



Water, Climate Development Program (WACDEP)

*Support to integration of water security and climate resilience into development planning
and decision making processes*

Information Note and Programme

<p>6th WACDEP Technical Coordination Workshop 15th September – 19th September 2014, Harare, Zimbabwe</p>
<p><i>Hosted by GWP Southern Africa</i></p>

1.0 Background

In November 2010, during the 3rd Africa Water Week, the extra-ordinary session of the African Ministers' Council on Water (AMCOW) adopted a decision recommending that the Global Water Partnership (GWP) and partners operationalise the Water, Climate and Development Programme (WACDEP). The programme was developed as response to the January 2009 AMCOW request for GWP to support the implementation of the 2008 African Union Sharm el-Sheikh Declaration on Water and Sanitation.

The WACDEP aims to integrate water security and climate resilience in development planning processes, build climate resilience and support countries to adapt to a new climate regime through increased investments in water security. By building climate resilience, the initiative will contribute to peace building and conflict prevention, support pan-African integration and help safeguard investments in economic development, poverty reduction and the Millennium Development Goals (MDGs). The programme responds directly to the commitments expressed by African Heads of State in the Sharm el-Sheikh Declaration on water and sanitation.

The WACDEP supports implementation of AMCOW's triennial work program for 2010-2013. Initially, WACDEP will be implemented in eight countries: Cameroon, Ghana, Burkina Faso, Mozambique, Zimbabwe, Burundi, Rwanda and Tunisia; and four river basins: Volta Basin, Lake Chad, Lake Victoria-Kagera, and Limpopo Basin and 1 Transboundary aquifer-the North Western Sahara Aquifer System.

The goal of the programme is to promote water as a key part of sustainable regional and national development and contribute to climate change adaptation for economic growth and human security.

The overall objective is to support integration of water security and climate resilience in development planning and decision making processes, through enhanced technical and institutional capacity and predictable financing and investments in water security and climate change adaptation. **The expected outcomes** are;

- Water security and climate resilience integrated in development planning and decision-making processes
- Capacities of partnerships, institutions and stakeholders enhanced to integrate water security and climate resilience in development planning and decision-making processes
- "No regrets" investment and financing strategies for water security, climate resilience and development formulated and governments begin to implement them. In addition, fundable projects (infrastructure-related) for water security, climate resilience and development defined and shared with development banks

WACDEP was launched at the 2011 Stockholm World Water Week. Programme implementation began in July 2011 with an inception phase to introduce the programme at regional and country level and also define key actors and priority activities for detailed implementation from 2012 onwards.

2.0 Workshop format and structure

To catalyse exchange of lessons, knowledge sharing and technical coordination of WACDEP implementation among the GWP regions, Technical Coordination Workshops are convened as part of the WACDEP Africa programme.

The 6th WACDEP Coordination workshop will be held in Harare, Zimbabwe 15th – 19th September 2014. The workshop will involve the following key meetings held over the 5 days:

Dates	Meeting	Expected Participants
15 – 17 September	<ul style="list-style-type: none"> WACDEP Africa Technical Coordination and Reporting and Planning Meeting 	<i>GWP Regional Coordinators, Regional Communication Officers, WACDEP Regional Programme Officers, WACDEP Country Programme Managers/Officers, GWPO, AMCOW Sec, WACDEP Reference Group Members, WACDEP CU</i>
15 – 16 Sept	<ul style="list-style-type: none"> Financial Managers Planning Meeting 	<i>Regional Finance Officers</i>
16 Sept	<ul style="list-style-type: none"> IDMP Work Programming Workshop 	<i>IDMP Managers, GWPO, GWP Eastern and West Africa Regional Coordinators optional</i>
18 Sept – 19 Sept	<ul style="list-style-type: none"> Inception Workshop on Project Preparation 	<i>Project Preparation National Consultants, Regional and Country Programme Manager/Officers, GWPO, WACDEP CU</i>

2.1 WACDEP Africa Technical Coordination and Annual Programming Meeting (15 – 17 September)

The 6th Technical Coordination Meeting comes at a time when the project has gone past the halfway mark. The regions and the countries are now implementing a number of the work packages and ensured linkages and synergies of the processes being implemented to support government institutions.

This meeting is aimed at sharing information and building the capacity of the managers on a number of the technical issues related to the programme implementation.

