

Stakeholder Engagement Plan

03 May 2023

CEPF- 113662

Fundación de Apoyo al Suroeste, Inc. - FUNDASUR

**Promotion of Participatory Management of the Padre Miguel Fuertes Natural Monument in the
Dominican Republic
Dominican Republic**

Grant Summary

1. **Beneficiary organization: Fundación de Apoyo al Suroeste, Inc. – FUNDASUR**
2. **Project title: Promotion of Participatory Management of the Padre Miguel Fuerte Natural Monument - Dominican Republic**
3. **Grant number: CEPF-113662**
4. **Grant amount (US dollars) \$49,964.20**
5. **Proposed grant dates: 1 September 2023 – 31 August 2024**
6. **Countries where the activities will take place: Dominican Republic**
7. **Date of preparation of this document: May 9, 2023**

8. Caribbean Hotspot Project Overview

The Caribbean Islands Biodiversity Critical Ecosystem Partnership Fund (CEPF) Small Grants Facility is being implemented in the Caribbean Islands by the Caribbean Natural Resources Institute (CANARI), acting as the Regional Implementation Team (RIT). After a successful first investment in the Caribbean Islands Biodiversity Hotspot between 2011 and 2016, the CEPF has returned to the region for a second phase of investment from August 2021 to July 2026, amounting to US\$11.8 million.

The objective of the CEPF is to conserve biodiversity. Its approach is to build local conservation leadership and promote sustainable development by developing locally-driven conservation strategies and providing grants to civil society to implement those strategies. In the Caribbean, the CEPF aims to strengthen the protection and management of globally important biodiversity within 32 priority Key Biodiversity Areas (KBAs) and seven conservation corridors in Antigua and Barbuda; The Bahamas; Dominican Republic; Haiti; Jamaica; Saint Lucia; Saint Vincent and the Grenadines.

9. Project Summary

The Padre Domingo Miguel Fuerte Natural Monument, also commonly called *Bahoruco Oriental (BO)*, is considered one of the most biodiverse protected areas in the Dominican Republic, standing out for its exceptional flora and fauna. In addition, it is considered the Mother of the Waters of the Province of Barahona since it produces all the waters consumed by more than 150,000 thousand inhabitants of Barahona, Ciénaga, Paraíso, Enriquillo and Oviedo. In this ACB are born all the rivers and aquifer sources that supply drinking water, the aqueducts of the entire southwest region.

The Padre Miguel D. Fuerte Natural Monument was declared a national protected area (Padre Miguel Domingo Fuertes Biological Reserve -IUCN IB category-) by Decree 233, Article 11, in July 1999 (B.I. Crother 1996). Through the sectoral law of Protected Areas No. 202 of 2004, its management category is modified and confers the one it holds at present.

Geographically the protected area has a surface area of 31.5 square kilometers. Climatically it is very varied, ranging from dry to very humid, depending on the height. Rainfall ranges from 400 to 4000 millimeters, with an average annual temperature between 15 ° and 20 °. The area of the

National Monument is in recovery zones, mainly in areas of primary and secondary humid forest and small areas that today are used for grazing and illegal conuquismo.

The current condition of the area reveals that it is a multi-use zone, pastures and diverse plantations, new and old. Among the **threats and critical impacts** we can highlight:

- Hunting and trafficking of fauna (parrots and parakeets)
- Deforested areas and forest fragmentation
- Monocultures (coffee plantations in buffer zones)
- Livestock area
- Subsistence agriculture (Conuquismo)
- Presence of exotic animals
- Quarry mining
- Extraction of timber products
- Proliferation of human settlements and almost no monitoring of the area

Despite the myriad challenges, there are **opportunities** worth highlighting, such as:

- Existence of high biodiversity and endemic species (Annex III)
- Draft Agreement with Environment for co-management of the Park through FUNDASUR-SOEPSA AND UCATEBA
- Political will of the M. Environment to support with Administration (1), Ranger (2) and logistics for protection of the park
- Existence of community members with strong motivation to protect biodiversity
- Group of Guides in SOEBA motivated for the protection of the environment
- UCATEBA students motivated to volunteer for environmental volunteering
- Initiatives of the Ministry of Environment to support environmental conservation strategies
- Existence of basic infrastructure (interpretation center and attention to visitors in the area of Cachote) for the purpose of protection and dissemination of the biodiversity of Natural Monument P.D.M.F.
- The Southwest region of R.D advances in the development of the tourist offer which represents a potential increase in demand in the short and medium term.

