assessment of processes involved in project implementation, including the activities, outputs, outcomes, budget, ESS and Performance Standards and indicators, including risk indicators.

All the findings of the reviews were condensed into simple inputs to be used in the tool development and for monitoring and evaluation processes. The user manual and training materials/themes were based on the findings of all the reviews.

Step 3: Interviews with project Managers and M&E Officers and portfolio analysis

This process aimed at evaluating the extent to which the ESS monitoring have been taking place for GCF-funded projects at EIF. The interviews also served as a platform for information sharing between the consultants and the EIF staff.

This engagement allowed the EIF staff an opportunity to work together with the consultant in designing a user-friendly and tailor made computerized tool for ESS monitoring and evaluation.

This step allowed completion of tasks (v), (vi) and (viii) among others. A questionnaire was designed to interview the relevant EIF staff. The questionnaire is attached in *appendix II*. The key results obtained are as follows:

- ✓ *M&E plan exists*
- ✓ *Data collection methods: Through on ground monitoring and interviews of affected parties, Surveys, annual reports, field reports, annual work plans, Annual reviews, steering committee, Board meetings, Focus group discussions, stakeholder's meetings, studies.*
- ✓ *Frequency of M&E reports: Quarterly, Daily, weekly and monthly basis. Adhoc and when appreciate depending on the need.*
- ✓ *Does the monitoring plan include environmental and social safeguards indicators: No, but will include ESS indicators into the work plan*
- ✓ *Budget was included in the overall project budget and work plans.*
- ✓ *However, the ESS budget will be indicated separately.*
- ✓ *No targets been developed for ESS*
- ✓ *Does the project have the capacity/experience/technical competency to effectively monitor these indicators and make recommendations for improvement? Not yet*
- ✓ *reporting requirements for monitoring of environmental and social safeguards: No*
- ✓ *Did you include the relevant safeguard specialist on the supervision team if any problem was identified- why not or why did you? The specialist to be recruited and included into the project structure to support the monitoring of ESS. The specialist will guide in monitoring of ESS indicators.*

A list of indicators were also obtained during the consultations with the EIF staff and this was used to understand the design of the tool with a part where indicators can be entered.

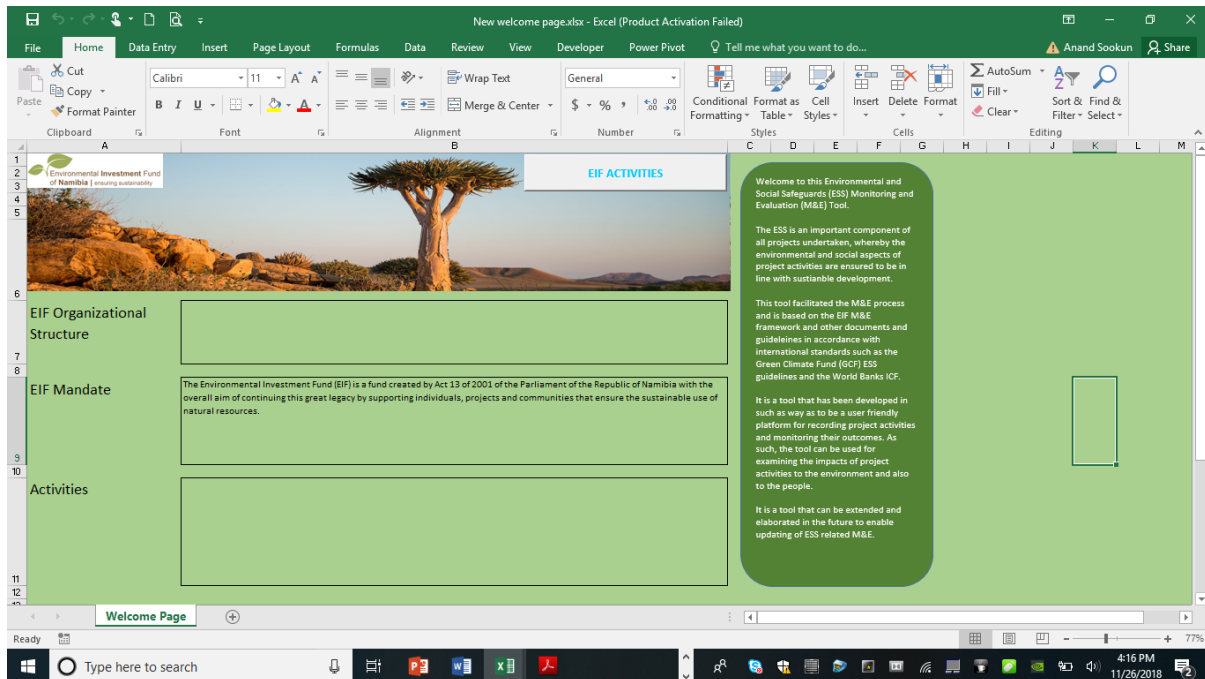
Step 4: Tool production and manual development