Specifically, the workshop will aim to achieve the following:

- Share lessons on progress of the implementation of the WACDEP in the countries and regions
- Discuss work going on in investment planning and clarify how this can be better approached
- Discuss the different innovative approaches that are being used by the countries in building community resilience through implementation of demonstration projects
- Develop and finalise 2015 WACDEP Annual Workplans for the region and countries
- Discuss progress and challenges in the implementation of the capacity development programme.

- Share lessons from country missions by the Reference Group (RG) and recommendations for future contributions from the RG

2.2 IDMP Work Programming Workshop (16 September)

The IDMP Work Programming Workshop aims to focus on the needs of the IDMP HOA and IDMP WAF project managers to prepare a three year Work Programme for the IDMP HOA and IDMP WAF projects as a whole and the detailed 2015 Annual Work Plan. The session will clarify the GWP programme development context and project management tools. It will be an opportunity to discuss the first findings from the assessment of needs and gaps the IDMP regional programmes have identified already and are aiming to address, as well as the impacts and outcomes the IDMP HOA and IDMP WAF are aiming to achieve. Progress is expected to be made to develop the Project Document with high level activities for the next three years and the detailed activities of the project for 2015.

2.3 Project Preparation Training Workshop (18 – 19 September)

A Finance Expert has been recruited and at the national level Consultants have been brought on board to support the implementation of WP 4. A training and planning workshop is being organised on the 18th and 19th of September – the aim of the meeting is to ensure that the national consultants and project managers are appraised with the work to be carried out under WP 4.

3.0 Workshop Logistics

The Technical Coordination Meeting will bring together Regional Coordinators, Reference Group members, WACDEP Regional and Country Programme Managers/Officer, CWP Chair or Coordinator and AMCOW/Govt Focal Point WACDEP at country level and Communication Officer). The list should be sent to Maika Muller (maika.muller@gwp.org) and Wellington Dzvairo (w.dzvairo@cgiar.org).

For the WP 4 National Consultants attending the Project Preparation Workshop the names should be sent to Maika Muller (maika.muller@gwp.org) and Tendai Gandanzara (t.gandanzara@cgiar.org).

GWP Zimbabwe Country Water Partnership will send invitation and visa letters once you have sent your details.

GWP Regions are responsible for arranging return flights to Harare for their delegations this includes all local transport costs and insurance and visa fees in home country of participant. The WACDEP CU will cover the return flights for the WP 4 National Consultants.

DSA and accommodation for all participants will covered through the country and regional budgets as per GWPO rates.

Local transport in Harare will be organised by GWP Zimbabwe Country Water Partnership and paid for by the WACDEP CU. Kindly send your itinerary to Cheselani Moyo (chelesani.moyo@cgiar.org) copied to Tendai Gandanzara (t.gandanzara@cgiar.org) as soon as you have made your ticket bookings.

GWPO and the WACDEP CU will arrange travel for the WACDEP RG members and Maika Muller will be the contact person for all issues related to this group.

WACDEP 6th Technical Coordination Meeting

Draft Programme 15 – 19 September 2014

Participants: OPEN – all participants at the WACDEP Workshop are welcome

Time	Session	Facilitator/Presenter	Objectives
08:00 – 08:30	Registration	GWP Zimbabwe	Registration, introduction to meeting objectives and participants
	Session 1: Opening Session	Chair: Director of Water, Zimbabwe	
08:30 – 09:30	Welcoming Remarks from GWP Zimbabwe	Representative of GWP Zimbabwe	
09:30 – 09:45	Objectives of the Meeting	Andrew Takawira	
09:45 -10:00	Photo session	ALL	
10:00 – 10:20	TEA BREAK		
	Session 2: Regional and Transboundary Cooperation	Dam Mogbante	Presentation and discussion on the outputs being delivered at the regional level – looking at how this is contributing to building climate resilience in transboundary basins.
10: 20 – 10:30	Introduction to session	Andrew Takawira	
10:30 – 11:00	AMCOW/AU Transboundary Priority Action Plan	Rashid Mbaziira	
11:00 -11:30	Central Africa	WACDEP Regional Managers to make presentations and facilitated discussions led by Torkil Jonch Clausen on regional activities and links to national activities.	
11:30 – 12:00	East Africa		
12:00 – 12:30	North Africa		
12:30 – 13:00	Southern Africa		
13:00 – 13:30	West Africa		
13:30 – 14:30	LUNCH		
	Session 3: Investment Planning	Dam Mogbante	
14:00 – 14:30	General Approach to implementing WP 3	Roberto Martin-Hurtado	
14:30 – 15:40	Implementation of WP 3 - Ghana - Tunisia - Mozambique	WACDEP Country Managers	Presentations and discussions on country experiences and general discussion on lessons learned and support needs

