

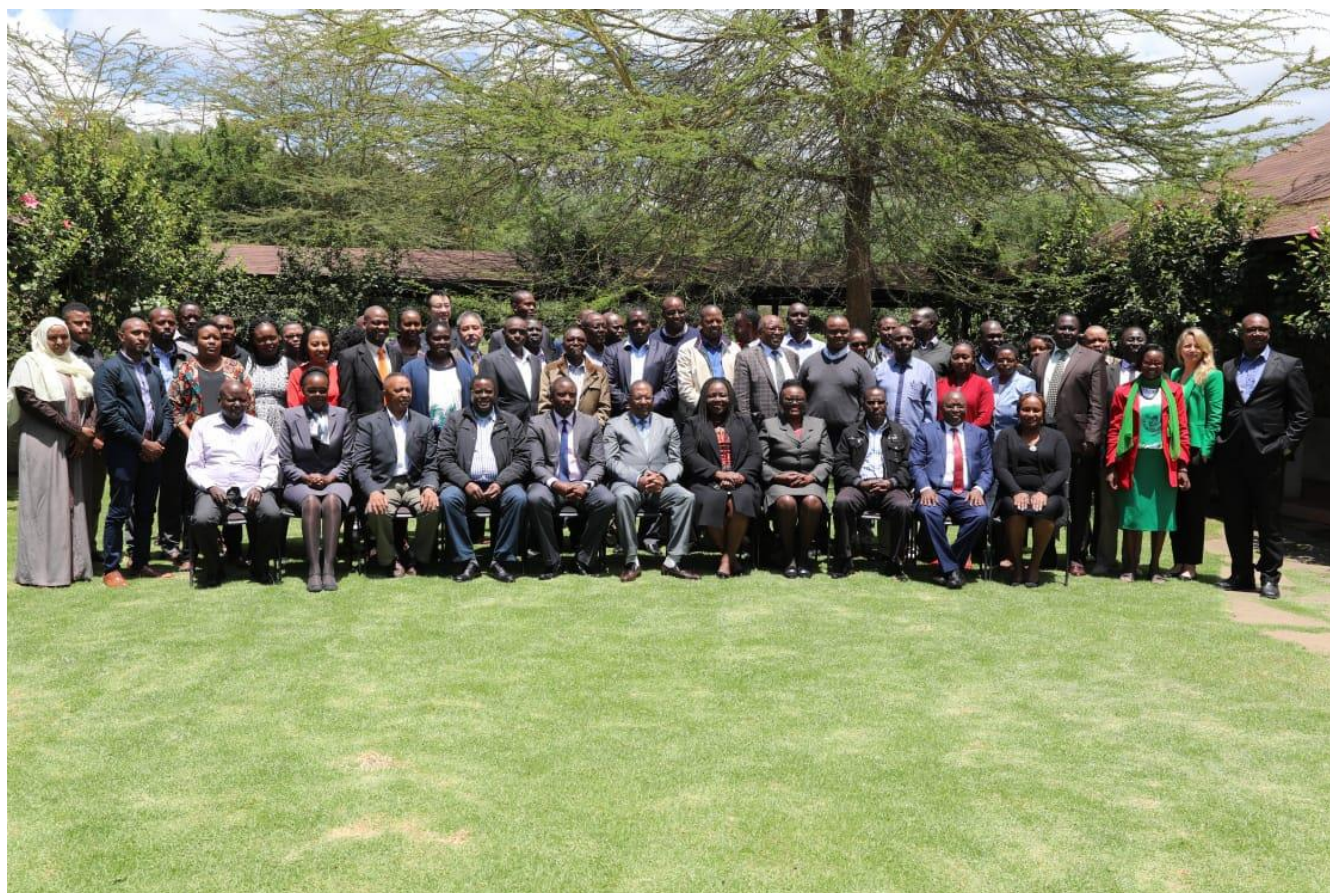


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INCEPTION MEETING REPORT

Forest Carbon Partnership Facility (FCPF) REDD+ Readiness project

6th - 7st September 2018



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Summary:

This inception report presents a summary of proceedings of the inception meeting for FCPF *REDD+ Readiness Grant Project* held at Great Rift Valley Lodge on 6th and 7th September 2018. It captures key decisions and next steps agreed on by stakeholders towards implementation of the project.

Key decisions made by this Inception meeting include:

- a. **Inception of the project:** The meeting agreed to amend the start date of the project from the date included in the project document (1st June 2018) to the date of the inception meeting - 6th of September 2018.
- b. **Letter of Agreement:** Ministry of Environment and Forestry to allow UNDP to implement some activities. This will in turn enable UNDP to get into agreement with responsible parties outlined in the project document for delivery of the various components in line with their mandate and establishments. These are; National Land Commission, National Gender and Equality Commission, Kenya National Commission on Human Right, Council of Governors, Elgeyo Marakwet county and any other county and stakeholder as agreed by the Project Board.

UNDP to seek the earliest opportunity to brief the Principal Secretary on the outcomes of the meeting as well initiate the discussions on the Letters of Agreement (LOA).

UNDP and the Ministry of Environment and Forestry were requested to facilitate the process and report back during the first board meeting.

- c. **Project Board:** Having agreed on the composition of the board, the Principal Secretary to formally appoint the board members in line with decisions made. The first board meeting was proposed to be held the first week of December 2018.
- d. **2018 Workplan – Period 6th September 2018 to 31st December 2018:**

With only three months to the end of the year. The meeting agreed to utilize the time in putting in place the structures including the recruitment of the PMU. This will facilitate the smooth running of the project implementation in the 2years. The meeting after deliberations agreed on the following activities to be implemented during the period September 2018 to 31st December 2018.

