**Stakeholder Engagement Plan**

**Date**

**CEPF Grant xxxxx**

**Grantee**

***Project Title***

**Project Location**

**Grant Summary**

1. Grantee organization.
2. Project title.
3. Grant number*.*
4. Grant amount (US dollars).
5. Proposed dates of grant.
6. Countries where activities will be undertaken.
7. Summary of the project [copy and paste Project Rationale and Project Approach from proposal].
8. Date of preparation of this document.
9. **Potential risks and impacts:** This section will briefly describe the potential social and environmental impacts (positive and adverse) of the project. Where possible, include maps of the project site(s) and surrounding area.
10. **Participatory preparation:** If you have undertaken any activities to date, including information disclosure and/or consultation, provide the following details:
* Type of information disclosed, in what form (e.g., oral, brochure, reports, posters, radio, etc.), and how it was disseminated.
* Locations and dates of any meetings undertaken to date.
* Individuals, groups, and/or organizations consulted.
* Key issues discussed and key concerns raised.
* Response to issues raised, including any commitments or follow‐up actions.
* Process undertaken for documenting these activities and reporting back to stakeholders.
1. **Project stakeholders:** This section will list the key stakeholder groups who will be informed and consulted about the project. These should include persons or groups who:
* Are directly and/or indirectly affected by the project (i.e., project-affected parties); or
* Have interests in the project that determine them as stakeholders (i.e., other interested parties).

Key stakeholder groups may include affected communities, non-governmental organizations, local and national authorities, and private landowners. They can also include politicians, companies, labor unions, academics, religious groups, national social and environmental public sector agencies, and media agencies.

1. **Information methods:** This section will summarize the methods that will be used to inform stakeholders about the project. It will briefly describe what information will be disclosed, in what formats, and the types of methods that will be used to communicate this information to each of the identified groups of stakeholders. Methods used may vary according to target audience, for example:
* Newspapers, posters, radio, television.
* Information centers and exhibitions or other visual displays.
* Brochures, leaflets, posters, non‐technical summary documents and reports.
1. **Consultation methods:** This section will describe the methods that will be used to consult with each of the stakeholder groups identified in Section 11. Methods used may vary according to the target audience, for example:
* Interviews with stakeholder representatives and key informants.
* Surveys, polls, and questionnaires.
* Public meetings, workshops, and/or focus groups with a specific group.
* Participatory methods.
* Other traditional mechanisms for consultation and decision‐making.
1. **Other engagement activities:** This section will 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 stakeholders. Examples include benefit‐sharing programs, community development initiatives, job creation initiatives, and/or training and microfinance programs.
2. **Timeline and resources**: This section will present and implementation timeline for each stakeholder engagement activity listed in Sections 12 to 14, together with an estimate of resource needs.
3. **Monitoring and evaluation**: This section aims to outline what steps you will take to monitor and evaluate the effectiveness of the stakeholder engagement activities listed in Sections 12 to 14.
4. **Disclosure**: CEPF requires that Stakeholder Engagement Plans are disclosed to affected local communities and other stakeholders. Please describe your efforts to disclose this plan.
5. **Grievance redress mechanism**:For all CEPF-funded projects, the grantee must provide local communities and other relevant stakeholders with a means to raise a grievance, and whereby this grievance may be considered and satisfactorily resolved.

This mechanism must include, at a minimum, the following elements:

* Email and telephone contact information for the grantee organization.
* Email and telephone contact information for the CEPF Regional Implementation Team.
* The contact information for the CI Ethics Hotline (telephone: +1-866-294-8674 / web portal: <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>).
* A statement describing how you will inform stakeholders of the objectives of the project and the existence of the grievance mechanism (e.g., posters, signboards, public notices, public announcements, use of local languages).
* A statement that you will share all grievances – and a proposed response – 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 the grievance via the CI Ethics Hotline (toll-free telephone line: +1-866-294-8674 / secure web portal: <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>).

Following the guidance above, describe the grievance redress mechanism that you will use.