



Improving Adaptive Capacity of Vulnerable and Food Insecure Populations in Lesotho(IACOV)

Project Inception Workshop Report 2020



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List of acronyms

AF	Adaptation Fund
IACOV	Improving Adaptive Capacity of Vulnerable and Food Insecure Populations in Lesotho
WFP	World Food Programme
EE	Executing Entity
MIE	Multi-lateral Implementing Entity
LMS	Lesotho Meteorological Service
NCCC	National Climate Change Committee
PSC	Project Steering Committee
MFRSC	Ministry of Forestry, Range and Soil Conservation
MOU	Memorandum of Understanding
SOP	Standard Operating Procedure

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1.Introduction

This report complements the project document by providing details of the activities undertaken before the project started, the proceedings and outcomes of the project inception workshops to launch IACOV. The report also acknowledges the inputs of different stakeholders about the project during the inception workshops at national and district levels for the purpose of improving execution processes of IACOV.

1.1 Context

Over recent decades, Lesotho has been experiencing an increased frequency, duration and magnitude of natural disasters and extreme weather events, including prolonged dry spells, recurrent droughts, intense rainfall, floods, hailstorms, strong winds, and heavy, early and late snowfall. Consequently, agricultural productivity has been steadily declining causing severe and chronic food and nutrition insecurity for most households. The agricultural sector in Lesotho is challenged by severe land degradation, use of traditional agronomic practices, overgrazing and high climate variability. The loss of biodiversity, environmental degradation and depletion of the country's natural resources base are increasing ¹.

Research shows that the impact of climate change is more devastating on communities living in the rural areas of the country as they depend more on agricultural production, and they are already exposed to other conditions of vulnerability such unemployment, chronic diseases and malnutrition, particularly women and children.

The projected changes in climatic conditions by 2030, 2050 and 2080 show there will be increasing climatic variability, and frequency and intensity of extreme weather events including droughts and heavy rainfall². This means the country will continue to suffer the negative effects of climate change for the longest time, during which communities will be subjected to high levels of poverty, very limited livelihood options and possible deaths, unless drastic mitigation measures are taken.

¹ Climate smart agriculture in Lesotho: climateknowledgeportal.worldbank.org/sites/default/files/2019-06/CSA_Profile_les

² Lesotho 2nd communication on climate change: 2013

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Recognizing the urgent need for a comprehensive and conceptualized understanding of vulnerability and adaptation to the impact of climate change, the government of Lesotho, through the support of the World Food Programme and Adaptation Fund initiated a project titled “Improving Adaptive Capacity of Vulnerable and Food Insecure Populations in Lesotho” (IACOV), in 2017, as one of essential interventions against climate change. Informed by the findings of the scoping mission on 2017, the design of IACOV is structured such that the key challenges faced by the government and the communities to effectively adapt and respond to climate change, are addressed.

The IACOV project proposal was approved by the Adaptation Fund board in July 2019. While the agreement between WFP and Adaptation Fund was signed in December 2019, the project inception was delayed due to COVID-19. Thus, the IACOV project was officially launched on the 8th of October 2020.

1.2 Summary of the project

The IACoV is a four-year project with the main goal of enhancing adaptive capacity and build the resilience of vulnerable and food insecure households and communities to the impacts of climate change on food security. Project objectives

The IACoV will achieve its overall goal through the following objectives:

- **Component 1**

Strengthening government capacities to generate climate information and promote its use to forecast risks of climate shocks, mobilise early action, and co-develop tailored and locally relevant climate services for communities.

- **Component 2**

Raising awareness of communities, women, youth, people living with HIV, and other vulnerable groups on the impacts of climate change, the importance of adaptation, and the use of climate information for seasonal planning and climate risk management.

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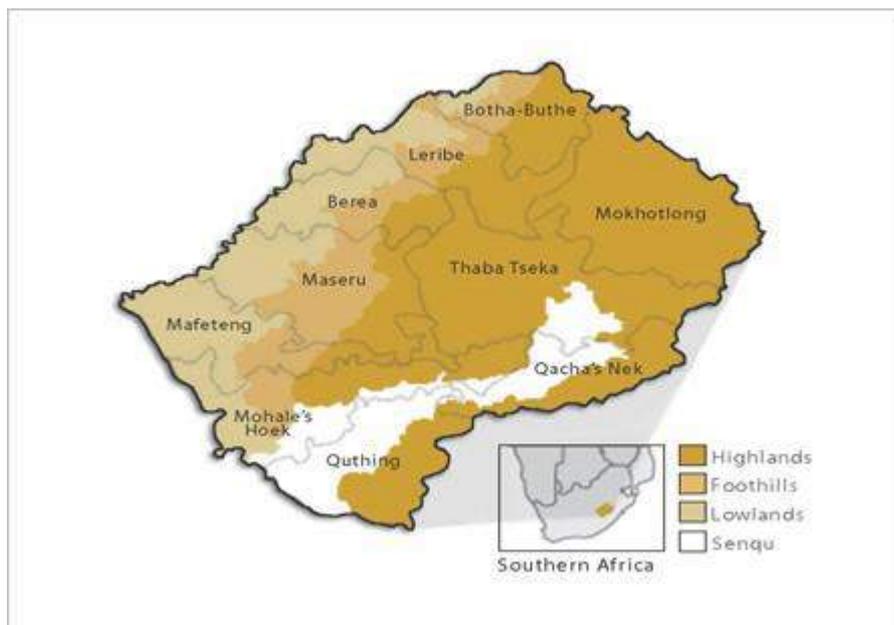
- **Component 3**

Empowering communities to undertake community-based planning processes that facilitate implementation of appropriate resilience building and adaptation interventions that generate sustainable asset, ensuring income diversification and market access.

1.3 Areas of interventions

The IACOV project will be implemented in the three districts of Lesotho namely Mafeteng, Mohale's Hoek and Quthing in the southern part of the country. Nevertheless, awareness creation activities in component 2 of the IACOV project, will also benefit the entire 10 districts of Lesotho as shown in figure 1 below:

Figure 1



1.4 Project Management and Implementation Arrangements

Multilateral Implementing Entity

- **World Food Programme (WFP)**

WFP will act as 'Multilateral Implementing Entity' of this project. WFP acts as trust fund custodian, with the WFP Country Director acting as Trust Fund manager. WFP is responsible for the key reporting, monitoring, evaluation, and financial management and oversight

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processes of the project, and ensuring the project meets WFP and Adaptation fund (AF) rules and regulations. WFP will also provide technical guidance, administrative and managerial support to the project. In addition, WFP will perform support services including administrative and financial management, recruitment, security, Information Technology and procurement roles on behalf of the Executing Entities as requested by the Government of Lesotho and approved by the AF board: The approval memo regarding government request for project services is attached as annex 3.

Executing Entities

- **Lesotho Meteorological Services (LMS)**

LMS is under the Ministry of Energy and Meteorological Services (MEM), that is responsible for advancing the mandate to address climate change in Lesotho. LMS is entrusted to observe and understand Lesotho's weather and climate and provide meteorological services in support of Lesotho's needs and international obligations. In this AF project, LMS performs a dual role as the National Designated Authority (NDA) and an Executing Entity. In its function as the NDA, LMS acts as a focal point for the Adaptation Fund, representing the Lesotho Government in its relationship with the Adaptation Fund Board and its Secretariat. LMS manages component 1 and 2 of the project.

- **Ministry of Forestry, Range and Soil Conservation (MFRSC)**

The MFRSC is mandated to provide policy and strategic direction as well as implementing legal frameworks in the areas of forestry, soil and water conservation and range resources management while creating employment opportunities for the disadvantaged local communities. In this AF project, the MFRSC is responsible to execute and support coordination of all activities in component 3 in collaboration with other partners as outlined in the project document and outlined in the annual work plan.

Project Steering Committee (PSC)

The primary responsibility of the PSC is to provide overall guidance and leadership in the execution of the project. The PSC comprises of eight directors representing relevant line ministries, MIE and EEs. The committee, under the auspices of the LMS, was established in 2019 following approval of the IACoV project by the Adaptation Fund board.

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1.5 Project Inception Workshops

The inception phase of the project was concluded by a national inception workshop held at Hotel Avani Lesotho in Maseru, Lesotho on the 8th of October 2020 to mark the official launch of the project. This workshop was a combination of physical and virtual attendance in accordance with COVID-19 regulations. The workshop was officially opened by the honorable Minister of Energy and Meteorology Mohapi Mohapinyane while the keynote addresses were delivered by the UN Resident Coordinator for Lesotho, Mr. Salvator Niyonzima and the WFP Regional Director for Southern Africa Ms. Lola Castro. The details of their addresses will be shared in the outcome section.

It was followed by similar district level workshops carried out in Mafeteng on the 20th of October, Mohale's Hoek on the 21st of October and Quthing on the 22nd of October 2020.

- Objectives of Inception Workshop

The Inception workshop was aimed at achieving the following objectives:

- 1) Explain in detail the project's main goal; provide a breakdown of the project objectives and implementation strategy of their components to key stakeholders and community leaders in the project implementation districts of Mafeteng, Mohale's Hoek and Quthing;
- 2) Discuss project's anticipated outputs, accompanying activities and the planned timelines.
- 3) Discuss project duration and financial terms.
- 4) Discuss and raise awareness on the project's governance structure.
- 5) Identify key issues related to project implementation, results sustainability and stakeholders' and communities' roles and responsibilities.
- 6) Present identified project sites and selection criteria used to identify them.
- 7) Engage stakeholders in detailed discussion on project presentations to assess stakeholders' views on the project and how it is received.

- Inception workshop preparations and timelines

The preparations for the inception workshops started with establishment of Executing Entity year plans following signing of agreement between WFP and AF and release of project funds

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in December 2019. Table 1 below shows a summary of preparatory processes towards the inception workshops.

Table 1: Preparations for inception workshop

No	Activity	Sub activity	Target Group	Timeline	Responsibility	Remarks
1	Formation project governance structure	<ul style="list-style-type: none"> • Establishment of PSC • Establishment of Project Technical Committee 	MIE, EE and other relevant line ministries	<ul style="list-style-type: none"> • Nov 2019 • July 2020 	LMS, MFRCS, WFP	<ul style="list-style-type: none"> • PSC approved undertaking of the inception workshop on in its 6th session (refer to annex 4)
2	Planning for year 1	<ul style="list-style-type: none"> • Establishment of EE year 1 plan 	MIE, EE, Line Ministries	<ul style="list-style-type: none"> • March 2020 	LMS, MFRSC, WFP, Line Ministries	The EE year 1 plan was validated during the inception workshops
3	Awareness creation and Sensitizations	<ul style="list-style-type: none"> • Sensitization of NCCC • Sensitization of Ministers and Principal secretaries in MEM and MFRSC • Sensitization of District Level Authorities 	<ul style="list-style-type: none"> • NCCC members • District Administrators and heads of departments 	<ul style="list-style-type: none"> • May 2020 • September 2020 	LMS, MFRCS, WFP	
4	Planning of inception workshop	Establishment of inception workshop task team	MIE and EE	September 2020	PMU,WFP, LMS,MFRSC	
5	Inception workshops	<ul style="list-style-type: none"> • National inception workshop • District inception workshops 	National and district level stakeholders	<ul style="list-style-type: none"> • 8th October 2020 • 20-22 October 2020 	PMU,WFP, LMS,MFRSC	

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- Inception Workshops Participants

Participants of the workshops were drawn from Lesotho government and non-governmental institutions which have direct interest on climate change issues, WFP and other development partners, and communities from the project areas. Details of the participants will be explicit in the methodology.

Table 2: Inception Workshop Participants by Organization type

Organisation Type	Maseru	Mafeteng	Mohales'hoek	Quthing
Media	18	1	1	1
Government	66	22	21	32
NGOS	31	4	5	4
Community Authorities	-	15	19	9
IACoV	12	13	13	13
Academia	3	-	-	-
Total	130	55	59	59

- Inception Workshop Proceedings

The inception meetings convened at national and district levels were typically guided by a uniform agenda in terms of structure. The proceedings of the workshops included among others, keynote addresses, signing of MOUs, power point presentations on project overview and EE year 1 plans. These stimulated discussions and interactions among participants.

2. Methodology and Approaches

Methodology used was qualitative and various approaches that included interactive all-round stakeholder consultations, project leadership meetings, district validation meetings, project inception conferences in which visual and physical attendance approach was applied.

2.1 Project Leadership Meetings

The project leadership had series of meetings that gave way to the project inception. The inception workshop dates were approved by the National Climate Change Committee (NCCC) and the Project Steering Committee. The note for records of meetings are in annex 1 attached to this report.

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2.2 Central Level Inception Workshop

Around 130 participants (of which 45% were females and 55% Males) attended the official project launch in which 50 participants attended physically while the rest joined the proceedings virtually. Among those who joined virtually were technical staff from development partners in Lesotho and outside while physical attendance considered authorities from WFP and EEs as well as technical staff from relevant line ministries.