However, due to the continuous predatory practices and serious threats that plague the protected area, (unprotected so far) it is imperative, through this project, to take corrective actions, take advantage of the opportunities indicated above and update the management plan to safeguard and avoid irreparable damage to this exceptional biodiversity of the Miguel Fuertes Monument.

This proposal will focus in the first instance on updating the management plan and promoting the co-management of the protected area, the training of partners and key actors to ensure effective capacities in the co-management of the area and to supervise the implementation of the management plan, as well as to sensitize the neighboring communities about the importance of biodiversity conservation of this KBA and promote their participation and socialization in the Management plan. It should be noted that, for the updating of the management plan, the procedures specified by the Ministry of Environment and Natural Resources will be adapted to ensure its approval.

The risks associated with this project include extreme rainfall or drought, hurricanes, road accidents and/or transmission of Covid-19 or another virus.

The objective of this stakeholder engagement plan is to ensure constructive relations between project participants, to ensure that opinions, interests are taken into account and that there is a mechanism to pose challenges and challenges, especially that there is inclusive participation that allows effective co-management.

10. Summary of previous stakeholder engagement activities

It is a medium-term project (this would be the first stage of the project) with a continuous participation of the interested parties, which is made up of the organizations of the Cachete civil society FUNDASUR, UCATEBA and SOEBA, with the accompaniment of the Ministry of Environment and Natural Resources (MARENA) which is the government entity responsible for the area. Stakeholders have organized to create, through this project, a co-management modality that establishes the Regulation of Co-management of Protected Areas in the Dominican Republic (see <https://ambiente.gob.do/wp-content/uploads/2016/12/Reglamento-para-el-Co-Manejo-de-Areas-Protegidas.pdf>)

Another relevant actor that has been active in Bahoruco Oriental over the years is SOH Conservation. This NGO currently has a grant from the CEPF to implement under the existing management plan, the elaboration of annual operational plans (POAs), which include specific actions for the species of Bicknell's Thrush, Red-footed Frog and Yellow Ebony.

Likewise, under this project carried out by SOH it is planned: to strengthen the capacities and mechanisms of shared governance, to establish a Support Committee for the Eastern Bahoruco KBA, to develop a list of community actions, as well as to establish at least two strategic alliances with private companies for the conservation of this KBA. All these actions of a participatory nature with the aforementioned stakeholders/entities will be integrated and/or should strengthen the co-management agreement between all interested parties, especially FUNDASUR, UCATEBA and SOEBA, active actors of the co-management to be established.

11. Stakeholders

The following table lists the main stakeholders in this project.

Table 11.1: Project stakeholders.

Stakeholder group	Type of actors/ stakeholders (partner / key stakeholder)	Role in the project	Interests (low / medium / high)	Influence (low / medium / high)	Components/activities where they will affect
Southwest Support Foundation, Inc.	Key interest	It will ensure the coordination of the project with a presence in the territory, facilitating dialogue	high	high	Ensure compliance with the components

FUNDASUR		between the different partners and actors of the project. He will also be in charge of maintaining relations with CANARI and preparing financial and narrative reports.			of the project, the commitments acquired and comply with the execution deadline. Manage funds.
Catholic and Technological University of Barahona UCATEBA	Partner	Advise on income-generating initiatives aimed at community members.	high	medium	Coordination and management of the training area.
Ecological Society of Paradise - SOEPA	Partner	Supervise activities from the field, support community work. Carry out surveillance and monitoring of protected and endangered species. Manage the Interpretation Centre and attention to visitors. Carry out outreach tasks.	medium	medium	
Government Ministry of Environment ----- ----- Vice Ministry of Protected Areas and Biodiversity of the Ministry of Environment and Natural Resources <hr/> Provincial Directorate of the Ministry	Key interest	State entity responsible for the protected area /KBA Favor the efforts to update the management plan and towards the co-management agreement of the Padre Domingo Fuertes Natural Monument.	high	high	Ensure that the update of the management plan is carried out under the guidelines stipulated by this entity; approval of management plan, approval in the management of co-management of the area. Provide specific advice. Support in logistics issues and in the hiring of basic personnel for conservation
Surrounding communities	Indirect beneficiaries	Recipients of environmental services in the area	High	high	

