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**Project Title (GEF ID)**

**STAKEHOLDER ENGAGEMENT PLAN**

**[Date Completed]**

**GEF Agency: WWF US**

**Lead Executing Agency: [Insert name here]**

[Add additional logos to the WWF Logo above as needed (e.g. government and partner logos)]

**Instructions and Guidance**:

* Delete all text highlighted in gray (and this box) after completion of the Stakeholder Engagement Plan
* Standard/sample text is provided under certain headings where relevant
* Examples of completed Stakeholder Engagement Plans can be found at the following links:
	+ [Stakeholder Engagement Plan – Melanesia Fishers](https://files.worldwildlife.org/wwfcmsprod/files/Publication/file/5tsorv4pta_10437_Melanesia_Stakeholder_Engagement_Plan_Submission_1_.pdf?_ga=2.257531144.2013610047.1631276485-1408198517.1629215807)
	+ [Stakeholder Engagement Plan – Nature-Based Tourism](https://files.worldwildlife.org/wwfcmsprod/files/Publication/file/6eh42o6ppr_Annex_B___Stakeholder_Engagement_Plan.pdf?_ga=2.59006126.2013610047.1631276485-1408198517.1629215807)
	+ [Stakeholder Engagement Plan – Tanzania FOLUR](https://files.worldwildlife.org/wwfcmsprod/files/Publication/file/59s74mfije_10262_Tanzania_FOLUR_Stakeholder_Engagement_Plan.pdf?_ga=2.5472115.1933472058.1632404491-253758874.1545075018)

## Introduction (1 page)

Provide a brief description of the project, including the project components and project sites. Where relevant, include maps of the project site and surrounding area.

## Regulations and Requirements (1/2 page)

**Government of \_\_\_\_\_\_\_\_\_ Policies and Regulations**

Summarize any legal policies and regulations pertaining to stakeholder engagement application to the project. This may include public consultation and disclosure requirements.

**WWF Standard on Stakeholder Engagement**

The WWF GEF Agency requires all GEF projects comply with GEF and WWF standards on Stakeholder Engagement, specifically the WWF [Standard on Stakeholder Engagement](https://wwfgeftracks.com/sites/default/files/2019-02/Standard%20on%20Stakeholder%20Engagement.pdf) and the associated [Procedures for Implementation of the Standard on Stakeholder Engagement](https://wwfgeftracks.com/sites/default/files/2019-02/Procedures%20for%20Implementation%20of%20Standard%20on%20Stakeholder%20Engagement.pdf). Stakeholder engagement is an overarching term that encompasses a range of activities and interactions with stakeholders throughout the project cycle and is an essential aspect of good project management.

The WWF Standard on Stakeholder Engagement requires the Executing Agency to engage stakeholders throughout the life of the project; communicate significant changes to project stakeholders and consult on potential risks and impacts; establish a grievance redress mechanism and register and respond to grievances throughout project execution, and; disseminate information in a way that is relevant, transparent, objective, meaningful, easily accessible. The Standard on Stakeholder Engagement promotes an inclusive process to support the development of strong, constructive and responsive relationships that help to identify and manage risks, and which encourage positive outcomes for stakeholders and project activities.

**Other**

List any other organization, Executing Agency requirements pertaining to stakeholder engagement. If none, delete.

\*The project will comply with WWF and government restrictions to prevent the spread of the COVID-19 virus. During field visits and in-country travel, all attempts to practice social distancing will be made, as well as the use of personal protective equipment (PPE).

## Project Stakeholders (2 pages)

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

* Are directly and or indirectly affected by the project or have interest in the project, and;
* Have the potential to influence project outcomes and operations.

\*Include in Appendix 1 a list of all stakeholders you identified as part of this project\*

**National Government Entities** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Sub-national Government Administration** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**NGOs** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Multilaterals** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Community Based Organizations (cooperatives, etc.)** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Indigenous Peoples and Local Communities** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Private Sector** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

**Academia** (delete section if not relevant)

Names of Organizations/Stakeholders in this Category; brief description of stakeholder; a couple of sentences of interest in or influence on the project, and the role they will play in the project.

## Summary of any previous stakeholder engagement activities (2-3 pages)

Summarize consultations that took place during the PIF and ProDoc phase, including key feedback and how this was incorporated into project design. This can be organized by stakeholder group or by consultation event (e.g. field missions, individual interviews, validation workshop).

\*Include consultation log in Appendix 2\*

## Stakeholder Engagement Plan (2 pages)

The purpose of this Stakeholder Engagement Plan is to ensure appropriate and consistent involvement of project stakeholders in every stage of the project implementation, supporting effective communication and working relationships. The Project Management Unit (PMU) will ensure that the views and inputs of stakeholders are taken into consideration throughout project implementation.

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| **Stakeholder Type** | **Name** | **Frequency of Engagement/ Project Years** | **Engagement During Project Implementation** |
| **Government of \_\_\_\_** |  | E.g. Ongoing, quarterly, first two years of project, etc. | Briefly describe the methods that will be used to engage and/or consult with each of the stakeholder groups identified in section 4. |
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| **Communities and Indigenous People**  |  |  |  |
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| **Community Based Organizations** |  |  |  |
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| **GEF Multilaterals** |  |  |  |
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* 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).

