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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 (PSC)

Minutes of the 4th Meeting

Omashare Hotel, Rundu, Namibia

Date: Thursday, 01 December 2016
Time: 09h00 – 19h00
Chairperson: Ms. Mildred Kambinda (MAWF-DAPEES)
Secretariat: Simon Haidula (Project Intern – Oshana, Omusati and Kunene)

Meeting Objectives

- Updates on the implementation of the SCORE Project
- Presentation and Adoption of Annual Work Plan and Budget for the year 2017

1) Opening of the meeting

a) Welcome

Ms. Mildred Kambinda, the Director for the Directorate of Agriculture Production, Extension and Engineering Services (DAPEES) in the Ministry of Agriculture, Water and Forestry (MAWF) opened the meeting and welcomed all members present.

b) Apologies

Apologies were noted from:

- Mr. Teofilus Nghitila, Ministry of Environment and Tourism (MET);
- Feven Fassil, United Nation Development Program (UNDP);
- Mr. Jonas Heita who was nominated to represent Ms. Margaret Angula, University of Namibia (UNAM) who is on study-leave;
- Mr. Vetuundja Kazapua, Namibia National Farmers Union (NNFU);
- Ms. Berfine Antindi, MAWF-DAPEES (Rundu);
- Ms. Magdalena Nashoongo (Oshana Regional Council) who was represented by Ms. Hilma Aukongo;
- Mr. Jona Kasheeta, Ministry of Urban and Rural Development (MURD).

The attendance list is attached as Annex II of these minutes.

c) Adoption of the agenda

The agenda was adopted with an additional item ‘United Nations Volunteers’ under Any Other Business.

d) Matters arising from the 3rd PSC Minutes

i) Minutes review and correction of the 3rd PSC meeting

The minutes of the 3rd PSC meeting were adopted and the following was noted with regard to future minutes:

- Actions in the PSC minutes should relate to the discussions conducted during the meeting;
- Future actions, when required, should be in formally written concepts e.g. stating issues on water-harvesting and action taken to resolve these issues;
- The minutes must be sent to the PSC members upon completion and the members should go through the minutes and forward their comments to the Project Management Unit (PMU) as per the indicated deadline.

ii) Action items arising from the 3rd PSC Minutes

Action Item	Feedback on the action taken
<i>Action item 1: PMU to report back on how micro-drip irrigation gardens can benefit from some water-harvesting mechanisms.</i>	<ul style="list-style-type: none"> • The PSC reported that two traditional hand-dug wells linked to micro-drip irrigation systems were dug in Ncuncuni, Kavango West region; • The construction of earth dams linked to the existing micro-drip irrigation gardens is more costly, and will have to undergo an approval process such as an Environmental Impact Assessment (EIA), hence the process is longer. • The project has embarked on restoration of existing earth dams which are not necessarily linked to the gardens.
<i>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.</i>	<ul style="list-style-type: none"> • The criteria for Conservation Agriculture (CA) beneficiaries was developed and information on land preparation and seeds supply was shared with farmers via MAWF-DAPEES. • The beneficiaries’ identification and ripping services have commenced; • Meetings were held with MAWF-DAPEES on seed distribution and feedback was provided to the PSC by the Project Regional Coordinators.

	<ul style="list-style-type: none"> • The selling and distribution of CA seeds will start pending the sorting of seeds in smaller bags; • Lead Farmers will get free seeds as incentives to train follower farmers, and for monitoring and reporting;
<i>Action item 3.1: 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.</i>	<ul style="list-style-type: none"> • Meetings, on a need basis will be held with specialized technical issues; • A consultative meetings with experts and other stakeholders on the earth dams and wells was held on 17 October 2016 in Oshakati to discuss the technical issues related to restoration and excavation. Recommendations were provided to the PMU; • Individual consultations were held with Regional Councillors, Traditional Authorities and communities on the site selections for the restoration of earth dams and wells.
<i>Action item 3.2: The PMU to write a letter to MAWF-Hydrology to be represented at the SCORE PSC meetings</i>	<ul style="list-style-type: none"> • A letter was send to the MAWF after the 3rd PSC meeting. This invitation was considered as of outmost importance especially with regard to the restoration of earth dams
<i>Action item 4: The PMU will liaise with the PSC, UNDP and other stakeholders on other funding windows for similar activities such as earth dams and micro-drip irrigation gardens</i>	<ul style="list-style-type: none"> • The project was provided with some funds under the UNDP Extractive funds, and funds from UN RR office for earth dams
<i>Action item 5: The PMU to liaise with UNAM and NUST on further internship initiatives</i>	<ul style="list-style-type: none"> • Discussions were held with NUST and UNAM; • Internship for current students was advertised by the project with the closing date 2 December 2016; • The students will assist in the fields especially in the monitoring of the project sites

