

**Stakeholder Engagement Plan**

**October 2019**

**CEPF Grant 109297**  
**Tropical Biology Association**

*Enhancing Biodiversity Conservation Capacity of Civil Society Organizations  
Nigeria and Ghana*

## **Grant Summary**

1. Grantee organization. Tropical Biology Association
2. Grant title. Enhancing Biodiversity Conservation Capacity of Civil Society Organizations
3. Grant number **109297**
4. Grant amount (US dollars). \$299,724.00
5. Proposed dates of grant. 01/10/2019
6. Countries or territories where project will be undertaken. Nigeria and Ghana
7. Date of preparation of this document. 21/08/2019 updated in October 2019
8. **Introduction:** This section will briefly describe the project including design elements and potential social and environmental issues. Where possible, include maps of the project site and surrounding area.

The main objective of this project is to build the organizational capacity of local CSOs and groups for sustainable biodiversity conservation in the Guinean Forests Hotspot countries of Ghana and Nigeria. Through a mentoring programme approach, the project will support local CSOs to gain expertise, knowledge and experiences they need to take lead in conservation actions at the grassroots. This includes strengthening the CSOs' organisation structures, and setting foundation for their strategic planning of work, and the establishment of equitable benefits sharing across gender, as these are key barriers to growth of local institutions. The project is aligned to CEPF's Strategic Direction 4: "*Build the capacity of local civil society organizations, including Indigenous People's, women's and youth groups, to conserve and manage globally important biodiversity.*"

The specific objectives of the project are to:

- 1) Strengthen organizational capacity of local conservation CSOs in Ghana and Nigeria regions of the Guinean Forests Hotspot resulting in improved access to diverse funding, conservation impact, and organizational sustainability.
- 2) Increase conservation knowledge, understanding of communities, and project management skills among the local CSOs leading to improved strategies to tackle priority threats to biodiversity in the Hotspot.
- 3) Increase positive consideration and integration of gender equality in the CSOs' leadership and conservation activities thus deepening participation in management and in sharing of benefits from natural resources.

This is a capacity development project with the main component being organizational mentoring (to include organizational visits for face-to-face coaching and expertise sharing) and coupled by a series of master classes, , and a final delegates workshop to consolidate project lessons to inform conservation actions in the hotspot in the longer term.

All the project activities will be jointly delivered with in-country partners: Save the Frog! Ghana (STFG), and Save Sahara Network (SSN), Nigeria. These partners are valuable in ensuring that the local context is effectively articulated in each project activity, in identifying mentees CSOs, and in the selection and procurement of additional mentors the project will engage. Combined, they the partners have over 10 years dedicated experience in biodiversity conservation and the sustainable use of natural resources in the GFWA region. Their projects integrate community livelihoods, research, capacity building and on the ground conservation action. These partners will also have their capacity build by participating in the project activities further strengthening the project's contribution to the CEPF Strategic Direction 4.

9. **Summary of Previous Stakeholder Engagement Activities:** If the grantee has 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;
- The locations and dates of any meetings undertaken to date;
- Individuals, groups, and/or organizations that have been consulted;
- Key issues discussed and key concerns raised;
- Grantee response to issues raised, including any commitments or follow-up actions; and
- Process undertaken for documenting these activities and reporting back to stakeholders.

SSN and STFG have been involved throughout the design and development of this project. They have given TBA valuable insights on country specific needs and especially contributed immensely on preliminary discussions on the target CSOs, capacity gaps, project logistics and budgeting, and best project approach and methodology. TBA has also provided feedback and followed through all issues to ensure the partners concerns are addressed amicably.

