

## **Stakeholder Engagement Plan**

**Date: 11/1/2019- 6/31/2021**

**CEPF Grant: CEPF-109203**

**West Africa Civil Society Institute**

***Strengthening CSOs' Capacities for Effective Stakeholder Engagement in Biodiversity  
Conservation in Cote d'Ivoire, Guinea and Sierra Leone***

## Grant Summary

- **Grantee organization:** West Africa Civil Society Institute
- **Grant title:** Strengthening CSOs' Capacities for Effective Stakeholder Engagement in Biodiversity Conservation
- **Grant number:** CEPF-109203
- **Grant amount (US dollars):** 300,000.00 USD
- **Proposed dates of grant:** 11/1/2019- 6/31/2021
- **Countries or territories where project will be undertaken:** Cote d'Ivoire, Guinea and Sierra Leone
- **Date of preparation of this document:** 11/15/2019

## Introduction

WACSI has designed an intervention to strengthen the institutional and operational capacities of civil society organisations (CSOs) from Cote d'Ivoire, Guinea, and Sierra Leone to engage and advocate for the development and implementation of national frameworks, policies and regulations for climate change mitigation and adaptation. It is envisaged that the initiative will enable the organisations will promote national needs for development and environmental sustainability, as well as commitments to international agreements, and promote positive synergies between climate change mitigation, adaptation and biodiversity conservation.

The intervention with the support of the Critical Ecosystem Partnership Fund (CEPF) seeks to improve the ability of selected CSOs to enhance their organization effectiveness; strengthen the capacity of target beneficiaries' in result-based management, financial management and resource mobilization and sustainability; improve the communication skills of civil society organisations operating in the protection of the environment; develop capacity of target beneficiaries to be more skilled civil society advocates and leverage their strengths to effectively engage policy-making processes in biodiversity conservation; and enhance knowledge and skills of target beneficiaries to assess the effectiveness of their interventions to foster lessons learnt and accountability.

The goal of this Stakeholder Engagement Plan is to involve all stakeholders of the project, as early as possible in the implementation process and throughout project duration to ensure that their views and concerns are made known and considered. The plan will help the project in implementing effective communication channels and working relationships. The Project Management Team will continue to hold consultations throughout project implementation as deemed necessary.

## Project Stakeholders

The key stakeholder groups who will be informed and consulted about the project are the following:

- Project management team
- Participating CSOs
- Relevant government ministries, departments and agencies
- Relevant bilateral and multilateral entities
- Local communities
- Media

## Stakeholder Engagement Program

**Project Management Team (PMT):** The Project management comprises a balance between programmes and operational staff. The team will be responsible for the day-to-day planning and implementation of the project. The team is responsible for developing project workplans and delivering and monitoring implementation. The team also takes key decisions regarding the project contracting, staffing and workplan reviews in consultation with the CEPF team.

**Participating CSOs:** About 30 local CSOs and civil society groups will be selected from the three target countries, Cote d'Ivoire, Guinea, and Sierra Leone. These groups will be the direct beneficiaries of the project and will be actively involved in ensuring that the objectives are met. These groups will be carefully selected based on their track record on working with communities on issues related to biodiversity conservation. These organisations will be engaged through training and follow-on support (technical assistance and funding) on a periodic basis throughout the operationalization of the project.

**Relevant Government Ministries, Departments and Agencies:** The following government agencies will be engaged during the project implementation, the environmental protection agencies, forestry development authorities, Ministries of Agriculture and the Maritime authorities. These agencies will be provided updates about the project through reports and information leaflets. Participating Organisations will be supported by the PMT to engage with these agencies through meetings and information sessions.

**Relevant Bilateral and Multilateral Entities:** The following bilateral and multilateral entities will be engaged during the project implementation, UNDP, United Nations Environmental Program (UNEP) and the World Bank. These entities will be provided updates about the project through reports and information leaflets. Participating Organisations will be supported by the PMT to engage with these entities through meetings and information sessions.

**Local Communities:** Local communities residing in the project sites that the participating organisations work in have a strong interest in ensuring that this project addresses their environmental and conservation challenges and concerns. Local communities are the indirect beneficiaries in this project and will ultimately determine whether the support that was provided to the participating organisations enabled them to respond to their biodiversity and conservation challenges. Participating Organisations will be supported by the PMT also engage with these communities through town hall meetings and leaflets.

**Media:** The media will be an important partner to help amplify the project objectives and envisaged impact in the three target countries. The PMT will design a communication and media engagement plan that will include tactics in engaging on social media and traditional media platforms. Various media pieces will be developed and disseminated to the various stakeholders and broader communities.

## Consultation methods

Stakeholders	Engagement Methods	Engagement Activities	Responsible Parties	Required Resources
Project Management Team (PMT)	Face-to face and virtual meetings	Project reports (progress, mid-term and end of project)	CEPF & PMT	Staff time and travel support
Participating CSOs	Emails, face-to-face meetings, workshops	Organizational Assessment and project inception workshop Training Workshops	Project Management Team	Staff time; travel support; Meeting venue and catering for meetings and workshops

		Follow-on support activities		
Relevant Government Ministries, Departments and Agencies	Emails, face -to - face meetings,	Project Inception workshop Report Periodic Update reports Share midterm and final project evaluation	PMT &  Participating Organisations	Travel support and logistics
Relevant Bilateral and Multilateral Entities	Emails, face -to - face meetings,	Project Inception workshop Report Periodic Update reports Share midterm and final project evaluation	PMT &  Participating Organisations	Travel support and logistics
Local Communities	Through face-to-face community meetings and information leaflets	Range of activities may include participatory appraisals of community needs; capacity building and awareness raising	Participating Organisations	Staff time; travel to project sites; Meeting venue and catering for community meetings
Media	Through news articles, press releases and op-eds	Periodic news articles	PMT &  Participating Organisations	Staff time

**Grievance mechanism:**

This grievance mechanism is designed to play a critical role in meeting the responsibility to respect to enable problems to be addressed early before they escalate as well as helping to identify patterns over time, thus feeding directly into broader social justice due diligence.

If a participating organisation feels unfairly treated by circumstances that infringe on their rights, they should discuss the situation with the Project Management Team. The participating organisation may share all grievances either in English or French. The project management team can be contacted via email, [capacitybuilding@wacsi.org](mailto:capacitybuilding@wacsi.org), and phone number, +233302522589/ +233303937264.

All grievances received by the Project Management Team, and the responses, will be shared with the Regional Implementation Team and the CEPF Grant Director within 15 days. If the claimant is not satisfied following the response, they may submit their grievance to the CEPF Executive Director. The email of the CEPF Executive Director: [cepfexecutive@conservation.org](mailto:cepfexecutive@conservation.org)

In the event that a claimant is still not satisfied with the response, they may submit their claim to the relevant local office of the World Bank (contacts will be specified on the dissemination tool).

The participating organisations will be made aware of this grievance mechanism during the induction phase. The mechanism will also be stated in the conditions for participation that will be disseminated to all participating organisations.

## **Monitoring and Reporting**

The PMT will maintain a database and activity file detailing all workshop, follow-on and grant activities throughout the project. Stakeholder engagement should be periodically evaluated by the PMT and the CEPF Secretariat, assisted by the Participating Organizations.

The following indicators will be used for evaluation:

- Level of understanding and growth of the project stakeholders;
- Grievances received and how they have been addressed; and
- Level of involvement and awareness of local communities

In order to measure these indicators, the following data will be used:

- Issues and management responses linked to minutes of meetings;
- Progress reports;
- Feedback from primary stakeholder group, Participating Organizations); and
- Grievance register