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:

- a. Progress on the Annual Work Plan (AWP) 2016;
- b. Status report on the regional project implementation the Project Regional Coordinators (PRCs):

- i. Omusati, Oshana and Kunene;
 - ii. Kavango East and West;
 - iii. Ohangwena and Oshikoto.
- c. 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 and further made the recommendations for the implementation of respective activities:

Micro drip irrigation: The SCORE Project team is being supported by experts to install micro-drip irrigation systems in all its project implementation regions. The project beneficiaries were identified through a rapid assessment in consultation with regional councilors, traditional authorities and MAWF.

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 training manual for micro-drip irrigation systems was developed and approved by the Project Management Unit (PMU), and the translation of manual in the local languages has started and will be finalized before end of December 2016. The training of beneficiaries is also expected to start in December 2016 for the Oshana, Omusati, Ohangwena, and Oshikoto regions.

The SCORE PMU arranged two (September and December) site visits to the installation sites for the PSC members, so that they could have an opportunity to look at the micro-drip irrigation gardens and meet the beneficiaries.

Ohangwena, and Oshikoto Regions: The fencing of beneficiaries gardens is almost complete, the success rate of installation and testing of the irrigation system are at 90 - 95%. Most of the drip systems and fencing are set up at most of the sites.

Oshana, Omusati & Kunene Regions: Micro-drip irrigation installation is ongoing, of which 95% in all three regions is completed. Fencing materials and garden fencing activities are completed in all the three regions. Beneficiaries' gardens in Omusati and Oshana were ripped and transplanted. The harvest of spinach was done three times at one of the benefiting schools in Omusati Region (Onampila Combined School, Etayi Constituency), while harvest of other vegetables is expected from other beneficiaries in Oshana and Omusati.

Kavango East & West Regions: Installation of the drip irrigation systems in has not progressed well, as the wrong drip irrigation pipelines were used. The consultant was informed to remove the wrong materials and replace them with the correct materials. Fencing materials did not commence and the distribution of materials to the beneficiaries and gardens to be finalized by December 2016.

Action item 1:

- **Drastic significant change is needed in Kavango regions:**
 - *The project office in Rundu needs to be moved to MAWF-DAPEES offices to assure closer engagement, collaboration, and successful activities implementation in the Kavango East and West regions;*
 - *The PMU needs to ensure that the micro-drip irrigation (MDI) consultant in Kavango regions replace everything which does not meet the project standards;*
 - *Positive progress is expected at the next PSC meeting;*
 - *The PMU should inform the PSC on the action taken to address the shortcoming in the Kavango (West and East) regions.*

Conservation Agriculture (CA): In collaboration with MAWF, the project has facilitated the training of seasonal tractor drivers in the Kavango East and West regions which will provide ripping services to CA farmers. In addition, tractor drivers in other regions were also assisted to start early ploughing of the SCORE Project gardens. CA seeds were procured (sorghum, groundnuts, cowpeas and maize) and will be given free to lead farmers and sold on government subsidies schemes to other farmers. In partnership with MAWF-DAPEES, the CA beneficiaries' identification and ripping services have commenced in all the project intervention regions.

Action item 2:

- *The PMU should accelerate the process of seed selling and distribution so that the farmers plant their crops early*
- *The PMU should determine the prices of cowpeas and groundnuts seeds so that all the seeds will be sold to the beneficiary farmers at the government subsidy scheme of 50% selling price.*
- *An immediate intervention is needed between GIZ and SCORE projects, to ensure excellent coordination, collaboration and sharing responsibilities, since both projects have a similar CA activity in the regions. Both two projects need to push and pull together in one direction.*

Flood and drought management:

Earth dams: The project have approved five (5) earth dams for restoration for the year 2016: One earth dam in Okaku Constituency -Oshana region, two earth dams in Omusati Region (one in Okalongo constituency, and the other one in Otamanzi), one earth dam in Oshikoto region and the other one in Ohangwena region.