A simple Excel based tool as proposed was developed for ease of operation and wide access. The tool included themes and items identified during the previous steps and was completed according to *tasks (vi). Review the monitoring and evaluation (M&E) plans of the projects, and extract relevant ESS-related indicators to monitor the project outputs listed above. It was suggested by EIF to use set of indicators that is simple and straightforward, (vii). Establish data collection and reporting tools for capturing required data both quantitative and qualitative, (viii). Identify sources of verification that the project can use. It was suggested by EIF to use as much as possible existing data sources embedded in existing systems. (ix). Design simple means of registering information, and (x). Design simple computerized system for storing and managing information and the pathways for dissemination of that information.*

The indicators and other monitoring process information are organized in a Graphical User Interface (GUI) as in the example below.

The key elements of the tool is the GUI which allows the information and data to be entered in a user friendly way. Some of the features of the tool are presented below.

Welcome page



Main project page

The main page is the key to the different components of the GIU. Clicking on the tab 'EIF Activities' leads to the main GIU from where the components can be accessed and the necessary information and data entered.

Annotated step by step instructions

Clicking the EIF ACTIVITIES push button gives the following (example for ESMS)

Environmental Assessment

Potential Risk Identified (Type of Risk) Severity Rating

a1 High

Proposed Mitigation Measures Post Mitigation Impact Rating

m1 2

Information/ Reference Source

r2

Significance of Risk

Likelihood Frequency Intensity Management

Low Moderate High

How likely is it that the negative impact will occur?

New Sub Project Close

Options to select inputs

Tabs to select options for information entry

The information to be entered about the project include:

- ✓ The Project/Programme Ref,
- ✓ Project Title,
- ✓ Sub project title,
- ✓ Project Start and Project End,
- ✓ Project Size,
- ✓ Project Value (USD million),
- ✓ Thematic Area.

New sub project can be added.

The example from (main) Project CRAVE and sub project on solar is given as example below.

The screenshot displays the 'ESS Toolkit CRAVE V2.xlsm' Excel application. A dialog box titled 'Environmental and Social Safeguards' is open, allowing for the creation of a new sub-project. The fields are filled with the following information:

- Project Name:** FP023 1
- Project Title:** Climate Resilient Agriculture in three of the Vulnerable Extreme northern crop growing regions (crave)
- Sub Project Title:** Solar Water Pumping for Agriculture Facility.
- Project Start:** 2017
- Project End:** 2022
- Project Size:** Micro
- Project Value (millions US\$):** <10
- Thematic Area:** Adaptation

At the bottom of the dialog box are two buttons: 'New Sub Project' and 'Close'. In the background, the Excel spreadsheet is visible, with a blue arrow pointing to a 'Welcome' button in cell B1.

A **user manual** that explains the concepts of ESS and M&E indicators, among others, accompanies the tool. More details about the tool is therefore available in the user manual which is a reference material for using the tool as appropriate.