Time	Session	Facilitator/Presenter	Objectives
	- Burkina Faso		
15:40 – 16:00	TEA		
	Session 3: Investment Planning	Dam Mogbante	
16:00 – 17:10	- Cameroon - Rwanda - Burundi - Zimbabwe	WACDEP Country Managers	Presentations and discussions on country experiences and general discussion on lessons learned and support needs
	Close of Day 1 – Way forward WP 3		
Day 2 – 16 September			
	Session 4: Official Opening	Chair – Mr. P Mupazviriho	
08:00 – 08:10	Welcome Remarks from the Permanent Secretary Ministry of Environment, Water and Climate	Mr. P Mupazviriho	
08:10 – 08:20	Remarks from GWPO Executive Secretary	Dr. A Grobicki	
08:20 – 08:30	Remarks from AMCOW Representative	Ms. L Oualkacha	
08:30 – 08:45	Official Opening by the Minister of Environment, Water and Climate	Hon. S Kasukuwere (MP)	
08:45 – 09:00	Photo session	ALL	
	Session 5: Investment Planning – Way forward	Chair: Ms. C Booto a Ngon	
09:00 – 09:10	Recap of Day 1 – Investment Planning and Introduction to Groups	Roberto Martin-Hurtado	
09:10 – 10:00	Country Needs on WP 3 – Group Work	ALL	
10:00 – 10:45	Plenary presentations on group work and discussions	ALL	
10:45 – 11:00	TEA BREAK		
	Session 6: Building community resilience	Chair: Ms. C Booto a Ngon	
11:00 – 11:15	Introduction to session (Session Objectives)	Armand Houanye	Country Teams work with regions and
11:15 – 13:30	Implementation of WP 5 - Rwanda - Ghana - Cameroon - Burkina Faso	All	Presentation and discussions on how countries are implementing/or planning to implement WP 5.

Time	Session	Facilitator/Presenter	Objectives
	<ul style="list-style-type: none"> - Burundi - Mozambique - Tunisia - Zimbabwe 		
13:30 – 14:30	LUNCH		
	Session 6: Building community resilience (Group Work)	Chair: Ms. C Booto a Ngon	
14:30 – 15:30	Group discussions on implementation of WP 5		Countries discuss in groups the support they will need to implement WP 5 in their countries and define next steps.
15:30 – 16:00	TEA BREAK		
16:00 – 17:00	Session 6: Report Back from the Group Work (WP 5)		

Reporting and planning workshop – Wednesday 17th of September

Time	Session	Facilitator/Presenter	Objectives
08:00 – 08:05	Recap of Day 2	Rapporteur Day 2	
08:05 – 08:45	Plenary discussion – Reflections on RG Missions	Torkil Jonch Clausen	To reflect on the RG Missions – and also discuss follow up issues
08:45 – 09:00	Introduction to the day's agenda and objectives	Jac	To introduce the agenda and workshop objectives
09:00 – 09:15	The GWP Work Programme Where we are in the management cycle	Jac, Ralph	To set the scene in the context of the annual reporting cycle and the incorporation of projects within it
09:15 – 09:45	Monitoring, Reporting Reminder of the present system Q&A	Ralph, Peter	To describe the monitoring and reporting system in place and clarify any uncertainty concerning purpose and/or use
09:45 – 10:30	Group work (regions) Identification of barriers to reporting and recommendations on how these can be overcome (focus on Monthly reports, Quarterly narrative reports and Logframe results)	All	To reflect on the challenges faced when complying with the GWP monitoring and reporting system, and proposing solutions for how these can be overcome
10:30	TEA BREAK		
11:00 – 11:30	Feedback from group work Conclusions and way forward	All	To document the conclusions of the group work as a means for improving the efficiency of reporting processes
11:30 – 12:15	Planning, budgeting	Jac, Peter, Ralph	To describe the planning and budgeting requirements for