Hand-dug Wells: The project has already started with building wells in Kavango West, with two hand-dug wells linked to the micro-drip irrigation excavated in Sikali village and Ncucuni Village. Moreover, four (4) hand-dug wells were approved for excavation. One will be constructed in Ohangwena region, another in Oshikoto and two in the Omusati region. Quotations from potential contractors have been received and the work for excavation and restoration of hand dug wells and earth dams' restoration are expected to commence early December 2016.

More earth dams, hand-wells, and fish ponds will be excavated next year. Through various consultations with villagers and regional councilors, it was determined that hand-dug wells are not suitable for all regions.

Action item 3:

- *NamWater need to be engaged for them to make a presentation on water saving techniques, which can mitigate water scarcity challenges faced in the country;*
- *The PMU should organize a follow-up meeting with water-harvesting experts. A report from the meeting should be compiled and presented to the PSC.*

Recommendations from the presentations of the SCORE Project implementations

- *PSC recommended mapping tool to be included in future presentation, it will give a clear picture on project implementation areas.*
- *The timeframe and risk assessments for project activities implementations should be well documented and considered for future planning in order to mitigate the delay and challenges in implementing project activities.*

3) Annual Work Plan and Budget

The 2017 Annual Work Plan (AWP) and Budget were adopted with the following proposed adjustments or changes to be made on the following outputs:

Output 1.1: *The key indicator should be the ‘number of farmers adopted drought resilience crop management practices’.*

Output 1.2: *The project is an upscaling project, therefore, the focus need to be on the existing groups to be up-scaled so that they train other farmers or self-help groups.*

Output 1.4: *The connection between current and future results is missing, therefore activities such as processing and marketing are needed for this output.*

Output 1.5:

- *The outcomes need to be associated with adaptation and scaling up and the supply value chain that links farmers to Agribusdev (for technical) and AMTA (for market) needs to be included*
- *Farmers interested in sunflower production should be categorized*

Output 1.6: *The word conventional crops is proposed instead of traditional crops.*

Output 1.7: *12 self-help groups to be tested on saving and loan schemes, and these 12 groups, they need to be replicated and should be empowered on saving schemes. A feasibility study is needs to be done, and the PMU needs to formulate the saving and loan scheme output.*

Output 1.8: *The output should not only be limited to vegetable production but should be open to dry land crops (should include both dry-land crops and horticultural crops).*

Output 1.9: *The specification of research components should be made.*

Output 2.1: *The identification of potential local experts for construction is needed. To avoid wastage of resources, the standard approaches are needed for quality infrastructures, the Term of References (ToRs) should be developed.*

Output 2.2: *Should lower the number of CA beneficiaries from 100% to 75% as an example, 100% is not possible. Poly-bag should also be included to complement the bucket system, since both poly-bag and bucket system were all tested in Namibia and were proven water efficient irrigation systems and can be easily adapted by the targeted beneficiaries.*

Output 2.3: *The project should focus on integrated fish and crop farming for resilience. The PSC suggested cropping farmers who are already in production to be integrated into aquaculture. Further, it was recommended that the developed training materials for farmers should include the integration farming system. The use of cash-for-work and food-for-work needs to be integrated in the project, for community empowerments and also resources saving, example for fish ponds construction.*

Output 3.1: *Looking at a huge budget allocated to this output, The PSC recommended that, anything to be conducted on this activity must be well documented and well monitored. Due to budget constraints the coordination and collaboration of institutions is encouraged.*

Action item 4:

- *One activity per column is recommended and this applicable to all outputs, the PSC suggested the government planning template to be used for a work plan;*
- *The PMU should revise and make adjustments to the adopted annual 2017 Work Plan.*

Further recommendations and suggestions made by PSC for sustainability and mainstreaming

- *The project should link some agricultural practices to renewable energy, e.g. water pump machine can be linked to solar energy, instead of fossil fuels (petrol or diesel).*
- *The project should find good approaches to enhance locally the produced seeds instead of purchasing seeds from abroad, this can empower local farmers, build resilience and promote sustainability in the country. For example, farmers can be trained so that they start selling seeds, this can be done consultatively with the MAWF- Directorate of Research and Agribusdev.*
- *Encourage roof-water harvesting in schools to supplement the available tap water used for irrigation.*

- *Considering the budget cuts, the project needs to speed up to avoid the delay in cropping services for the farmers;*
- *Justifiable evidence and well-documented practices and proposals can help to speed up the process.*
- *The Value Added Tax (VAT) refunded to the project by the Ministry of Finance is not refunded to the project but it goes back to the UNDP.*

4) 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.