Step 5: Trainings

As requested, the assignment also entailed conducting a training workshop on the ESS M&E tool that was developed through this assignment. The training took place on 27th of November 2018.

The training aimed at achieving the following:

- *Ensuring that the relevant EIF staff get familiarized with the developed M&E Tool for ESS,*
- *Ensuring appropriate level of skill is reached by the M&E personnel in order to effectively utilize the tool in assessing and monitoring the ESS,*
- *Ensuring that the programming and IT personnel are trained on the programming aspects of the tool. However, training on the specific programming could not be undertaken due to limited time and complexity of programming.*

The tool has been developed to be simple and can be operated by anyone having some basic understanding of Excel. It therefore requires little or no maintenance.

The training programme included staff working on the different projects undertaken by the EIF and involved project managers and M&E officers. Discussion were held to clarify issues and proposals were made to improve the tool and its manual.

The minutes of proceedings for the training is annexed as *Appendix III*.

Step 6: Reporting

Report writing which resulted in the production of this report. This comprehensive report details the whole process by which the consultancy was undertaken. Along the process the minutes of the inception meeting and training workshop was also drafted.

5. Recommendations for future projects

The tool has provision to be used for different types of projects. It is however advisable to note any bugs and report to the team of consultants so that the tool can be updated if required. Moreover, the outputs and the data entry can be more tailor made if the following could be further developed in the future:

1. A standalone platform outside the Excel spreadsheet,
2. Availability of the tool as an online database management system or an information system,
3. An enhanced output with report generation for better project management,
4. Further training on indicators development, data collection, calculation of important metrics such as greenhouse gas and other air pollutant emissions from projects, carbon and water footprints,
5. A review and update of M&E and ESS toolkits, including trainings, at agreed frequency intervals.

6. Conclusion

The consultancy resulted in an important assessment of the ESS M&E processes at the EIF. There were several shortcomings noted and appropriate measures were undertaken to address them within the scope of the work. As such, the tool and its manual were developed to include appropriate themes and items required to set up simple and effective M&E with particular focus on Performance Standards and ESMS for ESS assessments.

It is understood that the tool developed is most probably a first of its kind that was not found even at the level of the GCF. This means that a further development is possible so that the tool becomes a sort of standard for ESS M&E.

APPENDIX I

FPM Consulting Services Reg: CC/2015003658

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PROVISION OF STRENGTHENING EIF MONITORING AND EVALUATION CAPACITY FOR ENVIRONMENTAL AND SOCIAL SAFEGUARDS (ESS) PROCESSES.

Procurement No: SC/RP/EIF-13/2018

INCEPTION MEETING MINUTES

11 October 2018

EIF BOARD ROOM

Present

Ferdinand Mwapopi	FPM Consulting	Director
Maria Mhanda	FPM Consulting	Consultant
Salome Vaivela	EDA	Young Professional
Johanna Hainana	EDA	Grants Officer
Esme R !!Hoeses	EDA	Young Professional: M&E
Talitha Litwayi	Crave Project	Intern
Paulina P Fendinat	Crave Project	Intern
Nelson Hasholo	Crave project	Accountant
Simasiku Mwawangombe	SSW	Intern
Karl M Ariseb	EIF	Director
Aktofel Amulungu	Crave Project	M&E Officer
Yvette Hausiku	EIF	BDO

Apologies

Aina-Maria Iteta

Welcoming and opening

Mr Ariseb welcomed everyone to the meeting. He also briefly explained the need and necessity of an conception meeting for consultancies. Mr Ariseb informed the meeting that 2 interns were assigned to work with the consultants on this project thus the consultants should ensure the involvements of these 2 interns.

Introduction

Mr Mwapopi welcomed everyone and briefly stated the objective of the meeting. He introduced his team members (present and in absentia) and he Allowed individuals to introduce themselves, and provide a description of their role within the Organization as to get an insight on how they may be able to contribute to the success of the consultancy.