The TBA also reached out to its network of Alumni working in Nigeria and Ghana, and who provided valuable feedback in the formulation of the project. Interactions and feedback sought focused on

- a) common strengths/weakness in governance and management among local CSOs
- b) Level of human resource among local CSOs include the mix of expertise, and priority gaps
- c) Local CSOs capacity in fundraising for conservation, and sources of funding
- d) Opportunities for local CSOs mentoring, including existing mentoring initiatives
- e) Lists of local or national CSOs working with women, youth and indigenous people

Communication has been mainly through email, but also our partners in Ghana and Nigeria engaged CSOs in their network through telephone calls/ text messaging and shared results via email.

Beyond in-country project partners, individuals contacted, and their organization include:

- Victor M. Mombu: Nature Conservation Research Center, Ghana
- AMUSA Tajudeen Okekunle: Ecological Friendly Society/ University of Ilorin, Nigeria
- Michael Ekwemuka: UNDP/NDBP, Ghana
- Japheth S.T. Roberts: Ghana Wildlife Society
- Samuel Ayesu: Forestry Research Institute of Ghana
- Faustina Yaa Asantewaa Adu Boahene: University of Ghana
- Bridget Ogolowa (Nigerian): University of Cyprus
- Sunny Oladeji: Federal University of Technology, Akure, Nigeria
- Ibronke Olubamise: GEF-SGP, Nigeria

**10. 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 or have “interests” in the project that determine them as stakeholders; and
- Have the potential to influence project outcomes (examples of potential stakeholders are affected communities, local organizations, non-governmental organizations (NGOs) and government authorities. Stakeholders can also include politicians, companies, labor unions, academics, religious groups, national social and environmental public sector agencies, and the media).

**a) Save Sahara Network (SSN), Nigeria**

Website: [www.savesaharanetwork.org](http://www.savesaharanetwork.org)

Contact person; Mr. Fola Babalola, PhD

Founder and President, Save Sahara Network

SSN has capability to provide build capacity in project development, and Financial management and fundraising. It has close working relation with many organization in Nigeria including Global Environmental Facility (GEF), who will contribute to the CSOs mentoring actions. SSN founder is currently an Associate Professor of forestry and visiting researcher at the University of Pretoria, South Africa and University of Rwanda. He was a postdoctoral fellow to University of Pretoria and recipients of a number of international research grants and sponsorships. Recently, 2019 the SSN won the National Geographic Explorer grant to carry out a “Green School Initiative” project through tree planting and capacity building for students and teachers toward mitigation of climate change. SSN also won both first and second Rufford Small Grants to introduce efficient cook stoves in guinea savannah zone of Nigeria as a strategy to control deforestation.

**b) SAVE THE FROGS! Ghana**

Website: [www.savethefrogs.com/ghana](http://www.savethefrogs.com/ghana)

Contact person: Gilbert Adum

Executive Director & Ecologist SAVE THE FROGS! Ghana

SAVE THE FROGS! Ghana is West Africa's first nonprofit organization dedicated exclusively to amphibian conservation, and is the first international branch of USA-based nonprofit SAVE THE FROGS!. The mission of SAVE THE FROGS! Ghana is to protect Ghana's amphibian populations and to promote a society that respects and appreciates nature and wildlife

11. **Stakeholder Engagement Program:** This section will summarize the purpose and goals of the program. 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; and
- Brochures, leaflets, posters, non-technical summary documents and reports.

Mr Fola Babalola of SSN, and Mr Gilbert Adum of SAVA THE FROG!Ghana will be in-country project coordinators and will provide professional services under this project. Each will have an Assistant Coordinator working under their.

Their organization will sign engagement agreement with the TBA that will clearly define roles and responsibilities of each persons, and their expected contribution to projects in term of days, key actions, and activities, and remuneration levels. Fola and Gilbert will also be key mentors for this project, and together with assistant coordinators working under them, they will host training events happening in their countries.

Funds to cover their services, and those of the assistant coordinator, will be paid through their organization, and against approved timesheets clearly stating time spent on project activities. The TBA will monitor regularly, engagement

12. **Consultation methods:** This section will describe the methods that will be used to consult with each of the stakeholder groups identified in previous sections. Methods used may vary according to 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; and
- Other traditional mechanisms for consultation and decision-making.

