

Detailed facilitation notes

Objective

The overall aim of this training course is to enhance capacities amongst staff and personnel of African Ministries of Agriculture, Environment, Planning, and Finance for successful implementation of the agricultural components of the NDCs. The training will introduce the theory and practical starting points of implementation and will include methodological as well as technical aspects.

The focus of the training is to create a broader understanding of agriculture within the NDCs with the aim that participants will have a better grasp of: (a) what has to be done; (b) how it can be done; (c) what are the existing tools that can be used; and (d) where they can find respective further support.

It is important for the facilitator to establish the overarching objective of building capacities for NDC implementation and to make the connections at the beginning of each module between the material being covered and how it fits into the context of the NDCs. Make sure to clearly and strongly establish the connections with NDCs and why these inputs are important in strengthening NDC processes, content and implementation.

Intended participants

The training is intended to have approximately 30 participants from several different countries. Technical staff involved in climate change units and with connections to NDC planning within African countries representing the following ministries (or their country equivalent): Ministry of Agriculture, Ministry of Environment, Ministry of Finance and Ministry of Planning.

Training methodology

For the training methodology a mix of theoretical input, case work, discussion and reflection rounds shall be used. Participants from every country shall be given the opportunity to assess their country's situation and think about next steps that need to be undertaken.

Roles and responsibilities

This training requires the cooperation of a full team. The host organization should have a technical organizing team that takes the lead on implementation, including booking the venue, inviting participants, and selecting the facilitator and presenters. The facilitator should be an individual skilled in leading such trainings and handling multicultural teams. The presenters chosen should be subject matter experts in their fields with specialities in the topics of the modules. The specific responsibilities are presented below.

Facilitator	Presenters	Technical organizing team
<ul style="list-style-type: none"> • Lead the entire training, keep presenters on time • Encourage participants to participate in discussions • Keep up the energy level of the room • Keep track of 'parking lot' issues to be addressed 	<ul style="list-style-type: none"> • Give the presentation for their assigned module • Answer questions or refer to another resource person • Pay attention to/participate in the other modules and all discussions to help answer related questions (i.e., attend all 3 days) • Sit with small groups during activities to assist 	<ul style="list-style-type: none"> • Ensure participants are registered and given all materials • Help facilitator keep program running on time • Assist in small group discussions as needed • Summarize course evaluations and prepare full workshop report

Notes for presenters and facilitator:

- The presentations should be given in a way that allows participants to ask questions throughout the given time, instead of saving questions for the end. This is to avoid the feel of a classroom lecture.
- Encourage dialogue between participants, especially from different countries.
- Use locally relevant examples throughout the modules.
- Small group activities should be guided by the given discussion questions but not restricted to only the provided questions/topics.

Supplies

The following materials are required for the training.

- Name tags for the facilitator, presenters and all participants
- Copies of these facilitation notes for the facilitator and each presenter
- Copies of the group activity instructions for the facilitator, presenters and each group (there will be 4-5 groups of 5-6 participants each, depending on the number of participants invited)
- One pad of flip chart paper per small group and a flip chart stand
- Post-it notes in several different colours
- At least 10 markers
- Small stickers (~200 total, 6 to be given to each participant) for use during voting in the activity for Module 6
- Participants will be asked to use their personal laptops on Day 1 in the afternoon
- A laptop and projector are required for showing the PowerPoint presentations for each module

Room setup

It is suggested to have a large conference room with several round tables that can facilitate both the presentations and the small group formation and work.

Day 1				
Time	Session	Goal/ outputs	Detailed session format and prompt	Responsible
08:30 – 09:00	Registration (30min)	Give name tags, distribute materials, check who has arrived	Informal networking, meeting and talking to people	Host organization staff
09:00 – 09:45	Opening & welcome (20min)	Setting the scene for the training	Welcome and share workshop objectives, expectations Agenda, values: participatory, parking lot, opportunity journal, logistics	Host/organizer welcomes and hands over to the facilitator
	Introductions (25min)	Learn about participants' backgrounds	Introductions of participants	All participants
09:45 – 10:45	Module 1 presentation: UNFCCC initiatives on agriculture and the NDCs (1h)	Common understanding of global CC negotiation processes and NDC commitments	Presentation interspersed with Q&A throughout to avoid the feel of a 'lecture'	Presenter
10:45 – 11:00	Tea break			
11:00 – 12:30	Module 1 activity (1h30m) Small group discussion	Share progress on NDC implementation and discuss the revision process	Facilitator asks participants from each country to sit together and then introduces the instructions (10min) Participants review their country's NDC progress and discuss in country groups.	Led by facilitator + all presenters sit with a country table to assist in the discussion
12:30 – 13:30	Lunch (1h)			