2.3 District sensitization Meetings

IACOV Project Coordinator accompanied by one of the Executing Entities' Forestry Director at central level, Mr Sekoati Sekaleli visited selected districts of operation to get a buy-in of these districts administrators and officers who will be directly involved in the project implementation. The visit also included sensitisation on the planned district level Inception Workshops.

2.4 District Level Inception Workshops

District level Inception Workshops were conducted in the three districts of operation: namely Mafeteng, Mohale's Hoek and Quthing. Here discussions were conducted in Sesotho, instead of English, to ensure that the message being conveyed went across. The similar approach of conducting the central level Inception Workshop was applied to district level Inception Workshop. At all the district level workshops, WFP Country Office staff attended virtually while the rest of the participants were present physically in observation of Covid -19 regulations.

Below is the tabulation of how the inception workshops were conducted.

Table 1: Inception workshop events and approaches

Date	Activity	Location	Approach	Institutions
8 th Oct	AF-IACOV Project National Inception workshop	Maseru, Avani Lesotho Hotel	<ul style="list-style-type: none">Conference setting- A mixture of physical and virtual participation to adhere to COVID 19 protocols for	<ul style="list-style-type: none">Minister of Energy and Meteorological Services, WFP Regional Director, UN Lesotho Resident Coordinator, WFP Deputy Country Director, Principal Secretaries from Ministry of Energy and Meteorological Services and the Ministry of Forestry, high ranking

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Date	Activity	Location	Approach	Institutions
20 th Oct	AF-IACOV Project District Inception workshop	Mafeteng	<ul style="list-style-type: none"> • Conference setting- A mixture of physical and virtual participation due to limited number of attendants 	<ul style="list-style-type: none"> • officials from key stakeholders, IACOV Project and WFP staff • Principal Secretary- Forestry, WFP Deputy Country Director's Rep, District Administrator, Directors- Ministry of Energy and Ministry of Forestry, high-ranking Officials from both Ministries; District Disaster Management Team, Local Leaders; WFP and IACOV staff
21 st Oct	AF-IACOV Project District Inception workshop	Mohale's Hoek	<ul style="list-style-type: none"> • Conference setting- A mixture of physical and virtual participation due to limited number of attendants 	<ul style="list-style-type: none"> • WFP Deputy Country Director, District Administrator, Directors- Ministry of Energy and Ministry of Forestry, high-ranking Officials from both Ministries; District Disaster Management Team, Local Leaders; WFP and IACOV staff
22 nd Oct	AF-IACOV Project District Inception workshop	Quthing	<ul style="list-style-type: none"> • Conference setting- A mixture of physical and virtual participation due to limited number of attendants 	<ul style="list-style-type: none"> • WFP Deputy Country Director, District Administrator, Directors- Ministry of Energy and Ministry of Forestry, high-ranking Officials from both Ministries; District Disaster Management Team, Local Leaders; WFP and IACOV staff

The next section on outcomes discusses in depth the outcomes from these workshops.

3. Inception Workshop outcomes

3.1. National Level Workshop

The official opening of the main workshop in Maseru was done by the Minister of Energy and Meteorology, Honourable Mohapi Mohapinyane, who alerted the workshop participants that climate change had become the greatest threat facing the entire world with Lesotho already experiencing severe negative effects through increasing frequency of natural disaster and erratic weather conditions such as drought, hailstorms, strong winds and early frost.



Honourable Mohapi Mohapinyane

Pic by Felile Moholi,

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Minister Mohapinyane described the project - as one of the most valuable landmarks demonstrating the Lesotho government's commitment in the fight against climate change.

He thanked the WFP, Adaptation Fund and the rest of the stakeholders in the project for their unwavering support. Furthermore, he invited all to get actively involved in the implementation of the project and pledged government's support and cooperation towards ensuring that the project successfully achieves its goals and objectives.

This high profile multi-sectoral workshop was graced by the presence of the United Nations Resident Coordinator, Mr. Salvator Niyonzima and the WFP Regional Director, Ms. Lola Castro. The two dignitaries, in their keynote addresses echoed Minister Mohapinyane's assertions about the need for the people of Lesotho to be wary of dangers associated with climate change and support the project for assistance on the most effective methods of promoting resilience and adaptation to negative effect of the climate change.

The signing of Memorandum of Understanding (MoU) between the government's ministries of Energy and Meteorology, and that of Forestry, Range and Soil Conservation, and the WFP, regarding collaboration on the implementation of IACOV project was the main highlight of the launching ceremony. The Principal Secretaries to the two ministries, Mr. Themba Sopeng and Mr. Mole Khumalo respectively signed on behalf of the Lesotho government and the Deputy Country Director for WFP in Lesotho, Marian Yun signed on behalf of the organization.

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Signing of MoU: From left, IACOV Project Coordinator, Mr Nkopo Matsepe, Principal Secretary for the Ministry of Forestry, Range and Soil Conservation Mr Mole Khumalo and WFP Deputy Country Director, Mrs Marian Yun

Pic by Malehloa Letsie, WFP communications associate

Equally important, during the workshop, were the presentations of the planned activities across the three components of the project by executing ministries and departments in the government. The project was commended for putting emphasis on the education and community empowerment. Additionally, the participants were impressed with the fact that the project complements programmes already running within different government ministries. The government was also on the other hand commended for finally realising that *“they cannot run the show alone.”*

A few recommendations were made following the presentations and of importance was the need to relook at the strategy to integrate climate change into the curriculum especially in tertiary institutions, specifically deciding which courses will be relevant. The Participants also recommended a proper landscape analysis regarding other interventions at the community level to avoid duplication of efforts and beneficiary fatigue. A multi-sectoral approach was therefore encouraged to ensure that the communities are not confused as different interventions are put in place.

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The participants also added that, educating communities on climate change is essential for informed decision-making on prioritizing what interventions will be relevant for their context.

Furthermore, it was emphasized that the Disaster Management Authority (DMA) should be included in the post-harvest trainings especially the early warning department as they conduct a regular food balance sheet with a component of the post-harvest losses included. Another key comment was on the need for robust monitoring and evaluation during the implementation of the IACOV project and to strengthen the necessary capacities to carry out the processes and monitor the project outcomes to ensure proper profiling and documentation. In response, it was highlighted that a comprehensive M&E framework is in place to guide this process. Lastly, it was recommended that the Climate change strategy should not leave out some components of the food and nutrition strategy emphasizing multi stakeholder engagement as these are developed. For more details find the link of the event.

3.2. District Inception Workshops

District workshops were conducted in three districts and the outcomes of the workshops are discussed below. The Note for Records of the meetings are attached as annexes.

- **Mafeteng**

In this district, the project was compared to a *“life jacket”* as communities continue to battle with the effect of climate change and most importantly as they try to adapt to these changes. The stakeholders accentuated the fact that entities within the district need to work together and hard, in order to succeed in helping communities to adapt to climate change effects. Recommendations were made in terms of implementation and sustainability. Regarding sustainability, emphasis was on the development of a sustainability plan. Regarding implementation, a few points were emphasized: firstly, a revival of tree planting day by the Ministry of Forestry; secondly, a reflection of projects that have been closed is essential to ensure implementation of this project goes smoothly, and thirdly, there was a recommendation that the Department of Marketing should not be engaged after harvest but rather from the production stage to enable proper planning of market linkage activities. Robust monitoring of the project was also strongly highlighted as critical for overall accountability and the success of the project.

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- **Mohales'Hoek**

In Mohale's Hoek, the participants highlighted that they are experiencing a lot of developmental challenges that are aggravated by poverty and climate change effects. The participants therefore passed their gratitude to adaptation fund for noticing these challenges and offering support. The greatest wish is to see the project succeed and for that to happen, governance issues within the villages need to be addressed to ensure conducive operational environment through a creation of sub laws related to implementation and management of interventions, an accountability and complaints mechanisms put in place in the different operational sites to ensure issues are tracked and are addressed immediately. The participants also highlighted the need to ensure procedures are in place to ensure the sustainability of the project interventions and achievements and this can be done by capacitating existing committees in the different villages to protect their own development. Lastly, there was a recommendation that the project should ensure that its activities are suitable for and inclusive of people living with disability.

- **Quthing**

In Quthing there were some contentions on the project sites which require further engagement with the stakeholders to ensure all are on the same page. Apart from the issue, the stakeholders appreciated the project and the collaboration that is required for implementation. It was clear how each stakeholder will take part in the project ensuring successful implementation. However, it was recommended that a lot of time should be spend on capacity building instead of rushing to implement otherwise sustainability will be compromised.

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IACOV inception workshop participants in Mafeteng district

Picture by Felile Moholi

4. Conclusion

In overall, the inception was an important introduction of the project to all multi-faceted stakeholders across different spheres. The stakeholders also validated the executing entity plans for year one (October 2020 to October 2021). Attendees were very excited about the project, especially that it is adding to their individual plans which were limited by funding constraints. Each entity provided an assurance that they will provide the necessary support to ensure successful implementation of the project. Below is a summary of recommendations that will be considered for project implementation.

- Establishment of robust Monitoring system to ensure the project is implemented accordingly and meets the intended objectives.
- Ensuring nutrition, HIV, gender and protection mainstreaming across all components of the project.
- Ensure clarity of roles, and complementarity for different partners.
- Establish project sustainability plan/ guidelines ensuring that interventions are owned by the government and communities.

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- Accountability and complaints mechanisms established in project sites to ensure timely identification of issues and timely action to such issues.
- All stakeholders (government line ministries, development partners, and academic institutions, media institutions and socio-economic groups in the communities including women, youth and the disabled) to be engaged as soon as implementation begins to ensure everyone is on the same boat and provide necessary support.

Annexes:

- a) Annex 1: Communications with Adaptation Fund on delayed project inception workshop
- b) Annex 2: Note for records Project Steering Committee sittings
- c) Annex 3: Note for records: Other important discussions between WFP, NDA and EEs
- d) Annex 4: Note for records for district inception workshops
 - i. Sub Annex 1: Inception Workshop Agenda
 - ii. Sub Annex 2: Presentations on Project Overview and Components
- e) Annex 5: Executing Entities Workplan Year 1

Annex 1: Communication with Adaptation Fund on delayed project inception

NOTIFICATION OF DELAY OF PROJECT OR PROGRAMME INCEPTION

*Notification of delay of project/programme start (As per Decision B.18/29, for concrete adaptation projects/programmes, the Board decided to consider the start date to be **the first day of the project/ programme's inception workshop**)*

Implementing Entity Name: World Food Programme			
AF Project/programme ID: LSO/MIE/Food/2018/1			
Project/programme Title: Improving adaptive capacity of vulnerable and food-insecure populations in Lesotho			
Country(ies): Lesotho			
Project/Programme Approval (date)	8 July 2019		
Expected Project/programme Start (date)	April 2020	Proposed Revised Completion (date):	TBD

1. Reasons/ justification for delay in the project's/programme's inception and the number of months of delay from the project approval date

The Inception workshop for the project was planned for the second half of April 2020. Due to the current Covid-19 outbreak, the government of Lesotho has declared a state emergency with a complete national lock down prohibiting meetings, workshops and public gatherings until the last week of April 2020, in efforts to operationalize social distancing. In this situation, it is not possible to hold a project inception workshop and start activities in the field. Therefore, the Project Steering Committee has decided to postpone the Inception workshop. The new date will be defined later on, once the situation allows start of operations.

2. Approaches/ mitigation measures to ensure the start of implementation

The PSC shall facilitate and ratify upon request, implementation of these immediate activities which will not be impacted by the restrictions and identified at technical level in accordance with the Executing Entity plans. Activities include recruitment, procurement and planning. This will facilitate inception phase and ensure a quick start of operations as soon as prevailing conditions allow it.

3. Challenges (in addition to those mentioned in section 1) that may extend the project/ programme completion date)

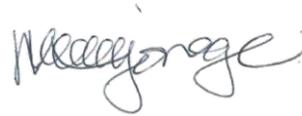
To date, it is not clear on how long the prevailing lock down implemented by the government will last.
This affects effective planning for inception workshop and other preparatory processes for implementation phase. However, the project coordinator under the auspices of the PSC and in collaboration with the National Designated Authority and the United Nations Department of Safety and Security, is monitoring the situation closely and will advise on next steps and provide updates as necessary.

Implementing Entity certification

This notification for delay on project/programme inception has been prepared in accordance with Adaptation Fund policies and procedures, and delay on project/programme start has been agreed by participating executing entities and has been notified to the designated authority(ies) (DA).

