

ESS10: Stakeholder Engagement and Information Disclosure



CANARI serves as CEPF's regional implementation team for the Caribbean Islands Biodiversity Hotspot.

Stakeholder Engagement Plan (SEP)

January 9, 2024

CEPF Grant 114600

Jamaica Conservation and Development Trust

Improving Strategic Management of the Blue and John Crow Mountains National Park

Jamaica

Grant Summary

- 1. Grantee organization: Jamaica Conservation and Development Trust**
- 2. Grant title: Improving Strategic Management of the Blue and John Crow Mountains National Park**
- 3. Grant number: 114600**
- 4. Grant amount (US dollars): \$239,446.58**
- 5. Proposed dates of grant: 1 April 2024 - 31 Mar 2027**
- 6. Countries or territories where sub-project will be undertaken: Jamaica**
- 7. Date of preparation of this document: January 9, 2024.**

Project Details

8. Summary of the sub-project:

This project is designed to address the need for enhanced management of the Blue and John Crow Mountains National Park to better secure the conservation of its unique forest and species. This will be addressed through 4 main components:

- 1) Updating the Blue and John Crow Mountains National Park Management Plan for improved biodiversity conservation activities.
- 2) Enhancing Biodiversity Monitoring and Research Capacity for Strategic Conservation Management at JCDT.
- 3) Institutional strengthening and capacity building of JCDT to improve programmatic monitoring and evaluation.
- 4) Implement conservation action plan for the Wild Pine Sargent (Jamaican Blackbird) in the Blue Mountains KBA.

9. Overview of project components relating to stakeholder engagement:

The management planning component (1) will involve stakeholders from the government as well as local communities. They will be engaged to provide input into the strategy for management of the Blue and John Crow Mountains National Park (BJCMNP).

Component (4) will engage the local communities and other management stakeholders to implement the conservation action plan. It will involve public education and outreach in communities and community participation in monitoring.

10. Summary of previous stakeholder engagement activities:

The only stakeholder engagement that has taken place so far is in regards to the development of the Conservation Action Plan for the Wild Pine Sergeant. A group of stakeholders (government agencies, academia and communities) were engaged in October of 2023 to a two day planning session where they participated in the development of the plan including strategy and activities.

11. Project stakeholders:

The below table provides an overview of the different stakeholders identified in the sub-project.

Table 11.1: Stakeholders: Project-affected parties

Stakeholder group	Involvement in project	Interest (low / medium / high)	Influence (low / medium / high)	Component under which will be engaged
International CSOs:	JCDT will update international CSOs on progress towards implementation of component 4	medium	medium	4
Local CSOs:	Local CSOs will partner in the education and outreach activities.	high	high	4
Academia:	Academia will be informed of the implementation of the action plan and have opportunity to participate in the monitoring component of the plan	Medium	medium	4
Government:	Government agencies will be involved in the management planning activities and they will be informed of the activities related to component 4.	high	high	1 & 4
Communities:	Select communities adjacent to the National Park will be targeted for education and outreach under component 4. Community representatives will be included in the management planning activities to give their input.	medium	high	1 & 4

Vulnerable groups

Women: head nearly half of Caribbean households but are disadvantaged in the region's labour markets. Female participation in the labour force is 59 percent, compared to 79 percent for men. This has implications for women-headed households, which are more likely to be poor than men-headed households.

COVID-19 has had a social and economic impact and adds a dimension to the social context that was not present when the project was developed. The full extent of the impact of COVID-19 is unknown but there has been economic contraction. There are reports of worsening gender inequalities in the labor market, deterioration of diets and an increase in hunger, particularly in female-headed households, and a greater incidence of gender-based violence.

Unemployed young people: are another vulnerable group within Caribbean society and the project area. The vulnerability of Caribbean youth is linked to educational underachievement, high unemployment rates, exposure to violence, and exposure to disease. Youth make up between 28 and 50 percent of all unemployed people; young women are more likely to be unemployed than young men. Youth

unemployment rates range between 18 and 47 percent in the project countries; the unemployment rate for young people tends to be two to three times that of adults. Beyond limited employment opportunities, young men are disproportionately affected by crime in the Caribbean: they are the main victims and perpetrators. Caribbean youth are also disproportionately vulnerable to HIV infection. In the context of the project, unemployed young people may have less opportunity to participate in project activities owing to consultation processes being dominated by established elites, who tend to belong to older generations. The project will approach the selection and design of consultations in such a way that opportunities are created for unemployed young people to participate in conservation activities.