Day 1				
Time	Session	Goal/ outputs	Detailed session format and prompt	Responsible
13:30 – 14:30	Plenary discussion (1h)	Share lessons between countries on ag aspects of NDCs	<p>Report back from country groups: the spokesperson from each table gives the major points discussed in the group. Other tables can ask questions of the group presenting. (45min)</p> <p>For the final 15min of the session, country groups reconvene and note down what they heard from other countries that their country might benefit from taking into consideration.</p>	Led by facilitator with participation from all participants
14:30 – 15:45	Module 2 presentation: Climate actions in agriculture and priority setting for investments (1h15m)	Introduce concept of CSA and other climate-resilient ag approaches, discuss methods of priority setting	Presentation with Q&A throughout, relevant case studies shared as appropriate	Presenter
15:45 – 16:00	Tea break (15 min)			
16:00 – 17:00	Module 2 activity: Hands-on practice with ERA (1hr)	Allow participants to learn more in depth about the Evidence for Resilient Agriculture (ERA) online tool	Participants will have a chance to work in pairs and explore the Evidence for Resilient Agriculture (ERA) website and practice using it to assess possible CSA options. The presenter leading this session should be very familiar with the website and its functionalities.	Presenter leads the participants who work in pairs
17:00 – 17:15	Wrap-up of Day 1	Prepare participants for Day 2	Thank the participants for their enthusiasm on Day 1 and remind them to be on time for the next morning	Facilitator

Day 2				
Time	Objective of the Session	Goal/ outputs	Detailed session format and prompt	Responsible
9:00 – 9:15	Recap of Day 1 , Q&A of Day 1 topics, agenda for Day 2 (15min)	Refresh people’s memories of what was covered on Day 1, set scene for Day 2	Facilitator asks one or two participants to name something they learned the previous day. Facilitator then presents the topics that will be covered on Day 2.	Facilitator
9:15 – 10:30	Module 3: Climate finance (1h15min)	Intro to the topic of climate finance and its use in the AFOLU sector	Presentation with Q&A throughout, including case study examples presented by 1-2 countries	Presenter
10:30 – 10:45	Tea break (15 min)			
10:45 – 12:00	Module 3 activity: Discussion and planning on climate finance (1h15min)	Participants apply info from module 3 to brainstorm ideas for projects to be backed by climate finance	Form small groups as follows (with flexibility depending on participant interest: domestic public climate finance, domestic private climate finance, international public climate finance, international private climate finance, and blended finance. Sitting at tables by group, participants should discuss existing and potential climate finance projects within their topic. Follow the prompting questions for the activity. They are not limited to these questions. Facilitator and presenters should join a table or circulate among them to encourage the conversations. (1h15min)	Facilitator Small groups
12:00 – 12:30	Plenary sharing back of small group discussion (30min)	Share small group ideas with the rest of the people, encourage participants to think about the possibilities for climate finance in their own countries	Each group has a representative summarize the discussion and present key points from the group. (4 groups x 5min/group = 20min) The climate finance presenter ties together the ideas and summarizes where opportunities exist (10min).	Facilitator Presenter
12:30 – 13:45	Lunch (1h15min)			

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13:45 – 14:45	Module 4: Private sector engagement: case studies and good practices (1h)	Highlight the importance of involving the private sector in NDC targets and review good practices of engaging with the private sector	Presentation with Q&A throughout, relevant case studies shared as appropriate	Presenter
14:45 – 16:00	Module 4 activity: Strategic brainstorming on private sector engagement at sub-sector, national and regional levels (1h15min)	Encourage participants to think broadly about private sector actors that should be involved in NDC implementation	Form different groups from the morning. Each group now discusses its ideas from the viewpoint of involving the private sector. Last 5min of session used for a quick report back and wrap-up.	Facilitator Small groups
16:00 – 16:30	Recap of Days 1 and 2, Q&A (30min)	Prepare participants for Day 3	Address any outstanding questions. Thank the participants for their enthusiasm on Day 2 and remind them to be on time for the next morning.	Facilitator
16:30	Tea and coffee and informal discussions			

