



Empowered lives.  
Resilient nations.

## Scaling up community resilience to climate variability and climate change in Northern Namibia, with special focus on women and children

### (Score Project)

#### SCORE Project Steering Committee Minutes of the 3<sup>rd</sup> Meeting Oshandira Lodge, Oshakati

**Date:** Thursday, 29 September 2016

**Time:** 10h00 – 13h00

**Chairperson:** Ms. Mildred Kambinda (MAWF-DAPEES)

**Secretariat:** Aron Hangula (SCORE Regional Project Coordinator-Oshikoto & Ohangwena)

#### Meeting Objectives

- ❖ Monitoring of the progress made by the SCORE Project
- ❖ Reporting on the Project output and challenges experienced and appropriate solutions

### 1) Opening of the meeting

#### a) Welcome

Ms. Mildred Kambinda, the Director for the Directorate of Agriculture Production, Extension and Engineering Services (DAPEES) of the Ministry of Agriculture, Water and Forestry (MAWF) opened the SCORE Project Steering Committee (PSC) meeting by welcoming all PSC members that were present.

#### b) Apologies

Apologies were noted from:

- Mr. Teofilus Nghitila, (Ministry of Environment and Tourism (MET))
- Mr. Ambrosius Makongwa, (Kavango Regional Council)
- Ms. Berfine Atindi (MAWF-DAPEES, Rundu)
- Mr. Vetuundja Kazapua (Namibia National Farmers Union (NNFU))
- Ms. Magdalena Nashoongo ( Oshana Regional Council) who was represented by Ms. Hilma Aukongo

*The attendance list is attached as Annex I of this document.*

**c) Adoption of the agenda**

The agenda was adopted with three additional items under Any Other Business:

- i. Funding request
- ii. Supplementary Project Proposals
- iii. Further internship opportunities

**d) Matters arising from the PSC2 Minutes**

***i) Minutes Review and correction of the 2<sup>nd</sup> PSC meeting***

The minutes of the 2<sup>nd</sup> PSC meeting were adopted with the following changes:

- Acronyms should be written in full at first mention in the minutes.
- It is recommended that members should go through the minutes and forward their comments to the secretariat to save time at the meeting. The PSC2 minutes were adopted with arising changes to be forwarded to the Project Management Unit (PMU).

***ii) Action items arising from the PSC2 Minutes***

<b>Action Item</b>	<b>Resolution</b>
<i>1. PMU will provide a formal letter to UNDP/GEF via the Office of the MET-PS informing them about the PSC decision on the Kunene Region at its first meeting.</i>	An official letter was written to the United Nations Development Programme (UNDP) by the Permanent Secretary of MET to inform the UNDP on the recommendations made at the SCORE Inception Workshop (July 2015) and the endorsement of the SCORE PSC (February 2016) on the region to be part of the SCORE Project implementation region. The UNDP Deputy Representative will make follow up on the letter and provide feedback to the PMU.
<i>2. - PMU to make use of existing MAWF procedures in ploughing services; - Procurement of a tractor for the Kunene region depending on the availability of funds. PMU to consult with MAWF-DAPEES for further action. - Tractors to be registered and deployed to the regions.</i>	SCORE Project has procured a tractor for Kunene region, registered under the MAWF-DAPEES. It was clarified that the tractor will first serve the SCORE Project beneficiaries and the community in project constituencies will benefit particularly after covering all project beneficiaries. The PMU recommended that only tractor drivers trained by MAWF should be authorized to drive the project tractors. Throughout the project implementation, the PMU should ensure sustainability of post SCORE project activities. Moreover, it was also noted that the modality of the project operation on how best to ensure continuity will be shared by SCORE and MAWF.
<i>3. Lead Farmers to be identified and provided with CA seeds for the 2016 planting season.</i>	The criteria for selecting lead farmers was developed. It was discussed that DAPEES in collaboration with the SCORE Regional Project Coordinators will select the lead farmers. The provision of seeds was meant to incentivize lead farmers to participate in Conservation Agriculture activities.