Mobilization of additional funds from various funding institutions or organization such as; the United Nations Framework Convention on Climate Change's Adaptation fund, the African Caribbean Pacific Fund (ACPF), Green Climate Fund (GCF), Global Environmental Facility (GEF) and New Partnership for Africa's Development (NEPAD) is encouraged, provided the SCORE project prepare good concepts and proposals, in order to supplement the existing funds.

Action item 5:

- *The PMU will liaise with the PSC, UNDP and other stakeholders on other funding windows, to supplement the existing funds.*

b) 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 undergraduate and graduate students so that they get involved in project activities via conducting their academic research, which will also reduce unemployment among youth, at the same time will enhance project implementation efficiencies.

Short-term Internship opportunity for undergraduate students was advertised and circulated among targeted institutions, which application due date was set to 2nd December 2016.

- *The PSC recommended the project via research topics, to consider accommodating the colleagues from MAWF-DAPEES without Honours degrees, to help them attain their qualifications which will enable to attain promotional posts in future.*
- *The PSC also recommended the Project to encourage research and volunteering.*

Action item 6:

- *PMU to sit down and strategize on how they can able accommodate both graduate and undergraduate students;*
- *PMU to report back to the PSC on action taken and research proposals to be undertaken.*

c) United Nations (UN) Volunteer Programs

The United Nations is advocating for volunteering programs opportunities such as those of been an International, National, Youth, and Online volunteer which and are open to qualified public.

Action Item 7: *UN will advertise the volunteering opportunities which are open to everyone. Adverts are posted on UNDP web page www.unvolunteer.org*

5) Closing of the meeting and date for the next meeting

Ms. Enny Namalambo congratulated the members for valuable participation during the meeting. Further, she congratulated the PMU on the positive efforts made in coordination and consultation with regards to project activities implementations. She emphasized that more work needs to be done in Kavango (East and West) regions to ensure successful implementations of the project activities. She encouraged all stakeholders to work together to ensure we reach our objectives as the SCORE family.

The date for the next PSC Meeting: 14th or 15th of March 2017.

The meeting was officially adjourned at 19h00.

Certification of Minutes

Ms. Uazamo Kaura
Secretariat

Ms. Mildred Kambinda
Chairperson

6) Annexes

a) Annex I: Meeting Agenda

**AGENDA
PROJECT STEERING COMMITTEE
Fourth Meeting**

**Omahare Hotel, Rundu, Namibia
1 December 2016**

Date: Thursday, 1 December 2016

Time: 09.00 – 19.00

Chairperson: Ms. Mildred Kambinda, Director: MAWF-DAPEES

Time	Agenda	Responsible Person
09.00 – 10.00	7) Opening of the meeting: a) Welcome; b) Apologies; c) Adoption of the Agenda; d) Matters Arising from PSC3 Minutes i) Review and adoption of the PSC3 meeting minutes ii) Matters arising from the PSC3 Minutes	<i>Ms. Mildred Kambinda, Director: MAWF-DAPEES</i>
10.00 – 11.30	8) Update on the implementation of the SCORE Project: a) Progress on AWP 2016; b) Administrative issues.	<i>Ms. Uazamo Kaura, Project Manager: SCORE</i>
11.30 – 13.00	9) Status report on the regional project implementation the Project Regional Coordinators: a) Omusati, Oshana and Kunene; b) Kavango East and West; c) Ohangwena and Oshikoto.	<i>Ms. Mirjam Kaholongo Mr. Reynold Kharuxab Mr. Aron Hangula</i>
13.00 – 14.00	LUNCH	
14.00 – 15.00	10) 2017 Annual Workplan: a) Presentation of SCORE Project 2017 Annual Workplan b) Adoption of the 2017 Annual Workplan	<i>Mr. Panduleni Hamukwaya, Project Implementation Officer: SCORE</i>