Day 3				
Time	Session	Goal/ outputs	Detailed session format and prompt	Responsible
9:00 – 9:15	Checking in, housekeeping – Recap of Days 1 and 2 (15min)	Refresh people’s memories of what was covered on the first two days; set scene for Day 3	1. Quick go around - 1 sentence/ word of a main insight they gained from Days 1 and 2 (10min) 2. Day 3 - Introducing the agenda (5min)	Facilitator
9:15 – 10:30	Module 5: Social differentiation and inclusion for equitable development (1h15min)	Address concerns regarding gender, ethnicity, socioeconomic status, etc related to NDC implementation	Presentation with Q&A throughout, examples provided to illustrate key points	Presenter
10:30 – 11:00	Tea break (30min)			
11:00 – 12:30	Module 5 activity: Reflection on improving social inclusion	Small group discussions on how climate change affects people differently and what considerations are needed in NDCs and activities	Participants count off to form small groups of 5-6 people each. Each group discusses how policies can address social aspects of climate change adaptation and mitigation efforts as part of NDCs and how projects can contribute and take social aspects into account	Facilitator Small groups
12:30 – 13:30	Lunch (1h)			
13:30 – 15:00	Module 6: Measurement, Reporting and Verification (MRV) and Adaptation M&E (1h30min)	Cover the UNFCCC requirements for MRV as related to NDCs; discuss ag-specific MRV requirements; review adaptation M&E as related to agriculture	Presentation with Q&A throughout, examples provided to illustrate key points	Presenter
15:00 – 15:30	Recap of Days 1, 2 and 3, Q&A (30min)	Prepare participants for Day 4	Address any outstanding questions. Thank the participants for their enthusiasm on Day 3 and remind them to be on time for the next morning.	Facilitator

Day 4				
Time	Objective of the Session	Goal/ outputs	Detailed session format and prompt	Responsible
9:00 – 9:15	Checking in, housekeeping – Recap of Days 1-3 (15min)	Refresh people’s memories of what was covered so far; set scene for Day 4	Quick go around - 1 sentence/ word the final things they hope to cover on the final day (10min) Day 4 - Introducing the agenda (5min)	Facilitator
9:15 – 10:45	Module 6 activity: Challenges and solutions for MRV and adaptation M&E	Identify the main obstacles to establishing/improving MRV systems and best possible solutions to address the challenges	As a whole group, participants agree on the main challenges to MRV and adaptation M&E following the process described in the group activity instructions	Facilitator Small groups
10:45 – 11:00	Tea break			
11:00 – 12:00	Wrap-up Activity: Coordination mechanisms and planning integration (1hr)	Brainstorm effective means to coordinate actions across sectors, actors and scales	Participants sit again with their fellow country members. List existing coordination mechanisms within the government or outside government that could be used to help implement NDC commitments. Discuss if additional channels are needed. (20min) In plenary, countries list the most effective means, then ask questions of each other to find out more about what works and why. Participants create a list of “Top 10” lessons for coordination of NDC implementation in the ag sector (25min) → This can be used as the basis for a blog story or other communication material about the training.	Facilitator Small groups by country

12:00 – 12:30	Course wrap-up and evaluation	Bring together what has been covered, prioritize actions going forward	<p>“Snowball fight” to exchange ideas on priorities</p> <p>Instructions to participants: imagine you are on the plane going home and you have to close your laptops and switch off your phones. You are left with pen and paper to capture your ideas. Going through your memory of the past three and a half days, what you have learnt, heard for the first time, or were reminded of, that you think needs to be your country’s top priority for implementing its NDC commitments in the agriculture sector?</p> <ol style="list-style-type: none"> 1. Write down the top priority plus the name of your country (5min) 2. Crumple the paper into a loose ball (like a snowball). When ready stand up. 3. When all are standing, we will toss the paper balls to other people for them to collect and read. We ask for a few volunteers to read out the ideas (10min). 4. Place all the papers into a pile for the organizing team to read through. <p>All participants fill in a short course evaluation and submit to the organizing team (15min)</p>	Facilitator
12:30 – 12:45	Closing	Thank all participants for coming, officially close workshop	Closing remarks and thanks (10min)	Host organizer
12:45	Lunch			