

MINUTES OF THE TRIPARTITE REVIEW MEETING

I. Basic program/project information

Programme or project number and title: 0059116 Poverty and Environment Initiative (PEI)

Designated institution: UNDP

Implementing agency: Ministry of Development Planning and Cooperation

Project starting date: January, 2009

Originally planned: June 2008

Actual: May, 2009

Project completion date: December, 2011

Originally planned: December, 2010

New:

Total budget (\$): US\$ 852,503

Original: US\$1,000,000

Latest signed revision:

Delivery rate (%): 72

Date of the tripartite review: 28th September, 2010

Programme or project number and title: 00062112 Climate Change

Designated institution: UNDP

Implementing agency: Ministry of Development Planning and Cooperation

Project starting date: January 2010

Originally planned: January 2010

Actual: January 2010

Project completion date: December, 2011

Originally planned: December, 2011

New:

Total budget (\$): US\$ 1,531,815

Original: US\$ 1,531,815

Latest signed revision:

Delivery rate (%): 43%

Date of the tripartite review: 28th September, 2010

Programme or project number and title:	00075098 Africa Adaptation Program
Designated institution:	UNDP
Implementing agency	Ministry of Development Planning and Cooperation
Project starting date:	January, 2010
Originally planned:	January, 2010
Actual:	January, 2010
Project completion date:	December, 2011
Originally planned:	December, 2011
New:	
Total budget (\$):	US\$ 1,481,000
Original:	US\$ 1,481,000
Latest signed revision:	
Delivery rate (%):	2.5%
Date of the tripartite review	28 th September, 2010

II. Follow-up to the previous tripartite review and evaluation

Minutes of the previous meeting were read and the following observations were made:

- i) The suggested merger of Steering Committee (SC) for Climate Change and PEI was agreed in principle by the SC. The issue was however referred to the CCP Technical Committee (TC) to discuss suggested changes on the TORs and submit the revised TORs to the SC for endorsement.
- ii) The new Finance and Administration Assistant (FAA) was recruited. However, it was noted that the recruitment of the Fund Manager had taken longer. The position of the Fund Manager is very critical in controlling the flow of funds under the projects. The process to recruit the Fund Manager has to start within 18 days to avoid fund management problems in 2011. The Fund Manager should be hired on UNDP Contract, considering that Government had frozen recruitment of Project Staff. Similarly, the post of the International Technical Advisor (ITA) for PEI which fell vacant after the resignation of the first PEI ITA should be filled.
- iii) Consultancy contracts should contain timeframes, benchmarks and penalties for not meeting certain prescribed outputs and deadlines.
- iv) The PEI endeavoured to reduce fuel consumption, mileage and operation costs of the vehicle. UNDP noted with satisfaction that there seem to have no problems on vehicle usage.
- v) The typographical error of US\$5,000.00 for a refrigerator instead of US\$500.00 was sorted out.
- vi) It was noted that the Risk Log has been developed. It has been difficult to upload it in the system because of lack of access to ATLAS. PEI Africa took the opportunity to also assure the meeting that the problem being faced by UNDP Malawi due to its being centrally controlled will be a thing of the past because the risk log will no longer be updated in New York. All responsibility will be left with UNDP Malawi. The project was called upon to continue updating the log and circulate it to relevant government ministries and stakeholders in the country.
- vii) To enhance knowledge management and creation, the 3 projects namely: CCP, PEI and AAP must work on joint communication strategy.
- viii) The development of TORs and recruitment of Consultant to undertake Capacity Needs Assessment on Climate Change was done.
- ix) The meeting was informed that CCP operational plans for 2010, AAP Prodoc and 2010 Work plan were formulated.
- x) It was noted that the Project Manager and the Technical Advisor for CCP had been recruited.
- xi) The planned TPR meetings in 2009 for CCP and PEI were conducted.

III. Conclusions of the review

The meeting noted with satisfaction that the PEI Project has delivered in most of its outputs. The project was advised to work with IPs to ensure that the documents being produced now can be utilised sustainably. There is need to consider how the next phase of the project is to be implemented considering that next year will be the project's final year. The meeting also noted that AAP/CCP implementation of activities was on the right track despite late

recruitment of Project staff. The meeting advised AAP/CCP to integrate the projects activities wherever possible.