Elderly people: There is a long-term trend of population ageing in the Caribbean Islands. Thanks to improvements in socioeconomic conditions and global medical advances, Caribbean people are living longer than before. People aged 60 and over accounted for 10% of the Caribbean population in 2000; this proportion is anticipated to increase to 26% by 2050. In common with many parts of the world, elderly people are particularly vulnerable to social exclusion. Sub-grantees will need to pay attention to this risk during design and implementation of project activities.

LGBTQI people: are particularly vulnerable in the Caribbean. Because they are more likely to suffer discrimination, they are at enhanced risk of social exclusion with regard to project activities and benefits. Jamaica does not have anti-discrimination laws concerning sexual orientation. There are also high levels of homophobic and transphobic violence in Jamaica. These factors raise issues about how to identify LGBTQI people, without placing them at risk of discrimination, prosecution or violence. Stakeholder mapping will be done with sensitivity, and project will implement measures to ensure the confidentiality of personally identifiable information.

People with disabilities: An estimated 15 percent of the population of the project countries is living with disabilities. People with disabilities are disproportionately vulnerable to the effects of environmental degradation and climate change. For instance, they are less able to seek shelter from extreme weather events, or to participate in certain livelihood activities. People with disabilities are also more likely to have lower educational attainment, health outcomes, income and levels of employment than people without disabilities. Studies show that women with disabilities are four times more vulnerable to gender-based violence. People with disabilities are also at enhanced risk of discrimination and social exclusion. In this context, project activities must take account of people with disabilities and ensure that they are not excluded from accessing consultation, or other project benefits. This will require paying attention to such things as selecting training venues that are wheelchair accessible, and disseminating project information through media accessible to hearing impaired people and visually impaired people.

12. Stakeholder engagement program:

Purpose of SEP: to ensure equal opportunities for stakeholder groups to participate in discussions, and access information arising from activities of the sub-project

The below table provides an overview of the types, formats and methods of information disclosure to be implemented in the SEP.

Table 12.1: Stakeholder engagement mechanisms

Type of information	Format	Method
Educational material regarding conservation of the Wild Pine Sergeant.	Both physical and digital posters and flyers.	Will be shared in person at community meetings and posted on JCDT social media.
Invitation to management planning sessions	Digital letter	To be shared via email.
Management Plan	Digital and some physical copies	To be made available on JCDT website and sent via email to partners.
Conservation Action Plan Activities	Photos and brief reports (digital)	To be shared via JCDT social media and by email.

13. Consultation methods:

The below table provides an overview of the consultation to be implemented in the SEP.

Table 13.1: Stakeholder consultation methods

Stakeholder Group	Methods
International CSOs	Reports and updates to be sent via email to keep them abreast of project activities.
Local CSOs	Reports and updates to be sent via email to keep them abreast of project activities. Invitations to participate in conservation action plan implementation.
Academia	Reports and updates to be sent via email to keep them abreast of project activities. Invitations to participate in conservation action plan implementation. Consultation at management planning meetings.
Government	Reports and updates to be sent via email to keep them abreast of project activities. Invitations to participate in conservation action plan implementation. Consultation at management planning meetings.
Communities	Consultation at management planning meetings and during community outreach meetings.

Implementation of the Plan

14. Monitoring arrangements:

The Project Manager will consult with workers on a regular basis to share all stakeholder concerns. If any possible grievance is identified, he/she will act immediately to ensure everyone remains safe. Any amendments to existing plans will be made as necessary.

The monitoring mechanism proposed is to carry out biannual reports on the progress and status of the achievement of results, where the learning and achievements of the use of communication and stakeholder participation mechanisms will also be explored.

Follow-up will be done through regular meetings with sub-beneficiaries and by taking into account all observations made during community meetings.

15. Responsible workers:

The below table identified those staff and project workers responsible for the implementation of the SEP.

Table 15.1: Responsible staff and workers for the implementation of the SEP

Position	Activities	Estimated time (%)
Projects Officer	Coordinating community meetings	10%
Chief of Corps and Operations	Leading outreach activities	8%
National Park Rangers	Participating in outreach activities	15%

16. Implementation schedule and cost estimates:

The below table outlines the anticipated schedule and budget for the implementation of the SEP.