Time	Session	Facilitator/Presenter	Objectives
	Reminder of 2015 requirements Q&A		2015 and clarify any uncertainty concerning purpose and/or use
12:15 – 12:30	Introduction to afternoon group work	Jac	To prepare groups for the afternoon tasks
12:30	LUNCH		
13:30 – 15:00	Group work (regions) Detailed planning for 2015, including: <ul style="list-style-type: none"> - Project document review - Logframe targets review - 2015 budget 	All	To produce a draft workplan and budget for 2015 for all WACDEP Africa projects
15:00	TEA BREAK		
15:30 – 16:15	Group work continued	All	As above
16:15 – 16:30	Wrap up – Reporting and Planning Session	Jac	To summarise the progress made during the workshop and agree on the next steps
16:30 – 17:30	Communications – Developing country and regional briefs	Pat Lumba/Andrew Takawira	To discuss a process of developing briefs on WACDEP activities in the different Work Packages.

WACDEP Financial Management- Monday 15th – 16th September 2013

Time	Session	Facilitator/Presenter	Objectives
	Closed meeting for Regional Financial Officers only		
08:00 - 08:30	Registration	All	Registration, introduction to meeting objectives and participants.
08:30 - 08:45	Welcoming remarks & objectives of the meeting	Tendai Gandanzara & Peter Nyman	
08:45 – 10:00	Self-hosting challenges and opportunities	Aguiratou Yaro Ouédraogo	The experience of self-hosting in WAF is shared and lessons learnt brought back to other regions considering self-hosting.
10:00 – 10:20	TEA BREAK		
10:20 – 10:50	WACDEP internal controls update	Dennis Kariisa Ndamira	The changes implemented since the Kigali meeting to safeguard WACDEP funds are discussed and further changes considered.
10:50 – 13:30	Operational challenges in the 8 WACDEP countries <ul style="list-style-type: none"> ➤ 10 minute presentations from all 5 regions with discussions afterwards on how to resolve ➤ How to build the capacity of CWP's in financial 	Tendai Gandanzara	The current challenges in each of the 5 regions are shared and potential solutions identified.

Time	Session	Facilitator/Presenter	Objectives
	management for sustainable CWP's		
13:30 – 14:30	LUNCH		
14:30 – 15:20	Outstanding issues in the 2013 regional management letters and 2014 financial reports <ul style="list-style-type: none"> ➤ 5 minute presentations from all regions with discussions afterwards on how to resolve 	Peter Nyman	Solutions are agreed on how to clear the outstanding items before the 2014 audit
15:20 – 15:40	How to allocate running costs across projects (including locally raised funds)	Tendai Gandanzara	Examples are shared from the regions and best practice identified.
15:40 – 16:00	TEA		
16:00 – 17:15	How to deal with conflicts to GWPO rules <ul style="list-style-type: none"> ➤ from hosts, tax authorities, government legislation, donor agreements, restricted & locally raised funds, etc. 	Bessie Mantzara (attendance tbc)	Examples are shared from the regions and best practice identified to deal with future situations.
17:15 – 17:30	Close of Day 1 and recap on way forward	Tendai Gandanzara & Peter Nyman	
Day 2 – 16 September			
	Closed meeting for Regional Financial Officers only		
09:00 – 09:45	WACDEP financial overview and update	Peter Nyman	The current financial position of the WACDEP is understood as the foundation for the regional financial officers to support the WACDEP project managers in preparing their 2015 budgets.
09:45 – 10:15	TEA BREAK		
	Budgeting for 2015	Peter Nyman & Tendai Gandanzara	
10:15 - 13:30	Updating the 2015 project budget allocations based on the actual expenditures and current funding situation <ul style="list-style-type: none"> ➤ Are there any budget reallocations pending or required for 2014? ➤ Should funding be set aside for 2016? 	Peter Nyman	The remaining budget allocations for each project are agreed, and different options identified for budgeting all or part of this amount in 2015.
13:30 – 14:30	LUNCH		
14:30 – 15:30	Budgeting challenges for 2015 <ul style="list-style-type: none"> ➤ How to deal with the 30% ceiling for WP8? ➤ How to support the CWP budgeting process? ➤ How to budget for Locally Raised Funds? 	Tendai Gandanzara	Examples are shared from the regions and best practice identified.
15:30 – 16:00	TEA BREAK		