12. Stakeholder engagement programme

The stakeholder engagement programme aims to ensure equal opportunities for stakeholder groups to participate in discussions and have access to information and benefits derived from the activities of the sub-project.

In the context of this project, meaningful consultation is a two-way process that

- a) starts at an early stage of the planning process to gather initial views on proposals and inform the design of activities;
- b) encourages stakeholder feedback, in particular as a way of informing the definition of activities and their scope, and stakeholder engagement in identifying and mitigating environmental and social risks and impacts;
- c) spreads continuously, as risks and impacts arise;
- d) is based on the prior disclosure and dissemination of relevant, transparent, objective, meaningful and easily accessible information, within a timeframe that allows meaningful consultations with stakeholders, in a culturally appropriate format, in the relevant local language(s) and that is understandable to interested parties
- e) Be aware and respond to comments
- f) Support active and inclusive engagement with stakeholders affected by the project
- g) is free from external manipulation, interference, coercion, discrimination and intimidation; and
- h) is documented and disclosed by the beneficiary.

When working with stakeholders on a project like this, there are several social risks to consider that can be mitigated through appropriate stakeholder engagement.

Stakeholder engagement mechanisms will vary depending on the group and its level of interest/influence. Table 12.1 below provides the appropriate method for each commitment for the stakeholder groups identified above (it is not a commitment to use all methods)

Table 12.1 Methods to be used to consult and involve each stakeholder group

Stakeholders	Possible methods of consultation and engagement
Local NGOs and groups	<ul style="list-style-type: none"> • Regular face-to-face and virtual meetings between partner organizations, both individually and in groups with other stakeholders and/or interested/key groups • Printed information material to share the results of the components related to the project
Local communities, including but not limited to women, unemployed youth, older people, LGBTI people, people with disabilities and immigrants	<ul style="list-style-type: none"> • Interviews, exchange of information, experiences and related through individual meetings. • Printed information material to share the results of the components related to the project
National and local government agencies	<ul style="list-style-type: none"> • Regular one-on-one and group face-to-face and virtual meetings with partners or other stakeholders

Stakeholders	Possible methods of consultation and engagement
Private Sector	<ul style="list-style-type: none"> Regular face-to-face and virtual meetings between partner organizations, both individually and in groups with other stakeholders and/or interested/key groups Printed information material to share the results of the components related to the project

13. Query methods

Consultations will be held with the stakeholders affected by the project mentioned above. These consultations are to ensure equal opportunities for groups to participate in discussions, provide valuable information, and access information arising from project activities. Consultations will occur primarily through:

- individual meetings with community members and group meetings between key actors (FUNDASUR-SOEPA and UCATEBA) at existing quarterly meetings.
- Periodic meetings and/or consultations with the Ministry of Environment and Natural Resources and its provincial office are held throughout the process and guided by the guidelines stipulated for updating the management plan and for establishing the co-management agreement for the area.
- Printed and/or online information material to share the results of the components related to the project

14. Other participation activities

The general public will participate through FUNDASUR's social networks. The information elaborated on the project processes / update of the management plan / on the co-management model for this KBA will be shared

15. Timeline and Resources

Stakeholder involvement is an important element of this project. Table 15.1 below describes the indicative timeline for implementation of P. The budget for the implementation of the Stakeholder Engagement Plan (PPI)

has been incorporated into the project budget.

