

## **Stakeholder Engagement Plan**

**June 30, 2021**

**CEPF Grant 111490**

**Caribbean Natural Resources Institute (CANARI)**

**CEPF Regional Implementation Team for the Caribbean Islands Biodiversity Hotspot**

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## **Grant Summary**

1. **Grantee organization:** Caribbean Natural Resources Institute (CANARI)
2. **Sub-project title:** CEPF Regional Implementation Team for the Caribbean Islands Biodiversity Hotspot
3. **Grant number:** 111490
4. **Grant amount (US dollars):** \$1,500,000
5. **Proposed dates of grant:** August 2, 2021 – June 30, 2026
6. **Countries where activities will be undertaken:** Antigua and Barbuda, The Bahamas, Dominican Republic, Haiti, Jamaica, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago
7. **Date of preparation of this document:** June 2021

## **8. Introduction**

CANARI served as the Regional Implementation Team (RIT) for CEPF's first investment in the Caribbean Islands Biodiversity Hotspot from 2010 to 2016. In implementing this second phase of CEPF's investment in the region, CANARI will build on the results and lessons learned from the first phase to support CEPF's approach of combined grant-making with capacity building to allow a range of local, national, regional and international civil society organizations (CSOs) to access funding to support critical conservation actions and to strengthen these CSOs and foster partnerships and networks for sustained impact. This project will also play an important role in supporting the CEPF Secretariat's efforts in monitoring, evaluation and learning at the sub-grant and portfolio levels.

All activities will be guided by the strategic framework outlined in the 2019 Ecosystem Profile for the Caribbean Islands Biodiversity Hotspot and in adherence to CEPF's Project Operational Manual and other key documents, policies and procedures relevant to the hotspot provided by the CEPF Secretariat and the World Bank. These include but are not limited to the Project Appraisal Document (PAD), Project Operational Manual (POM), Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP), a Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), Health and Safety Plan, and a Sub-grant Operational Manual.

The project will be implemented through 8 interlinked components which reflect the CEPF Terms of Reference for RITs:

1. Coordinate the CEPF investment in the Caribbean Islands Biodiversity Hotspot
2. Support the integration of biodiversity into public policies and private sector business practices
3. Communicate the CEPF investment throughout the Caribbean Islands Biodiversity Hotspot
4. Build the capacity of society capacity
5. Support the CEPF Secretariat process for solicitation and review of proposals for large grants (above a threshold of \$50,000)
6. Manage a program of small grants (up to \$50,000) in compliance with the operation manual
7. Monitor and evaluate the impact of CEPF's large and small grants
8. Support the CEPF Secretariat to monitor the large grants portfolio and ensure compliance with CEPF funding terms

The RIT will comply with the ESMF and will also build or strengthen the capacity of grantees, on an as-needs basis, to comply with key environmental and social standards and CEPF's gender policy through one-on-one coaching and training via virtual workshops/ webinars.

## **9. Summary of previous stakeholder engagement activities**

### **Ecosystem profile stakeholder consultations**

From late 2016 to early 2020, CANARI led the process to update the Ecosystem Profile to guide CEPF's second investment in the Caribbean Islands Biodiversity Hotspot which is informed by a situational analysis of the political, institutional and socio-economic context for conservation. In collaboration with a team comprising BirdLife International, the International Union for the Conservation of Nature and Natural Resources (IUCN) and the New York Botanical Garden (NYBG), CANARI engaged 175 stakeholders from 94 organizations within civil society, government, the private sector and the donor community in a consultative process that defined the parameters of CEPF's second investment in the Caribbean. The process incorporated regional stakeholder expertise through three national workshops (in the Dominican

Republic, Haiti and Jamaica), and an online sub-regional meeting for The Bahamas and the eastern Caribbean, national KBA working groups and a regional consultation. The stakeholder consultations that took place during the preparation of the Ecosystem Profile for the Caribbean Islands Hotspot are described in Chapter 2 of the profile.<sup>1</sup> The list of organizations consulted is presented in Annex 1.