 1. Project inception meeting
 2. Recruitment of Project management unit(PMU) and setting up of REDD+ Office at the ME&F
 3. Project Management Unit office set up: Office furniture (work stations), 6 laptops and docking stations 2 cameras, 2 voice recorders, project vehicle
 4. First REDD+ Steering committee meeting
 5. Stakeholders mapping workshop
 6. Redd+ academy
 7. Enhancing participation in REDD+ (One workshop - NACOFA, Marginalised communities, CSOs)- this is a meeting with stakeholder's constituencies to allow deliberations on the board decisions prior to the project board meeting.
 8. Establishment of the Project Board and first board meeting

9. Development of communication materials a for effective development and visibility of the REDD+ process in Kenya.

These activities together with proposed budget are captured in the workplan – Annex

UNDP and the Ministry of Environment and Forestry were requested to facilitate signing of the Work plan to pave way for implementation of the project.

1.0 Introduction

1.1 Project Background

The *FCPF REDD+ Readiness Grant Project* was developed through a broad stakeholder consultative process over a period of two years. The project was presented to the Local Project Appraisal Committee project on 24th May 2018 and has been approved by the Government of Kenya and UNDP.

The project will be implemented through the National Implementation Modality (NIM) with the Ministry of Environment and Forestry as the Implementing Partner. The Ministry and UNDP will work with various responsible parties who will include: The National Land Commission(NLC), The Kenya National Commission on Human rights (KNCHR), The National Gender and Equality Commission (NGEC), The Council of Governors(COG), County Governments with special attention to the County Government of Elgeyo Marakwet, the private sector, civil society organizations (CSOs), research/academic institutions and forest dependent communities.

This project will focus on delivery of key REDD+ readiness building blocks; development of National REDD+ Strategy and Investment Plan, a Safeguards Information System, capacity building and support for stakeholders' engagement, technical support for the establishment of the National Forest Monitoring System, and Forest Reference Level, in line with the requirements of the UNFCCC's Warsaw Framework for REDD+ activities.

Once implemented, the project will identify effective ways to reduce deforestation and forest degradation, enable participatory and sustainable management of forests, and leverage investments for Kenya for both REDD+ implementation and results-based finance including through the Green Climate Fund.

This project is aligned with national aspirations, including MTP III, the Big four agenda, Climate Change Policy and Act, Green Growth Strategy and Implementation plan, Environment policy and the Forest Policy and Act.

1.2 Inception Workshop Purpose and Objectives

Objective:

1. The overall objective of the inception workshop was to update and sensitize stakeholders on the project, including the goals and objective, as well as approval of the first Annual Work Plan (AWP).
2. Specifically, the Inception workshop was expected to:
 - (i) Discuss and agree on the project's first AWP, based on the project's logframe.
 - (ii) Provide an opportunity for parties to understand their roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and the feedback and redress mechanism.
 - (iii) Share a detailed overview of UNDP-FCPF reporting and monitoring and evaluation (M&E) requirements, elements of the Common Approach and related documentation
 - (iv) Provide information about the roles, support services and complementary responsibilities of implementing partner (Ministry of Environment and forestry), UNDP-Country Office and Regional staff;
 - (v) Discuss and agree on the Terms of Reference (TOR) for the governance structure identified, and to clarify each party's specific responsibilities during project's implementation.
 - (vi) Introduce stakeholders to the UNDP team; the Country Office and REDD+ Regional Coordinating office, which will support the project. ;
 - (vii) Provide information about UNDP project related budgetary planning, budget reviews and mandatory budget rephrasing;

2.0 Official opening

The project was officially launched by Honorable Keriako Tobiko - Cabinet Secretary Ministry of Environment and Forestry, together with Ms. Elsie Attafuah – UNDP Senior Regional Technical Advisor on REDD+ , Ms. Abigail Mbagaya - Vice Chair National Land Commission-, Dr. Bernard Mogesa - Chief Executive Officer, Kenya National Commission on Human Rights, - Ms. Tabitha Nyambura - National Gender and Equality Commission representative and Mr. Abraham Barsosio –t County Chief Executive in Charge of Environment and Natural Resources, Elgeyo Marakwet County as a representative of County Governments. -.

In his address, the Cabinet Secretary invited all stakeholder's constituencies and Commissions, whose roles were distinct and separate to work together to conserve the environment for future generations. He conveyed the Government's commitment and leadership in restoring and conserving forest resources in the country. The Cabinet Secretary informed the meeting that the government is committed to attaining a 10% forest cover by the year 2022 and further. He informed the meeting that his Ministry will continue working with various counties, noting that forestry is a devolved function.

The Cabinet Secretary called on the need for an integrated collaborative framework that will enable all stakeholders to work together in delivering the project Noting that climate change

affects everyone but affects the vulnerable and marginalised negatively, the Cabinet Secretary called on stakeholders to work together for the greater good of these communities. He emphasized the critical importance of traditional knowledge applied by different communities in management and conservation of the natural resources, calling for the involvement of communities in the management of natural resources including in decision making. He noted that communities are great protectors of forest resources and ultimate best managers of natural resources, however there are sections of the society who are taking advantage of the communities. There are corrupt individuals destroying the forest resources, these include those who are grabbing land, illegally obstructing water resources, destroying water catchment areas and disenfranchising the very vulnerable and marginalised among various communities whose survival and livelihoods are directly dependent on these natural resources.