Table 15.1: Indicative implementation schedule

Actions	Estimated Cost (USD)	Implementation timeline				
		2023			2024	
Monthly/bi-tri-monthly meetings between partner organizations for the process of activities contemplated in the project	\$600.00	X	X	X	X	X
Monthly/bi-tri-monthly meetings between MARENA partner organizations for the co-management modality process	\$600.00	X	X	X	X	X

Actions	Estimated Cost (USD)	Implementation timeline				
		2023			2024	
Community meetings for information, general awareness and socialization of the management plan update process	\$3,000.00		X	X	X	
Commitment to interested persons/groups related to the area to participate in activities related to the updating of the plan	\$1,000.00	X	X	X		
Meetings of consultants (and with MARENA) to develop the update of the co-management plan and model	\$500.00	X	X	X	X	X
Final event to present the management plan update	\$600.00					X

16. Monitoring and arrangements

The Director General will be responsible for checking periodically with the Project Coordinator if the PPI is being followed and if any complaints or complaints have been submitted. The implementation of the ESS will be reported during the biannual progress reports.

For the follow-up of the commitment itself, the following will be carried out:

- Registration and registration sheets will be used.
 - -Registration and registration sheets will be used.
 - For the workshops/training or information sessions, a pre- and post-questionnaire will be carried out for the participants. In this way, the effectiveness of the sessions will be evaluated.
 - The number of people, including their gender and age range, participating in each engagement activity will be recorded.
 - Notes of the consultations will be taken and comments and suggestions will be incorporated into the outcome document.

17. Grievance or Grievance Mechanism (MR)

The following is the MR of the project to address the concerns of **FUNDASUR**'s external stakeholders. The MR will be made available to stakeholders once the project starts. Grievances related to project workers will be handled by a separate mechanism that is included as part of the project's Labor Management Procedure.

This MR is simplified, considering the limited scope of project activities at the community level and the low risk of adverse social impacts. The key measures will be to explain the purpose of any visit to stakeholders, explain the existence of the MR and make available the contact information of **FUNDASUR** and the CEPF RIT (Implementation Team-CANARI). This will be done through a printed brochure or other locally appropriate means.

Objectives of the MR

The objectives of the MR are to:

1. Ensure that World Bank NAS are complied with in all project activities.
2. Address any negative environmental and social impacts of all project activities.
3. Resolve all complaints arising from project activities in a timely manner.
4. Establish relationships of trust between project staff and stakeholders.
5. Create transparency between stakeholders, including affected persons, through an established communication system.
6. Strengthen the relationship of trust between project personnel and affected parties.

First Level of Redress

1. Receive complaints: at the project level, all complaints must be received by the executive director of FUNDASUR, **Mr. Antonio Fernández Rodríguez**

Complaints may be made personally, in writing, verbally by telephone, by e-mail or by any other appropriate means. Reports can be submitted anonymously. The point of receipt of complaints is detailed below:

Contact	
Position	Project Coordinator
Telephone	+1809 524-2876 / +1809(001809)
Email	
Physical address	Calle Colón # 53, corner of Avenida Luperón - Barahona.

At the local and national level, complaints should be sent to:

Contact	
Position	Chief executive officer
Telephone	(809)524-2876 +1809(001809)
Email	aferduverge@gmail.com
Physical address	Calle Colón # 53, corner of Avenida Luperón - Barahona.

All complaints received by FUNDASUR staff must be forwarded to the Executive Director within 24 hours of receipt.

2. Acknowledgement of receipt: the Executive Director shall acknowledge receipt of all complaints by telephone or in writing within 48 hours of receipt and the complainant shall be informed of the approximate time limit for resolving the complaint, if it cannot be resolved immediately. The Executive Director shall endeavour to ensure the prompt resolution of the complaint. If the complaint cannot be resolved at this level, it will be moved on to the next level.

3. Registration: the complaint will be registered in FUNDASUR's complaints file, including the relevant documents.

4. Notification: communication of the grievance as follows:

- a. If it refers to the project, communication to the project manager
- b. Notification shall also be made to the CEPF grant director and the Regional Implementation Team manager within 15 days.
- c. If it refers to operations/general activity of FUNDASUR, communication to the executive director.