The national workshops and an online sub-regional meeting were held during June and July 2017. The workshop in the Dominican Republic was coordinated by Fondo Pro Naturaleza (PRONATURA) in association with the Universidad Nacional Pedro Henríquez Ureña (UNPHU). The Société Audubon coordinated the meeting in Haiti, while the Jamaica workshop was organized by the Caribbean Coastal Area Management (C-CAM) Foundation, in association with the Institute for Sustainable Development of the University of the West Indies (Mona). The national KBA expert working groups were convened in late 2017, and the regional workshop in Kingston, Jamaica took place in January 2018 (Table 1).

**Table 1: Schedule of Stakeholder Consultations on the Ecosystem Profile**

<b>Workshop</b>	<b>Date</b>	<b>Number of Participants</b>
Dominican Republic National Consultation	27 – 28 June 2017	51
Haiti National Consultation	3 – 4 July 2017	34
Jamaica National Consultation	7 - 8 July	31
Online Meeting for The Bahamas and the eastern Caribbean	25 July 2017	12
National KBA Expert Working Groups	November-December 2017	20
Regional Consultation	10 January 2018	27
<b>Total Workshop Participants</b>		<b>175</b>

The profiling team, led by CANARI, compiled discussion papers on thematic issues that were presented at the national consultations. The discussion papers and baseline lists of KBAs and trigger species were made available on the interactive ArcGIS Story Map microsite between June and September 2017 for online review.

The draft geographic and thematic priorities for grant making were reviewed and validated by participants during the regional consultation workshop in Jamaica, which brought together 27 experts from civil society, government, and funding agencies, who were asked to review the draft from a regional perspective. The recommendations of this meeting were used to revise the overall approach and investment strategy. They are reflected in the identification of project risks in the ESMF, as well as in the identification of stakeholders and vulnerable groups (see below in this SEP).

### **Consultations to guide implementation of collaborative social accountability mechanisms**

In addition, CANARI was introduced to the Collaborative Social Accountability Team (CSAT) hosted at the *Instituto Tecnológico de Santo Domingo* (INTEC) in partnership with Integrated Health Outreach (IHO). The CSAT is leading implementation of the collaborative social accountability program which aims to strengthen CSO partnerships for conservation. CANARI and the CSAT team shared information and discussed the approach to the program during development of this project, and agreed to work closely in implementation of the collaborative social accountability program where CANARI will be guided by INTEC and IHO's experience.

### **ESMF stakeholder consultations**

The ESMF examines the risks and impacts of the overall project, and sets out a framework for assessing the risks and impacts of the individual sub-projects, which have not been identified yet. During September and October 2020, a series of virtual consultations on the draft ESMF and SEP were held with 76 stakeholders from the seven project countries. The CEPF Secretariat led this process. CANARI provided input into the list of stakeholders targeted for this consultation process, drawing on the previous phase of CEPF grant making in the Caribbean Islands Hotspot between 2010 and 2016.

<sup>1</sup> <https://www.cepf.net/resources/ecosystem-profile-documents/caribbean-islands-ecosystem-profile-december-2019>

## 10. Project stakeholders

Under Component 2 of the project (Communication of the CEPF investment throughout the Caribbean Islands Biodiversity Hotspot), CANARI will develop a participation and communication strategy for the Caribbean Islands Biodiversity Hotspot investment to guide the engagement of stakeholders. This strategy will build on the work already done to identify and engage key stakeholders (see above).

Working in close collaboration with the CEPF Secretariat, 10 main groups of stakeholders have been preliminarily identified. The first four groups are considered project-affected parties because they are anticipated to be directly affected by the project: local CSOs, academic institutions and community-based organizations that directly receive capacity building and other forms of support as part of their participation in the project; and local communities that derive benefits from sub-projects, such as training, livelihood improvement, job creation, access to ecosystem services, etc.

The remaining six groups (national government agencies, local government agencies, private sector actors, international CSOs, and international donors and regional technical agencies) are considered other interested parties, because, while they are not anticipated to directly benefit from project activities, they are expected to participate in collaborations to identify and implement solutions to local conservation challenges. In its SEP, each sub-grantee will be required to identify the specific organizations and individuals in each stakeholder group that are relevant to its sub-project.