The Cabinet Secretary discouraged against politicizing the conservation agenda and called for all communities, tribes and stakeholders to work together for the interest of future generations as guided by the Constitution.

During her welcome remarks, the Senior Regional Technical Advisor on REDD, UNDP commended the Government of Kenya and stakeholders for partnering with UNDP in delivering the REDD+ project. She said that UNDP will draw from the experiences from other countries in facilitating the implementation of the REDD+ process. She emphasized on the need to have institutional strengthening in supporting the government at both national and county levels and stakeholders in delivering the objectives of the project.

Dr. Bernard Mogesa, the Chief Executive Officer National Commission on Human Rights, confirmed that the commission had reviewed the project document and had confirmed that all the principles and standards for human rights had been observed. The Commission observed that the REDD+ process will facilitate the Ministry of Environment and Forestry in conserving forests. Dr. Mogesa commended the Cabinet Secretary and UNDP for adopting a participatory approach in designing the project. He noted that while the rights of communities including the marginalised communities have been respected in the design process, he encouraged communities to provide an opportunity for dialogue in addressing their grievances in the forestry sector. He encouraged the Ministry to adopt the participatory model adopted in designing the REDD+ project in other projects in the conservation sector.

Ms. Abigail Mbagaya, the Vice Chair National Land Commission highlighted the need for continued capacity building for stakeholders involved in the project for sustainability. She committed the National Land Commission's support in safeguarding the forest land as part of their mandate. The Vice Chair reiterated that the Commission is committed to recovering the forests land some of which have been grabbed by individuals for selfish interests. She noted that the Commission is committed to supporting communities in addressing historical land injustices and securing their land rights, to the extent provided by the Constitution. Further, the Vice Chair called for stakeholders to partner with the Commission on the land use planning for coherence in management of forests and other public land. She welcomed the call for application of Traditional Dispute Resolution Mechanisms and committed the Commission's support to the

Ministry of Environment and Forestry and Kenya Forest Service in this endeavor. She encouraged all stakeholders and especially communities to stand against forest land grabbing. The Vice Chair invited communities to support the Cabinet secretary in reclaiming the forests and reinstating the forest cover.

The National Gender and Equality Commission applauded the Ministry of Environment and Forestry and UNDP for applying a gender approach in the design of the project. She encouraged all stakeholders to work together with the Ministry and the Commission in enhancing capacity of the marginalised communities and vulnerable persons within the country.

On behalf of counties and the Council of Governors, the CEC Environment Water and Natural Resources, Elgeyo Marakwet county; Mr. Abraham Barsosio applauded the Ministry of Environment and Forestry process for involving counties through the Council of Governors and counties in the design of the project. He reminded the meeting that as custodians of natural resources and forests inherited for future generations it is an obligation to ensure that these resources are properly managed and passed on in a serene state. He welcomed the invitation to counties to enhance their capacity to enable them take up the devolved functions as outlined in the Constitution.

3:0 Presentations highlights and key discussions

A. Project document,

The Ministry of Environment and Forestry and UNDP made a presentation of the project document. This covered the background information, theory of change, proposed activities, identified risks and proposed mitigation measures, project management, stakeholder's engagement, safeguards and grievance and redress mechanism, knowledge management, budget and monitoring and evaluation.

Key questions/clarification:

1. Why is agriculture identified as a key driver for deforestation?

Response: Agriculture sector is identified as one of the drivers among others. This is largely due to the demand for agricultural land. There is need to target the sector by for example, increasing productivity of the already existing land to reduce the need for conversion of forest land for agricultural production.

2. Why has Elgeyo Marakwet been identified as one of the counties to lead dialogue in addition to the Independent Commissions:

Response: The dialogue process will be inclusive, however, Elgeyo Marakwet county was identified as one of the leads in the document to emphasize the issues the project needs to pay attention to. Participants were informed that during the design process, it was identified that there are complaints from communities in Elgeyo Marakwet that have led to suspension of key programmes in the sector. To address the longstanding complaints, stakeholders in the county and the complaining community agreed to have a dialogue to facilitate a solution for the success of all programmes in the forestry sector in the county and at the National level. Since the forestry

sector is a devolved function, it was therefore agreed that engaging the county government to lead this conversation would lead to a sustainable solution.

3. Clarification on the roles of the Steering Committee and The Project Board.

Response: The REDD+ steering committee provides the overall policy guidance at the national level on REDD+ Agenda while the project board provides guidance to the UNDP funded project. The steering committee will provide guidance to ensure that the FCPF project is contributing to the national agenda. The terms of reference of the Project board are outlined latter in this report.

4. How is the anticorruption taskforce going to oversight the project?

Response: The governance and integrity team in the project document, is an inhouse approach built into the project to ensure that any form of corruption in the course of project implementation is prevented.

B. Project Implementation and Reporting Modalities

UNDP made a presentation on the project implementation and reporting modalities. It was reported that the project will be nationally executed. Harmonized Approach to Cash Transfer (HACT) will be applied in managing the financial risks. UNDP outlined the different cash transfer modalities available for application during the implementation of the project. The cash transfer modalities are in line with UNDP programming policies and procedures. Further, the presentation highlighted United Nations Development Assistance Framework (UNDAF 2018-2022) and the Country Programme Document 2018-2022, the macro assessment of the country and the micro assessment rating for the Ministry of Environment and Environment and Forestry. With a low risk rating, the implementation partner had options for Direct transfer, direct payments or reimbursement. In the event reimbursement is applied there will be need for pre-authorization.