Consultancy objectives

Mr Mwapopi explained to the meeting what the objectives and the deliverables of the consultancy are. Mr Mwapopi explained that the tool will be designed in a way that its divided into sections i.e Mitigation, Adaptation followed by projects as well as information such as indicators that will make the monitoring and evaluation of the ESS effective and efficient. Mr Mwapopi highlighted that Training will be provided on how to use, add and manage information on the tool. The tool will be user friendly and will have room for continuous improvement.

Approach

Mr Mwapopi informed the meeting that EIF have to decide whether they want a tool that works offline or online. An excel tool was proposed. Mr Mwapopi explained the difference between an online and offline tool as:

Online- It will be linked to the EIF server and there will be an administrator that will control access to the tool. This kind of a tool will need minor maintenance. This Tool is of an advantage to the management as it shows the frequency the personnel worked on the tool.

Offline- This tool will be installed in individual laptops (not linked to the server).

Mr Mwapopi informed the meeting that the consultants are busy with documentation review. The consultants will carry out interviews with the project managers and Monitoring and Evaluation Officers in order to get an insight of the information to be populated in to the tool. After the interviews the tool development will commence followed by the training.

Mr Mwapopi showed an example of an excel tool. He highlighted that the home page will also consist terminologies to make it user friendly for someone who has limited knowledge on ESS. These terminologies will be derived from the projects that are being implemented under EIF.

Project Timeframe

The consultant briefed the meeting on the expected timeframe to carry out this consultancy.

Inception meeting - 11 October 2018

Documentation reviews by consultants-27 September to 19 October 2018,

Interviews with the project managers and M&E O officers-15-19 October2018,

Short workshop with project managers is proposed by the consultants to determine how they, prefer the information to flow within the computerized tool. - 15-19 October2018,

Draft tool and manual to be submitted by the 25th October 2018 and EIF will be given a week to test the tool and give feedback to the consultants and the final tool will be submitted on 01 November 2018.

Trainings envisioned for 26-27 November 2018.

Way forward, Suggestions and conclusions

Inception meeting report to be submitted by the consultants to EIF on Tuesday 16 October 2018.

Action: Submission of the inception meeting report

Responsible person: Consultants

Interviews and a workshop with at least 2 project managers and 2 M&E Officers.

Action: Email for interview/workshop date confirmation to be send.

Responsible person: Consultants

Training will be provided to the M&E Officers and IT support staff. Programming procedure will be provided to the IT staff for maintenance purposes but with strict restrictions to avoid disturbance of the tool programming codes. The proposed dates for Trainings are 26-27 November 2018.

Action: Confirm with the CEO on the proposed training dates and give feedback to the consultants.

Responsible person: Mr Ariseb

Mr Ariseb suggested that the tool should be designed in a way that it can cater for loans under EIF and that in future it can be adopted to the whole institution, therefore one loan should be added to the 3 projects.

Action: Follow up on which loan to be included and request more documents.

Responsible person: Consultants.

Consultants thanked everyone for coming, meeting adjourned at 11h20.

Appendix II



QUESTIONNAIRE FOR PORTFOLIO REVIEW (Project Managers)

The FPM Consulting in partnership with Soft Sustainable Services are entrusted with a consultancy to support the Environmental Investment Fund of Namibia to strengthen its internal capacity for managing the mandatory Environmental and Social Safeguards (ESS) during the implementation of GCF-funded projects.

This Questionnaire aims at evaluating the management related to the ESS Monitoring within the GCF-funded projects. Answering this questionnaire will significantly contribute to the effective & efficient completion of the above stated assignment. **Please Answer the following short questions in brief.**

Name of the Interviewer:

Position:

Name of the Project: To select from:

1. Creating Climate-Change Resilient Livelihoods through Community-Based Natural Resource Management in Namibia ☐
2. Improving rangeland and ecosystem management practices of smallholder farmers under conditions of climate change in Sesfontein, Fransfontein, and Warmquelle areas of the Republic of Namibia ☐
3. Climate Resilient Agriculture in three of the Vulnerable Extreme northern crop-growing regions (CRAVE) ☐

1. Briefly take me your M&E Structure.

2. Which data collection method do you use and how is the Data documented?

3. How often do the M&E personnel report to you?

4. How often is the project requested to report on ESS to the implementing agency?

5. Does the monitoring plan include environmental and social safeguards indicators? Are these taken from the Environmental Management Plan (EMP) or Environmental Impact Assessment (EIA) or in the case of social from the Resettlement Action Plan (RAP)?

