

STAKEHOLDER ENGAGEMENT PLAN
(Approved by CI-GEF Project Agency 2017-11-02)

Introduction

The Stakeholder Engagement Plan (SEP) is designed to ensure effective engagement between various stakeholders throughout the lifecycle of CBIT project. This plan will build on any other work which is being undertaken with regard to planning and impact assessment processes. The CBIT project will aim to maintain dialogue with the relevant government ministries and parastatals, country governments and selected local community groups and NGOs and international community.

Definitions

Consultation: Consultation involves information exchanges among the government, the Implementing Agency, the project executing agencies, and other stakeholders. Although decision making authority rests with the government, the Implementing Agencies, and the project executing agencies, periodic consultations throughout the project cycle help managers make informed choices about project activities. More important, it provides opportunities for communities and local groups to contribute to project design, implementation, and evaluation.

Public Involvement: Public involvement consists of three related, and often overlapping, processes: information dissemination, consultation, and stakeholder participation. Stakeholders are the individuals, groups, or institutions which have an interest or "stake" in the outcome of a GEF-financed project or are potentially affected by it. Stakeholders include the recipient country government; project executing agencies; groups contracted to carry out project activities and/or consulted at various stages of the project; project beneficiaries; groups of people who may be affected by project activities; and other groups in the civil society which may have an interest in the project.

Stakeholder participation: Where stakeholders collaboratively engage in the identification of project concepts and objectives, selection of sites, design and implementation of activities, and monitoring and evaluation of project outcomes. Developing strategies for incorporating stakeholder participation throughout the project cycle is particularly necessary in projects which have impacts on the incomes and livelihoods of local groups, especially disadvantaged populations in and around project sites (e.g., indigenous peoples, women, poor households).

Legal requirements for public consultation in Kenya

According to Kenyan regulations, public consultation is included in the project development process where a given project may significantly affect the quality of the environment, and are part of the environmental impact assessment. However, for other projects which might involve policy and system set up, public participation and consultation is still necessary.

The most important Kenyan legislation concerning public participation in the decision- making process are as follows:

- The Constitution of the Kenya 2010, Article 69, 1(d) empowers the state to encourage public participation in the management, protection and conservation of the environment.
- Environmental Management and Coordination Act (EMCA) 2009 set out general principles, and the principle of public participation in the development of policies, plans and processes for the management of the environment is made mandatory in the Act.
- Climate Change Act 2016 which guides the development, management, implementation and regulation of mechanisms to enhance climate change resilience and low carbon development for the sustainable development of Kenya. The Act is applicable to all sectors of the economy by the national and county

governments to facilitate capacity development for public participation in climate change responses through awareness creation, consultation, representation and access to information.

- Environment Impact Assessment Guidelines and Administrative Procedures required public participation and disclosure of project information during EIA procedure in the development of projects, policies, plans and programmes.

GEF guidelines

All GEF funded projects are required to meet best international practice and specifically the requirements for stakeholder engagement and public consultations, as specified in the GEF Policy on Public Involvement in GEF Projects.

The project stakeholder engagement activities should be robust and enough disclosure on information should be made in order to promote better awareness and understanding of its strategies, policies and operations. During this disclosures, the project requires to:

- Identify people or communities that are or could be affected by the project as well as other interested parties;
- Ensure that such stakeholders are appropriately engaged on environmental and social issues that could potentially affect them, through a process of information disclosure and meaningful consultation; and
- Maintain a constructive relationship with stakeholders on an on-going basis through meaningful engagement during project implementation.

The stakeholder consultations are an on-going process taking place during the project life and during this process it is necessary to ensure that stakeholders are informed about environmental and social consequences of the project implementation and ensure the opportunity for feedback.