The presentation identified that the following institutions had been identified during the design stage as responsible parties: National Land Commission, Kenya National Commission on Human Rights, the Gender and Equity Commission, Council of Governors, County Government of Elgeyo Marakwet, counties and civil society organizations as responsible parties. These institutions will be required to undergo a capacity Assessment in line with UNDP policies.

The meeting was informed that, if an institution is ranked high risk or significant risk, UNDP will continue to work with the institution, however, modalities that will ensure that the risks are mitigated will be applied. These are; i) Reimbursement based on a preauthorized workplan, ii) UNDP acts on behalf of the institution based on a pre-agreed workplan and activities. With this UNDP mitigates the risk while developing capacities of the staff with the implementing partner to ensure that the institution is strengthened, and capacities enhanced. These two modalities are also applied in the event where an organization is low risk but negative changes such as exit of critical staff occurs - this is identified during spot checks or the evaluation processes.

Question: How does UNDP mitigate the risks if an institution is found to be high risk.

Response: Depending on the risk rating, UNDP undertakes continuous capacity building activities which are included in the workplan.

To monitor the programme activities, UNDP undertakes the following:

- a. Programmatic visits: Programmatic visits are undertaken by UNDP, to ascertain that what has been reported is what has been implemented. Programmatic visits are specific to outputs and the number of programmatic visits per year is based on the risk rating. When funds are transferred through any of the three modalities, the institution should submit a quarterly report based on the workplan approved by the board.
- b. Spot checks: These are informed by the risk rating and the outcome of the programmatic visit. Spot checks are conducted by an independent party to ascertain that the risks rating has remained or changed. This checks on the processes and paper work.
- c. Audit: This is dependent on the risk rating and all projects that have expenditures of \$500,000 and above. The meeting was informed that this project will be subject to a financial audit since the budget is above the \$500,00 by the end of the project.
- d. Special Audit: Special audit may be commissioned if an organization has changed in rating and indicators such as lack of absorption of funds, or there are specific issues and concerns in the projects. If the rating is high and the findings of the programmatic visits and spot checks so recommend, the special audit can be initiated.

Question: Does UNDP have tools, guidelines to support the government?

Response:

UNDP has various tools and approaches guided by various policies and procedure guidelines to support implementing partners in delivering the roles.

In addition to these procedures, UNDP REDD+ will support the implementation of the project drawing lessons from other countries and global and regional technical expertise.

Funding Authorization and Certification of Expenditure (FACE) form:

Funding Authorization and Certification of Expenditure - FACE form is used to request and account for the resources. The FACE form should be accompanied by an itemized cost estimates as outlined in the annual workplan which is broken down into quarterly workplans.

At the beginning of the quarter, the implementing partners will share the quarterly plans with activities. The FACE form is used in all the cash transfer modalities. This allows for flexibility in the implementation of the activities. The meeting discussed the different example of activities where the government and UNDP system can be complementary.

Letters of Agreement (LOA):

In Projects such as this, where specialized expertise from other institutions (other than the Implementing Partner) is required, the project can engage the services of such institutions as guided by policies and procedures. These other institutions are referred to as Responsible parties in the project. In such a case, the project stakeholders are expected to identify the activities that would be best implemented by other Responsible parties as indicated in the project document. UNDP and the Ministry of Environment and Forestry (IP) would then enter into an agreement through a letter of agreement (LOA) allowing UNDP to support implementation and support specific activities on behalf of the Ministry. UNDP then signs a Letter of Agreement with the

Responsible parties. In this arrangement UNDP and the Responsible parties ultimately reports to the Implementing partner. The HACT processes equally apply to all the responsible parties.

It was identified that from the project document, the Implementing Partner is the Ministry of Environment and Forestry. The project has also indicated that, for its success, it will be required to work with National Land Commission, Kenya National Commission on Human Rights, the Gender and Equity Commission, Council of Governors, counties and civil society organizations as responsible parties.

Question: From the counties, is the project going to halt because the Implementing Partner is not able to deliver while the responsible parties are delivering?

Response: In this case the UNDP policy guidelines require the Project Board is held and decisions are made to engaging the responsible parties directly. The meeting was informed that adaptive management is applied to the project.

Questions:

1. During project design, it was agreed that the project cannot deliver alone. This was also called for by the Cabinet Secretary who called for all stakeholders to work together to win the conservation battle. Doesn't it mean that if we require to work with stakeholders the Ministry must approve the work of responsible parties?
2. Does it mean that the Ministry must approve all the activities in addition to the board? How will counties work / engage with this project, is the ministry is the intermediary?.
3. Does it mean that the implementation of the project is at the mercy of the Ministry of Environment and forestry?
4. When we talk of the implementing partner does it also include KFS, NEMA, KEFRI, Kenya Water towers?
5. From counties experiences projects implemented by the ministry without the participation of the counties will fail. Is this going to be the case?

Response:

For the success of the project, there is requirement of a lead institution. In this project, the lead institution is the Ministry of Environment and Forestry, while other organizations will be responsible parties. UNDP has modalities to engage counties and other responsible parties. UNDP gave examples of other projects where they have worked with county government and independent commissions. The Ministry and UNDP will sign the Letter of Agreement to enable UNDP engage the responsible parties to undertake activities as outlined in the project document.