### Project Affected Parties

#### Local CSOs

People's organizations have traditionally played an important role in social, economic and cultural development in Caribbean society. Civic activity in the region goes as far back as the pre-emancipation period and continues to be important in the modern era. The sector has gone from being primarily welfare-oriented and volunteer-led to include technical and policy-focused non-profit organizations staffed by full-time professionals that manage large, multi-year projects. Caribbean CSOs continue to play an essential role in the delivery of social services. CSOs also engage in research, capacity building, awareness-raising and advocacy. There are emerging models of non-profits as social enterprises.

All Caribbean countries have at least one CSO with a mission that includes biodiversity conservation or related issues, and many have co-management responsibilities for protected areas. The ecosystem profile identified 120 Caribbean CSOs working on environmental issues in one or more of the project countries, with the largest numbers in the Dominican Republic and Haiti.

Analysis conducted during the preparation of the ecosystem profile revealed that the work of most environmental CSOs is oriented towards operations rather than advocacy, with most groups having a focus on the design and implementation of activities related to management of sites and/or species, sustainable livelihoods, community development or environmental education. They are anticipated to play similar roles during CEPF's second investment phase, as these activities will be central to the design of most of the sub-projects supported. The identity of the local CSOs that will participate as sub-grantees is not yet known because the sub-grants will be awarded on a competitive basis following open calls. An indicative list of local CSOs in the project countries is provided to give an example of the types of organizations that might possibly become sub-grantees. Inclusion on this list does not, in any way, indicate predetermination that an organization will be supported under CEPF's second investment phase.

#	Country	Organisation Name
1	Antigua and Barbuda	Environmental Awareness Group Inc.
2	The Bahamas	The Bahamas National Trust
3	Dominican Republic	Consortio Ambiental Dominicano
4	Dominican Republic	Fondo Pronaturaleza Inc.
5	Dominican Republic	Fundación José Delio Guzmán Inc.
6	Dominican Republic	Grupo Jaragua
7	Dominican Republic	Instituto Dominicano de Desarrollo Integral, Inc.
8	Dominican Republic	Kiunzi SRL
9	Dominican Republic	Sociedad Ornitológica de la Hispaniola Inc
10	Dominican Republic	Sociedad Para el Desarrollo Integral del Nordeste, Inc.
11	Haiti	Centro para el Desarrollo Agropecuario y forestal, Inc.
12	Haiti	Collectif Developpement
13	Haiti	Fondation Nouvelle Grand'Anse

14	Haiti	Fondation pour la Protection de la Biodiversite Marine
15	Haiti	Organisation pour la Rehabilitation de l'Environnement
16	Haiti	Reseau d'Enseignement Professionnel et d'Interventions Ecologiques
17	Haiti	Société Audubon Haiti
18	Jamaica	Caribbean Coastal Area Management Foundation
19	Jamaica	Dispute Resolution Foundation
20	Jamaica	Environmental Foundation of Jamaica
21	Jamaica	Jamaica Conservation and Development Trust
22	Jamaica	Jamaica Environment Trust
23	Saint Lucia	Saint Lucia National Trust
24	St. Vincent and the Grenadines	Saint Vincent and the Grenadines National Trust
25	St. Vincent and the Grenadines	Sustainable Grenadines Inc.

### Academic institutions

Tertiary education and research institutions in the Caribbean islands play an important role in supporting biodiversity conservation and environmental management through their research, education and outreach. This engagement occurs at different levels. Academic institutions may partner with local communities and CSOs to carry out tailored research (e.g. climate change assessments, social assessments, or biodiversity inventories) in support of project implementation. Academic institutions may also collaborate with government institutions and agencies to promote conservation and sustainable management of biodiversity, and to inform environmental policy and regulations. Moreover, academic institutions can play a lead role in implementing national or regional conservation programs.

The ecosystem profile identified 28 academic institutions with environmental programs in project countries, with the vast majority in the Dominican Republic. In 2012, 10 universities in the Dominican Republic formed the *Red Ambiental de Universidades Dominicanas* (Dominican Universities Environmental Network or RAUDO) to support the sustainable development of the country by bringing together the capacities of these higher education institutions to generate and disseminate environmental knowledge within the academic community and society at large, through education, research and extension. The network now includes 17 universities, including INTEC. An indicative list of academic institutions in the project countries is provided to give an example of the types of organizations that might play roles in CEPF's second investment phase.