Table 16.1: Implementation schedule and cost estimates

Activity	Estimated schedule	Estimated cost (USD\$)
Reporting	Bi annual	100

Stakeholder engagement and feedback

17. Consultation:

The below table outlines consultations that were had with stakeholders during the development of the sub-project, SEP.

Table 17.1: List of consultations held for the project (component 4)

Stakeholder	Method of consultation	Date of consultation
Re:wild (International NGO)	In Person Meeting	October 23-24, 2023
Moore Town (Local Community)	In Person Meeting	October 23-24, 2023
Rural Agricultural Development Authority, St. Thomas (Government Agency)	In Person Meeting	October 23-24, 2023
Windsor/ RGMHP Co-operative (Local Community CSO)	In Person Meeting	October 23-24, 2023
Caribbean Coastal Area Management Foundation (Local CSO)	In Person Meeting	October 23-24, 2023
National Environment and Planning Agency (Government Agency)	In Person Meeting	October 23-24, 2023
Natural History Society of Jamaica (Local CSO)	In Person Meeting	October 23-24, 2023
Forestry Department (Government Agency)	In Person Meeting	October 23-24, 2023
Jamaica Environment Trust (Local CSO)	In Person Meeting	October 23-24, 2023
Southern Trelawny Environmental Agency (Local CSO)	In Person Meeting	October 23-24, 2023
Scotts Hall (Local Community)	In Person Meeting	October 23-24, 2023
Birdlife Jamaica (Local CSO)	In Person Meeting	October 23-24, 2023
University of the West Indies (Academia)	In Person Meeting	October 23-24, 2023
Rural Agricultural Development Authority, Clarendon (Government Agency)	In Person Meeting	October 23-24, 2023

Total number of women consulted: 15

Total number of men consulted: 19

18. Grievance mechanism:

The following is the GM for the project to address concerns of Jamaica Conservation and Development Trust (JCDDT) external stakeholders. The GM will be made available to stakeholders, including via JCDDT website, once the project starts. Grievances that relate to project workers will be handled by a separate mechanism which is included as part of the project’s Labor Management Procedures.

This GM is streamlined, 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 GM and make available contact information of JCDDT and the CEPF RIT. This will be done through a printed handout or other locally appropriate means.

Objectives of the GM

The objectives of the GM are as follows:

1. Ensure that the World Bank ESSs are adhered to in all project activities.
2. Address any negative environmental and social impacts of all project activities.
3. Resolve all grievances emanating from project activities in a timely manner.
4. Establish relationships of trust between project staff and stakeholders.
5. Create transparency among stakeholders, including affected persons, through an established communication system.
6. Bolster the relationship of trust among the project staff and the affected parties.

First Level of Redress

1. *Receive Grievance:* At the project level, all complaints should be received by the Executive Director. Complaints can be made in person, in writing, verbally over the phone, by email or any other suitable medium. Complaints can be filed anonymously. The point of receipt of complaints is listed below:

Contact	
Telephone	876-619-9807 Cell & Whatsapp: 876-357-9565
Email address	jamaicaconservation@gmail.com
Physical address	25 Eastwood Park Road

All grievances received by JCDDT staff should be forwarded to the Executive Director within 24 hours of receipt.

2. *Acknowledgement:* All grievances will be acknowledged by telephone or in writing by the Executive Director within 48 hours of receipt and the complainant will be informed of the approximate timeline for addressing the complaint, if it can’t be addressed immediately. The Executive Director will seek to ensure the speedy resolution of the grievance. If the grievance cannot be resolved at this level, it is taken to the next level.
3. *Record:* The grievance will be registered in JCDDT’s grievance file, including relevant documents.