1. Programme or project relevance, potential and actual results;

In order to address the key CP Outcome of enhanced conservation of the natural resource base by 2011' the primary focus of the PEI project is to contribute towards the national policy and strategic frameworks of Malawi. The PEI contributed to formulation of the roadmap for the successor MGDS and a summary document to the edited MGDS with the nine priority areas. Guidelines on how to incorporate environment and natural resources management (ENRM) into the Budgeting Process were developed by Ministry of Finance with the support of PEI.

The Ministry of Agriculture and Food Security (MoAFS), with the support of PEI, finalised sustainability indicators for the Agriculture Sector Wide Approach (ASWAp) Monitoring and Evaluation Framework. The indicators will be used to track implementation of the ASWAp. Other activities include the incorporation of ENRM into the draft Guide to Executive Decision Making Processes Handbook by Office of the President and Cabinet (OPC), review of the Decentralised Environmental Management Manual by Ministry of Local Government and Rural Government, supporting Environmental Affairs Department with the production of a Malawi State of Environment and Outlook Report (MSoEOR), supporting the Department of Forestry to review the 1996 National Forestry Policy.

In order to enhance capacity to respond to the effects of climate change, enhance conservation of the natural resource base by 2011, strengthen disaster risk reduction, emergency management systems and practices for efficient response at national and local levels, the Climate Change Program in collaboration with a number of Government Ministries recruited a Consultant to undertake Capacity Needs Assessment of existing Climate Change management structures. The Program is also in the process of advertising other three consultancies, which include: Assessment of the Current Hazard Mapping Capacity and Effectiveness of Scenario Based Tools for Long Term Planning Mechanisms; Policy Analysis for an Integrated Strategy for Long-Term Management of Climate Change; and Financial Assessment to Strengthen Capacity and Design for Dynamic Adaptation to Climate Change.

The CCP/AAP Program in collaboration with Department of Climate Change and Meteorological Services facilitated the training of twelve government officials in Climate Change management and modeling. To improve and strengthen Government institutions capacity in management of Climate Change, the Program in consultation with Environmental Affairs Department, Department of Forestry, Department of Climate Change and Meteorological Services and Ministry of Development, Planning and Cooperation supported 6 government officials for long term training (i.e. Climate Change MSc related studies) in the United Kingdom.

In order to increase communities' awareness and knowledge management for adaptation to Climate Change, the Programme in collaboration with EAD and Ministry of Local Government and Rural Development plans to establish Climate Change Centers in some selected districts.

Currently seven pilot districts have been identified after consultations with EAD, MDPC and Ministry of Local Government.

2. Issues and problems in program or project design and implementation.

- i. High staff turnover for the PEI Malawi team: The PEI International Technical Advisor and Finance and Administration Assistant resigned. The replacement process has been quite long. Meanwhile, only the FAA has been replaced.
- ii. Failure to conduct some of the activities due to reasons beyond the project's control like the project failed to conduct the study tour to Rwanda since the host team was unavailable.
- iii. Delays by the consultants in finalising the Economic Analysis: the delays have been caused by lack of response by the consultants to incorporate comments made by the Technical Committee. The delay has led to the project starting some activities that require input of the study like the ASWAp, the Environmental Outlook Report, Budget Guidelines and Guide to Executive Decision Making without input from the study.
- iv. Delays by some implementing partners in carrying out their respective activities in the 2010 Annual Work plan. However, there is a lot of improvement from last year in the responsiveness of partners in 2010.
- v. Delayed recruitment of Project Support Team for CCP/AAP.
- vi. Complications in accessing funds for World Bank technical supported component have also delayed the implementation of the CCP activities.
- vii. Unresolved funding modalities with WFP as regards AAP funds.

IV. Discussion

- i) The PEI Project has made significant progress in implementing the planned activities for the 2010 financial year. It was noted with satisfaction that the economic analysis, EOR and other important reports are nearing completion. It was noted that PEI is one of the best and fastest moving projects.
- ii) Capacity of MDPC to manage ENRM might be overstretched due to the evolving nature of climate change and environment and natural resources management issues. The projects should support the capacity of the project to face those challenges.
- iii) Risk log is not being updated since the PEI Project is managed centrally in New York on the ATLAS. There are plans to transfer management of the ATLAS to UNDP Malawi.
- iv) Architecture of the Sector Working Group (SWG) on Mining, Energy and Climate Change seems not to be in line with the country priorities which consider CC together with Environment, Natural Resources Management (ENRM). There is need to ensure there is good communication to Cooperating Partners on the SWG meetings.
- v) Duplication of activities were noted among PEI, CCP and AAP. AAP and CCP should work together with PEI on capacity building in ENRM for Cabinet Committees as well as development of communication strategy. Similarly, PEI

should work with together with CCP on economic analysis of climate change effects.