Name & Signature:

Mary Njoroge, Country Director & Representative



Project/programme contact person:

Date: (Month, Day, Year):
03/31/2020

Tel. and Email:
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Annex 2: Note for records Project Steering Committee (PSC) sittings

1ST PSC MEETING ON THE ADAPTATION FUND PROJECT

Date: 18/12/2019

Venue: UN Boardroom

Attendance:

1. Mabafokeng Mahahabisa: Chair: LMS
2. Mary Njoroge: country Director WFP
3. Peter Kimoto: WFP
4. Matseliso Mojaki: DMA
5. Pulane Makitle: DMA
6. Kizito Makumbi: WFP
7. Mochekoane Mohlerepe: WFP
8. Nkopo Matsepe: WFP
9. Refuooe Boose: Ministry of Forestry
10. Elias Sekaleli: Ministry of Forestry
11. Bataung Kuenene: Minsitry of Agric
12. M.Morienyane: Local Government
13. Mosuoe Letuma: LMS

Agenda:

- a. Introductions and objective of the meeting: by chair LMS
- b. Validation of TOR for PSC: presentation of TOR by LMS
- c. Preparations for Inception workshops (UNEP and AF)
- d. AF procurement and recruitment processes: WFP
- e. AF District sensitisation plan: by Ministry of Forestry leading sensitisation committee

Deliberations:

	Issue	Status/ discussions	Time line
1	Introductions and objective of the meeting	The chair welcomed all members to the meeting and explained the purpose as per the agenda. She specifically thanked DMA, Ministry of Agriculture and Food Security (Agricultural Research) and Ministry of Local Government and Chieftainship as it was their first time to attend the meeting. For this, the chair requested LMS and WFP to provide briefs to the new members on both projects prior to continuation with the agenda.	
2	Validation of TOR for PRC: presentation of TOR by LMS	The draft TORs were presented and discussed by the members. The committee agreed upon most items of the TOR except for few issues that still need to be finalised	ASP

3	Preparation for Inception workshops	The committee concluded that the inception workshops for both projects will be held during the first two weeks of March 2020, but on separate dates to avoid confusion of the audience. The PSC members will attend both workshops, as the committee serves both projects.	TBC
4.	AF Procurement and Recruitment process	<p>The meeting proposed and agreed that WFP will manage procurement processes and manage funds on behalf of the Executing Entities given stringent government systems on Bank Account opening. To facilitate this, formal communication should be made to WFP by Ministries/ NDA.</p> <p>Position for National Project Coordinator has been advertised and will close on the 31st Dec 2020. Members of HR and Budget subcommittee will be notified and engaged for shortlisting processes. Involvement of other implementing institutions will be at the interview stage.</p>	
5	Office space	Costing of renovation work in the space to be allocated for offices by LMS be done by private contractor or Ministry of Public Works/ the Ministry of Education quantity surveyors. In the interest of time, it was encouraged that the quantity survey work should be done by private contractors. WFP will consult internally on the budget issue.	ASAP
6	District Sensitisation Plan	No arrangements have been made yet. The MFRSC will propose a plan/ schedule for sensitisation activities to confirm introducing the district level authorities on AF	Actual dates to be confirmed in January 2020
AOB	Members Institutions	The members agreed that the Ministries of Small Business, Local Government and Chieftainship and Agriculture and Food Security should be further briefed about the two projects through a meeting, for them to be able to decide on their representation in the PSC. The date for the briefing meeting was set for 9 th January 2020 and LMS shall send the invitations to those Ministries.	

Next meeting

The date of the next meeting will be agreed upon members through remote communication, following a need for special meeting to sensitise the said three Ministries.

2ND MEETING ON THE ADAPTATION FUND AND GLOBAL ENVIRONMENT FUND (GEF) PROJECTS

Date: 09/01/2020

Venue: UNDP Boardroom

Chaired by Mrs Mabafokeng Mahahabisa, Director LMS

Agenda

- **Introduce new members of the Steering Committee to the two projects of climate change that are led by LMS**
 - a) Improving adaptive capacity of vulnerable and food-insecure populations in Lesotho - Adaptation Funded project that is implemented by WFP – US\$10 million project for 4 years from 2020-2024. This project will be implemented in the southern districts with three components mainly focussing on the most vulnerable population.
 - b) Strengthening climate services in Lesotho for climate resilient development and adaptation to climate change – 2nd Phase of the LMS/Global Environment Facility (GEF)/ UNEP Least Developed Countries fund (LDCF) funded project at US\$5 million – 5-year project.
- Both projects are led by LMS and have similarities and therefore it is important to ensure they are well coordinated.

	Issue	Action	Time line
1.	<p>GEF funded project – LMS has assigned Mr France Mokoena to manage this project, and there is also finance and admin officer.</p> <p>Adaptation fund project – project coordinator position was advertised- closed on 30th December 2019.</p>	Recruitment process	Immediately
2.	<p>Presentations on the two projects were made.</p> <p>Adaptation fund project has three components;</p> <p>Component 1</p> <ul style="list-style-type: none"> • Capacity strengthening and system building to support forecast and generate information climate change • Emphasizes on forecast based financing that allows early action in times of crisis. <p>Component 2</p> <ul style="list-style-type: none"> • Promotion of awareness on climate change at different levels. 	<p>Share the project documents with members of the Steering Committee</p> <p>Inception workshop</p>	<p>Immediately</p> <p>March 2020</p>

<p>Component 3</p> <ul style="list-style-type: none"> Focus on asset creation and livelihoods that will lead to resilience. <p>Selection of districts was based on Integrated Context Analysis which showed that the Mafeteng, Mohale’s Hoek and Quthing experience chronic vulnerability and high level of land degradation. NAPA information also contributed to decision making on area selection.</p> <p>Focuses on drought.</p>		
<p>3. Structure – technical committee -instead of having only three agencies (LMS, Forestry and WFP), include more agencies at technical level to enable proper decisions for the project by the steering committee.</p> <p>Project steering committee – is kept at Director level because it is not a big project. Technical committee is at a lower level than Directors. However, Principal secretaries must always be regularly informed about the projects using different communication channels.</p>	<p>LMS to draw appropriate structures that will include other key agencies– to be presented in the next meeting.</p> <p>Committees to include key ministries – Education, Water, and Health, Gender.</p> <p>Ministry of Agriculture – still to make decision on which department is best suited to be in the committees.</p> <p>LMS to organise meeting with these ministries to brief them on the project.</p>	<p>Immediately</p>
<p>4. GEF funded project</p> <p>This project aims to reduce vulnerability to climate change impacts with emphasises on early warning.</p> <p>Three components</p> <p>Component 1</p> <p>a) Establishment of infrastructure and human capacity to enable a fully functional early warning.</p> <p>Component 2</p> <p>b) Create institutional mechanisms for coordination and implementation of early warning in Lesotho and for use of climate information generated in policy making and sector planning</p>	<p>Inception workshop</p>	<p>March</p>

	<p>Component 3</p> <p>c) Piloting packaging and dissemination of early warning messages to different stakeholders and end users – this will be implemented in Mafeng, Quthing, Qacha’s Nek, Leribe, Thaba-Tseka and Mokhotlong in selected areas due to climatic shocks.</p> <p>Focuses on all hazards.</p> <p>Any equipment that will be procured under this project will continue under LMS at project end.</p>		
5.	The two projects will share the same steering committee		
6.	Chair sensitized the participating ministries to draw funding proposals in order to achieve resilience in this country.		

In attendance:

1. Mabafokeng Mahahabisa: Director LMS, Chair
2. Mosuo Letuma: Principal Meteorologist, LMS
3. Mokoena France: Principal Meteorologist, LMS
4. Mofihli Motsetsero: Director Crops Services, MAFS
5. Keneuo Letlamo: Director Livestock Services, MAFS
6. Malehano Letlamo: Director Planning, MLGC
7. Makatleho Mataboee, Finance & Admin Officer, LMS
8. Kabelo Lethunya, DOH, Local Government
9. Lefulesele Lebesa, Director, Department of Agric Research
10. Mampoi Morienyane: DOH, Local Government
11. Likeleli Phoolo: WFP
12. Nkopo Matsepe: WFP

3RD PSC MEETING ON THE ADAPTATION FUND

Date: 09.03.2020

Venue: WFP Boardroom

Attendance:

1. Mabafokeng Mahahabisa: Chair: LMS
2. Marian Yun: WFP
3. Peter Kimoto: WFP
4. Matseliso Mojaki: DMA
5. Kizito Makumbi: WFP
6. Mochekoane Mohlerepe: WFP
7. Refuooe Boose: Ministry of Forestry
8. Elias Sekaleli: Ministry of Forestry
9. Bataung Kuenene: Minsitry of Agric
10. Khothatso Morienyane: Local Government
11. Mpho Fako: Department of Water Affairs
12. Khauta Faku: WFP
13. Tanki Sekalaka: WFP
14. Makatleho Matabooe: LMS
15. Mosuoe Letuma: LMS
16. Mokoena France: LMS
17. Makhauta Mokhethi:WFP

Agenda:

- a. Engagement of Project Coordinator
- b. Validation of revised TOR for PSC
- c. Review of previous NFR
- d. Inception workshops (UNEP and AF)
- e. Updates from subcommittees:
 - HR and Budget
 - Office space
 - District sensitisation
- f. MOUs, SOPs, Project Executing Entities Plans
- g. AOB

Deliberations:

	Issue discussed	Actions	Timeline
1	Engagement of project coordinator	The chair introduced Nkopo Matsepe as the interim project coordinator to facilitate undertaking of key tasks on the AF project while recruitment processes are underway.	The interim project coordinator will act for a period 4 to 6 weeks
2	Validation of TOR for PSC	<ul style="list-style-type: none"> ○ Project coordinator to edit the TORs based on inputs from committee members, clarify who are voting members vs observers and recirculate ○ The chair and co-chair shall rotate every 2 years 	20.03.2020
3	Review of Note for Record (NFR) of the last PSC meeting. <ul style="list-style-type: none"> ○ The last PSC meeting was on the 18th December 2019 and not on the 9th January where action point (to orientate new members on the project) from the last PSC meeting was pursued 	The PSC shall review minutes of the last formal sittings	
4.	Inception workshops (AF & GEF)	<ul style="list-style-type: none"> ○ Technical committee to meet and agree on next steps including mapping of stakeholders to invite as well as advocacy materials ○ AF workshop to be on the 22nd April 2020 while for GEF the workshop (on hold due to coronavirus) to be held potentially a week after AF workshop 	
5	Updates from sub committees <ul style="list-style-type: none"> a) <u>HR & Budget</u> ○ Update on recruitment of project coordinator presented by WFP: some concerns were raised that PSC was not timely updated on the outcome of the recruitment process b) <u>Office space</u> 	<u>HR and Budget:</u> <ul style="list-style-type: none"> ○ WFP HR to provide summary report to the PSC on recruitment process and the next steps <u>Office space</u> <ul style="list-style-type: none"> ○ Assessment of office space should also be undertaken at district level ○ WFP to perform IT and security assessment ○ The team to meet again <u>District sensitisation</u>	13.03.2020 (WFP HR) 13.03.2020 (District sensitisation team-LMS, Forestry, WFP)

	<ul style="list-style-type: none"> ○ Update of the work undertaken presented by WFP: roles have been distributed to GEF, AF and GOV't on identified next steps regarding office space ○ At district level, the Ministry of Forestry attested the need to consider consulting other government ministries to provide office space: this contradicted the initial commitment from forestry to allocate office space: MOET and Agric proposed that their district offices be considered <p><u>District sensitisation:</u></p> <ul style="list-style-type: none"> ○ There was a suggestion to consider conducting district sensitisation sessions for a wider group visa vi individual consultations as the team proposed 	<ul style="list-style-type: none"> ○ Sensitisation to the district authorities and head of departments to be undertaken ASAP 	
6	<p>Executing Entity (EE) plans, SOPs and MOUs</p> <ul style="list-style-type: none"> ○ It was suggested that one MOU be developed for both EE 	<ul style="list-style-type: none"> a) Executing Entity plans be developed b) SOP and MOU be developed 	<ul style="list-style-type: none"> ○ EE plans will be on the 16th March 2020 and will be validate on the 31st March 2020 ○ SOP and MOU will be finalised by the 31st March 2020

Next meeting

The date of the next meeting will be in the second week of April 2020. The date will be communicated through emails to the members.

4TH PROJECT STEERING COMMITTEE (PSC) MEETING ON THE ADAPTATION FUND PROJECT

Date: 21.05.2020

Venue: Virtual Meeting

Attendance:

1. Mabafokeng Mahahabisa: Chair: Director, Lesotho Meteorological Services (LMS)
2. Elias Sekaleli: Co Chair: Director Forestry, Ministry of Forestry
3. Mary Njoroge: WFP Country Director
4. Marian Yun: WFP
5. Nkopo Matsepe: Acting Project coordinator, Adaption fund (AF)
6. Matseliso Mojaki: DMA
7. Kizito Makumbi: WFP
8. Mochekoane Mohlerepe: WFP
9. Mpho Fako: Department of Water Affairs
10. Maseatile Motoho: Department of Water Affairs
11. Makatleho Mataboee: LMS
12. Mosuo Letuma: LMS
13. Mokoena France: LMS
14. Makhauta Mokhethi: WFP
15. Likeleli Phoolo: WFP

Agenda:

- a) Status of AF recruitment processes, outline the role of WFP and PSC as per WFP guidelines and PSC TOR: WFP HR
- b) Presentation of WFP procurement processes and procedures: WFP procurement
- c) Presentation and inputs on EE plans, inform PSC on the of MOUs and SOPs
 - GEF
 - AF
- d) Plans for inception workshop:
 - Different options
 - Inception report
- e) AOB

Deliberations:

	Issues	Discussions	Timeline	Actions
1	Status of AF recruitment processes, the role of WFP and PSC as per WFP HR rules and PSC TORs	The PSC discussed recruitment issues where WFP provided clarifications regarding HR rules and status of recruitment processes for AF PMU staff as follows:	<ol style="list-style-type: none">1. One to two months;2. Recruitment of all AF PMU staff planned to be completed by August 2020;	WFP HR to ensure that AF PMU staff are recruited by August 2020 and that both LMS and MFRSC are represented in the oral interview panels.