Recommendations and conclusions on this issue:

The meeting after discussion, the meeting agreed that

- a. The implementing partner is the Ministry of Environment and Forestry and the accounting officer is the Permanent secretary.
- b. The Ministry representatives- Conservation Secretary assured the meeting that the Ministry will facilitate implementation of the project as agreed in the project document.

The Conservation Secretary committed to brief the principal secretary on this. It was also agreed that UNDP should find an opportunity to brief the Principal Secretary on the outcomes of the meeting as well initiate the discussions on the Letters of Agreement (LOA)

- c. The Ministry of Environment and Forestry and UNDP goes ahead and signs the letter of agreement allowing UNDP to offer support to the implementing of the project, this will enable UNDP to sign the agreements with the responsible parties as outlined in the project document.

C. The project board:

i. Terms of reference of the project board:

The meeting re-visited the Project Board reviewing the Terms of reference and the composition. The meeting agreed on the following TORs as contained in the project document and guided by UNDP policies:

- Making (by consensus) management decisions for a project
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on Project Manager's tolerances in the Annual Work Plan and quarterly plans when required;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes through revisions;

Closing a project

- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- Commission project evaluation (only when required by partnership agreement)
- Notify operational completion of the project to the Outcome Board.

ii. Composition of the board

UNDP read out the requirements for representatives as per the policies guiding programme implementation. This includes:

- a. Executive representatives from the Implementing Partner and UNDP: The meeting was informed that the board is co-chaired by the Principal Secretary Ministry of Environment and Forestry and the Country Director UNDP.
- b. Representative of Interests of donors: -
- c. Beneficiary representatives

With this guidance and guidance of the National laws on boards- the number should not be more than 15 in number. It was

The meeting agreed on the following institutions to constitute the board:

Chair - Principal Secretary Ministry of Environment and Forestry

Co-chair - Country Director, UNDP

1. Kenya Forest Service,
2. National Treasury,
3. National Land Commission,
4. The Gender and Equality Commission
5. Kenya National Commission on Human Right
6. Climate Change Directorate,
7. Ministry of Energy and Petroleum,
8. Council of Governors,
9. Ministry of Devolution and Planning,
10. Ministry of agriculture
11. Academic institutions representative,
12. The National Alliance of Community Forest Associations (NACOFA),
13. Private sector representative,
14. CSO representative,
15. Marginalised communities' representatives,

After deliberations, it was agreed that civil society, Forest Dependent Communities (CFAs) and marginalised communities' representatives have one representative per stakeholder constituency and an alternate. The meeting agreed that it is the duty of the representatives to reach out to the stakeholders and ensure that stakeholders are informed and participate in the process. In line with self-selection principals the civil society, marginalised communities, NACOFA were requested to consult among themselves and provide the names of their representatives and their alternates. After consultations, these stakeholder's constituencies provided the following as their representatives to the Project Board:

- The National Alliance of Community Forest Associations (NACOFA),
 1. Tecla Chumba
 2. Ziporah Matumbi (alternate)
- Civil society representatives:
 1. Mr. Charles Mwangi from East Africa wildlife Society -
 2. Mr. Obed Koringo - PACJA (Alternate CSO representative)
- Marginalised communities
 1. Elijah Torei
 2. Milka Kuto

On County Government representation, the meeting agreed on the following:

1. Council of Governors or
2. Office of the CEC - Elgeyo Marakwet. In the event that Elgeyo Marakwet is not available, the COG and the Ministry should reach out to one representative/ CEC from other counties who have been participating in the design of REDD+ project.

From the deliberations, it was agreed that the representation level be changed to the executive level instead of the technical level as contained on in the project document. Further the meeting agreed to have two representatives of the marginalised communities to cover interests of the pastoralists and the forest dwelling communities.

The meeting was informed that under the National Forest Programme, there are plans to establish a national forest sector coordinating organ, at the county level, there will be an intergovernmental platform to coordinate the forest sector issues.

D. Monitoring and evaluation

UNDP made a presentation on the monitoring and evaluation guidelines highlighting the evaluations, spot checks and the programmatic visits.

4.0 Key decisions and next steps

The meeting agreed on the following key decisions:

1. **Inception of the project:** The meeting agreed to amend the start date of the project from the date included in the project document (1st June 2018) to be the date of the inception meeting. That is the 6th of September 2018.
2. **Letter of agreement:** Ministry of Environment and Forestry to allow UNDP to implement some activities. This will in turn enable UNDP to get into agreement with responsible parties outlined in the project document for delivery of the various components in line with their mandate and establishments. These are; National Land Commission, National Gender and Equality Commission, Kenya National Commission on Human Right, Council of Governors, Elgeyo Marakwet county and any other county and stakeholder as agreed by the board. UNDP to seek the earliest opportunity to brief the Principal Secretary on the outcomes of the meeting as well initiate the discussions on the Letters of Agreement (LOA). UNDP and the Ministry of Environment and Forestry were requested to facilitate the process and report back during the first board meeting.
3. **Project Board:** Having agreed on the composition of the board, the Principal secretary to formally appoint the board members in line with decisions made. The first board meeting was proposed to be held the first week of December 2018.