Identification of stakeholders for engagement and methods of communication

In order to ensure inclusive participation and consultation, the following stakeholders have been identified for consultation on on-going basis. The list includes the identified social groups and persons that are associated with the project in different ways at all stages:

- persons and social groups affected directly or indirectly by the outcomes of the Project implementation,
- persons and social groups that participate in the project directly or indirectly,
- persons and social groups who are able to influence and decide the outcomes and the manner of the Project implementation or make decisions based on the outputs of the project

Stakeholders have been identified in accordance with the above classification as shown below.

Stakeholders to be affected, directly or indirectly, by the outcomes of the Project implementation	Stakeholders that participate in the Project implementation	Stakeholders being able to influence and decide on the Project implementation or use project outcome for decision making
The project affects the entire county and therefore, all citizens are stakeholders. However, local CBO representatives Inhabitants along water catchment areas and forest reserves Inhabitants surrounding the National protected areas and game parks	Project Staff GEF secretariat CI SLEEK PMU County Government Staff	State Government State Departments County governments CCD NEMA Ministry of Environment and Natural Resources,

vulnerable social groups (the elderly, the disabled, women and children) Non-governmental organizations (NGOs) operating at the local, regional, national and international level (including environmental organizations) Local inhabitant-supporting organizations Local mass media		Ministry of Energy and Petroleum, Ministry of Agriculture and Livestock, Forestry Service, KWS, Kenya Met Department National Treasury
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Stakeholder Concerns Analysis

The project will aim to collect and analyse stakeholder expectations and concerns as well as to taking appropriate responsive measures throughout the Project life in order to ensure that there is enough support for the project.

The project has identified the following interests and concerns of the key stakeholder groups as presented in table below.

Key stakeholders Expectations and Concern Analysis

Stakeholder group	Key expectations	Key concerns	Recommendation
National and county governments	Project will improve on data collection and reporting quality Data used for national reporting and decision making. Data used for weather and climate related predictions	Environmental deterioration; Data quality and control Budgetary constraints Channels of data sharing	Put in place measures for sharing data PMU to budget for data collection Data reporting to be transparent
Vulnerable groups	To be identified/analysed and given more opportunity to interact with project and air their concerns	Impacts on their lifestyles brought about by project Not being given chance to participate in the project	Ensure that there is clear communication with these groups and project impacts on marginalised groups if any are identified and addressed
NGOs and other CBOs	Improvements in the quality of the environment in the region. Using data collected for development project planning and analysing impacts of their initiatives	Transparency of the decision-making and communication processes. Transparency in data reporting	Ensure there is free access for information about the project to various groups whenever they request for it.
Autonomous government bodies (KBS, government data centre)	Key source of data for reporting country milestones Data storage	Data quality Data volume and analysis procedures	Ensure data reported is QA/QC checked and involve KBS in designing data reporting tools Secure enough space for data storage
PMU staff	Project implementation as planned Retention of employment	Project failure / closure Job security and	Continue with consultations and dialogue. Communicate the labour

		transparency of recruitment policy	policy early in the process; Establish incentives.
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Engagement methods

The project will engage or communicate to various identified stakeholders as outlined below.

Methods of communicating to stakeholders

Stakeholders group	Means of engagement	Rules for communication
Stakeholders to be affected, directly or indirectly, by the outcomes of the Project implementation	Project website Brochures and national reports on NDC	Communication to be done by persons authorised to communicate. Public communication can be done through national reporting rules
Internal stakeholders who are involved in project implementation	Meetings, exchange of minutes, memos and official letters	In accordance with the rules for internal communication, meetings and the grievance mechanism for workers (employees and contract labour suppliers)
Particularly vulnerable social groups (women, children, marginalised societies)	Consultation meetings – providing information, exchange of documentation and correspondence associated with projects	In accordance with the rules for internal communication, and the accepted custom. Direct communication, indirect through announcements issued to the public
External stakeholders who participate in the Project implementation	Exchange of correspondence, meetings, training courses, design supervision Data collection templates and procedures	In accordance with laid down government procedures for information exchange
County governments and state corporations	Progress reporting, project decisions and data usage decisions Official letters	In accordance with administrative procedure requirements
Government ministries	Official letters	In accordance with administrative procedure requirements
Non-governmental organizations (NGOs) interested in the Project	Direct meetings, Official letters	During public meetings and on demand

Making Available Information

The project will endeavour to make information available to the public to allow stakeholders to get to know and understand both the environmental and social risks and impacts associated with the project, as well as opportunities provided by the project. This will enable them to utilise the project data to make informed decision in areas associated with weather and climate change.