		<p><u>1. WFP recruitment steps and processes as per HR rules</u></p> <ul style="list-style-type: none"> a) PSC approves TORs for AF positions; b) WFP advertises the positions as per approved TORs by PSC; c) WFP recruitment portal system screens eligible applications; d) WFP, LMS, and MFRSC performs longlisting of applications; e) WFP technical team performs shortlisting of the longlisted applicants; f) Shortlisted applicants are called for written test and oral interviews; g) LMS, MFRSC and WFP should be represented in a panel for oral interviews; h) Qualifying applicants are notified and go through medical clearances; i) For consultants, after shortlisting, written test interviews are not undertaken; <p><u>2. Status of recruitment process for PMU staff</u></p> <ul style="list-style-type: none"> a) Oral interviews for AF project coordinator will be on the 27th May 2020; b) PSC has approved all TORs, pending is WFP to start recruitment processes which should be finalised in August 2020 		
2	WFP procurement processes and procedures	The PSC discussed procurement processes and mandatory steps as per WFP rules and regulations. WFP clarified that procurement processes are strictly managed internally by through undertaking of the following steps:	WFP procurement processes take 3 to 6 weeks;	WFP procurement unit to ensure timely procurement of required goods and services to facilitate implementation processes.

		<p>Step 1</p> <ul style="list-style-type: none"> The Executing Entities (LMS and Forestry) and other technical line ministries, activity managers in WFP, that support implementation of activities in the components of AF, raise purchase requests and provide appropriate specifications for goods and services; <p>Step 2</p> <ul style="list-style-type: none"> WFP procurement advertises expression of interest and request for quotations/proposals/bids to suppliers, service providers and consultants; <p>Step 3</p> <ul style="list-style-type: none"> WFP internal opening panel convenes to opening of the bids; <p>Step 4</p> <ul style="list-style-type: none"> WFP internal procurement committee convenes and identifies suitable suppliers, service providers observing due diligence processes; <p>Step 5</p> <ul style="list-style-type: none"> The supplier/service provider is notified, vendor creation is done, and purchase order is allocated; 		
3	<p>Presentation and inputs on EE plans, inform PSC on the of MOUs and SOPs</p> <ul style="list-style-type: none"> GEF AF 	<p>Both AF project coordinator (acting) and GEF project manager presented year 1 executing entity (EE) draft plans to PSC:</p> <ol style="list-style-type: none"> AF EE was approved by PSC as is, with the need to include specific activities by Department of Water Affairs (DWA), DMA and Ministry of Agric (MAFs) GEF project manager indicated that a final EE 	<ol style="list-style-type: none"> Both AF and GEF EE plans should be finalised before the next PSC meeting in August 2020; LMS and MFRSC to provide inputs on the shared MOUs 	<ol style="list-style-type: none"> AF project coordinator to ensure that the EE plan integrates specific, complementary activities by DWA, DMA and MAFS. GEF manager to finalise the year 1 EE plan; LMS and MFRSC to urgently provide

		<p>plan in the next PSC meeting;</p> <p>c) LMS and MFRSC committed to provide inputs on AF SOP and MOUs which will be submitted to WFP legal and AF board for clearance;</p>	and SOPs by the 22 nd May 2020;	inputs on the MOU and SOPs.
4.	Plans for inception workshops: GEF and AF projects	It was discussed that COVID-19 will seemingly take a longer time and this might adversely affect preparations and launch of implementation processes for both AF and GEF. PSC recommended a need to develop a realistic plan for inception workshops for both projects	31 July 2020.	AF and GEF managers to meet and develop realistic plan for undertaking the inception workshops and preparation for implementation processes. Such plan (taking into consideration that the inception workshop marks the official start of the projects) should be presented in the next PSC meeting.

Next meeting

The date of the next meeting will be in the 3rd or 4th week of August 2020. The date will be communicated through emails to the members.

5TH PROJECT STEERING COMMITTEE (PSC) MEETING ON THE ADAPTATION FUND PROJECT

Date: 21.05.2020

Venue: Virtual Meeting

Attendance:

1. Mabafokeng Mahahabisa: Chair: Director, Lesotho Meteorological Services (LMS)
2. Elias Sekaleli: Co Chair: Director Forestry, Ministry of Forestry
3. Mary Njoroge: WFP Country Director
4. Marian Yun: WFP
5. Nkopo Matsepe: Acting Project coordinator, Adaption fund (AF)
6. Matseliso Mojaki: DMA
7. Kizito Makumbi: WFP
8. Mochekoane Mohlerepe: WFP

9. Mpho Fako: Department of Water Affairs
10. Maseatile Motoho: Department of Water Affairs
11. Makatleho Mataboee: LMS
12. Mosuo Letuma: LMS
13. Mokoena France: LMS
14. Makhauta Mokhethi: WFP
15. Likeleli Phoolo: WFP

Agenda:

- a) Status of AF recruitment processes, outline the role of WFP and PSC as per WFP guidelines and PSC TOR: WFP HR
- b) Presentation of WFP procurement processes and procedures: WFP procurement
- c) Presentation and inputs on EE plans, inform PSC on the of MOUs and SOPs
 - GEF
 - AF
- d) Plans for inception workshop:
 - Different options
 - Inception report
- e) AOB

Deliberations:

	Issues	Discussions	Timeline	Actions
1	Status of AF recruitment processes, the role of WFP and PSC as per WFP HR rules and PSC TORs	<p>The PSC discussed recruitment issues where WFP provided clarifications regarding HR rules and status of recruitment processes for AF PMU staff as follows:</p> <p><u>1. WFP recruitment steps and processes as per HR rules</u></p> <ol style="list-style-type: none"> a) PSC approves TORs for AF positions; b) WFP advertises the positions as per approved TORs by PSC; c) WFP recruitment portal system screens eligible applications; d) WFP, LMS, and MFRSC performs longlisting of applications; e) WFP technical team performs shortlisting of the longlisted applicants; 	<ol style="list-style-type: none"> 1. One to two months; 2. Recruitment of all AF PMU staff planned to be completed by August 2020; 	WFP HR to ensure that AF PMU staff are recruited by August 2020 and that both LMS and MFRSC are represented in the oral interview panels.

	<p>f) Shortlisted applicants are called for written test and oral interviews;</p> <p>g) LMS, MFRSC and WFP should be represented in a panel for oral interviews;</p> <p>h) Qualifying applicants are notified and go through medical clearances;</p> <p>i) For consultants, after shortlisting, written test interviews are not undertaken</p> <p><u>2. Status of recruitment process for PMU staff</u></p> <p>a) Oral interviews for AF project coordinator will be on the 27th May 2020;</p> <p>b) PSC has approved all TORs, pending is WFP to start recruitment processes which should be finalised in August 2020</p>		
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6TH PROJECT STEERING COMMITTEE (PSC) MEETING ON THE ADAPTATION FUND PROJECT

Date: 03.09.2020

Venue: Virtual Meeting

Attendance:

1. Mabafokeng Mahahabisa: Chair: Director, Lesotho Meteorological Services (LMS)
2. Marian Yun: WFP
3. Mara Baviera: UNEP
4. Nkopo Matsepe: IACOV
5. Kizito Makumbi: WFP
6. Mochekoane Mohlerepe: WFP
7. Mpho Fako: Department of Water Affairs
8. Thabiso Mohobane: Department of Water Affairs/ LHDA
9. Makatleho Mataboee: EWS II
10. Mosuo Letuma: EWS II
11. Mokoena France: LMS
12. Makhauta Mokhethi: WFP

13. Likeleli Phoolo: WFP
14. Rupak: WFP HQ
15. Timoteo Ferreira: CTA
16. Khothatso Maraisane: NCDC
17. Lefulesele Lebesa: Department of Agricultural Research

Apologies:

1. Mabatlokoa Maloi: DMA
2. Elias Sekaleli: Forestry
3. Refuoe Boose: Soil Conservation

Agenda:

The table below indicates the agenda

ITEM	DETAILS	PRESENTER
1	Opening remarks	Chairperson
2	Review of actions from the last PSC meeting: <ul style="list-style-type: none"> • Reflection of Minutes of the last meeting and matters arising; • Updates on the progress/reports on AF and GEF; • Updates on progress on GEF sensitisation meetings. 	Chairperson AF Project Coordinator & EWS Project Manager
3	Inception workshops briefs: <ul style="list-style-type: none"> • Presentation of the inception workshop plan in the context of COVID-19; • Formation of task team for inception workshop 	AF Project Coordinator
	<ul style="list-style-type: none"> • Presentation of inception workshop plan 	EWS Project Manager
4	Projects Logos	EWS Project Manager & AF Project Coordinator
5	Project plans for year 1: <ul style="list-style-type: none"> • Progress report 	AF Project Coordinator
	<ul style="list-style-type: none"> • Project Workplan Approval of procurement of equipment (HPC and Meteorological equipment) and training plans	EWS Project Manager
6	Formation of technical working teams	EWS Project Manager & AF Project Coordinator
7	A.O.B.	All
8	Closure	Chairperson

Deliberations:

	Issues	Discussions	Timeline	Actions
1	<p>Review of actions from the last PSC meeting:</p> <p>Reflection of Minutes of the last meeting and matters arising;</p> <ul style="list-style-type: none"> • Updates on the progress/ reports on AF and GEF; 	<p>The Project Coordinator reported on the district sensitisations that went successful in the three districts of Mafeteng, Mohale’s Hoek and Quthing.</p> <p>It was also reported that interviews for nine (9) positions have been conducted and their recruitment is in the last stage. The referred positions are Monitoring and Evaluation Expert, Communication Expert, three field monitors and four drivers.</p> <p>Two positions for Early Warning Experts have been readvertised for there were no suitable candidates among the submitted applications.</p>	<p>Within two weeks</p> <p>Recruitment to be completed by Mid November</p>	<p>No further action required</p> <p>LMS to ensure cleaning of offices allocated for AF and GEF staff</p> <p>WFP HR to lead and complete pending recruitment processes for AF</p>
	<ul style="list-style-type: none"> • Updates on progress on GEF sensitisation meetings. 	<p>Held sensitisation meetings for key stakeholders that include DMA, Local Government and Chieftainship, National Climate Change Committee, relevant climate change adaptation projects, District Disaster Managers, Meteorological Technicians, District Council Secretariates and District Administrators in six pilot districts.</p>	<p>Half-yearly meetings for climate change adaptation projects</p>	<p>Facilitate of half-years meetings for projects updates</p>

		<p>Held a meeting for the two projects with Forecast-Based Financing project, DMA and LMS for deliberations on formation and composition of a Technical Working Group (TWG) for provision of technical support for the three projects.</p> <p>Sensitisation meetings are still pending for Principal Chiefs</p>	<p>Hold a meeting for establishment of TWG within two weeks.</p> <p>Sensitise Principal Chiefs prior to the inception workshop</p>	<p>Establishment of TWG and its clusters, with constituting institutions.</p> <p>Formation of TWGs at district levels after the inception workshop, to support and sustain project activities on the ground</p> <p>Arrange a meeting with Principal Chiefs</p>
2	<p>Inception workshops briefs:</p> <ul style="list-style-type: none"> • Presentation of the inception workshop plan in the context of COVID-19 (AF) • Presentation of inception workshop plan 	<p>The inception workshop is planned for 8th October 2020 at the national level with a limited physical attendance not exceeding 50 while the rest of the stakeholders will participate virtually.</p> <p>The national inception workshop will be followed by inception workshops in three districts where the project is executed.</p> <p>There will be a task team for inception workshop which will be composed of Forestry, LMS, DMA, WFP and IACOV staff.</p> <p>The inception workshop will be held during the last week of October Depending on the country's regulations due to Covid-19, the inception workshop would be held</p>	<p>Hold inception workshop on the 8th October 2020</p> <p>Hold district inception workshops in October</p> <p>Hold inception workshop in the week of October</p>	<p>Organise the inception workshop on the 8th October 2020</p> <p>Organise district inception workshop with the engagement of relevant district authorities</p> <p>Formation of task team within two weeks to facilitate organisation of inception workshop</p> <p>Organise inception workshop for the last week of October</p>

4.	<p>IACOV Project plans for year 1:</p> <ul style="list-style-type: none"> • Progress report 	<p>The Project Coordinator presented the approach on activities to be implemented by Department of Water Affairs, Ministry of Agriculture and Food Security and DMA, which were not yet ready when the year one activities were presented during the previous PSC meeting. These additional activities were then approved by the PSC.</p>		
5.	<p>EWS II Project Workplan:</p> <p>Approval of procurement of equipment (HPC and Meteorological equipment) and training plans</p>	<p>The project Manager presented the entire 5-year project workplan, which takes into account the delay in the start of activities in year one due to the prevailing pandemic and the impact across all the years of project implementation. The workplan covered the joint procurement of HPC by both projects as well as LMS capacity building and procurement of meteorological equipment.</p>		

Next meeting

The next meeting will be the first week of December 2020. The exact date will be communicated through emails to the members.