Time	Session	Facilitator/Presenter	Objectives
16:00 - 16:30	Preparing high quality budgets	Tendai Gandanzara	The key elements of good budget preparation are identified and shared for the 2015 budget cycle.
16:30 – 16:45	Supporting the WACDEP project managers in the working session on updating the 2015 work plans.	Peter Nyman	The most practical approach to helping the WACDEP project managers update their 2015 budgets tomorrow is discussed.
16:45 - 17:00	Close of Day 2 and recap on way forward	Peter Nyman & Tendai Gandanzara	

IDMP Work Programming Workshop, 16 September 2014

Time	Session	Facilitator/Presenter	Objectives
08:00 – 08:10	Introduction	Frederik Pischke	Objectives and aim of the workshop
08:10 - 08:30	GWP Project Development Context	Ralph Philip	Introduction to GWP Programme and project development in the context of the GWP network
08:30 – 08:45	Regional and Global Context	Frederik Pischke	Streamlining the IDMP regional programmes into the Regions 3 year Work Programme and the work with the IDMP at the global level
08:45 – 09:00	GWP Monitoring setup	Ralph Philip	Overview of the GWP Monitoring System
09:00 – 10:00	IDMP West Africa – preliminary results of needs assessment and ideas on expected impact/ outcomes of IDMP WAF	Felicite Vodounhessi	Overview of the preliminary findings of the regional and country assessment of needs on drought management and first ideas on where the IDMP WAF can add value and what its impact and outcome may be.
	Discussion		
10:00 – 10:30	TEA BREAK		
10:30 – 11:30	IDMP HOA – preliminary results of needs assessment and ideas on expected impact/ outcomes of IDMP HOA	Gerald Kairu	Overview of the preliminary findings of the regional and country assessment of needs on drought management and first ideas on where the IDMP HOA can add value and what its impact and outcome may be.
	Discussion		
11:30 – 12:00	Introduction of the GWP Project Document Template	Ralph Philip	

Time	Session	Facilitator/Presenter	Objectives
12:00 – 13:30	Individual work on GWP Project Document Template	Felicite with Frederik Gerald with Ralph	Start working on the GWP Project Document Template filling it with high level activities for the next three years and the detailed activities of the project for 2015.
13:30 – 14:30	LUNCH		
14:30 – 15:30	Continuation of individual work on Project Document Template		
15:30 – 16:00	TEA BREAK		
16:00 – 16:30	Preparing High Quality Budgets	Tendai Gandazara and Peter Nyman	Joining of finance officer meeting on the key elements of good budget preparation.
16:30 – 17:00	Close of the workshop, recap and way forward	Frederik Pischke	

18th – 19th September –Project Preparation Training

Time	Session	Facilitator/Presenter	Expected Outcomes
Thursday 18th September 2014			
08:00 – 08:30	Registration		Registration, introduction to meeting objectives and participants
08:30 – 09:45	Opening Session	Ruth Beukman	
	• Welcoming Remarks from GWP-Zimbabwe	GWP - Zimbabwe	
	• Opening remarks from GWPSA- WACDEP Africa CU	Ruth Beukman, WACDEP Africa CU	
	• Welcoming Remarks from ICA	ICA	
09:45 – 10:30	• Objectives of the Meeting	Armand Houanye, WACDEP Africa CU	
	• Major expectations of the participants concerning the workshop		
	WACDEP Work Package 4 - Project Preparation and Financing	Andrew Takawira	
09:45 – 10:30	• Introduction to WACDEP and how WP 4 fits into the broader programme	Andrew Takawira	A clear understanding on WP 4 delivery mechanisms based on the ToRs for Finance Expert and the support GWP is receiving from ICA.
	• Presentation of Inception Report based on ICA support and generic National Consultants ToRs	Guy Pegram, Pegasys Strategy and Development	
10:30-11:00	Tea Break		
11:00 – 12:15	Framework for Project Preparation and Financing	Guy Pegram	Enhancing a common understanding