6. Is there a defined budget for the environmental and social safeguards aspects of the monitoring plan? Where is this budget line item found- e.g. PAD, implementation manual, cost tab, etc?

7. Have there been any significant delays in targets for safeguard's monitoring? And if so what was the cause? Has this affected the rate of overall implementation?

8. Does the project have the capacity/experience/technical competency to effectively monitor these indicators and make recommendations for improvement?

9. If no, what are the issues and what has been done, if anything, to improve this capacity?

10. Have you used supervision missions to follow up on environment and social safeguards monitoring?

Is so, how?

11. Did you include the relevant safeguard specialist on the supervision team if any problem was identified- why not or why did you?

12. On the basis of submitted reports or your project knowledge/management, how would you rate the quality of environment and social safeguards monitoring work that is being done in the project?

a) for Environment safeguards

RATE: POOR ☐, FAIR ☐ SATISFACTORY ☐ GOOD ☐ EXCELLENT ☐

b) for Social safeguards

(RATE: POOR ☐, FAIR ☐ SATISFACTORY ☐ GOOD ☐, EXCELLENT ☐

13. Explain your rating. – what are the positive and negative aspects of the monitoring work that is being done?

a) Environment

b) Social

14. In general, how would you rate your project in terms of safeguards monitoring and follow-up during implementation?

(RATE: POOR ☐, FAIR ☐, SATISFACTORY ☐, GOOD ☐, EXCELLENT ☐

15. What have been ☐ key ☐ social and environ~~mental~~ ☐ tal safe~~guard~~ ☐ rd imple~~ment~~ ☐ tion problems in your project?

16. Have these yet been resolved/addressed and if so, how? If not, what is the stumbling factor?

17. Are there any specific requirements that you would want the M&E Tool to include?

Appendix III

PROVISION OF STRENGTHENING EIF MONITORING AND EVALUATION CAPACITY FOR ENVIRONMENTAL AND SOCIAL SAFEGUARDS (ESS) PROCESSES.

Procurement No: SC/RP/EIF-13/2018

TRAINING MINUTES

27 November 2018

EIF BOARD ROOM

Training Workshop: M&E Tool for Environmental and Social Safeguards (ESS) for the Environmental Investment Fund of Namibia (EIF)

Programme

Date: 27 November 2018

Venue: EIF Boardroom

Time	Activity
08h15 - 08h45	Registration/Networking & Tea/Coffee
08h45 - 09h00	Opening and welcoming by Mr Karl Aribeb
09h00 - 09h10	Introduction of all participants – All
09h10 - 09h30	ESS requirements for GCF projects- Mr Ferdinand Mwapopi
09h30 - 09h50	M&E at the EIF – EIF staff
09h50 - 10h20	Overview of M&E Dr Anand Sookun
10h20 -11h00	Tool production process – Dr Ravindra Boojhawon
11h00 -11h30	User manual for M&E tool – Dr Anand Sookun
11h30 – 13h00	In-depth presentation on Excel-based Toolkit and Hands on practice, questions and inputs – Dr Ravindra Boojhawon
13h00– 14h00	LUNCH
14h00 - 14h30	Presentation of project CRAVE (including indicators) –EIF staff + Consultants
14h30 - 15h00	Presentation of project EDA(including indicators) –EIF staff + Consultants
15h00 – 15h15	Coffee/tea break
15h15 - 16h00	Use of Tool for CRAVE and EDA - Hands on practice Dr Ravindra and all consultants
16h00 - 16h30	Discussion and suggestions for tool improvements
16h40	Closure of the training workshop - Mr Karl Aribeb

Welcoming and opening

Mr Ariseb welcomed everyone to the training especially the two consultants that travelled from Mauritius in order to offer the Training. He also highlighted on the need and importance of an ESS M&E Tool within the institution and to the Green climate fund.