4. 2018 Workplan – Period 6th September 2018 to 31st December 2018 :

With only three months to the end of the year. The meeting agreed to utilize the time in putting in place the structures including the recruitment of the PMU. This will facilitate the smooth running of the project implementation in the 2years. The meeting after deliberations agreed on the following activities to be implemented during the period September 2018 to 31st December 2018.

- (i) Project inception meeting
- (ii) Recruitment of Project management unit(PMU) and setting up of REDD+ Office at the ME&F
- (iii) Project Management Unit office set up: Office furniture (work stations), 6 laptops and docking stations 2 cameras, 2 voice recorders, project vehicle
- (iv) First REDD+ Steering committee meeting
- (v) Stakeholders mapping workshop
- (vi) Redd+ academy
- (vii) Enhancing participation in REDD+ (One workshop - NACOFA, Marginalised communities, CSOs)- this is a meeting with stakeholder's constituencies to allow deliberations on the board decisions prior to the project board meeting.
- (viii) Establishment of the Project Board and first board meeting
- (ix) Development of communication materials a for effective development and visibility of the REDD+ process in Kenya.

These activities together with proposed budget are captured in the workplan – Annex

UNDP and the Ministry of Environment and Forestry were requested to facilitate signing of the Work plan to pave way for implementation of the project.

5.0 Annexes:

[Annex I: Agenda](#)

[Annex II: List of participants and selected participants photos taken during the meeting](#)

[Annex III: Inception Workshop in Pictures](#)

[Annex III: 2018 workplan](#)

Inception meeting FCPF REDD+ Readiness project

Date: 6th September 2018**PROGRAMME DAY 1**

<u>Time</u>	<u>Session Title</u>	<u>Facilitator</u> Taking Minutes: (Judy/Anne)
08:300 – 09:00	Arrival and Registration of Participants	UNDP
09:00 – 10:00	<ul style="list-style-type: none"> Opening Remarks <ol style="list-style-type: none"> 1. Introductory remarks by National REDD+ coordinator - (Remarks) 2. Board Chair / Kenya Forest Service 3. CEO/Chair – Kenya National Commission on Human Rights (KNCHR) 4. CEO/Chair – National Land Commission (NLC) 5. CEO/Chair – National Gender and Equity Commission (NGEC) 6. Principal secretary – ME&F 7. Country Director/Deputy Country Director (Programmes)– UNDP 8. Cabinet Secretary – Ministry of Environment and Forestry (ME&F) 	UNDP Kenya Country Office (Alfred) Ministry of Environment and Forestry (MEF)
10: 00 – 10:30	Tea Break	
10.30 – 11.00	The REDD+ mechanism; experiences and lessons learnt from other countries (Elsie Attafuah)	
11:00 – 12:00	<ul style="list-style-type: none"> Project Overview Terms of reference for the Terms of reference for the Project Management Unit and Project Board (Alfred and Judy, (ME&F and UNDP) 	Alfred Gichu
12.00 – 12.30	<ul style="list-style-type: none"> Plenary discussions 	(MEF)
12:00 – 1:30	Lunch	All
13:30 – 14:30	<ul style="list-style-type: none"> Review of Annual Work Plan (ME&F & Responsible Parties (NLC, NGEC, Council of Governors) , KNCHR, Counties) 	Zeinabu Khalif and Alfred Gichu

	Judy	
14:30- 15:00	Plenary discussions	
15:00 – 15:10	Short health break	
15:10 – 17:00	<ul style="list-style-type: none"> • Presentation on stakeholder engagement, safeguards and proposed grievance and redress mechanism (Judy/Alfred) • Presentation on Knowledge Management and Communication Strategy (Ela/ Ministry officer) 	
17:00	Close	

PROGRAMME DAY 2

<u>Time</u>	<u>Session Title</u>	<u>Facilitator</u> Taking Minutes: Anne/ Ela
9:00 – 9:10	<ul style="list-style-type: none"> • Recap Presentation of consolidated AWP – (one participant) 	
9:10 – 10:00	<ul style="list-style-type: none"> • Harmonized approach Cash Transfer Modalities,(Jackson Mukiri, UNDP) 	
	<ul style="list-style-type: none"> • Plenary discussions (30 minutes) 	
10:00 – 10:30	Tea Break	
10:30 – 11:00	<ul style="list-style-type: none"> • Harmonized approach Cash Transfer • Consolidation of the LoAs /MOUs) Jackson Mukiri, UNDP) 	Alfred Gichu
11:00 – 1:00	<ul style="list-style-type: none"> • Plenary discussions 	
1:00 – 2:00	Lunch	
2:00 – 3:00	<ul style="list-style-type: none"> • Monitoring and Evaluation and reporting Zeinabu Khalif (UNDP) 	
3:00 – 4:00	<ul style="list-style-type: none"> • Next steps and way forward David and Alfred 	
DAY 3	Departure	

