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**WWF GEF Agency**

**STAKEHOLDER ENGAGEMENT PLAN**

**Title (GEF ID)**

**Introduction.** A brief description of the project including design elements and potential social and environmental issues. Where relevant, include maps of the project site and surrounding area.

**Regulations and Requirements.** Summarize any legal, regulatory donor/lender requirements pertaining to stakeholder engagement application to the project. This may include public consultation and disclosure requirements related to the social and environmental assessment process as well as relevant international obligations.

**Summary of any previous stakeholder engagement activities**. If the Executing Agency and the project team have undertaken any activities to date, including information disclosure and/or consultation, provide the following details:

* Type of information disclosed, in what forms and languages (e.g. oral brochure, reports, posters, radio etc.) and how it was disseminated;
* Location and dates of any meetings undertaken to date;
* Individuals, groups and/or organizations that have been consulted;
* Key issues discussed, and key concerns raised;
* Reponses to issues raised, including any commitments or follow up actions;
* Process undertaken for documenting these activities and reporting back to stakeholders.

**Project Stakeholders.** List the key stakeholder groups who will be informed about and engaged in the project (based on stakeholder analysis). These should include persons or groups who:

* Are directly and or indirectly affected by the project or have “interests” ion the project that determine them as stakeholders, and;
* Have the potential to influence project outcomes and operations (examples of potential stakeholders are beneficiaries and project affected communities, location organizations, NGOs and government authority’s indigenous peoples, stakeholders can also include politicians, private sector companies, labor unions, academics, religious groups, national environmental and social public-sector agencies, and the media)

**Stakeholder Engagement Plan.** Summarize the purpose and goals of the plan. Briefly describe what information will be disclosed, in what formats and languages, and the types of methods that will be used to communicate this information to each of the stakeholder groups identified in section 4 of this template. Methods used may vary according to target audience, for example:

* Newspapers, posters, radio, television;
* Information centers and exhibitions, or other visual display;
* Brochures, leaflets, posters, non-technical summary documents and reports.
* Briefly describe the methods that will be used to engage and/or consult with each of the stakeholder groups identified in section 4. Methods may vary according to the target audience. For example:
* Interviews with stakeholder representatives and key informants;
* Surveys, polls and questionnaires;
* Public meetings and/or focus groups with specific groups;
* Participatory methods;
* Other traditional mechanisms for consultation and decision making.
* Describe how the views of women and other relevant groups (minorities, elderly, young other marginalized groups) will be considered and their participation ensured and facilitated. Some vulnerable groups may require additional preparatory activities to participate in such meetings.
* Where relevant, define activities that require prior consultations and FPIC from Indigenous People (refer to WWF’s policy on Indigenous Peoples).
* Outline methods to receive feedback and to ensure ongoing communications with stakeholders (outside of a formal consultation meeting).
* Describe any other engagement activities that will be undertaken, including participatory processes, joint decision making, and/or partnerships undertaken with local communities, NGOs, or other project stakeholders (e.g. benefit sharing programs, stakeholder led initiatives, training and capacity building/support programs).

**Timetable.** Provide a schedule outlining dates/periodicity and locations where various stakeholder engagement activities including consultation, disclosure, and partnerships will take place and the date by which such activities will be undertaken.

**Resources and Responsibilities**

* Indicate who will be responsible for carrying out the specified stakeholder engagement activities.
* Specify the budget and other resources allocated toward these activities.
* For projects with significant potential impacts and multiple stakeholder groups it is advisable to hire a qualified stakeholder engagement facilitator to undertake all or portions of the stakeholder engagement activities.

**Grievances Mechanism.** Describe the process by which people concerned with, or potentially affected by, the project can express their grievances for consideration and redress. Detail how grievances will be received, by whom, how the grievances will be resolved and how the response will be communicated.

**Monitoring and Reporting.** Describe any plans to involve project stakeholders (including target beneficiaries and project affected groups) or a third-party to monitor project implementation, potential impacts and management/mitigation measures.