## Resources and Responsibilities (1-2 paragraphs)

* Indicate who will be responsible for carrying out the stakeholder engagement activities.
* Specify the budget and other resources allocated toward these activities.

The WWF GEF Project Agency is responsible for oversight. The lead Executing Agency is responsible for executing the Stakeholder Engagement Plan and overall compliance with the WWF Standard on Stakeholder Engagement.

## Grievances Mechanism (2-3 paragraphs)

The grievance redress mechanism is designed to enable the receipt of complaints of affected women and men and public concerns regarding the environmental and social performance of the project. In short, the aim of the mechanism is to provide people fearing, or suffering, adverse impacts with the opportunity to be heard and assisted. It is designed to address the concerns of the community(ies) with a particular project, identify the root causes of the conflicts, and find options for the resolution of grievances. Therefore, it is an essential tool to foster good cooperation with project stakeholders and ensure adequate delivery of previously agreed-upon results.

This mechanism is designed to:

* Address potential breaches of WWF’s policies and procedures;
* Be independent, transparent, and effective;
* Be accessible to project-affected people;
* Keep complainants abreast of progress of cases brought forward; and
* Maintain records on all cases and issues brought forward for review.

**The PMU will be responsible for informing project-affected parties about the grievance mechanisms.** Contact information of the staff member responsible for the grievance mechanism in the PMU will be made publicly available.

**Project-Level Grievance Mechanism** (Necessary for category B projects. If project is categorized as category c, can delete this section.)

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.

**WWF GEF Agency Grievance Mechanism**

Project-affected communities and other interested stakeholders may raise a grievance at any time to the WWF GEF Agency. Contact information of the WWF GEF Agency will be made publicly available.

A grievance can be filed with the Project Complaints Officer (PCO), a WWF staff member fully independent from the WWF GEF Agency, who is responsible for the WWF Accountability and Grievance Mechanism and who can be reached at: Email: SafeguardsComplaint@wwfus.org.

**Mailing address:**

Project Complaints Officer Safeguards Complaints,

World Wildlife Fund

1250 24th Street NW

Washington, DC 20037

Complaints may be submitted in the Affected Party’s native language and should include the following information:

* Complainant’s name and contact information;
* If not filed directly by the complainant, proof that those representing the affected people have authority to do so;
* The specific project or program of concern;
* The harm that is or may be resulting from the project;
* The relevant Environmental and Social Safeguards policy or provision (if known);
* Any other relevant information or documents;
* Any actions taken so far to resolve the problem, including contacting WWF;
* Proposed solutions; and
* Whether confidentiality is requested (stating reasons).

The PCO will respond within 10 business days of receipt, and claims will be filed and included in project monitoring.

Stakeholders may also submit a complaint online or over the phone through an independent third-party platform at <https://secure.ethicspoint.com/domain/media/en/gui/59041/index.html> or <https://report.whistleb.com/en/wwf>.

## Monitoring and Reporting (1-2 paragraphs)

Progress against the Stakeholder Engagement Plan will be monitored and reported on throughout implementation.

The following comprises the monitoring and reporting activities to be undertaken with respect to stakeholder engagement **by the PMU**:

* The SEP will be periodically reviewed and updated as necessary at an annual Reflection Workshop. The review will ensure that the list of project stakeholders and methods of engagement remain appropriate.
* Activities related to stakeholder engagement will be documented and reported by the PMU every 6 months in a Project Progress Report (as part of regular reporting). The project Results Framework and Annual Work Plan and Budget will track beneficiaries of the project and activities related to the Stakeholder Engagement Plan.
* Stakeholder Engagement activities and progress will be monitored through the following indicators [select relevant indicators]:
	+ GEF Core Indicator 11: Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment
	+ Indicator SEP 1: Number of government agencies, civil society organizations, private sector, indigenous peoples and other stakeholder groups that have been involved in the project implementation phase on an annual basis
	+ Indicator SEP 2: Number persons (sex disaggregated) that have been involved in project implementation phase (on an annual basis)
	+ Indicator SEP 3: Number of engagements (e.g. meeting, workshops, consultations) with stakeholders during the project implementation phase (on an annual basis)

Stakeholder Engagement will be evaluated by **independent consultants** recruited for the project midterm (if a full-sized project) and terminal evaluation.

The **WWF GEF Agency** will undertake annual supervision missions to ensure compliance, and report on progress against the Stakeholder Engagement Plan annually to the GEF through Project Implementation Reports.

## Appendix 1: Stakeholder Analysis

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| **Stakeholder Type** | **Stakeholder Name** | **Interest/Involvement in the Project** | **Project Effect on Stakeholder / Stakeholder Influence on the Project** |
| **Government of \_\_\_\_** |  |  |  |
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| **Communities and Indigenous People**  |  |  |  |
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| **Community Based Organizations** |  |  |  |
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| **GEF Multilaterals** |  |  |  |
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## Appendix 2: Systematic Documentation of Stakeholder Consultations

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| **Date** | **Description of Consultation** | **Venue** | **Objective of the Consultation** | **Summary of Meeting Outcomes** | **Participants** |
|  | [e.g. inception workshop, community consultation workshop, etc.) |  |  |  |  |
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