1. Approval of Direct Project Services



ADAPTATION FUND

14 May 2020

Adaptation Fund Board

Request for approval of Direct Project Services, WFP (Lesotho)

Following the recommendation of the secretariat after its review of the request for approval of Direct Project Services submitted by the World Food Programme (WFP) for the project “Improving adaptive capacity of vulnerable and food-insecure populations in Lesotho” contained in document AFB/B.35.a-35.b/4, the Adaptation Fund Board decided to approve, on an exceptional basis, the provision by WFP of a no-additional-cost Direct Project Services.

Decision B.35.a-35.b/5

2. Meeting between WFP and NDA

AF Key notes/updates for the meeting with NDA and WFP management on the 13.05.2020 @ 10.a.m at LMS board room

A) AF feedback on the government request for WFP to manage AF fund;

- The request is possible in line with the project implementation policy governing the AF project. The secretariat needed more details on how WFP will undertake the tasks i.e recruitment and procurement processes, requested by the government.
- WFP wrote a letter to AF secretariat detailing how the tasks will be undertaken.
- They also asked about the inception workshop if the project has not started.

B) Status of PSC TOR;

- We have incorporated inputs suggested by PSC members in the last seating
- Included GEF project details as it was agreed that the PSC will serve both projects
- We clarified who are the voting members
- We now have the chair and co chair (Forestry)
- The TOR are ready to be signed by the chair and be circulated to all PSC members
- Pending is the PTC TOR

C) Status of Executing Entities workplan;

- The plan is almost complete pending final inputs from DMA on component 1, MOET on component 2 pertaining to engagement of NUL on action oriented research: We are following up with Mme Makhauta and MOFA on component 3

D) Recruitment processes for all AF PMU staff;

- The project coordinator oral interviews will be done on the 28th May 2020 following a written test interview on in early March 2020
- The first batch of adverts for a total of 8 positions will be placed on the local papers
- The second batch of 6 TORs will be send this week to PSC members for inputs
- There is a need to ensure that both EE are represented in the interview panel

E) Procurement processes;

- Office space for PMU: the contractor for plumbing has started work
- Along side the EE plan we have developed year 1 expenditure plan with most of spending starting from June 2020: This include procurement of vehicles which will be starting soon.
- The IRI has provided specification for computing system for FBF and we should be reviewing the suggested materials in line with the assessment findings by LMS, then we shall initiate procurement processes

F) Mapping of partners; had meetings with:

- NUL for component 2
- Themba Lethu for component 3

G) Plans for inception workshop;

- The need to start inception report

H) Pending Quthing and Mhoek district sensitisations

I) MOUs, SOP ongoing, the PSC members prefer that we have two separate MOUS for both EEs. The O draft to be shared by the 20th May 2020. The MOUs and SOPs will be cleared by WFP,

J) We need to decide the next PSC meeting either virtually or face to face

3. MEETING ON THE ADAPTATION FUND AND GEF PROJECT

Date: 21/11/2019

Venue: WFP Boardroom

In attendance:

1. Mosuo Letuma: LMS, Chair
2. Matseliso Mojaki: DMA
3. Marian Yun: WFP

4. Likeleli Phoolo: WFP
5. Nkopo Matsepe: WFP
6. Elias Sekaleli: Forestry
7. Refuoe Boose: Forestry
8. Mara Yasmin Baviera: UNEP (call in)

Agenda

- a) Introductions:
- b) Progress update from different committees (HR & Budget, Office Space, District Sensitization):
- c) AF/UNEP synergies:
 - Updates on the TOR for Project steering committee;
 - Staffing, procurement processes;
 - Way forward;
- d) Preparations for inception workshop:
- e) AOB: Updates from WFP RBJ and HQ regarding latest developments on the contract;

Mosuo Letuma: Welcome Remarks

- Welcoming all for participating in the third meeting following the approval of AF;
- Appreciation of UNEP representation remotely;

Updates from sub committees

a) HR & Budgeting committee

- The committee recommends that all support positions i.e. finance and Admin, procurement staff be sourced from WFP using its internal capacity;
- Following recommendation from the committee that the AF drivers' positions be seconded from the government, the team debated a lot on this issue and a consensus was reached that the AF Project should recruit its fulltime drivers for the purposes of ensuring quality of work;
- Standardising the salaries of UNEP Project Manager and AF Project Coordinator is not possible as the later will be accountable for management of three components. The scale has been in line with UN rates for such accountability;
- Engagement of cleaners is part of the in-kind contribution from the government on the both UNEP and AF projects, however, it is becoming evident that there might be a shortage of office assist since one person may not be able to serve both projects. There was a suggestion for exploration of engagement for atleast one office assistance by AF Project;

b) Office Space committee

- There are renovation requirements that need to be done in the building provided by LMS to accommodate both projects: the responsible team will work around various means for costing of the construction work. The quotes will assist in making decisions;

c) **District sensitisation committee**

- Nothing to report to due to conflicting tasks during the reporting period.

Proposed actions

	Issue	Action	Timeline
1.	Sensitisation of district of authorities	Given the importance of this task, all relevant stakeholders at district level should be sensitised about AF and this exercise should be not rushed in order to ensure its success. The committee to come up with realistic schedule after COOP meeting	16-20 December 2019.
2.	Inception workshops	a) The UNEP inception workshop proposed to be held during the first or second week of February 2020 b) The team suggested that both AF and UNEP inception workshops be combined. WFP to further consult HQ given that the contract has not been signed.	TBC
3.	Management of funds under AF	WFP to consult RBJ & HQ on whether it is possible under AF regulations for WFP to manage procurement processes and manage all funding on behalf of the Executing Entities given stringent government systems on Bank Account Management by departments and line Ministries.	ASAP
4.	Recruitment of AF project coordinator	Recruitment processes to be effected immediately by WFP. Involvement of other implementing institutions, when needed, will be made via emails	
5.	CTA role for both AF and UNEP programmes	WFP to provide a budget allocation of 8,400 USD per annum for UNEP CTA position. WFP to ensure that TOR for CTA should include AF specific role.	ASAP
6.	AF contract clearance	WFP Lesotho to follow with its HQ continuously	TBC
7.	Office space	Costing of renovation work in the space to be allocated for offices by LMS be done by private contractor or Ministry of Public Works/ the Ministry of Education quantity savours: Action by WFP	ASAP
8.	Next meeting	The succeeding meeting which include all PSC members will be after COP meeting in the 3 rd week of December 2019.	18 December 2019

Annex 4: Note for records for district inception workshops

a) **Web link for the national inception workshop on the 8th October 2020**

Recording available at: [https://wfp-](https://wfp-my.sharepoint.com/:v/g/person/nkopo_matsepe_wfp_org/EUicrzzOeINGo9uSamDzB4MBO-MUoTrXsApRmDnouv7Mg?e=whwrBy)

[my.sharepoint.com/:v/g/person/nkopo_matsepe_wfp_org/EUicrzzOeINGo9uSamDzB4MBO-MUoTrXsApRmDnouv7Mg?e=whwrBy](https://wfp-my.sharepoint.com/:v/g/person/nkopo_matsepe_wfp_org/EUicrzzOeINGo9uSamDzB4MBO-MUoTrXsApRmDnouv7Mg?e=whwrBy)

b) **INCEPTION WORKSHOP IN MAFETENG DISTRICT, 20THOCTOBER 2020**

Venue: Mafube Guest House Mafeteng

The meeting began with a 30 minutes registration where there were 56 participants comprised of different government ministries, Non-Governmental organisations, local authorities (chiefs and councillors) and the IACoV staff. The District Administrator officially opened the meeting and thereafter followed a presentation on Overview of the IACOV objectives, components, project governance structure by the field officer Miss Nthomeng Mahao.

Keynote Addresses:

- 1. WFP: Mr Napo Ntlou, Chief of Social Protection and Emergency Coordinator** started by thanking everyone for meeting in Mafeteng to begin the project journey. He further went to say that the World is facing challenges brought about by climate change and it is therefore important that we seek ways to adapt to the changing situation. It is through interventions of this project that we shall be able to monitor the climate and adapt to accordingly. He concluded by thanking WFP and adaptation fund for supporting the country to help communities adapt to climate change. He also appreciated the presence of the Principal Secretary in the Ministry of Forestry and highlighted that his presence gives him confidence that the government is committed to making this project a success.
- 2. Ministry of Energy and Meteorology:** Mr Mokoena France in his address provided different examples of how climate change has affected the country, heavy winds, snow in the summer season, heavy and delayed rains highlighting that all these things affect food production. He went further to say that the forecast shows that all the challenges mentioned are still going to happen in extreme scenarios calling for people to do things differently. He further indicated that a research done by LMS revealed that Mafeteng,

Mohales'hoek, Quthing and Qacha's Nek are the most hit by the effects of climate change. He concluded by saying that the project will only succeed if all stakeholders work together and hard.

- 3. Ministry of Forestry, Range and Soil Conversation:** Mr Elias Sekaleli encouraged the participants to take advantage of the open door and ensure that the rural landscape is improved. He urged the local authorities to be in the lead as the project is implemented. Further mentioned that the communities should have fruit trees which they can in turn use for fuel and income generation. He praised the government with its ministries for realising that there is a need to work together and the non-governmental institutions for realising that they cannot succeed without the Government. *“what is important is to hold hands and move forward”* MR Elias concluded his address by emphasising that communities need to be empowered with knowledge especially on the importance of trees in order to adapt to change. *“people need to learn in order to broaden their horizon.”*
- 4. Ministry of Forestry, Range and Soil Conversation Principal secretary: (Hon Mole Khumalo)** began with observing the protocol then highlighted his ministry is responsible for component three. He said it is his plea that the communities and leaders take care of development as the country is going to continue to face challenges, Planting trees and dams is critical in this regard. He went further to say that his ministry is committed to ensuring that the project succeeds. He mentioned how elated he was with the project as it addresses the needs of the country and that it is led by people who understand and know what they are doing. He committed to intervening if ever there are implementation challenges especially pertaining to the other ministries. He asked all the meeting participants to work together, highlighting that when the project succeeds, there is a likelihood that politicians may want to get implementation off a tangent but if people work together, no outside influence will affect the success of the project. He concluded by saying that this project should be different from any other project to ensure sustainability, *‘things should not end when the project ends’.*

- The keynote addresses were followed by Presentations of Year 1 Executing entity plans, roles and responsibilities for different partners.
- Mr Nkopo Matsepe led the presentations by outlining that the project has three components. He went further to highlight that adaptation fund as the donor has conditions that need to be met and these include a governance structure especially at district level. He explained in detail that the project in Maseru shall be led by the project steering committee made up of the directors of the relevant ministries across all the components of the project. Underneath the committee is the technical committee responsible for planning. Underneath that is the project management unit then the district coordination team led by the district administrator. underneath which is the village coordination team led by the community leaders and ministries working in the community. All these are responsible for ensuring implementation goes as planned. He explained that funds for the project shall be released on an annual basis and there is a need to ensure that work is done perfectly from year one. He concluded by highlighting that 7 councils will be covered in the Mafeteng area. *'this project is basically taking us back to our roots where we used to tackle development together'*

The presentations were divided into the three components of the project. Component 1 was presented by the Lesotho Meteorological services, component 2 was presented by the ministry of education and training while component 3 was presented by the ministry of Forestry, Range and Soil Conservation.

Questions/Discussions

- Mr Motebele from local government asked a question directed to the ministry of forestry on whether the tree planting day is no longer observed. Mr Elias replied that the 21st of March is still observed as tree planting day internationally but the challenge with Lesotho was that it went through many episodes of drought. Hon Khumalo added by mentioning that he is challenged to revive that day under the circumstances and considering the importance of trees in these challenging times.

- MR Macheli from Makoabating council enquired whether the project is aware that WFP is already doing some work in Ha Thakanyane.

Mr Tumahole Mokau from WFP responded by saying that the project is going to add to what WFP and the government is already doing.

- Mr Rabolou Mafaesa commented by saying that part of the information sharing should be a forecast of at least 5-20years. In addition, he indicated that forecast should be specific to months as opposed to forecasts that generalise a certain period. He further emphasised that a critical reflection of other projects is essential, especially projects that have been closed.

MR France indicated that a specific forecast is mostly less accurate, but the project is going to help with improved forecast in terms of spatial coverage and time.