Time	Session	Facilitator/Presenter	Expected Outcomes
	<ul style="list-style-type: none"> Project Preparation Cycle from Early Stage Concept Development by Mid Stage: Feasibility & Structuring to Late Stage: Promotion & Transacting - Activities and outputs - Tools and mechanisms and how to reach water security and climate resilience related bankable projects 	Guy Pegram	of Framework on Project preparation, project cycles and financing and also an understanding of the project preparation facilities role in enabling better water security and climate resilience related project preparation
11h45-13h00	<ul style="list-style-type: none"> Background on Financing trends and disbursements in Africa and the relevance of project preparation facilities 	ICA	
13:00 – 13:30	<ul style="list-style-type: none"> Facilitated discussion on identifying constraints/bottlenecks in project preparation and how countries will approach this work 	Guy Pegram	Clarity on the expected areas and issues to be covered by the national teams in order to identify the constraints and bottlenecks in project preparation.
13:30-14:30	Lunch Break		
14:30 – 15:00	<p>Identification and developing projects promoting water security and climate resilience</p> <ul style="list-style-type: none"> Presentation by Finance Expert to introduce work being done and share different experiences from the countries Plenary discussion to clarify issues around project selection and deliverables based on the project preparation cycle and introduction to country and regional group work. 	Guy Pegram	National teams and the Finance Expert are clear on the process and the objectives driving the selection of projects and expected outputs of the
15:00 – 16:00	<ul style="list-style-type: none"> Group Work on identification of country/regional projects – next step and envisaged role of national consultants in supporting development of deliverables 	ALL	Regional and country teams clear on what is to be developed based on the stage of the project cycle and information available.
16:00 – 16:15	TEA BREAK		
16:15 – 17:40	<ul style="list-style-type: none"> Presentation on selecting projects for climate resilient water infrastructure 	Jeffer Sakupwanya	A case study on screening for climate resilient infrastructure.
	<ul style="list-style-type: none"> Plenary presentation from countries on next steps towards identifying projects to take forward in the project preparation cycle 	Facilitated by Guy Pegram	
	END OF DAY 1		
Friday 19th September 2014			
08:00 -08:15	Recap Day 1 on Project Preparation		
08:15 – 08:30	Introduction to Day 2 – Financing and implementation of WACDEP-WP4		

Time	Session	Facilitator/Presenter	Expected Outcomes
08:15 – 09:00	Financing mechanisms/ sources/ initiatives for water security and climate resilience related projects. <ul style="list-style-type: none"> Types of water secure climate resilience projects and implications for funding and financing. - Types of Funding and Financing - Categories of Sources of Financing 	Guy Pegram	Enhancing a common understanding of WACDEP Framework on Project preparation, project cycles and financing and also an understanding of the project preparation facilities role in enabling better water security and climate resilience related project preparation
09:00 – 09:30	<ul style="list-style-type: none"> Mechanisms and process to access existing/ future financing sources including limited funds for African countries Availability of support (technical and financial) 	ICA	
09:30 – 10:00	<ul style="list-style-type: none"> Challenges and bottlenecks in financing climate resilience and water security projects. - Discussion on the difficulties in funding water projects 	Guy Pegram	Clarity on the expected areas and issues to be covered by the national teams in order to identify the constraints and bottlenecks in financing of water projects.
10:00 – 10:30	TEA BREAK		
10:30 – 12:30	<ul style="list-style-type: none"> Project Financing, Financial Structuring and Institutional Considerations. - Examples and Case Study Discussion with national teams on financing of identified projects 	Guy Pegram	Finance Expert clarifies how the financing component will be dealt with in the identified projects working with the National Consultants.
12:30 -13:30	Implementation of the WACDEP – WP4 in country. Revisiting the ToRs for National Consultants with regards to funding and financing <ul style="list-style-type: none"> - Plenary discussion for clarification to discuss deliverables from identified projects, financing of the projects 	Guy Pegram	Deliverables expected from the consultants clarified
13:30 – 14:30	LUNCH BREAK		
14:30 – 15:00	<ul style="list-style-type: none"> Climate Financing 	Maika Muller	An understanding of how other projects have been structured in the past, selection criteria for successful projects, and a sense of what particular funders look for.
15:00 – 15:30	<ul style="list-style-type: none"> Financing climate adaptation projects – lessons learnt on UNDP projects in Zimbabwe 	Uganai/Zhakata (tbc)	
15:30 – 16:00	Way forward and closure Course evaluations and feedback from participants	Partners and GWPSA WACDEP CU	