Annex II: List of Participants

	<u>Name of institution</u>	<u>Representative</u>
National Government	Ministry of Environment & Natural Resources,	Mr. Keriako Tobiko, Mr. Nelson Manyeki Mr. Gideon Gathara
	Kenya Forest Service	Mr. omolo Odinga Mr. Alfred Gichu Mr. Peter Nduati Mr. John Ngugi Mr. Jamleck Ndambiri
	Kenya Wildlife Service	Ms. Jane Wambui
	Ministry of Energy	Ms. Elizabeth Mbuthia
	Kenya forestry research institute / Kenya forestry Association	Dr. Jorum Kagombe
County Governments	COG Narok County Government Elgeyo Marakwet County Government Kiambu Country Government	Ms. Annpatliz Mwhaki Mr. Brian Muthoka Mr. Patrick Twala Mr. Abraham Barsosio Mr. shadrack Yatich Mr. David Kuria Mr. Paul Kipyatich
Independent commissions	National Land Commission	Ms. Abiagel Mbagaya Mr. Benard Opaa/ Dr. Clement Lenaishuru
	National Gender and Equality Commission	Ms. Tabitha Nyambura
	Kenya National Human Rights Commission	Dr. Bernard Mogesa Mr. Martin Pepela Mr. Stephen Maroa
Marginalised communities' representatives	Expert on women and gender issues in respect to climate change and indigenous peoples issues Representative of the Cherangani forest block Representative of the Elgon forest block Representative of the Samburu Forest block Representative of the Pastoralist communities Representative of the Yaaku Community in Mkogondo Forest block	Ms. Edna Kaptoyo Ms. Milka Kuto Mr. martin Simotwo Ms. Jane Meriwas Ms. Elizabeth Mariabe Mr. Manase Matunge Mr. Mohamed sheba Mr. Elijah Torai Mr. Wilson Kipkazi Mr. Joseph Nkamasai

	Representative of the Coast /Boni Forest block Representative of the North Eastern forest and range land	
National alliance for community forest associations (NACOFA)	North Rift Block representative Central and Mt Kenya region representative / national secretary National chairman/ Rep	Ms. Tecla Chumba Ms. Ziporah Matumbi Mr. Daniel Gathiru
FCPF observer	Africa indigenous people's observer (Africa civil society observer Pan African Climate Justice Alliance	Mr. Obed Koringo
Private sector	Kenya Private Sector Alliance	Mr. Victor Ogalo
Anti-corruption-watchdog	Transparency International Kenya	Mr. Psamson Nzioki
Civil society	East Africa Wildlife Society Kenya Forest Working Group Kenya Climate Change Working Group WWF IUCN Conservation international The nature conservancy Green belt movement Forest action network	Mr. Charles Mwangi Mr. Jackson Bambo Ms. Caroline Njiru Mr. Wyclife Matika Mr. Mike Olando Mr. Frank Msafiri Ms. Rebecca Nkowua Dr. Dominic walumbengo
Land tenure & climate change legal expert and Accademia	Land tenure and climate change legal expert Uon/Wangari Maathai institute	Ms. Debra Gichio Dr. Robert Kibugi
Development partners	JICA EU	Mr. Kato/ Mr. Mwangi Mr. Thomas Yatich
Media	Citizen/ royal media Standard/Ktn Nation	Mr. Anthony Gitonga Mr. Isaack Njenga Mr. Festus Langi Mr. Peter wambugu Mr. Kimani karanja Mr. George Murage

UNDP	Senior RTA EECCU Team leader FCPF project focal point POMU leader KM expert EECCU Programme Associate	Ms. Elsie Attafuah Dr. Zeinabu Khalif Ms. Judy Ndichu Mr. Jackson Mukiri Ms. Ela Ionescu Mr. Fredrick obade
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Annex III: Inception Meeting in Pictures

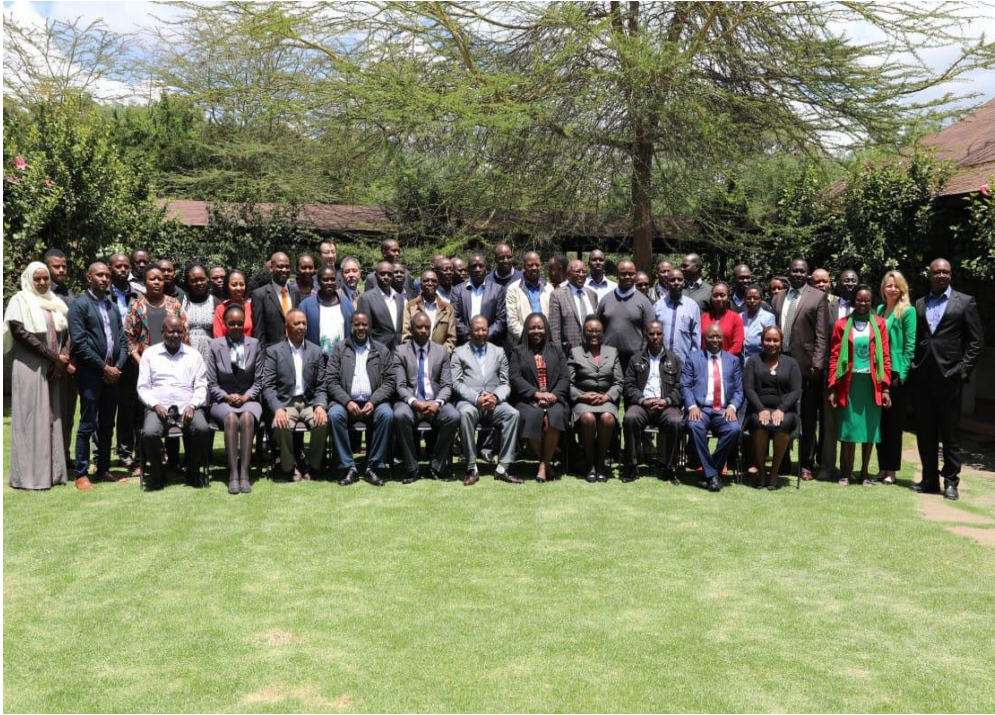


Figure 1: Kenya REDD+ Readiness Project Inception Meeting



Figure 1: Hon Keriako Tobiko - Cabinet Secretary Ministry of Environment and Forestry addressing the Inception Meeting