- There was a question on how the project is going to ensure that people use money for the intended purpose and MR Matsepe responded by saying that the main purpose of this project is to work on attitudes change in terms of understanding climate change. A social behavioural change tool will be applied to guide the approach that needs to be applied when it comes to the community. He further said that the project plans to be consistent in focusing on the same people as the main goal is to make impact and behavioural change.

c) INCEPTION WORKSHOP IN MOHALE'S HOEK DISTRICT, 20THOCTOBER 2020

Venue: Castle Rock Mohales'hoek

The meeting began with a 30 minutes registration where there were 59 participants comprised of different government ministries, Non-Governmental organisations, local authorities (chiefs and councillors) and the IACoV staff. The Overview of the IACOV objectives, components, project governance structure was done by the field officer Miss Mamachobane Lephoto.

Welcome Remarks by the District Administrator: The DA opened the meeting by highlighting that during COVID the district was faced with challenges including poverty and how grateful he is that the donors have observed these challenges and want to help. He then declared the meeting officially open.

The keynote addresses by the WFP deputy country director, the Director ministry of energy and meteorology and Director Ministry of forestry, range and soil Conservation.

Keynote Addresses:

1. WFP Speech: Deputy Country Director Ms. Marian Yun

Ladies and Gentlemen

It is a great honour to be part of this august event where we embrace the launch of a very significant project in the history of Lesotho, titled 'Improving Adaptive Capacity of Vulnerable and Food Insecure Population in Lesotho (IACOV).

I am more delighted that I am joining you here alongside partners from the Government of Lesotho and other stakeholders who are committed in the development of the Basotho nation. As you may be aware, addressing climate change is not a topic of discussion for policymakers alone. So, Bo-Mme le Bo-Ntate it is indeed heartwarming to note the solemn commitment of the people of Mafeteng in making this project a complete success, as evidenced by dedicated presence of community representatives here today.

Climate change has become the greatest threat the world is currently facing. Recent studies have revealed that climate change is causing rising temperatures, extreme weather, shifting of wildlife population and habitats, rising of sea levels, and an array of other impacts worldwide. However, trends show that the most significant and direct impacts of climate change over the next coming years will be on agricultural and food systems.

Lesotho, like many other countries, is already suffering the same negative effects of climate change. For instance, the 2019/20 year marked the third year of inadequate crop production due to severe drought conditions. It was preceded by an 80% decline for all cereal crops in 2018/19, maize dropped by 70%, sorghum by 98% and wheat by 75%. In year 2017/18 maize crop production reduced by 36%.

The sad reality is that the impact will intensify as the climate continues to change. However the good news is that we have the opportunity to avoid the worst effects of climate change by taking appropriate adaptation and resilience measures.

The project we are launching here in Mafeteng today is one of such measures and as the WFP we are very proud to be part of this valuable initiative.

Bo-Mme le Bo-Ntate, as you have already been told by the project officer, this project aims to improve adaptability and resilience of vulnerable and food-insecure Basotho to the impact of this global challenge of climate change. Mafeteng is one of the three districts in Lesotho earmarked for implementation of the project. You are indeed very lucky, as you will have the opportunity to enjoy direct benefits of the project.

However, all of us here know that failing to act on climate change will cause irreversible consequences, therefore, it is incumbent upon you as custodians of this noble initiative to work hand- in- hand with the government of Lesotho and other stakeholders, and provide necessary support to ensure that the project becomes a true success, for the benefit of the entire nation.

On behalf of the WFP, I wish to reaffirm our commitment to support the efforts of the government of Lesotho and the people of Lesotho in addressing climate change problems in the country. We look forward to working harmoniously and closely with all partners in ensuring that this project delivers its intended development benefits to the Basotho nation at large

I would like to take this opportunity to express sincere gratitude to Adaptation Fund for supporting this project financially. I also thank everybody who is here today for all your dedicated efforts.

I thank you

Khotso, Pula, Nala

- 2. Ministry of Energy and Meteorology:** Mr Mokoena France, Acting Director of LMS in his address provided different examples of how climate change has affected the country inclusive of heavy winds, snow in the summer season, heavy and delayed rains highlighting that all these things affect food production. He went further to say that the forecast shows that all the challenges mentioned are still going to happen in extreme scenarios calling for people to do things differently. He further indicated that a research done by LMS revealed that Mafeteng, Mochale's hoek, Quthing and Qacha's Nek are the most hit by the effects of

climate change. He concluded by saying that the project will only succeed if all stakeholders work together and hard.

- 3. Ministry of Forestry, Range and Soil Conservation:** Mr Elias Sekaleli, Director of Forestry encouraged the participants to take advantage of the open door and ensure that the rural landscape is improved. He urged the local authorities to be in the lead as the project is implemented. Further mentioned that the communities should have fruit trees which they can in turn use for fuel and income generation. He praised the government with its ministries for realising that there is a need to work together and the non-governmental institutions for realising that they cannot succeed without the Government. *“what is important is to hold hands and move forward”* MR Elias concluded his address by emphasising that communities need to be empowered with knowledge especially on the importance of trees in order to adapt to change. *“people need to learn in order to broaden their horizon.”* Mr Sekaleli ‘s emphasis was on partners being on the ground more often.

The keynote addresses were followed by Presentations of Year 1 Executing entity plans, roles and responsibilities for different partners.

The presentations were divided into the three components of the project. Component 1 was presented by the Lesotho Meteorological services, component 2 was presented by the ministry of education and training while component 3 was presented by the ministry of Forestry, Range and Soil Conservation.

Questions/Discussions

- MR Lekhotla Thamae, a representative from association of people living with disabilities and a member of the district disaster management team raised a concern that people living with disabilities are not considered.
- MR Napo Ntlou posed a question on what the Lesotho Meteorological services (LMS) is planning to do differently with this project. Miss Monnapula from LMS responded by saying they are going to strengthen seasonal forecasting by moving towards impact forecasting. MR Motsepe added that this is will be enabled by purchase of equipment that will enable timely

information to the communities and inform other government programmes. This information will be used to advise such programmes to be proactive based on the forecast.

- Mr Lebohang Moletsane from DMA said that the presentations were silent on innovations and Mr Khothatso Maraisane responded by indicating that there shall be an action orientation research what will be conducted in collaboration with 2 Universities in the country and this will include the research Hub to try identifying which other innovations can be applied to address climate change issues. He added that there shall also be a national symposium on climate change and food and nutrition where relevant research findings will be shared. Some innovations will be identified during community engagement. There shall be district action plans to help in guiding how the communities will be engaged and capacitated, specifically the agricultural extension officers.

- Mr Mohale requested clarity on how people will be selected for information sharing and Mrs Mateboho Mokhothu from responded by clarifying that there shall be a communication specialist to develop a communication strategy based on research for this project. This will include a simplified and clear communication relevant to different categories of people and their level of understanding.

- Mr. Malefetsane Nthimo from forestry responded to Mr Mohale's concern that some people will want to benefit from the project without participating in anything especially assets building. Mr. Nthimo highlighted Community based planning as a solution to the challenge on participation.

- There was a concern on the costs of financial service providers, Mr Nthimo assured participants that a cheaper and reasonable service provider will be engaged to ensure more money is spend towards project implementation instead of going to administration costs.

- Mr Khathatso Maraisane advised that there needs to be some element of an attitude change especially with those who are against development. However, they need to be approached in a proper way. *"We should remember that success it's in our hands."*

- The District Administrator closed the meeting by thanking everyone for participating in the meeting, it's the beginning of a new journey. Called to all leaders to continue supporting the project, lets hold hands in order to ensure that the project succeeds.

d) **INCEPTION WORKSHOP IN QUTHING DISTRICT ON THE 22nd OCTOBER 2020**

Venue: Hills View Quthing

The meeting began with a 30 minutes registration where there were 55 participants comprised of different government ministries, Non-Governmental organisations, local authorities (chiefs and councillors) and the IACoV staff.

- The meeting was opened by the district administrator by thanking the participants for attending the meeting and declared it open. This was followed by an Overview of the IACOV objectives, components, project governance structure was done by the field officer Mr Tsoanelo Oliphant.

Following the overview of the project was the keynote addresses.

1. **Ministry of Energy and Meteorology:** Mr Mokoena France in his address provided different examples of how climate change has affected the country inclusive of heavy winds, snow in the summer season, heavy and delayed rains highlighting that all these things affect food production. He went further to say that the forecast shows that all the challenges mentioned are still going to happen in extreme scenarios calling for people to do things differently. He further indicated that a research done by LMS revealed that Mafeteng, Mochale's hoek, Quthing and Qacha's Nek are the most hit by effects of climate change. He concluded by saying that the project will only succeed if all stakeholders work together and hard.
2. **Ministry of Forestry, Range and Soil Conservation:** Mr Elias Sekaleli encouraged the participants to take advantage of the open door and ensure that the rural landscape is improved. He urged the local authorities to be in the lead as the project is implemented. Further mentioned that the communities should have fruit trees which they can in turn use

for fuel and income generation. He praised the government with its ministries for realising that there is a need to work together and the non-governmental institutions for realising that they cannot succeed without the Government. *“what is important is to hold hands and move forward”* MR Elias concluded his address by emphasising that communities need to be empowered with knowledge especially on the importance of trees in order to adapt to change. *“people need to learn in order to broaden their horizon.”*

Questions/Discussions

- Miss Tsepang DMA had a strong opinion about the selected councils, the main issue was that work cannot be done in one place, and this was supported by the village councillors. She advised the project to go to places where work has never been done.

Mr Nthimo from forestry responded by explaining that if we the project is to make a lot of impact, there needs to be a focus on one area with different interventions.

- One participant commented that the project should spend more time in capacity building instead of rushing to implement to ensure sustainability.
- The District administrator closed by urging all the concerned parties to discuss further the targeting and the choice of project sites. He otherwise encouraged everyone to work together to ensure the project is a success.

Sub annexes:

❖ 1. Inception Workshop Agenda

a) Mafeteng District Inception workshop

Facilitator: District Administration Office

Venue: Mafube Guest House Mafeteng

Agenda

20th October 2020

Time		Item
8:00	8:30	Registration of Attendees.
8:30	8:45	Welcome remarks by District Administrator –

8:45 9:30 Overview of the IACOV: objectives, components, project governance structure:
Presentation by IACOV District Officer -Ms Nthomeng Mahao

9:30 10:00 Keynote address:
1. Deputy Country Director WFP – Marian Yun
2. Ministry of Energy and Meteorology – Mr Mokoena France
3. Ministry of Forestry, Range and Soil Conservation - Mr Elias Sekaleli

10:00 10: 30 Tea Break & Group Photo

10:30 11:30 Presentation of year 1 Executing Entity plans, roles and responsibilities for
different partners by the Project Coordinator and technical staff in the EE and MIE

11:30 12:15 Questions and Answers: ALL

12:15 12:30 Closing remarks by District Administrator

Lunch

b) Mohale's Hoek District Inception workshop

Facilitator: District Administration Office

Venue: Castle Rock Hotel – Mohale's Hoek

Agenda

21st October 2020

Time		Item
8:00	8:30	Registration of Attendees.
8:30	8:45	Welcome remarks by District Administrator –
8:45	9:30	Overview of the IACOV: objectives, components, project governance structure: Presentation by IACOV District Officer -Mrs Mamachobane Lephoto

9:30 10:00 Keynote address:
1. Deputy Country Director WFP – Marian Yun
2. Ministry of Energy and Meteorology – Mr Mokoena France
3. Ministry of Forestry, Range and Soil Conservation - Mr Mole Khumalo

10:00 10: 30 Tea Break & Group Photo

10:30	11:30	Presentation of year 1 Executing Entity plans, roles and responsibilities for different partners by the Project Coordinator and technical staff in the EE and MIE
11:30	12:15	Questions and Answers: ALL
12:15	12:30	Closing remarks by District Administrator

Lunch

c) Quthing District Inception workshop

Facilitator: District Administration office

Venue: Hills View Hotel – Quthing

Agenda

22st October 2020

Time		Item
8:00	8:30	Registration of Attendees.
8:30	8:45	Welcome remarks by District Administrator –
8:45	9:30	Overview of the IACOV: objectives, components, project governance structure: Presentation by IACOV District Officer -Mr Patrick Oliphant
9:30	10:00	Keynote address: <ol style="list-style-type: none"> 1. Deputy Country Director WFP – Marian Yun 2. Ministry of Energy and Meteorology – Mr Mokoena France 3. Ministry of Forestry, Range and Soil Conservation - Mr Ellias Sekaleli
10:00	10: 30	Tea Break & Group Photo
10:30	11:30	Presentation of year 1 Executing Entity plans, roles and responsibilities for different partners by the Project Coordinator and technical staff in the EE and MIE
11:30	12:15	Questions and Answers: ALL
12:15	12:30	Closing remarks by District Administrator