5. Evaluation: a decision is made about the nature of the research to be carried out.

6. Investigation: proper investigation of the complaint by an internal team assigned to this task (e.g. may include staff directly involved). The investigation may include meetings with the complainant and other interested parties and a review of relevant documents. Meetings with the complainant shall involve an impartial party. Representatives of the community or the complainant may attend these meetings. Meeting minutes and documents shall be incorporated into the complaint file.

7. Resolution: Depending on the findings of the investigation:

- a. A resolution is decided immediately
 - a. The complaint is rejected
 - b. An answer is agreed
 - c. The complaint is forwarded as appropriate
- b. No resolution can be reached, and the case is submitted to the CEPF Grant Director or the NCCLFMC Grievance Committee for further information.

8. Communication: Once a decision has been reached, the decision is communicated to the complainant in writing. The documents are added to the complaint file.

9. Satisfaction: If the plaintiff is not satisfied with the NCCLFMC's response, they may move to the second level of relief. At all stages, documents are added to the complaint file.

NB: The complainant may request that the matter be transferred to the second level of redress if he/she does not feel that the complaint is being adequately addressed by the director of the Caribbean Islands Biodiversity Hotspot Grant.

Second level of Redress

If complainants are not satisfied with the way their claim has been dealt with at the first level, they will be given the opportunity to raise it directly with the Director of the CEPF Caribbean Islands Biodiversity Hotspot Grant, who they can contact as follows:

Contact	
Title	RIT Director for CEPF Caribbean Islands Hotspot
Telephone	Phone +1-868-638-6062
Email address	caribbeanrit@canari.org

Contact	
Physical address	Caribbean Natural Resources Institute, #105 Twelfth Street, Barataria, Trinidad y Tobago

Third level of Redress

If complainants are not satisfied with the way their claim has been handled at the second level, they may contact the CEPF Grants Director at +1-703-341-2400 or by email: cepf@cepf.net

Fourth level of Redress

If the complainant is not satisfied with the way his complaint has been handled at the third level, he must turn to the services of the national labour disputes tribunal through the Wages and Conditions of Employment Branch (PCEB) of the Labour Relations Department (IR) of the Ministry of Labour and Social Security, Phone (876) 922-2468 or (876) 922 9500-14. Once complainants formally file a complaint, including filling out appropriate forms, PCEB officials and inspectors will conduct an investigation. The name and identity of any person submitting a complaint to the PCEB shall be kept confidential.

If the claimant remains dissatisfied, the claimant has the option of submitting his or her claim to the World Bank Claims Facility, but this should only be accessed after the claimant has exhausted other MR options. The RIT and the CEPF Secretariat will attempt to resolve all complaints within 60 days of receipt.

The World Bank Claims Facility (GRS)

The complainant has the option of approaching the World Bank, if it considers that the established GRS cannot resolve the matter. It should be noted that, ideally, this GRS should only be accessed once the project grievance mechanism has been used for the first time without an acceptable resolution. World Bank procedures require the complainant to express their grievances in writing to the World Bank office in Washington DC by completing the GRS complaint form, which can be found at the following link: <http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service#5>. Completed forms will be accepted by email, fax, letter, and hand delivery to the GRS at World Bank headquarters in Washington or at World Bank country offices.

Email: grievances@worldbank.org

Fax: +1-202-614-7313

By letter: World Bank, Grievance Repair Service (GRS) MSN MC 10-1018 NW,
Washington, DC 20433, USA

18. Address sexual exploitation, harassment and abuse

The specific nature of sexual exploitation and abuse, as well as sexual harassment (SEA/SH) requires tailored measures for reporting and the safe and ethical handling of such allegations. A survivor-centered approach aims to ensure that anyone who has been the target of the SEA/SH is treated with dignity, and that the person's rights, privacy, needs and wishes are respected and prioritized in each and every interaction.

The grantee/beneficiary will specify an individual who will be responsible for dealing with SEA/SH issues, should they arise. The project will maintain a list of SEA/SH service providers. The grantee

must assist SEA/SH survivors by referring them to service providers for support immediately after receiving a complaint directly from a survivor.

