



## Government of Zimbabwe

### Designated National Authority on Carbon Trading

#### Third Schedule of Statutory Instrument 150 of 2023

#### PROJECT IDEA NOTE TEMPLATE

1. All project proponents shall use this template to prepare a Project Idea Note for the mitigation activity that seeks to generate carbon credits and submit to the Authority to enable determination of the project's alignment with Zimbabwe's Nationally Determined Contribution, Low Emission Development Strategy, National Climate Policy and sustainable development priorities.
2. The Project Idea Note shall be prepared using the template provided in this Schedule.
3. The completed template shall be accompanied by a Letter of Intent addressed to the Authority and shall be submitted upon payment of the Participation in Carbon Trading Application Fee specified in the Fourth Schedule.
4. The Authority may request further information in relation to the Project Idea Note before a Letter of No Objection or Objection is issued.

#### Project Idea Note (PIN) Template

SECTION A		
<i>(For official use only)</i>		
A1	Date of Submission: (dd/mm/yyyy)	
A2	PIN file number:	
SECTION B		
<i>(For use by the Project Proponent)</i>		
B1	Name of Project Proponent Organisation:	
	Name of Project Developer:	
	Sector(s) in which mitigation activity is to be undertaken:	Energy
		Transport
		Agriculture
		Forestry and Other Land Use
		Industrial Processes and Product Use
	Waste	

	Carbon market targeted:		Compliance Market: Article 6.2
	<i>(Please tick appropriate box)</i>		Compliance Market: Article 6.4
			Voluntary Carbon Market
	Area or Entity of Interest: <i>(Please provide information on the province(s) and local authority(ies), ward, co-ordinates and/or name of entity and address i.e., company, institution etc)</i>		
B2	Summary of proposed mitigation activity <i>(Maximum 300 words)</i>		
B3	Introduction <i>(Provide information on the following:          Brief description on the project proponent; proponent's legal status including country of registration; proponent's expertise and experience in the subject area; also provide information related to the project developer.          Provide information on work already undertaken in relation to the project outlined in this PIN document including interactions</i>		

	<p><i>with government agencies or local authorities.)</i></p> <p><i>(Max 1000 words)</i></p>	
B4	<p>Objectives</p> <p><i>(Outline the objective(s) of the proposed carbon credit project)</i></p> <p><i>Max (300 words)</i></p>	
B5	<p>Description of mitigation activity, technology and approximate greenhouse gas emissions reduction or removal</p> <p><i>(Outline the mitigation activity and the proposed approach to activity implementation.</i></p> <p><i>Include lifespan of the project, estimated crediting period and permanence period.</i></p> <p><i>Provide a description of the proposed mitigation technology including how it abates greenhouse gas emissions and why it is most appropriate for the proposed area, entity or activity.</i></p> <p><i>Provide an estimate of the greenhouse gas abatement potential in tonnes of CO<sub>2</sub>eq.)</i></p> <p><i>(Max 2000 words)</i></p>	
B6	<p>Linkage with Zimbabwe's Nationally Determined Contribution, Low Emission Development Strategy, National Climate Policy and relevant sector policies</p>	

	<p><i>(Provide a description of how the intended project supports the implementation of Zimbabwe's Nationally Determined Contribution to the United Nations Framework Convention on Climate Change, the Low Emission Development Strategy and the National Climate Policy. Additional information is required on relevance of the project to sectoral policies related to the sector indicated in Section 1 of this template)</i></p> <p><i>(Max 1500 words)</i></p>	
B7	<p>Contribution to Sustainable Development</p> <p><i>(Indicate the proposed project's envisaged contribution to social, environmental and economic sustainability using the sustainable development checklist provided in the Fifth Schedule of these regulations. The completed checklist shall be attached to this PIN Template on submission to the Authority)</i></p> <p><i>(Max 1500 words)</i></p>	
B8	<p>Proposed project governance and financial arrangements</p> <p><i>(provide information on the proposed governance structure</i></p>	

	<p><i>for the project and how it links with existing structures in the sector, shareholding structure, partnerships, and financial arrangements)</i></p> <p><i>(Max 500 words)</i></p>	
B9	<p>Work plan towards the submission of the Project Design Document</p> <p><i>(Briefly outline the proposed activities, timeframe and milestones towards the submission of a Project Design Document to the Authority.</i></p> <p><i>(Max 1000 words)</i></p>	
B10	<p>Measures to ensure stakeholder engagement, public participation, awareness and prior informed consent.</p> <p><i>(Outline proposed engagement and feedback methods. Also state the proposed principal government department or agency that will be part of the stakeholder engagement, public participation, awareness and prior informed consent activities)</i></p> <p><i>(Max 1000 words)</i></p>	
B11		<p>Company Registration Documents</p> <p>Tax Clearance</p>

	Documentation indicating adherence to company registration <i>(Tick the boxes for documents provided and attach relevant documents as evidence)</i>	Agreement between local and international partner
		Other (Please specify)
B12	Information on project proponent	
	Name of Project Proponent Organisation:	
	Name of Project Proponent Organisation Representative:	
	Date:	
	Signature:	
	Email address:	
	Telephone number:	
B13	Name of Zimbabwean expert/representative (if different from above):	
	Signature	
	Email address	
	Physical address	
	Telephone number	