Lunch

❖ 2. Presentations on Project Overview and Components

Adaptation Fund Project – 2020 Executing Entities workplan , Year 1



1

Output indicators	Activity	Sub-activity	Timeline year 1	Responsible
Component 1: Institutional capacity and systems building to support national and community adaptation and management of climate change impacts				
Output 1.1.1 Strengthened sub seasonal to seasonal precipitation and temperature forecasting to feed into early warning to trigger early action through government and other safety net programmes	1. Stocktaking of current practices and capacity for seasonal forecasting	1.a Contracting of a national consultant to finalise the current capacities and gaps in LMS for seasonal forecasting. The exercise will also identify equipment necessary	1.Oct to Dec 2020 (1 month)	1. WFP, GEF and LMS
	2. Train LMS on seasonal forecasting, assessments and historical data analysis, database maintenance, (establishment of map rooms to move to year 2))	2. a) Contract International Research Institute (IRI)to strengthen capacity of LMS on seasonal forecasting, assessments, historical data analysis and FBF	2.a) oct– Dec 2020 2.b) Jan– March 2021	2.a) and b) WFP, IRI and LMS 3. WFP, LMS, DMA,
	3. Development of thresholds	b) Undertake trainings with IRI for LMS staff on seasonal forecasting, assessments and historical data analysis	3. Jan to Mar 2021 4. Jan to Mar 2021	4. WFP, GEF, IRI, LMS, DMA 5.WFP, IRI, GEF, LMS, DMA
	4. seasonal forecast support and system maintenance (continuous activity August 2020 - 2021)	3. Establish linkages with ECHO supported project on developing thresholds and build on the work done on this project	5. Dec 2020 (Actual work envisaged to start in July 2020 to March 2021)-	
	5. Development of computing power for analysing observations and integrating into seasonal forecast	4. Sequencing of activities and timelines for seasonal forecast support and system maintenance		

2

Output indicators	Activity	Sub-activity	Timeline year 1	Responsible
Component 1: Institutional capacity and systems building to support national and community adaptation and management of climate change impacts				
Output 1.1.2 Capacities strengthened through development of SOPs in response to climate change related drought shocks	1. Development and printing of awareness material and sensitization on cc 2. Facilitate roadmap to re-orientate DMA on early warning	1. Develop messages on CC and design art work for awareness creation materials (this activity is related to component activities on SBCC) 2.a) Building on the work done under ECHO project, develop SOPs and clearly define the role of DMA and LMS on early warning activities b) Organize workshops for stakeholders and technical staff to ensure common understanding of the role of DMA and other partners on early warning and information management systems	1. Oct 2020 to Mar 2021 2.a) Oct 2020 to Mar 20201 b) Nov to Dec2020	1. Communication expert in the AF PMU 2.a) and b) National consultant, DMA, LMS

3

Output indicators	Activity	Sub-activity	Timeline year 1	Responsible
Component 1: Institutional capacity and systems building to support national and community adaptation and management of climate change impacts				
Output 1.2.1: Enhanced understanding of local knowledge and beliefs on climate change and acceptability of climate services	1. Focus groups discussions at community level	1. Organize focus group discussions for different socio economic groups putting gender lens	1. Oct-Dec 2020	1. LMS, WFP and other partners
Output 1.2.2: Strengthened access to tailored seasonal	1. Establish partnerships with relevant service providers for most suited dissemination channels for CS and dissemination of information through several channels	1. Mapping of partners and development of MOUs 2. Organize trainings for partners and focus group discussions	1. Oct -Dec 2020 2. Jan – Oct 2021	LMS

4



Improving adaptive capacity of vulnerable and food-insecure populations in Lesotho (IACoV)

Project Component 2



1

Main Objective:

❖ Awareness raising of communities on climate change impacts and adaptation

- Awareness GAP on knowledge of Climate change perceptions
- Information GAP – proper information on climate change (media houses)
 - lack of access of appropriate information
- Communities and schools to adapt well and effectively using available climate information



2

SPECIFIC ACTIVITIES

- ❖ Develop National Climate Change Awareness Raising and Communications Strategy and Implementation plan
- ❖ Enhanced capacity of media houses and reporters to effectively write and publish climate change stories
- ❖ Communities understand and use climate information and are aware of climate change threats and impacts on food security, nutrition and livelihoods
- ❖ Raised awareness of scholars through integration of climate change into school curricula and training of teachers on climate change impacts



3

❖ Develop National Climate Change Awareness Raising and Communications Strategy and Implementation plan

- Develop the CC strategy and communication materials i.e. school curriculum package on drought, climate change & nutrition security
- Develop action-oriented research programme for tertiary institutions
- To organize and hold National symposium on CC and food/nutrition- action orientated research presentations (NUL)
 - integration of cc into tertiary curriculum
 - design & print cc strategy & communication materials
 - organize national and district level symposia

Time lines: beginning dates to be confirmed

Organizers: 1. LMS; MOET; WFP;CONSULTANT

2. LMS; MFRSC; MAFS; MOET; NUL;LAC;LCE; LP; Others, GENDER



4

❖ Enhanced capacity of media houses and reporters to effectively write and publish climate change stories

- Develop targeted press kits on climate change, food security and nutrition in Lesotho
 - Design and print targeted press kits on climate change, food security and nutrition in Lesotho
- Training for journalists and editors, focus groups discussions.
 - Organize trainings for trainings for journalists and editors, focus groups

Time lines: JAN-FEB2021 & MARCH 2021 & NOV – MARCH 2021

Organizers: LMS,FNCO,WFP,FAO, MEDIA HOUSE, DWA, AGRIC RESEARCH,



5

❖ Communities understand and use climate information and are aware of climate change threats and impacts on food security, nutrition and livelihoods

- Develop & Finalize district Action plans for awareness creation
- Train key project partners on awareness raising strategy and action plan - Provide support to Agricultural Resources Centres, focus groups discussions
 - Commission development of district Action plans
 - Organize trainings for key project partners on awareness raising strategy and action plan - Agricultural Resources Centers

Time lines: NOV 2020 – MARCH 2021 & MID NOV 2020- MARCH 2021

Organizers: LMS,FNCO,WFP,FAO, AGRIC RESEARCH, WMA, CBOs, MOFA, MOET



6

❖ Raised awareness of scholars through integration of climate change into school curricula and training of teachers on climate change impacts

- Review, update and dissemination of teachers' climate change tool kit/Manual on climate smart agriculture

Commission a review of the climate change tool kit for teachers and learners

Commission develop and testing of a manual on climate smart agriculture and teachers tool kit

Production of training materials

- Training of curriculum developers & inspectors
- Training of teachers

Time lines: NOV 2020 - APRIL 2021

Organizers: LMS,FNCO,WFP, FAO, MOET, FNCO, MEDIA HOUSE, DWA, AGRIC RESEARCH, WMA, CBOs

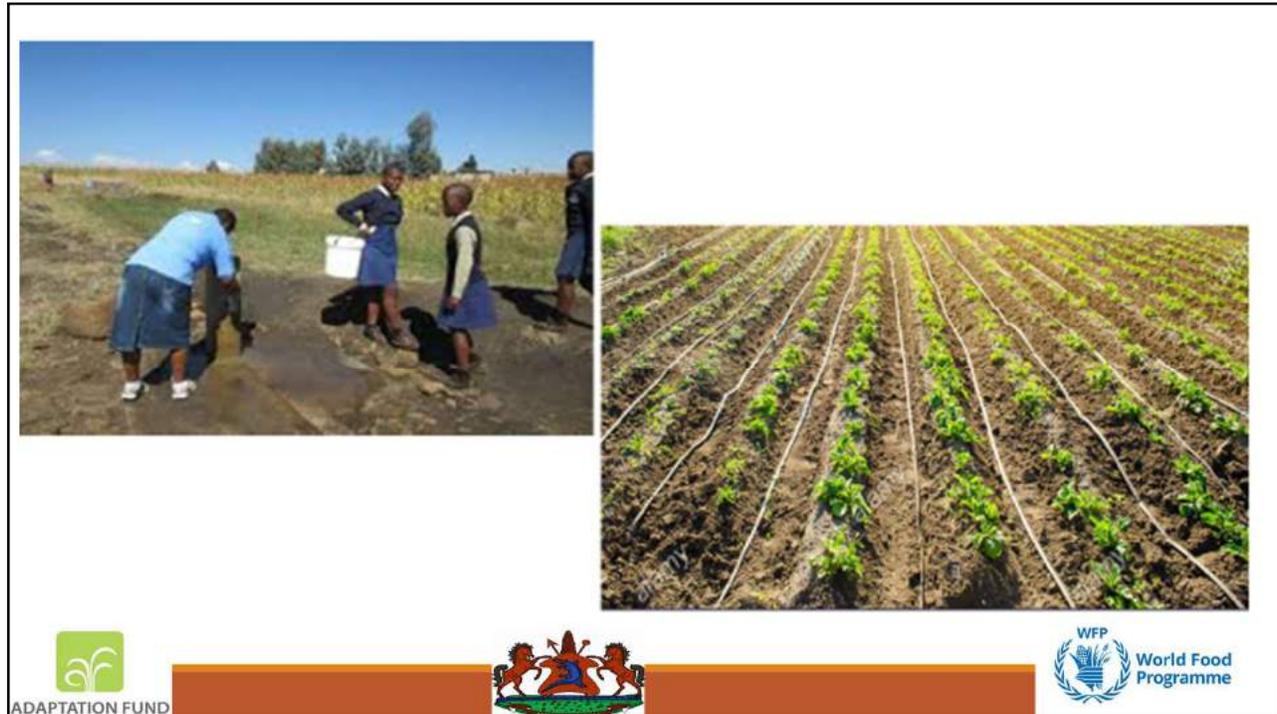


7

Irrigating vegetables in a shaded garden



8



9

Kea Leboha

**Molimo a Hlohonolofatse Basotho le
Lesotho**

KHATHATSO MARAISANE
MINISTRY OF EDUCATION AND TRAINING (MOET)

10

ADAPATION FUND PROJECT [IACOV] COMPONENT 3 PRESENTATION

PREPARED BY: M.J.NTHIMO

VENUES: MAFETENG

MOHALE'S HOEK

QUTHING

DATE: 20/10/2020

21/10/2020

22/10/2020



1

PRESENTATION LAYOUT

- ✘ Component description
- ✘ Component outputs
- ✘ Activities to be undertaken to achieve the outputs
- ✘ Sub-activities
- ✘ Stakeholders



2

COMPONENT 3

STRENGTHENING RESILIENCE AT COMMUNITY LEVEL THROUGH COMMUNITY- BASED CONCRETE ADAPTATION MEASURES AND IMPROVED FOOD SYSTEMS



3

COMPONENT THREE OUTPUTS

- ✘ Output 3.1.1: Community resilience and adaptation plans developed through community based participatory approaches.
- ✘ Output 3.1.2: Community nutrition-sensitive productive assets and livelihood resources developed to support climate risk reduction and adaptation measures



4

WATER HARVESTING AND IRRIGATION



5

ACTIVITIES TO ACHIEVE OUTPUT 3.1.1

- ✘ 1. Develop detailed overlay of available hazards and vulnerability context for the implementation sites; Use Seasonal Livelihood Planning [SLP]
- ✘ 2. Organize community meeting to design Community Based Participatory Planning [CBPP] and subsequent updates, development of bylaws and community action plans, focus groups discussions



6

ACTIVITIES TO ACHIEVE OUTPUT 3.1.2

- ✘ 1. Develop action plan for implementation of community productive assets, optimizing synergies across the districts, and specifying time frames and service provider responsibilities, including MoUs.
- ✘ 2. Implement agreed asset creation activities in the three districts according to the detailed asset creation action plan



7

EXAMPLES OF PRODUCTIVE ASSETS



8

SUB-ACTIVITY 1 UNDER OUTPUT 3.1.1

- ✘ a) Commission development of hazard risk and vulnerability GIS maps Oct-Dec 2020
- ✘ b) Building on the Season Livelihood Planning, undertake capacity building workshops on hazard risk and vulnerability maps for district government officers
- ✘ c) Commission training of local authorities (community council and Chiefs) on prevalent hazard risk and vulnerability Oct-2020-Sept-2021



9

SUB-ACTIVITY 2 UNDER OUTPUT 3.1.1

- ✘ . a) Undertake preparatory processes including community mobilization campaigns to get the buy in on Community Based Participatory Planning[CBPP]
- ✘ b) Organize district and community workshops for CBPP
- ✘ c) commission consolidation of Community Action Plan, design of by laws. Oct-Dec 2020



10

SUB-ACTIVITY 1 UNDER OUTPUT 3.1.2

- ✘ a) Mapping and engagement of strategic partners to support implementation of nutrition sensitive, productive assets at household and community levels. Oct 2020 – Sept 2021
- ✘ b) Develop sequenced action plan outlining clear timing for implementation of community productive assets



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SUB-ACTIVITY 2 UNDER OUTPUT 3.1.2

- ✘ a) Contract Financial Service Provider for cash transfers
- ✘ b) Ensure availability of tools and materials for asset creation activities, seed banks (national and community) and other off farm activities. Oct 2020 – April 2021



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STAKE HOLDERS RELEVANT FOR IMPLEMENTATION

- ✘ Ministry of Forestry Range & Soil Conservation[MFRSC]
- ✘ Ministry of Agriculture & Food Security[MAFS]
- ✘ Lesotho Metrological Services[LMS]
- ✘ World Food Program [WFP]
- ✘ Disaster Management Authority[DMA]
- ✘ Ministry of Local Government & Chieftainship[MLGC]
- ✘ Food & Agricultural Organization[FAO]
- ✘ Food & Nutrition Coordinating Office[FNCO]
- ✘ Ministry of Education & Training[MOET]
- ✘ Lesotho Council of Non-Governmental Organizations[LCN]
- ✘ Ministry of Small Business
- ✘ Community based groups