To address the SEA/SH, the project will follow the guidance provided in the World Bank's technical note "Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in the Financing of Investment Projects Involving Civil Works." This dealership will follow the official WB definitions described in the technical note as shown below:

Sexual abuse (SEA) is an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation (SE) refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetically, socially, or politically from the sexual exploitation of another.

Sexual harassment (SH) is any unwanted sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that may reasonably be expected or perceived, that causes offense or humiliation to another, and when such conduct interferes with work, becomes a condition for employment or creates an intimidating, hostile or offensive work environment.

The Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) Service Provider is an organization that provides specific services for SEA/HH survivors, such as health services, psychosocial support, shelter, legal assistance, safety services, etc.

The survivor-centred approach is based on a set of principles and skills designed to guide professionals, regardless of their role, in their engagement with survivors (predominantly women and girls, but also men and boys) who have experienced sexual or other forms of violence. The survivor-centered approach aims to create a supportive environment in which the survivor's interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps promote recovery and the survivor's ability to identify and express needs and wants, as well as to strengthen the survivor's ability to make decisions about possible interventions.

Complaints about EAE/SH can be received through any of the available channels and will be considered "High profile complaints - which if not resolved promptly may pose significant risks to the environment or the community". A list of EAE/SH service providers can be found on the RIT page: <https://canari.org/wp-content/uploads/2022/06/CEPF-II-GBV-Service-Providers-Jamaica2.pdf>.

In addition, if an incident occurs, it will be reported accordingly, maintaining the anonymity and confidentiality of the reporting person and applying the survivor-centred approach¹. Any SEA/SH cases submitted through the grantee will be documented, but will remain closed/sealed to maintain

¹ The survivor-centred approach is based on a set of principles and skills designed to guide professionals – regardless of their role – in their relationship with survivors (predominantly women and girls, but also men and boys) who have experienced sexual or other forms of violence. The survivor-centred approach aims to create a supportive environment in which the survivor's interests are respected and prioritised, and the survivor is treated with dignity and respect. The approach helps promote survivors' recovery and ability to identify and express their needs and wants, as well as strengthen their ability to make decisions about possible interventions.

survivor confidentiality. The CEPF will be notified as soon as the designated persons of the Grantee organization become aware of the complaint.

If an incident involving SEA/HH occurs, it will be reported through the grantee, as appropriate and maintaining the confidentiality of the survivor's information. Specifically, the following measures will be taken once an incident occurs:

ACTION 1: ADMISSION AND REFERRAL OF THE COMPLAINT

If the survivor consents, the responsible person designated by the grantee completes a complaint form, excluding any information that can identify the survivor:

- The nature of the complaint (what the complainant says in his or her own words without direct questioning)
- If the author was/is, to the best of the knowledge of the survivor, associated with the project (yes/no)
- The age and/or sex of the survivor (if disclosed); and
- Whether the survivor was referred to services

If the survivor does not wish to give written consent, he or she may receive it verbally. If the survivor needs or wants it, the responsible person designated by the grantee refers them to the relevant EAS/SH service providers, identified in the EAS/SH service provider map and in accordance with pre-established and confidential referral procedures. The survivor's consent must be documented, even if received orally. Service providers may direct survivors to other service providers should the survivor wish to access other services. The person designated by the beneficiary shall keep the survivor informed of any action taken by the aggressor's employer. If the survivor has been referred to the relevant SEA/SH service providers, has received appropriate assistance and no longer needs support; and if appropriate action has been taken against the aggressor or if the survivor does not wish to lodge an official complaint with the employer, the designated responsible person of the grantee may close the case.

ACTION 2: NOTIFICATION OF THE INCIDENT

The designated person responsible for the Grantee has to report the anonymous SEA/SH incident as soon as it is known, to the executive director, who in turn will inform the CEPF.

Report Forms and other detailed information must be filed in a safe place by the designated person responsible for the Beneficiary. Neither the grantee's designee nor the executive director should seek additional information from the survivor.