<p>4. <i>PMU to select one constituency and find out where the traditional wells, earth-dams, and ponds are located, and hire people to excavate them and scale-up to other constituencies.</i></p>	<p>The process of excavating/restoring Earth dams and wells has commenced at constituencies level. The TORs draft was finalized and expression of interest will be issued soon, in order to get the appropriate engineer to supervise the work. Through this process the competent contractor/s will be hired for this activities.</p>
<p>5. <i>SCORE PMU to arrange a meeting with the CES CEO as soon as possible</i></p>	<p>An official letter was written to the CES CEO through the MET-PS. A Skype meeting was held with the CES CEO, and a number of activities for CES to carry out was agreed upon. The PMU is busy engaging with CES on draft activities to be carried out by the CES. An agreement will be signed via the MET PS.</p>
<p>6. <i>UNDP/GEF to advise the PMU on budget balance of 2015 to be brought over to the 2016 budget</i></p>	<p>The budget was balance for 2015 was brought over and is been utilized for outstanding activities.</p>
<p>7. <i>- Identification of the type and size of production tunnels; - Identification with the type of vegetables to be produced (this especially for farmers with water) - Have the production tunnels installed for at least 5 farmers per constituency - This should be part of the current work plan to enable farmers that are able to do so to engage in vegetable production.</i></p>	<p>The project will engage further with CES and other stakeholders on bucket irrigation on a smaller scale which is more affordable. A number of produce depending on the season has been identified such as tomatoes, butternut, spinach, etc</p>
<p>8. <i>Project to verify Okapuka manure and other suppliers to assistant project beneficiaries in soil improvement.</i></p>	<p>The Food and Agriculture Organisation (FAO) and MAWF undertook a mission to Okapuka Feedlot study the cost implications of transporting manure from Okapuka to northern communal farmers. The study indicated that the exercise will not be sustainable, due to high transportation and offloading costs. Hence, FAO will test the organic fertilizer on a small scale before doing it on a large scale. The SCORE Project will thus be unable to make use of this method. In addition, the project will also engage with previous suppliers of fertilizers and manure who worked with Country Pilot Project (CPP).</p>
<p>9. <i>UNDP and MET to address climate change related issues at the highest decision-making level provide regular feedback to the PSC</i></p>	<p>The UNDP reported that various upstream and advocacy on policy issues are ongoing. After the 1st African Drought Conference held in August 2016, a disaster risk management one-day conference was held to discuss regional risks of which the outcome will be shared.</p>
<p>10. <i>Project to explore livestock forage</i></p>	<p>A demo plot is ready for the purpose of livestock forage in Okapya. There is a need to explore different varieties of Sorghum and maize, this can be done in partnership with national universities ((Namibia University of Science and Technology (NUST) / University of Namibia (UNAM)).</p>

11. <i>Change some of the indicators to indicate how many people will benefit from which activity</i>	These were added to the 2016 workplan.
12. <i>The PMU via the MET-PS to request advance payment as the project met all the prerequisites</i>	The advance payments were made based on MET's request and advanced to the project's bank account.
13. <i>PMU to report on the Kunene region working arrangement at the next PSC</i>	The PMU was requested to work closely with political offices in Kunene region especially with regional councillors to enhance the project success in the region.
14. <i>The project to explore options of using various interns to fast-track implementation</i>	The project has already recruited a number of interns to work with the project. The project will further liaise with NUST and UNAM representatives of the PSC for formalize internships.

## 2) Update on Project Implementation of the SCORE Project

### a) Update on the implementation of the SCORE Project

*The following agenda items are reported concurrently in these minutes:*

- b. Progress on the Annual Work Plan (AWP) 2016;
- c. Status report on the regional project implementation the Project Regional Coordinators:
  - i. Omusati, Oshana and Kunene;
  - ii. Kavango East and West;
  - iii. Ohangwena and Oshikoto.
- d. Implementation challenges and PSC recommendations

**The PMU highlighted the following issues with regard to the implementation of the project and some key challenges. The PSC welcomed the reports from the SCORE PMU further made the recommendations for the respective activities.**

**Micro-drip Irrigation:** The SCORE Project team is busy installing micro-drip irrigation systems to set-up gardens in all its project implementation regions. The project beneficiaries were identified through a rapid assessment in consultation with regional councilors, traditional authorities and MAWF.

A large consignments of micro-drip irrigation and garden fencing materials were procured, the distribution and installation is ongoing. Water pumps were acquired for Kavango East, Kavango West and Kunene regions for areas next to perennial rivers. The SCORE PMU arranged various site visits to the installation sites for the PSC members to have an opportunity to look at the micro-drip irrigation gardens and talk to the beneficiaries.

Ohangwena, Oshikoto: 15 sites are fully fenced in Ohangwena at the moment and the activity is expected to be completed by end of October. Most of the drip systems are set up at most of the sites.