15.00 – 15.30	11) Financial Reporting: a) Financial Reporting 2016; b) Presentation of the SCORE Project 2017 Budget c) Adoption of the budget	<i>Ms. Elizabeth Kambonde, Project Accountant: SCORE</i>
15.30 – 16.00	12) Any Other Business a) United Nations Volunteers (UNV)	<i>All Ms. Yeshi Katjikonde UNV</i>
16.00 – 16.30	13) Close of the meeting and date for the next meeting	<i>Ms. Mildred Kambinda, Director: MAWF-DAPEES</i>

b) Annex II: Attendance list

Project Steering Committee Members

No.	Name	Organization	Email	Contact
1.	Uazamo Kaura	SCORE-MET	uazamo.kaura@met.gov.na	0612842045
2.	Martha Naanda	UNDP	martha.naanda@undp.org	0612046201/ 0812 455 826
3.	Yeshi Katjikonde	UNDP	Yeshi.katjikonde@undp.org	N/A
4.	Nyambe Reginah	MAWF - DAPEES	nyambe@mawf.gov.na	0811522922
5.	Moses Munenge	MAWF	mosesmunenge@yahoo.com	0811497128/ 0816517508
6.	Petrus Muteyauli	MET	pmuteyauli@yahoo.co.uk	0612842701
7.	Hilma Aukongo	Oshana RC	hsaukongo@gmail.com	0811274283
8.	Albertyne Kauluma represented Ambrosius Makongwa	Kavango RC	atmakongwa@kavangorc.gov.na	0811497117/ 066266000
9.	Lesley Oaseb	MPESW	lesseb18@gmail.com.na	0816685007/ 067220075/6
10.	Phillipus Uusiku	Ohangwena RC	phillipusuusiku@gmail.com	0811283904/ 065264300
11.	Vetuundja Kazapua	NNFU	Vukazapua@yahoo.com	0811244984
12.	Shikongeni Ntinda	MITDS	Shikongeni.ntinda@yahoo.com/ ntinda@mti.gov.na	0811665068/ 065230663
13.	Iiyambo Nangombe T	Omusati RC	tiiyamboa@yahoo.com	0812712496
14.	Alex Merero	Polytechnic	ameroro@nust.na	0812302003/ 0612072030
15.	Elizabeth Ndivaye	Min. of Fisheries	Nanghelo1980@yahoo.com	0811686867/ 065259009
16.	Sylvanus Naunyango	MAWF	Nyango14@gmail.com	0812584584/ 065251274
17.	Mildred Kambinda	MAWF	kambindamn@mawf.gov.na / mildredkambinda@gmail.com	0812447891/ 0612087493
18.	Festus Shidute	MoF	festus.shidute@gov.mof.na	0811281142/ 065266401
19.	Mbeumuna Muhuka	Kunene RC	mmuhuka@gmail.com	0811461205/ 065273600
20.	Andreas Tweendeni	CES	aitweendeni@gmail.com	0812143398/ 065241977
21.	Lydia Shipuata	MGECS	shipuatalm@gmail.com	0812628834/ 065263047
22.	Emily Handunge	MAWF (Kunene)	ekhandunge@yahoo.co.uk	0812621331/ 065685087

23.	Enny Namalambo	MAWF	enamalamo@yahoo.com	0811296431
24.	Panduleni Hamukwaya	SCORE – MET	htigana@yahoo.com	0811594648
25.	Mirjam Kaholongo	SCORE – MET	mnkaholongo@yahoo.com	0811616447
26.	Reinold Reynie Kharuxab	SCORE – MET	rkunene2008@gmail.com	0811594645
27.	Aron Hangula	SCORE – MET	Ahangula86@gmail.com	0811594643
28.	Elizabeth Kambonde	SCORE – MET	Elizabeth.kambonde@met.gov.na	0811594637
29.	Abiater Amateta	SCORE – MET	aamateta@gmail.com	0811564333
30.	Angelina Mateus	SCORE – MET	Angelina.mateus@met.gov.na	0814435526
31.	Lucky Kanyanga	SCORE – MET	luckykanyanga@gmail.com	0815924623
32.	Ruusa Ithete	SCORE – MET	roseithe@gmail.com	0814103855
33.	Simon Haidula	SCORE – MET	Symmox3000@gmail.com	0814953007
34.	Armstrong S. Simataa	SCORE – MET	Songiso38@gmail.com	0812107819