SEA/SH incident reporting is not subject to survivor consent, but the designated grantee responsible needs to provide ongoing feedback to the survivor at various times: (1) when the complaint is received; (2) when the case is reported to the designated person responsible for the grantee and to the CEPF; (3) when verification begins or when it is determined that there is no sufficient basis to proceed; and (4) when verification is concluded or when any result is achieved or disciplinary action is taken.

While the SEA/SH remains open, the designated person responsible for the beneficiary and/or executive director must update the CEPF on the measures taken to close the incident.

ACTION 3: VERIFICATION AND INVESTIGATION OF COMPLAINTS

Each SEA/SH incident must be verified to determine if it was related to the CEPF-funded project. The designated person responsible for the grantee must form a SEA/SH verification committee composed of him/her, a member of the grantee's organization, a member of a local service provider, and a contractor's representative (if relevant). The person designated as responsible for the grantee must notify the incident to the SEA/SH Committee within 24 hours of its creation. The SEA/SH verification committee will review the SEA/SH allegation to determine the likelihood that the complaint is related to the project.

If, after the committee's review, SEA/SH's claim is confirmed and determined to be linked to a project, the ²verification committee discusses appropriate actions to be recommended to the appropriate party, i.e., the author's employer, which could be the designated person responsible for the grantee or a contractor. The controller designated by the beneficiary shall ask the contractors to take appropriate action. The committee reports the incident to the aggressor's employers so that they can apply corrective/disciplinary measures in accordance with local labor laws, the aggressor's employment contract and its codes of conduct according to standard recruitment documents.

In the case of EAS/SH incidents where the survivor has not consented to an investigation, appropriate measures should be taken to ensure that the survivor is referred to or aware of available services, and that project mitigation measures are reviewed to determine whether they remain adequate and appropriate or need to be strengthened.

If the survivor is interested in obtaining redress and wishes to lodge an official complaint with the employer, or with entities of the SVG legal system, the responsible person designated by the grant recipient must provide liaisons with the relevant institutions. Ensuring due process of law rests with the police and the courts, not the SEA/SH verification committee. Unlike other types of issues, the responsible person designated by the beneficiary does not carry out investigations, make any announcements or judge the veracity of an allegation.

All SEA/SH cases submitted through the grantee will be documented, but will remain closed/sealed to maintain survivor confidentiality. In this case, the GM will mainly serve to:

- Refer complainants to the SEA/SH Service Provider; and
- Register the resolution of the complaint.

The Aid Recipient shall also immediately notify CEPF and the World Bank of any complaints from SEA/SH **WITH THE CONSENT OF THE SURVIVOR.**

19. Disclosure

² Project actors are: (a) persons employed or directly committed by the grantee to work specifically in relation to the project (direct workers); (b) persons employed or involved through third parties (project personnel, subcontractors, brokers, agents or intermediaries) to perform work related to the core functions of the project, regardless of location (contract workers); (c) persons employed or engaged by the concessionaire's major suppliers (primary supply workers); and (d) persons employed or involved in providing community labor, such as volunteer services or participation in project activities and processes (community workers).

CEPF also requires all direct, contracted, and community and community workers to receive the Conservation International (CI) Code of Ethics and are informed that any violations of the Code of Ethics must be reported to CI through its ethics hotline at www.ci.etspoint.com

The code of ethics shall be consistent with the WB Code of Conduct:

[Enter staff name] has signed a contract with the sub-beneficiary for [Enter Terms of Reference (TOR) description]. This task will be carried out in XXXXX. This contract requires you to implement measures to address environmental and social risks related to the subproject, including risks of sexual exploitation, abuse and sexual harassment.

All persons are hereinafter referred to as "sub-beneficiary personnel" and are subject to this Code of Conduct.

This code of conduct identifies the behavior that is required of all sub-beneficiary staff.

The workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all people should feel comfortable raising issues or concerns without fear of retaliation.