Oshana, Omusati & Kunene: Micro-drip installation has started and it is underway. 95% in Oshana region is completed but fencing off gardens still to be done. Seven sites of vegetable production were ripped already to allow planting to start.

Kavango East & West: 85% percent of the sites are done setup with the micro-drip irrigations. Fencing materials were delivered at the Constituency council and other are still to be delivered.

The project experienced challenges with regard to land tenure issues, some beneficiaries unable to afford water to be used for micro-drip and environmental challenges such as the ongoing drought, low water pressure, poor engagement of some stakeholders, and transportation of some fencing materials.

- *The PSC recommended that the profitability of micro-drip irrigation should be revisited by using water-harvesting mechanisms.*
- *Considering high evapotranspiration and water scarcity in project targeted areas, the use of shade netting “as a water saving technique” should be prioritized for the gardening to supplement micro-drip irrigation system. Currently, the funding is not sufficient for the procurement of shade-netting for each garden.*

<p><b>Action item 1:</b> PMU to report back on how micro-drip irrigation gardens can benefit from some water-harvesting mechanisms.</p>
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**Conservation Agriculture:** The project has procured tractors and rippers which form part of the MAWF inventory and will be used for field preparation within the SCORE project intervention areas. The project will also facilitate, in collaboration with MAWF, the training of seasonal tractor drivers.

Some seeds (sorghum, groundnuts and maize) were bought last year for lead farmers and will be utilized for the 2016 planting season, some seeds (cowpeas and groundnuts) were procured in 2016 from Zambia and have been received at the various offices. Six tractors were procured for seven benefiting regions. These equipment and others were officially handed over by the UNDP to the MET and MAWF at an event in September 2016. The conservation agriculture beneficiaries will be identified in partnership with MAWF-DAPEES, in all Project intervention regions.

- *The PSC recommended that the project continues to work closely with MAWF to ensure that the supply of seeds and provision of land preparation services is clear to the beneficiaries and those not selected as beneficiaries. The Regional Coordinators and the Regional Councilors should via community meetings and radio announcements make sure that this information to clearly outlined to community members.*

- *Implements should be tested and adjusted to fit the local context before implementation. There are different implements that require testing, this can be done through collaborative effort.*

**Action item 2:** *Appropriate information to be shared with farmers on the land preparation and supply of seeds to the SCORE beneficiaries and the criteria used for the selection of these farmers.*

**Flood and drought management:** Revitalization of old wells and earth-dam excavation/restoration sites were identified in some constituencies using a reconnaissance approach in consultation the MAWF-Hydrology and Regional councilors. These initiatives will be as far as possible be linked to both vegetable production and fish farming/aquaculture. The project has already started with building wells in Kavango West.

- *Regulars meetings between implementing partners and relevant expertise are recommended to discuss key challenges arises before the steering committee meetings, e.g. the issue of earth dams and wells excavation & restoration. This can be done through operational or technical committee meetings.*
- *MAWF-Hydrology representation is very crucial in these meetings, hence the meeting recommended a written letter to the PS to request representation of Hydrology/Water Affairs participation in the PSC meetings given the fact they have better understandings on hydrological issues.*

**Action item 3:**

- *The PMU will for specialized activities such as for earth dam excavation, form smaller committees to deal implementation challenges and assist with technical related issues.*
- *The PMU to write a letter to MAWF-Hydrology to be represented at SCORE PSC meetings*

**Database Development:**

The PMU is busy finalizing the development of a database and a monitoring and evaluation (M&E) tool which will clearly outline various reporting requirements including gender delineations.

- *The database should clearly show the number of males and females benefited from the micro-drip irrigation systems.*

**b) Financial Reporting for 2016**

The project has received its funds in its bank account is currently doing direct payments. By the third quarter, 51% of 9.7 million (5.6 million) of a project budget has been spend.

**c) Administrative issues**

The PMU presented the administrative issues experienced by the project, the most pertinent was the Good standing certificate required by the Ministry of Finance which is required by any VAT registered company before payment is issued. The consultancy payments were been delayed by this new rule.

**3) Any Other Business (A.O.B.)**

**a) Funding request**

The project has been receiving a number of funding requests which sometimes puts a strain on the project budget. Members where requested to be cognizant of the various requests as not to negatively affect the implementation of the project activities.

**b) Supplementary Project Proposals**

The PSC is urged work with the PMU to develop more project proposals to supplement the existing funds such as from the Green Climate Fund (GCF) and other climate change adaptation windows.