Consultation will be participatory through joint project staff meetings via Skype and email correspondences, and face to face sessions during project activities attended by the partners and TBA. The minutes of meetings and decisions thereof, will be documented and filed.

The partners will also be engaged through a questionnaire where they fill before and after project GTT and CSTT score forms capturing their status at the start and end of the project.

13. **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 project stakeholders. Examples include benefit-sharing programs, community development initiatives, resettlement and development programs, and/or training and microfinance programs.

Project activities they will be taking part in will be

1. Selection of CSOs - they will be consulted during the identification and selection of target mentee CSOs to participate in the project. Their input will constitute TBA contribution to the development of the mentoring programme.
2. Planning and facilitating logistics for organizational mentoring visits, the master class and the final delegates' workshop. These include identification and booking of venues for project activities and events, arranging in-country travel, etc.
3. CSOs Mentoring. Each partner will lead in the mentorship of 5 local CSOs in their country. Initially (2020Q1), they will participate in TBA-led mentoring to learn of the process and best approach, as well as provide liaison engagement. They will also work with the TBA to recruit additional, suitably qualified mentors to strengthen the mentoring aspect of the project, especially on topics they (and TBA) lack in expertise.
4. Training and facilitation - They will contribute to teaching and facilitation offering local context during the master classes and final event. They will also be fully involved in the development of training/workshop programme.
5. Financial support. The partners will be key in developing activity budgets, and in the absorption of funds through project activities in their specific countries.

14. **Timetable:** This section will provide a schedule outlining dates and locations when various stakeholder engagement activities, including consultation, disclosure, and partnerships will take place and the date by which such activities will be incorporated into project design.

**Summary of project activities, timeline, and responsibilities**

<b>Timeline</b>	<b>Activities</b>	<b>Location</b>	<b>Lead organisation(s)</b>	<b>Supporting organisation(s)</b>
15 Oct – 15 Nov 2019	Analyze and agree on priority training needs and expertise	Online	TBA	SSN, STFG
1 Dec – 30 Jan 2020	Design training/workshop programme	Online	TBA	SSN, STFG
15 Feb – 1st March 2020	Plan/execute Master Class 1: project development and fundraising	Lagos, Nigeria	TBA	SSN

15 Feb – 1st March 2020	Plan/execute Master class theme 1: project development and fundraising	Accra, Ghana	TBA	STFG
Feb-March 2020	Reviewing, revising of small grants	Online	TBA	SSN, STFG
Quarter 2 2020	Mentoring visits in Ghana	Ghana	STFG	TBA
Quarter 2, 2020	Mentoring visits in Nigeria	Nigeria	SSN	TBA
Quarter 2- June,2020	Plan/execute Joint Master class on Theme 2: Institutional management and leadership	Lagos	TBA	SSN
Quarter 3, 2020	Mentoring visits in Nigeria	Nigeria	SSN	TBA
Quarter 3, 2020	Mentoring visit in Ghana	Ghana	STFG	TBA
Quarter 4, September 2020	Plan/execute Master class under theme 3 in Nigeria: Communication and advocacy	Lagos	TBA	SSN
Quarter 4, September 2020	Plan/execute Master class under theme 3 in Ghana: Communication and advocacy	Accra	TBA	STFG
Quarter 1 2021	Mentoring visits in Nigeria	Nigeria	SSN	TBA
Quarter 1 2021	Mentoring visits in Ghana	Ghana	STFG	TBA
Quarter 1 2021	Final Delegate workshop	Accra	TBA	STFG

15. **Resources and Responsibilities:** This section will indicate what staff and resources will be devoted to managing and implementing the Stakeholder Engagement Plan. Who within the project team will be responsible for carrying out these activities? What budget has been allocated toward these activities?