- vi) The PEI project was officially supposed to end in December 2010. However, due delays in starting implementation of activities by a year, the project is supposed to be extended to December 2011.
- vii) The draft AWP that were presented in the meeting have not been reviewed by IPs. As such the plans need to be reviewed to reflect the aspirations of partners.
- viii) Capacity Needs Assessment of Climate Change Management Structures was critical for implementation of Climate Change Programs in Malawi.

V. Decisions taken

- i. There is need to consider how the documents being produced with assistance of the project will to be utilised. Information and knowledge management for PEI outputs such as the economic analysis report, EOR, Budget guidelines and Guidelines for integrating ENRM into the draft Guide to Executive Decision Making Processes handbook should be central in the 2011 financial year.
- ii. A Fund Manager should be recruited in the shortest time possible to manage the financial complexities in the projects.
- iii. The project should recruit an ITA within 18 days to ensure that there is continued collaboration with stakeholders.
- iv. Government to consider review the architecture of the SWG on Mining, Energy and Climate Change to ensure that it is in line with the Government Priority on Climate Change, Environment and Natural Resources Management. There should also be coordination and good relationship between Government and Cooperating Partners on scheduling and frequency of SWG meetings.
- v. The project should update the risk log and circulate it to the Steering Committee for decision making.
- vi. A joint communication strategy for PEI/AAP/CCP should be finalised by December 2010 to be operationalised in 2011.
- vii. PEI Africa has no objection to the no cost extension for the project in 2011. Once the minutes of the meeting are signed and circulated, PEI Africa will circulate an approval for the no-cost extension.
- viii. The AWP for PEI has to be reviewed by all its IPs before end of November 2010.
- ix. Capacity needs assessment for Climate Change Programmes (CCP/AAP) should be speeded up.
- x. PEI Work Plans should be reviewed and approved by December 2010.
- xi. The documents being produced through the projects (PEI, AAP and CCP) should be used to support development of the national development plans i.e. MGDS.
- xii. AAP funding to be spent by 2011. Nevertheless a quality results analysis might provide the scope for a possible project extension.

- xiii. The AWP for CCP/AAP to be reviewed by IPs in two weeks to provide cost-detailed work plans for 2011.
- xiv. Establishment of one SC for AAP/CCP/PEI be done by December 2010.
- xv. Ensure that donor and government meetings be held every quarter.
- xvi. AAP/CCP should have an integrated AWP but the two projects should use different face forms when disbursing the funds.
- xvii. CCP budget allocation on TRAC to be reduced by 150,000 US Dollars so that the money could be used in other sectors.

VI **Concluding remarks**

The Director of Economic Planning who was standing in for the Principal Secretary for DPC thanked all participants for their attendance. He called upon all parties to ensure that recommendations made are being implemented. He reiterated the importance of CC-ENRM to Malawi and the need to sustain the progress that has been made so far.

He apologised on behalf of the PS who was supposed to co-chair the meeting with the RR but could not make it due to other equally important engagements outside of the country. He also indicated that some members of staff are out in the field facilitating public consultations in the development of the successor document to the MGDS. He finally thanked UNEP and UNDP for the support they are providing to the project and the Government in the area of CC-ENRM.



Richard Dictus- UNDP Resident Representative
Signature



Yona Kamphale-Director of Economic Planning for: MDPC Principal Secretary
Signature

Date report prepared 1st October, 2010

VI. Names of TPR participants and organizations represented

Name	Designation	Institution
Yona Kamphale	Director (EP)	MDPC
Richard Dictus	Resident Coordinator	UNDP
Jan Rijpma	Representative	UNDP
David Smith	PEI Africa Manager	UNEP
Keith Cundale	Regional Officer	AAP/Senegal
Michael Mmangisa	Project Manager	PEI/MoDPC
Anand Bapu	Project Advisor	CCP/MoDPC
Mutisungilire Kachulu	Program Analyst	CCP/MoDPC
Tapona Msowoya	Program Analyst	UNDP
Ilaria Gallo	Program Analyst	UNDP
Williams Simwanza	Economist	MDPC
Patrick Kanchowa	Fin. & Admin. Assistant	PEI/CCP/MoDPC
APOLOGIES		
Ted Sitimawina	Principal Secretary	MDPC