On an ongoing basis, the project will have a routine disclosure and consultation on the project's environmental and socio-economic performance including grievances and other new emerging issues on the project. The

disclosures will be done to all stakeholders thorough project briefs or annual reporting through brochures. While providing this disclosure, the project will also provide:

- An update on the Project achievements and how its contributing to enhancing transparency in reporting for NDC implementation in the country
- An overview of the stakeholder engagement process and how affected parties can participate and provide feedback through meeting or other avenues;
- Project impacts on development and how the government is using the project data to enhance the livelihoods of the people at the same time conserve the environment and report and forecast on weather and climate change related events.

Monitoring and Reporting

Monitoring is an integral component of project management as it tracks and assesses progress towards achieving tangible development results associated with the project being implemented. It is an essential management tool which provides an opportunity to know whether results are being achieved as planned, what corrective action are needed to ensure delivery of the intended results and how they are making positive development contributions. This helps to detect problems earlier and coming up with appropriate measures to address them. Therefore, monitoring usually provides data used for analysis and synthesis prior to reporting for decision making.

Reporting format

	Parameter	Monitoring and reporting responsibility	Reporting period
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	PMU	Annual basis
2.	Number persons (sex disaggregated) that have been involved in project implementation phase	PMU	Annual basis
3.	Number of engagement (e.g. meeting, workshops, consultations) with stakeholders during the project implementation phase	PMU	Annual basis
4.	Percentage of stakeholders who rate as satisfactory the level at which their views and concerns are taken into account by the project	<i>CI-GEF Agency (external hire consultant)</i>	Annual basis
5.	Grievances handling mechanism – how grievances are received and results communicated to all stakeholders	PMU	Annual basis

Stakeholder Engagement Programme

Stakeholder group	Engagement method	Materials to be used	Location	Responsible organisation, person	Date
External stakeholders					
<i>External stakeholders</i> : County governments Vulnerable groups, NGOs, CBOs, etc.	Inform on the project implementation status, collect opinions and concerns during public meetings or other contacts; Register, analyse and address grievances or comments submitted	Presentations ; Booklets and progress leaflets; Website posting, UNFCCC reports	PMU offices	Company Project head of PMU, Stakeholder liaison office or communications Department	Annually
State Ministries and parastatals	Organize training meetings on data collection and sharing; Prepare and sign data sharing and reporting protocol and data handling responsibility	Specific data parameters Baseline survey findings Data sharing and reporting protocols	Project site, Company offices, authorities' office	Project team and Communications Department	Annually during operation
County governments	Schedule meeting of reporting obligations	Presentations / reports	PMU/CCD offices	Head of PMU, CCD director of inventory	Quarterly

Local communities and vulnerable groups	<p>Consultation meeting and holding climate and weather related seminars;</p> <p>Grievance redress avenues and feedback</p> <p>Holding targeted group meetings, as necessary.</p>	<p>Surveys and</p> <p>Public grievance forms</p>	Local administrative centres	<p>Representative of the project</p> <p>Stakeholder liaison officer</p>	Bi-annually
PMU employees	<p>Inform of the Company Project plans in relation to labour issues; actual impacts on the local communities;</p> <p>Inform on the internal Project development issues, success and difficulties</p>	<p>Leaflets, Presentations , Newsletters</p>	Project site, Company office	Project team and communication	Quarterly during construction and operation
Contractors/programmers	Inform via direct meetings and reporting	<p>Monitoring and Evaluation</p> <p>System configuration reports</p>	Head office	Head of IT	Monthly