### Project Partners' Role

Save Sahara Network (SSN) Mr. Fola Babalola will be the in-country coordinator, and contact in Nigeria

- Assist TBA to plan and deliver the 3 Master Classes in Nigeria.
- Co-organize, and lead some CSOs mentoring actions to build organizational capacity needs.
- Provide administrative and logistical support for all project activities happening in Nigeria

Fola will be assisted by a staff from SSN (“To be identified”)

SAVE THE FROG! Ghana Mr. Gilbert Adum will be the in-country Coordinator, and contact in Ghana

- Assist TBA to plan and deliver the 2 Master Classes in Ghana.
- Co-organize the Final delegates workshop in Ghana
- Co-organize, and lead some CSOs mentoring actions to build organizational capacity needs.
- Provide administrative and logistical support for all project activities happening in Ghana

Gilbert will be assisted by by Owusu-Gyamfi, Sandra (STFG staff)

16. **Grievance mechanism:** All projects that trigger a safeguard must provide local communities and other relevant stakeholders with a means to raise a grievance with the grantee, the relevant Regional Implementation Team, the CEPF Secretariat.

This grievance 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 email of the CEPF Executive Director: [cepfexecutive@conservation.org](mailto:cepfexecutive@conservation.org)
- Email and telephone contact information for the local World Bank office.
- 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).
- You should include the following text, exactly, in any grievance mechanism: “We 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 directly to the CEPF Executive Director at [cepfexecutive@conservation.org](mailto:cepfexecutive@conservation.org) or by surface mail. If the claimant is not satisfied with the response from the CEPF Executive Director, they may submit the grievance to the World Bank at the local World Bank office.”
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Following the guidance above, describe the grievance mechanism that you will use.

Attached

**17. Monitoring and Reporting:** This section will describe any plans to involve project stakeholders (including affected communities) or third-party monitors in the monitoring of project impacts and mitigation programs. Describe how and when the results of stakeholder engagement activities will be reported back to affected stakeholders as well as broader stakeholder groups.

The partners will be involved in

- tracking project progress and output through post-activities reports that they will co-develop with the Programme Manager
- Capturing the final project impacts through development of the assessment tools (i.e questionnaires, survey, identification of target CSOs) and respondents follow up, and in the analysis and production of final assessment report.
- Co-development of project communication sharing project successes, and milestones. Feedbacking into the above processes by projects staff input will be through face-to-face and Skype meetings, and emails at various stages of engagement.

## PROJECT GRIEVANCE PROTOCOL

Grant title: **Enhancing Biodiversity Conservation Capacity of Civil Society Organizations**

Grant number: **CEPF-109297**

Implementers: **Tropical Biology Association**

Proposed dates of grant: **1<sup>st</sup> October 2019 to 30<sup>th</sup> May 2021**

**Project Location:** Nigeria and Ghana

**Partners:** Save Sahara Network (SSN), Nigeria and SAVE THE FROGS! Ghana (STFG)

### **Purpose of the project:**

1. Strengthen organizational capacity of local conservation CSOs in Ghana and Nigeria regions of the Guinean Forests Hotspot resulting in improved access to diverse funding, conservation impact, and organizational sustainability.
2. Increase conservation knowledge and project management skills among the local CSOs leading to improved strategies to tackle priority threats to biodiversity in the Hotspot.
3. Increase positive consideration and integration of gender equality in the CSOs' leadership and conservation activities thus deepening participation in management and in sharing of benefits from natural resources.

### **SAFEGUARD STATEMENTS**

1. This project is being implemented by Tropical Biology Association in partnership with the above partners depending on the activities being executed.
2. We 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 directly to the CEPF Executive Director at [cepfexecutive@conservation.org](mailto:cepfexecutive@conservation.org) or by surface mail. If the claimant is not satisfied with the response from the CEPF Executive Director, they may submit the grievance to the World Bank at the local World Bank office.
3. Stakeholders or partners within the project target area are allowed to raise complains limited to project implementation period.

### **Complaint Communication Channel**