4. *Notification:* Communication of the grievance as follows:
 - a. If it is concerning the project, communication to the Manager JCDT
 - b. Notification will also be made to the CEPF Regional Implementation Team (RIT) Manager within 15 days.
 - c. If it is concerning general JCDT operations/activity, communication to Executive Director.
5. *Assessment:* A decision is made on the nature of the investigation that will take place.
6. *Investigation:* Appropriate investigation of the grievance by an internal team assigned to this task (for example, this may include staff directly involved as well as the Manager JCDT. The investigation may include meetings with the complainant and other stakeholders and a review of relevant documents. An impartial party shall be involved in meetings with the complainant. Community representatives or representatives of the complainant will be allowed to sit in on these meetings. Minutes of meetings and documents will be added to the grievance file.
7. *Resolution:* Depending on the findings of the investigation:
 - a. A resolution is decided immediately
 - i. The complaint is rejected
 - ii. A response is agreed
 - iii. The complaint is referred to as appropriate
 - b. A resolution cannot be achieved, and the case is presented to the CEPF RIT for further input (second level of redress)
8. *Communication:* Once a resolution has been reached, the decision is communicated to the complainant in writing. Documents are added to the grievance file.
9. *Satisfaction:* If the complainant is not satisfied with JCDT's response, it can be taken to the second level of redress. At all stages, documents are added to the grievance file.

NB: The complainant may request that the issue be transferred to the second level of redress if he/she does not feel that the grievance is being adequately addressed by the Executive Director for the JCDT.

Second Level of Redress

If claimants are not satisfied with the way in which their grievance has been handled at level one, they will be given the opportunity to raise it directly with the CEPF Grant Director for the Caribbean Islands Biodiversity Hotspot, who can be contacted as follows:

Contact	
Title	Grant Director for the Caribbean Islands Biodiversity Hotspot
Telephone	+1-703-341-2400
Email address	cepf@cepf.net
Physical address	Critical Ecosystem Partnership Fund, 2011 Crystal Drive, Suite 600, Arlington, VA 22202

Third Level of Redress

If claimants are not satisfied with the way in which their grievance has been handled at level two, they can contact the CEPF Executive Director via the CI Ethics Hotline (telephone: +1-866-294-8674 / web portal: <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>).

If the complainant does not accept the solution offered by the CEPF Executive Director, then the complaint is passed on to the fourth level. Alternatively, the complainant can access the fourth level at any point. It is expected that the complaint will be resolved at this level within 35 working days of receipt of the original complaint. However, if both parties agree that meaningful progress towards resolution is being made, the matter may be retained at this level for a maximum of 60 working days.

19. Addressing Gender-Based Violence:

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

The sub-grantee will specify an individual who will be responsible for dealing with any SEA/SH issues, should they arise. The Grantee should assist SEA/SH survivors by referring them to Services Provider(s) for support immediately after receiving a complaint directly from a survivor. A list of SEA/SH service providers is available at the RIT's page: [CEPF-II-GBV-Service-Providers-Jamaica2.pdf \(canari.org\)](#) and will be defined prior to the contracting of workers, will be kept available by the GBV trained individual, the Project Managers, Project Coordinators, and Social Specialists.

To address SEA/SH, the project will follow the guidance provided on the World Bank Technical Note "Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in Investment Project Financing Involving Civil Works". This Grantee will follow the official WB definitions described on 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 monetarily, socially or politically from the sexual exploitation of another.

Sexual harassment (SH) is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) service provider is an organization offering specific services for SEA/SH survivors, such as health services, psychosocial support, shelter, legal aid, safety/security services, etc.

The survivor-centered 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 to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

SEA/SH grievances can be received through any of the available channels and will be considered as "High-profile grievances - that if not resolved promptly may represent significant risks to the environment or community".

Additionally, if an incident occurs, it will be reported as appropriate, keeping the anonymity and confidentiality of the complainant and applying the survivor-centered approach.¹ Any cases of SEA/SH brought through the sub-grantee will be documented but remain closed/sealed to maintain the confidentiality of the survivor. The RIT and the CEPF will be notified as soon as the designated persons from the sub-grantee organization learn about the complaint.

If a SEA/SH related incident occurs, it will be reported through the sub-grantee, as appropriate and keeping the survivor information confidential. Specifically, following steps will be taken once an incident occurs:

ACTION 1: COMPLAINT INTAKE AND REFERRAL

If the survivor gives consent, the designated person responsible from the sub-grantee fills in a complaints form, excluding any information that can identify the survivor:

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

If the survivor does not want to provide written consent, her consent can be verbally received. If needed or desired by the survivor, the designated person responsible for the sub-grantee refers her/him to relevant SEA/SH service providers, identified in the mapping of SEA/SH service providers and according to preestablished and confidential referral procedures. The survivor's consent must be documented even if it is received verbally. The service providers will be able to direct survivors to other service providers in case the survivor wishes to access other services. The designated person responsible for the sub-grantee will keep the survivor informed about any actions taken by the perpetrator's employer. If the survivor has been referred to the relevant SEA/SH service providers, received adequate assistance, and no longer requires support; and if appropriate actions have been taken against the perpetrator or if the

¹ The survivor-centered 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 to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

survivor does not wish to submit an official grievance with the employer, the designated person responsible from the Grantee can close the case.