Figure 4: Mr. Abraham Barsosio - Elgeyo Marakwet County Executive Member Environment Water and Natural Resources



Figure 2: Ms. Abigail Mbagaya, Vice Chair National Land Commission addressing the meeting



Figure 5: Dr. Bernard Mogesa - Chief Executive Officer, Kenya National Commission on Human Rights



Figure 6: Ms. Tabitha Nyambura, National Gender Equality Commission



Figure 3: Deputy Chief Conservator of Forest: Field; Mr. Gathara (Left), the Forests Secretary Ministry of Environment and Forestry



Figure 8: UNDP Team



Empowered lives.
Resilient nations.

United Nations Development Programme

Country: KENYA

Annual Work Plan 2018

Project Title: FCPF REDD+ Readiness Grant

UNDAF 2018-22 outcome: *Economic Pillar Outcome 3*: By 2022, a progressive and resilient green economy is underpinned by robust evidence based pro-poor policies and strategies contributing to sustainable economic growth.

Output 3.2.: Improved institutional (public and private) and communities' capacities to ensure pro-poor, sustainable, effective and efficient natural resource management.

UNDP strategic plan 2018-2021 output:

Output 1.4.1: Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains

Indicator: Natural resources that are managed under a sustainable use, conservation, access and benefit-sharing regime: area of land and marine habitat under protection (hectares), area of existing protected area under improved management (hectares).

UNDP country programme document 2018-2022:

Output 4.2: improved institutional and community capacity to deliver pro-poor sustainable natural resources management initiatives.

Indicator 4.2.1. Number of natural resources managed through a sustainable use, conservation access and benefit-sharing regime.

Implementing Partner: Ministry of Environment and Forestry

Responsible Parties & Partnering Institutions: National Land commission, Kenya National Commission on Human Rights, National Gender & Equity Commission, Council of Governors, County Government of Elgeyo Marakwet,

Brief Description

Kenya's forest resources are of immense importance for their contribution to economic development, rural livelihoods, and for the environmental and ecosystem services they provide. About 12% of the land area which was originally covered by closed canopy forests has been reduced to about 1.7% of its original size, due to demand for fuelwood and charcoal, population pressure for settlements, infrastructure, demand for wood products and conversion to agriculture.

This proposed project aims to put in place mechanisms to enable Kenya to reach its overall REDD+ goal to improve livelihoods and wellbeing, conserve biodiversity, contribute to the national aspiration of attaining a minimum 10% forest cover and mitigate climate change for sustainable development. To achieve this objective the following outcomes are envisaged: an operational national REDD+ strategy and investment plan; an operational safeguards information system for REDD+; functional multi-stakeholder engagement and capacity building for REDD+; and technical support provided for improvement to the National Forest Monitoring System and Forest Reference Level.

The project shall be implemented by UNDP through the National Implementation Modality (NIM) with the Ministry of Environment and Forestry, in its official role as the coordinator of all climate change activities in Kenya. The Ministry and UNDP will work with collaborating partners drawn from other national and county-level institutions and agencies, independent commissions, the private sector, civil society organizations (CSOs), research/academic institutions and forest dependent communities.

Programme Period:	2018-2020
Atlas Award ID:	00099178
Project ID:	00102487
Start date:	6 th September 2018
End Date	December 2020
PSC Meeting Date	6 th September 2018
Management Arrangements	NIM (National)

Sep – Dec 2018 AWP Budget	US\$ 249,480
Total allocated resources:	US\$ 249,480
Unfunded Budget	Nil

2018 Annual Work Plan (6th September 2018 to 31st December 2018)

Output	PLANNED ACTIVITIES	Q3	Q4	RESPONSIBILITY	FUNDING SOURCE	BUDGET DESCRIPTION	AMOUNT (USD)
National REDD+ Governance system established and strengthened	Project inception meeting	x		ME&F, UNDP	FCPF	Workshop 75705	25,000
	Recruitment of Project management unit(PMU) and setting up of REDD+ Office at the ME&F	x	x	ME&F, UNDP,	FCPF	Media 72515	1,000
	Project Management Unit office set up: Office furniture (work stations), 5 laptops and docking stations 2 cameras, 2 voice recorders,			ME&F, UNDP,	FCPF	Equipment 72220, 72,405,	30,000
	First REDD+ Steering committee meeting		x	ME&F, UNDP	FCPF	Workshop 75705	15,000
	Stakeholders mapping workshop		x	ME&F, UNDP	FCPF	Workshop 75705	15,000
	Establishment of the Project Board first board meeting		x	ME&F, UNDP	FCPF	Workshop 75705	10,000
	Enhancing participation in REDD+ (One workshop - NACOFA, Marginalised communities, CSOs)		x	ME&F, UNDP,		Workshop 75705	15,000
Knowledge management and communication	REDD+ Academy		x	ME&F, UNDP,		Technical Assistance (Local Consultant) 71305 Technical Assistance (Local Consultant) 71305 Promotional material & Distribution 74215	20,000
	Communication for effective development and visibility		x	ME&F, UNDP,		Media 72515	30,000
	Project vehicle		x	ME&F, UNDP,		Transport 72215	70,000
UNDP GMS (8%)							18,480
TOTAL							249,480