The staff of the sub-beneficiary shall:

1. carry out their duties competently and diligently.
2. acknowledge that compliance with this Code of Conduct is a condition of employment.
3. practice this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and welfare of the staff of other sub-beneficiaries and any other person.
4. Maintain a safe working environment, including for:
 - a. Ensure that the equipment and processes in the workplace under the control of each person are safe and without health risks.
 - b. wear required personal protective equipment when visiting construction sites and follow protective guidelines related to the COVID-19 sub-project, as outlined in the Stakeholder Engagement Plan (PPI), Labour Management Procedure (LMP), Environmental and Social Management Framework (ESMF), and plans. (ESMP) or other relevant instruments.
 - c. use appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. Follow applicable emergency operating procedures.
5. report work situations that you consider unsafe or unhealthy and withdraw from a work situation that you reasonably believe presents an imminent and serious danger to your life or health.
6. avoid any conflict of interest (so that no benefits, contracts, employment or any type of preferential treatment or favor are provided to any person with whom there is a financial, family or personal connection).
7. respect reasonable work instructions (including those relating to environmental and social standards).
8. protect and properly use property (for example, to prohibit theft, neglect or waste).

9. treat other people with respect and do not discriminate against specific groups such as women, people with disabilities, migrant workers or children.
10. Not engage in sexual harassment, i.e., unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with sub-beneficiaries or other personnel.
11. not to engage in acts of sexual exploitation, i.e., any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetically, socially, or politically from the sexual exploitation of another person.
12. not to commit sexual abuse, i.e. actual physical intrusion or threat of physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
13. protect children (including prohibitions against sexual activity or abuse, or any other unacceptable behaviour towards children, limiting interactions with children and ensuring their safety in project areas).
14. They will not engage in any form of sexual activity with persons under the age of 18, except in the case of pre-existing marriage.
15. will have access to a referral system for victims of Gender-Based Violence/Sexual Exploitation and Employee Abuse and any individual who may be associated with the sub-project. When such an incident has occurred, the employer or his designee should be immediately notified, who will ensure that the victim is referred to a service provider trained to deal with cases of gender-based violence.
16. complete relevant training courses to be delivered in relation to the environmental and social aspects of the Contract, including health and safety, Sexual Exploitation and Abuse (EAS) and Sexual Harassment (AS).
17. will have access to a Grievance Mechanism, which will offer effective solutions.
18. report violations of this Code of Conduct to the Employer under this project.
19. retaliate against any person who reports violations of this Code of Conduct, either to the Employer or to the project's Grievance Redress Mechanism,
20. the Beneficiary's staff will follow the relevant requirements set out in the labour management procedure.

RAISE PROBLEMS

If you notice any behaviour that you believe may be a violation of this Code of Conduct, or that concerns you for any other reason, you should raise the issue without delay. You can do this in any of the following ways:

1. Contact [insert name of the Employer's Social Expert with relevant experience in dealing with gender-based violence, or if such person is not required under the Contract, another person designated by the Employer to deal with these matters] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to contact the contractor's hotline (if any) and leave a message.

The identity of the person will be kept confidential, unless the laws of the Dominican Republic require the filing of complaints. Anonymous complaints or denunciations may also be submitted,

which will be subject to due and appropriate consideration. We take all allegations of possible misconduct seriously, investigate them and take appropriate action. If appropriate, we will refer the person who has suffered the alleged incident to service providers who can assist them.

No retaliation will be taken against anyone who in good faith reports behavior prohibited by this Code of Conduct. Such retaliation would constitute a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATION OF THE CODE OF CONDUCT

Any violation of this Code of Conduct by the Sub-beneficiary's Staff may result in serious consequences, which may include dismissal and possible referral to the legal authorities.

FOR GRANTEE/BENEFICIARY PERSONNEL

I have received a copy of this Code of Conduct written in a language I understand. I understand that, if I have any questions about this Code of Conduct, I may contact [insert name of Employer contact person(s) with relevant experience]] requesting an explanation.

Name of subcontracted staff: [insert name]

Signature: _____

Date: (day month year): _____

Signature of an authorized representative of the employer:

Signature: _____

Date: (day month year): _____

ANNEX 1: Conduct constituting sexual exploitation and abuse (EAS) and conduct constituting sexual harassment (ASI)