**Please submit 3 copies of the completed template in a sealed envelope marked “Designated National Authority for Carbon Trading” and the proof of payment (original and one copy) received by the Environmental Management Agency to:**

**Ministry of Environment, Climate and Wildlife  
Registry Section/Reception  
11<sup>th</sup> Floor Kaguvi Building  
Cnr Central Avenue and S. V. Muzenda Street  
Harare**

And a soft copy to: [zimcarbontrading@gmail.com](mailto:zimcarbontrading@gmail.com)

## Bank Account Details

<b>USD Account</b>	<b>ZWL Account</b>
<b>Bank:</b> Commercial Bank of Zimbabwe (CBZ)	<b>Bank:</b> Commercial Bank of Zimbabwe (CBZ)
<b>Branch:</b> Kwame Nkrumah Avenue, Harare	<b>Branch:</b> Kwame Nkrumah Avenue, Harare
<b>Account Name:</b> Environmental Fund Carbon Credits	<b>Account Name:</b> Environmental Fund Carbon Credits
<b>Account Number:</b> 10721161170210	<b>Account Number:</b> 10721161170191

For any queries, please contact the DNA in writing to: [zimcarbontrading@gmail.com](mailto:zimcarbontrading@gmail.com)



**Government of Zimbabwe**

**Designated National Authority on Carbon Trading**

**Fifth Schedule of Statutory Instrument 150 of 2023**

**SUSTAINABLE DEVELOPMENT CHECKLIST**

1. The project proponent shall take into consideration sustainable development policy and strategic priorities of the Government of Zimbabwe in developing their Project Idea Note and Project Design Document.
2. The Sustainable Development Checklist shall be used by all project developers and should be submitted as an annex to the Project Idea Note and should be updated during the Project Design Document development phase and submitted together with the Project Design Document.
3. For projects that were already on-going before the promulgation of these regulations, the checklist shall be submitted together with the Compliance of Existing Project and the Project Design Document (if available at the time an ongoing project seeks compliance).
4. All parameters indicated as being partly/fairly/highly part of the project sustainable development co-benefits shall be accompanied by explanatory notes including relevant statistics and figures for ongoing projects.
5. All the selected sustainable development co-benefits shall be part of the project monitoring and reporting and shall be verifiable by the Authority.

**Sustainable Development Checklist**

Sector	Sustainable Development Parameter	N/A	Partly	Fairly	Highly	Explanatory Notes
	<b>Agriculture and food security</b>					
Land	Producing or using compost					
	Producing or using manure or mineral fertiliser					
	Preventing soil erosion or restoring degraded land					
	Promoting minimum tillage					
	Other means to improve land quality					



Sector	Sustainable Development Parameter	N/A	Partly	Fairly	Highly	Explanatory Notes
Food security	Increasing area under climate smart irrigation					
	Increasing the use of traditional crops					
	Increasing crop diversification					
	Preserving food					
<b>Environmental Benefits</b>						
Air	Reducing SOx					
	Reducing NOx					
	Reducing fly ash					
	Reducing ozone depleting substances					
	Reducing suspended particulate matter					
	Reducing non-methane volatile organic compounds					
	Reducing noise pollution					
	Reducing odours					
	Reducing dust					
	Other air quality improvements					
Waste	Minimising or eliminating solid waste					
Water	Improving management or control of waste water					
	Saving or conserving water					
	Improving reliability or accessibility of water					
	Purification or cleaner water supply					

<b>Sector</b>	<b>Sustainable Development Parameter</b>	<b>N/A</b>	<b>Partly</b>	<b>Fairly</b>	<b>Highly</b>	<b>Explanatory Notes</b>
	Rehabilitating degraded wetlands					
	Other means to protect water resources					
Natural Resources	Enhancing sustainable mining or use of mineral resources					
	Protecting and enhancing plant life					
	Protecting and enhancing species diversity					
	Protecting and enhancing forests					
	Protecting wild animals					
<b>Socio-economic benefits</b>						
Jobs	New formal jobs					
	New informal jobs					
	New sources of income generation					
	Other employment opportunities					
Health and safety	Disease prevention					
	Minimising and preventing accidents					
	Reducing indoor air pollution					
	Enhancing access to and improving health services					
	Improving sanitation and hygiene					

<b>Sector</b>	<b>Sustainable Development Parameter</b>	<b>N/A</b>	<b>Partly</b>	<b>Fairly</b>	<b>Highly</b>	<b>Explanatory Notes</b>
Education	Enhancing access to and improving education services					
	Improving access to post basic education learning opportunities					
Inclusivity	Fosters participation of women in socio-economic development					
	Mainstreams the participation of vulnerable groups in socio-economic development					
	Empowers youths with skills and knowledge for participation in socio-economic development					
Energy	Enhances access to clean and affordable energy					
	Increases or improves energy efficiency					