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THANKS FOR YOUR KIND ATTENTION



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Annex 5: Executing Entities workplan, Year 1 (October 2020 to October 2021)

Output indicators	Activity	Sub-activity	Timeline year 1	Responsible
Component 1: Institutional capacity and systems building to support national and community adaptation and management of climate change impacts				
Output 1.1.1 Strengthened sub seasonal to seasonal precipitation and temperature forecasting to feed into early warning to trigger early action through government and other safety net programmes	<ol style="list-style-type: none"> 1. Stocktaking of current practices and capacity for seasonal forecasting 2. Train LMS on seasonal forecasting, assessments and historical data analysis, database maintenance, (establishment of map rooms to move to year 2)) 3. Development of thresholds 4. seasonal forecast support and system maintenance (continuous activity August 2020 -2021) 5. Development of computing power for analysing observations and integrating into seasonal forecast 	<ol style="list-style-type: none"> 1.a Contracting of a national consultant to finalise the current capacities and gaps in LMS for seasonal forecasting. The exercise will also identify equipment necessary 2. a) Contract International Research Institute (IRI)to strengthen capacity of LMS on seasonal forecasting, assessments, historical data analysis and FBF b) Undertake trainings with IRI for LMS staff on seasonal forecasting, assessments and historical data analysis 3. Establish linkages with ECHO supported project on developing thresholds and build on the work done on this project 4. Sequencing of activities and timelines for seasonal forecast support and system maintenance (this will link to the findings of stock taking exercise) 5. Identify necessary equipment and activities for development of computing power. Generate specificcations for equipment to facilitate procurement processes 	<ol style="list-style-type: none"> 1.Oct to Dec 2020 (1 month) 2.a) May – June 2020 2.b) Oct – Nov 2020 3. Jan to Mar 2021 4. Jan 2020 to Mar 2021 (Actual work on seasonal forecast support and system maintenance to start in August2020 to March 2021) 5. Dec 2020 (Actual work envisaged to start in July 2020 to March 2021)- 	<ol style="list-style-type: none"> 1. WFP, GEF and LMS 2.a) and b) WFP, IRI and LMS 3. WFP, LMS, DMA, 4. WFP, GEF, IRI, LMS, DMA 5.WFP, IRI, GEF, LMS, DMA
Output 1.1.2 Capacities strengthened through development of SOPs in response to climate	<ol style="list-style-type: none"> 1. Development and printing of awareness material and sensitization on cc 	<ol style="list-style-type: none"> 1.Develop messages on CC and design art work for awareness creation materials (this activity is related to component activities on SBCC) 	<ol style="list-style-type: none"> 1. Oct 2020 to Mar 2021 	<ol style="list-style-type: none"> 1.Communication expert in the AF PMU

change related drought shocks	(Training and workshops to validate thresholds, develop triggers and actions at national and district level, lessons learned exercises (move to year 2)) 2. Facilitate roadmap to re-orientate DMA on early warning	2.a) Building on the work done under ECHO project, develop SOPs and clearly define the role of DMA and LMS on early warning activities b) Organize workshops for stakeholders and technical staff to ensure common understanding of the role of DMA and other partners on early warning and information management systems	2.a) Oct 2020 to Mar 2020 b) Nov to Dec 2020	2.a) and b) National consultant, DMA, LMS
Output 1.2.1: Enhanced understanding of local knowledge and beliefs on climate change and acceptability of climate services	1. Focus groups discussions at community level	1. Organize focus group discussions for different socio economic groups putting gender lens	1. Oct-Dec 2020	1. LMS, WFP and other partners
Output 1.2.2: Strengthened access to tailored seasonal forecasts that meet the needs of vulnerable communities	1. Establish partnerships with relevant service providers for most suited dissemination channels for CS and dissemination of information through several channels 2. Training partners on seasonal forecast and information tailoring, focus groups discussions at community level	1. Mapping of partners and development of MOUs 2. Organize trainings for partners and focus group discussions	1. Oct -Dec 2020 2. Jan – Oct 2021	LMS
Component 2: Awareness raising of communities on climate change impacts and adaptation				
Output 2.1.1 Coherent and institutionalised multi-level climate change awareness raising and communication strategy designed and operationalized	1. Workshops, bilateral consultations and focus groups discussions at all levels (national, district and community) to inform the National Climate change awareness Raising Strategy 2. Develop action-oriented research programme for tertiary institutions 3. Formulate gender-transformative and age-sensitive National Climate Change Awareness Raising and Communications Strategy and Implementation plan	1. Organise workshops and focus group discussions to inform development of national cc awareness raising strategy 2. Develop and test a curriculum on drought, climate change and food and nutrition security: ➤ Integration in to primary and high schools programmes;	1. Nov 2020 to Jan 2021 2. Nov 2020 -Jul 2021 3. Nov 2020 to Mar 2021 4. Jan to Feb 2021	1. LMS, MOET, WFP, Consultant, Department of Research Agric, Forestry, DWA 2. LMS, Department of Agric, Forestry, Ministry of Gender, MOET, NUL, WFP, LCE, LAC and other

	<p>4.Develope the CC strategy and communication materials</p> <p>5.National symposium on CC and nutrition (Move to year 2 -1st quarter)</p>	<ul style="list-style-type: none"> ➤ Integration into University level programs; ➤ Integration to sub-degree level programs (LCE, LAC and nursing colleges); <p>Integration into vocational school level programs.</p> <p>3.Facilitate/organise formulation of gender-transformative and age-sensitive National Climate Change Awareness Raising and Communications Strategy and Implementation plan</p> <p>4.Design and print the CC strategy and communication materials</p> <p>5. a) Organize and run a scientific a national symposium on drought, climate change and food /nutrition security</p> <p>b) Organize symposia on drought, climate change and food security at district level in each participating district for schools</p> <p>c) Organize symposia on drought, climate change and food security at district level in each participating district for government officers</p>		<p>academic institutions</p> <p>3.LMS, WFP, Consultant</p> <p>4.WFP, AF communications specialist</p>
<p>Output 2.1.2 Enhanced capacity of media houses and reporters to effectively write and publish climate change stories</p>	<p>1.Develop targeted press kits on climate change, food security and nutrition in Lesotho</p> <p>2.Training for journalists and editors, focus groups discussions</p>	<p>1. Design and print targeted press kits on climate change, food security and nutrition in Lesotho</p> <p>2. Organize trainings for trainings for journalists and editors, focus groups</p>	<p>1.Jan to Feb 2021</p> <p>2. Mar 2021</p>	<p>1.LMS,FNCO,WFP,F AO including media houses of , FNCO, Agric research</p> <p>2.LMS, DWA and others</p>

<p>Output 2.1.3 Communities understand and use climate information and are aware of climate change threats and impacts on food security, nutrition and livelihoods</p>	<p>1. Develop & Finalise district Action plans for awareness creation</p> <p>2. Train key project partners on awareness raising strategy and action plan - Provide support to Agricultural Resources Centres, focus groups discussions</p>	<p>1. Commission development of district Action plans (link with National Advocacy, Social and Behaviour Change Communication Strategy district plans)</p> <p>2. Organise trainings for key project partners on awareness raising strategy and action plan - Provide support to Agricultural Resources Centres, focus groups discussions</p> <p>Promote climate change related strategies</p>	<p>1. Nov – Dec 2020</p> <p>2. Mid Nov 2020 to March 2021</p>	<p>1. LMS, WFP, FNCO, Agric research, Agric DAO, Lesotho National wool and Mohair Association, CBOs</p> <p>2. LMS, WFP, MOFA</p>
<p>Output 2.1.4 Raised awareness of scholars through integration of climate change into school curricula and training of teachers on climate change impacts</p>	<p>1. Review, update and dissemination of teachers' climate change tool kit/Manual on climate smart agriculture</p>	<p>1.a) Commission a review of the climate change tool kit</p> <p>b) Commission a review and testing the implementation of the teachers climate change tool kit</p> <p>c) Commission develop and testing of a manual on climate smart agriculture and teachers tool kit</p> <p>d) Production of training materials</p>	<p>1. Oct 2020 to Mar 2021</p>	<p>1. MOET, MOFA, LMS, WFP, NUL</p>
<p>Component 3: Strengthening Resilience at Community Level through Community- Based Concrete Adaptation Measures and Improved Food Systems</p>				
<p>Output 3.1.1 Community resilience and adaptation plans developed through community based participatory approaches.</p>	<p>1. Develop detailed overlay of available hazards and vulnerability context for the implementation sites; Use SLP</p> <p>2. Organize community meeting to design CBPP and subsequent updates, development of bylaws and community action plans, focus groups discussions</p>	<p>1.a) Commission development of hazard risk and vulnerability GIS maps</p> <p>b) Building on the SLP, undertake capacity building workshops on hazard risk and vulnerability maps for district government officers</p> <p>c) Commission training of local authorities (community council and Chiefs) on prevalent hazard risk and vulnerability</p> <p>2. a) Undertake preparatory processes including community mobilization campaigns to get the buy in on CBPP</p> <p>b) Organise district and community workshops for CBPP</p> <p>c) commission consolidation of CAP, design of by laws</p>	<p>1. Nov 2020-Jan 2021</p> <p>2. Nov 2020 to Jan 2021</p>	<p>1. MFRSC, LMS, DMA, MAFS-,, MLOG, WFP, NGO, NUL, DDMT,</p> <p>2. MFRSC, LMS, DMA, DWA, MAFS, MLOG, WFP, NGOs, NUL, DDMT</p>

<p>Output 3.1.2 Community nutrition-sensitive productive assets and livelihood resources developed to support climate risk reduction and adaptation measures.</p>	<p>1. Develop action plan for implementation of community productive assets, optimising synergies across the districts, and specifying time frames and service provider responsibilities, including MoUs.</p> <p>2. Implement agreed asset creation activities in the three districts according to the detailed asset creation action plan</p>	<p>1.a) Mapping and engagement of strategic partners to support implementation of nutrition sensitive, productive assets at household and community levels.</p> <p>b) Develop sequenced action plan outlining clear timing for implementation of community productive assets</p> <p>2. a) Contract FSP for cash transfers</p> <p>b) Ensure availability of tools and materials for asset creation activities, seed banks (national and community) and other off farm activities</p>	<p>1. Oct 2020 to Oct 2021</p> <p>2. Oct 2020 to Mar 2021</p>	<p>1. MFRSC, LMS, DMA, MAFs, DWA, MLOG, WFP, NGOs,</p> <p>2. MFRSC, LMS, DMA, MAFs, MLOG, WFP, NGOs,</p>
<p>Output 3.1.3 Established market linkages for climate-resilient value chains</p>	<p>1. Conduct situation analysis on post-harvest losses at district level,</p> <p>2. Train farmers and implement actions on post-harvest losses (e.g. providing tarpaulins, behavioural change interventions, rehabilitation of small structures)</p> <p>3. Carry out value chain analysis studies for relevant drought-resistant crops leveraging on the work done by FAO – to include sorghum, high-value tree crops, indigenous vegetables, and indigenous medicinal species</p> <p>4. Facilitate linkages with WFP local purchase programme and GoI national school feeding programme</p> <p>5. Market linkages support to cottage industries for women, particularly handicrafts, using sustainable harvesting of grasses used for ecosystem regeneration (under Output 3.1.2), as well as sewing</p> <p>6. Leverage opportunities to link farmers to existing rural finance / micro credit programmes.</p>	<p>1. Commission undertaking of situation analysis on post-harvest losses</p> <p>2. Organise trainings of farmers and extension officers, promote</p> <p>3. Commission studies to undertake value chain analysis for selected drought-resistant crops</p> <p>4. Establish linkages of farmers associations with school feeding programme</p> <p>5. Stock taking of current practices and upscaling cottage industries for women, particularly handicrafts, Promotion of climate change tech practices of community silos:</p> <p>6. Mapping of private sector and financial institutions and linking farmer associations with them.</p>	<p>1. Oct 2020 to May 2021</p> <p>2. Oct 2020 to Oct 2021</p> <p>3. Oct 2020 to May 2021</p> <p>4. Oct 2020 to Oct 2021</p> <p>5. Nov to Jan 2021</p> <p>6. Oct 2020 to May 2021</p>	<p>MOFA, MSB, WFP, MTI, FAO, NGO, private sector, Gender</p>

Acronyms

CC:	Climate Change,
CBPP:	Community Based Participatory Planning,
CS:	Communication Strategy,
EE:	Executing Entity Plan
FAO:	Food and Agriculture Organisation
FSP:	Financial Service Provider
LAC:	Lesotho Agricultural College
LMS:	Lesotho Meteorological services
MOFA:	Ministry of Agriculture
MTI:	Ministry of Trade and Industry
MSB:	Ministry of Small Business
MLOG:	Ministry of Local Government
MFRSC:	Ministry of Forestry, Range, Soil and Water Conservation
NGO:	Non-Governmental Organisation