Introduction

All participants introduced themselves, and provided a description of their role within the Organization.

ESS requirements for GCF Projects

Mr Mwapopi, who is the lead consultant highlighted on the importance of the tool as well as on the mandates on the GCF in terms of ESS. He informed the house that to enhance and improve outcome of the tool, the GCF requirements were followed during the tool production. He continued by stating that the tool will be very helpful to EIF as it will help the institution to put all information in one place and that appraisal reports can be generated speedily. Lastly he emphasized on the fact that in order for the tool to give desired results, it should be consistently and continually be fed with all the needed information.

M&E Overview at EIF

Ms Iteta who is the EIF M&E Specialist explained how the M&E activities are undertaken at institution level as well as project level. She gave emphasizes on the M&E frameworks and how they contributes to the National Developmental goals as EIF is a state owned entity. Currently, in terms of ESS there is only an ESS Policy and that few ESS assessments taken where based on the policy and nothing else, she concluded.

Overview of M&E

Dr Anand one of the consultants explained the M&E process, the 8 ESS performance standards, the different types of indicators with emphasize to performance indicators and progress indicators as well as how to collect information necessary to make the M&E process effective and efficient.

Presentation of projects

The project managers in collaboration with the M&E Officers gave presentations on the Crave and EDA Projects respectively. The presentations aimed at giving an insight on the project activities, the M&E activities taking place within the respective projects as well as the type of indicators used to monitor both progress and performance indicators.

Tool production process

Dr. Ravindra (Consultant) explained to the house that the M&E tool was developed based on previous experiences on a similar assignment. He explained that the tool can be used for one activity or multiple activities. He explained all components of the tool. He also informed the participants that the tool will automatically be saving the work but saving from time to time is a necessity too.

He further informed the house that the programming style used to produce the tool does not require to be updated thus the role for IT Technicians are very minimal in this tool. The tool can be an online tool depending on the data-base of the institution but for now it's a standalone tool and it can be used remotely, it can also be saved on the server or/ and cloud.

User manual presentation

Dr Anand explained that as stipulated in the ToRs, one of the deliverables for the consultancy was a user manual for the tool. The user manual explains the components of the tool into more details as well instructions on how to use the tool. The manual also consists of more information on ESS and the 8 performance standards. He advised EIF to go through the manual and provide their inputs/ recommendations.

Tool hands on practice

The participants were divided in two groups based on their respective projects. The groups worked on the tool, populating it with all necessary information in order to generate an appraisal report. The projects were then requested to present their work paving a way to have insight discussions and recommendations on the tool.

Recommendations on the tools

Tool Component	Suggestions	Response/ Way forward
Assumptions	More options should be added as assumptions varies per project.	Table format to added on the tool.
Value of safeguards	Project Developer should be changed to implementer	To be change on the tool
Indicators	There is a difference between activities and indicators thus provision should be made for activities	Indicators to be split to create a column for activities
Indicators	The overall risk rating should be automatic	Based on the variety of indicators, it cannot be adopted to all indicators thus it should be rated subjectively.
Saving	Inquiry on what happens when your information disappear?	The user should see to it that he/she saves as often as possible.

Any suggestions/ Additions

The consultants requested the team to work on the tool with dedication as there is much to the tool beyond ESS M&E.

Expected Timeline

The final tool is expected to be delivered to EIF before mid December.

Closing Remarks

Ms Iteta extended an apology from Mr Ariseb for leaving early as he had to attend to an important issue. She thanked the consultants for producing a good tool.

Meeting adjourned at 17:24.