ACTION 2: INCIDENT REPORTING

The designated person responsible for the sub-grantee needs to report the anonymized SEA/SH incident as soon as it becomes known, to the RIT Manager who will in turn inform the CEPF.

Complaint Forms and other detailed information should be filed in a safe location by the designated person responsible for the sub-grantee. Neither the designated person responsible for the sub-grantee nor the RIT Manager should seek additional information from the survivor.

SEA/SH incident reporting is not subject to survivors' consent but the designated person responsible from the sub-grantee needs to provide ongoing feedback to the survivor at several points in time: (1) when the grievance is received; (2) when the case is reported to designated person responsible from the sub-grantee and RIT Manager; (3) when the verification commences or when a determination is made that there is an insufficient basis to proceed; and (4) when the verification concludes or when any outcomes are achieved or disciplinary action is taken.

As long as the SEA/SH remains open the designated person responsible from the sub-grantee and/or RIT Manager should update the CEPF on the measures taken to close the incident.

ACTION 3: GRIEVANCE VERIFICATION AND INVESTIGATION

Each SEA/SH incident should be verified to determine if it was related to the CEPF-funded project. The designated person responsible for the sub-grantee should form a SEA/SH verification committee comprised by her/him, one member of the sub-grantee organization, one member of a local service provider and a representative of the contractor (if relevant). The designated person responsible from the sub-grantee should notify the SEA/SH Committee of the incident within 24 hours of its creation. The SEA/SH verification committee will consider the SEA/SH allegation to determine the likelihood that the grievance is related to the project.

If after the committee review, SEA/SH allegation is confirmed and it is determined that it is linked to a project², the verification committee discusses appropriate actions to be recommended to the appropriate party—i.e., the employer of the perpetrator, which could be the designated person responsible from the sub-grantee or a contractor. The designated person responsible from the sub-grantee will ask contractors to take appropriate action. The committee reports the incident to the perpetrator's employers to implement the remedy/disciplinary action in accordance with local labor legislation, the employment contract of the perpetrator, and their codes of conduct as per the standard procurement documents.

For SEA/SH incidents where the survivor did not consent to an investigation, the appropriate steps should be taken to ensure the survivor is referred to/made aware of available services and that the project mitigation measures are reviewed to determine if they remain adequate and appropriate or if they require strengthening.

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

If the survivor is interested in seeking redress and wishes to submit an official complaint with the employer, or with entities in SVG legal system, the designated person responsible from the sub-grantee should provide linkages to the relevant institutions. Ensuring due legal process is up to the police and the courts, not the SEA/SH verification committee. Unlike other types of issues, the designated person responsible from the sub-grantee does not conduct investigations, make any announcements, or judge the veracity of an allegation.

Any cases of SEA/SH brought through the sub-grantee will be documented but remain closed/sealed to maintain the confidentiality of the survivor. This will primarily serve to:

- Refer complainants to the SEA/SH Services Provider; and
- Record the resolution of the complaint

The Grantee will also immediately notify both the CEPF and the World Bank of any SEA/SH complaints **WITH THE CONSENT OF THE SURVIVOR.**

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviours:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Grantee Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g., cooking and cleaning) in exchange for sex.
- A Grantee Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Grantee Personnel rapes, or otherwise sexually assaults a member of the community.
- A Grantee Personnel denies a person access to any project Site unless he/she performs a sexual favour.
- A Grantee Personnel tells a person applying for employment under the Project that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- Grantee Personnel comment on the appearance of another Grantee Personnel (either positive or negative) and sexual desirability.
- When a Grantee Personnel complains about comments made by another Grantee Personnel on his/her appearance, the other Grantee Personnel comment that he/she is “asking for it” because of how he/she dresses.
- Unwelcome touching of a Grantee or Employer’s Personnel by another Grantee Personnel.
- A Grantee Personnel tells another Grantee Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.