**Action item 4:**

- *The PMU will to liaise with the PSC, UNDP and other stakeholders on other funding windows for similar activities*

**c) Further Internship opportunities**

As a project, SCORE will require different experts from various background, hence the project will need to continuously recruit interns to assist with its implementation. Further, the project was urged to create more intern opportunities for university students so that they get involved in project activities via conducting their academic researches, which will help the project implementation and for their own advancement. Active team work with academia will lead to cost cutting, and avoid the duplication of work.

**Action item 5:** *The PMU to liaise with UNAM and NUST on further internship initiatives*

**4) Close of the meeting and date for the next meeting**

The Chairperson acknowledged the positive contributions and good team work. She emphasized on the importance of time management for future meetings, and advised presenters to include proposals solutions to address key challenges presented. Furthermore, she recommended the use of the media to showcases the project activities and to teach the outsiders, and information sharing through exchange visits.

The project manager recommended all PSC members to visit the project sites, to acquaint themselves with the progress of the SCORE Project. Moreover, she insisted all PSC members to share or report back the information to their respected organizations to highlight the work of the project.

**Date for the next PSC Meeting:** Last week of November 2016.

*The meeting was officially adjourned at 13h00.*

**Certification of Minutes**

\_\_\_\_\_  
Ms. Uazamo Kaura  
**Secretariat**

\_\_\_\_\_  
Ms. Mildred Kambinda  
**Chairperson**



5) **Annex**

a) **Annex I:**  
Meeting Agenda

**DAY 2**  
**PROJECT STEERING COMMITTEE**  
**Third Meeting**  
**Oshandira Lodge, Oshakati**

**Date:** Thursday, 29 September 2016

**Time:** 10.00 – 13.00

**Venue:** Oshadira Lodge (Oshakati)

**Chairperson:** *Mrs. Mildred Kambinda, Director: MAWF-DAPEES*

<b>Time</b>	<b>Agenda</b>	<b>Responsible Person</b>
<b>10.00 – 10.30</b>	2. Opening of the meeting: a. Welcome; b. Apologies; c. Adoption of the Agenda; d. Matters Arising from PSC2 Minutes	<i>Mrs. Mildred Kambinda, Director: MAWF-DAPEES</i>
<b>10.30 – 12.00</b>	3. Update on the implementation of the SCORE Project: a. Progress on the Annual Work Plan (AWP) 2016 Administrative issues; b. Status report on the regional project implementation the Project Regional Coordinators: i. Omusati, Oshana and Kunene; ii. Kavango East and West; iii. Ohangwena and Oshikoto. c. Financial Reporting 2016;	<i>Ms. Uzamo Kaura, Project Manager</i>  <i>Ms. Mirjam Kaholongo</i>  <i>Mr. Reynold Kharuxab</i>  <i>Mr. Aron Hangula</i>

d. Implementation challenges and PSC recommendations

*Ms. Elizabeth Kambonde, Project Accountant*

*Mr. Panduleni Hamukwaya,*

*Project Implementation Officer*

**12.00 – 12.30**

4. Any Other Business

i. Funding request

*Ms. Uzamo Kaura*

ii. Supplementary Project Proposals

*Mr. Petrus Muteyauli*

iii. Further internship opportunities

*Mr. Jona Heita*

**12.30 – 13.00**

5. Close of the meeting and date for the next meeting

*Mrs. Mildred Kambinda, Director:  
MAWF-DAPEES*

**13.00 – 14.00**

**LUNCH**

**b) Annex II**  
Attendance List

No.	Name	Organization	Email	Contact
1.	Izumi Morota-Alakija	UNDP	<a href="mailto:izumi.morota@undp.org">izumi.morota@undp.org</a>	0811429354
2.	Nangombe T. Iiyambo	Omusati Regional Council – Chief Accountant	<a href="mailto:tiiyambo@yahoo.com">tiiyambo@yahoo.com</a>	0812712496
3.	Jona A. Kasheeta	MURD	<a href="mailto:jkasheeta@murd.gov.na">jkasheeta@murd.gov.na</a>	0811412626
4.	Petrus Muteyauli	MET	<a href="mailto:Petrus.muteyauli@yahoo.com">Petrus.muteyauli@yahoo.com</a>	061-2842701
5.	Lesley Oaseb	MPESW	<a href="mailto:lesoas@gmail.com.na">lesoas@gmail.com.na</a>	0816685007/ 067-220075
6.	Jona Heita	UNAM	<a href="mailto:jheita@unam.na">jheita@unam.na</a>	061-2842707
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22.	SCORE PMU			

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