#	Country	Organisation Name
1	Antigua and Barbuda	Barbuda Research Complex
2	The Bahamas	Bahamas Marine Mammal Research Organisation
3	The Bahamas	Bimini Biological Field Station Foundation
4	The Bahamas	Gerace Research Centre
5	The Bahamas	The Island School
6	Dominican Republic	Instituto Dominicano de Investigaciones Agropecuarias y Forestales
7	Dominican Republic	Instituto Superior de Agricultura
8	Dominican Republic	Museo Nacional de Historia Nacional
9	Dominican Republic	Universidad Agroforestal Fernando Arturo de Meriño
10	Dominican Republic	Universidad Autónoma de Santo Domingo
11	Dominican Republic	Universidad Nacional Pedro Henriquez Ureña
12	Haiti	Université d'État d'Haïti
13	Haiti	Université de Technologie d'Haïti
14	Haiti	Université Quisqueya
15	Jamaica	Natural History Museum of Jamaica
16	Jamaica	University of the West Indies, Institute for Sustainable Development
17	Jamaica	University of the West Indies, Mona Campus
18	Jamaica	Windsor Research Centre
19	Saint Lucia	Sir Arthur Lewis Community College
20	St. Vincent and the Grenadines	Richmond Vale Academy

## Community-based organizations

Community-based organizations (CBOs) have been playing an increasingly important role in biodiversity conservation in the Caribbean, along with producer organizations and cooperatives. These groups may be organised around a business or productive activity, like agriculture or fisheries, which may directly or indirectly benefit conservation (for example, sustainable farming in a KBA buffer zone or ecotourism in a protected area). The scope of these organizations is generally more narrowly focused than that of their local NGO counterparts and their capacity to plan, implement and evaluate conservation projects tends to be lower. They are, however, an essential component of efforts to implement socio-culturally relevant and sustainable conservation and resource management initiatives. The ecosystem profile identified 54 environmentally focused CBOs and 51 producer organizations in project countries, with the largest numbers in Jamaica and Saint Lucia.

One area where CBOs and producer organizations are active is fisheries co-management, where resource-user groups and fisherfolk organizations have been engaged in governance and management of fisheries resources with the help of intermediary organizations, including CANARI. CBOs have also been engaged in the management of terrestrial areas. For example, since 2000, the Jamaican Forestry Department has been establishing Local Forest Management Committees to enable local communities to participate in the planning, management, protection, and sustainable use of local forests. In the Dominican Republic, three CBOs have been established in the Jaragua-Bahoruco-Enriquillo Biosphere Reserve, one of which promotes ecotourism and sustainable use of natural resources among surrounding communities. An indicative list of CBOs in the project countries is provided to give an example of the types of organisations that might benefit from the project.

#	Country	Organization Name
1	Dominican Republic	Dajabón Community Nursery
2	Haiti	Organisation des Groupements pour l'Avenir de Rossignol
3	Haiti	Organisation des Paysans pour le Développement de l'Unité II de la Forêt des Pins, Mare Rouge
4	Jamaica	Clarendon Parish Development Committee Benevolent Society
5	Jamaica	Cockpit Country Local Forest Management Committee
6	Jamaica	Dolphin Head Local Forest Management Committee
7	Jamaica	St Ann Parish Development Committee
8	Jamaica	The Bluefields People's Community Association
9	Saint Lucia	Castries Fishermen's Cooperative
10	Saint Lucia	Laborie Fishers and Consumers Co-op
11	St. Vincent and the Grenadines	Diamond Village Community Heritage Organisation
12	St. Vincent and the Grenadines	Goodwill Fisherman's Co-op

## Local communities at sub-project sites

While the Caribbean as a whole is urbanizing faster than anywhere else in the world, most sub-projects will take place in rural areas, where agriculture (both smallholding and commercial plantations) is an important source of employment, together with other natural resource sectors and tourism. The small, open economies of the Caribbean Islands are vulnerable to external shocks, such as natural disasters, fluctuating commodity prices in the world market, and volatility in the tourism sector, which is a major income-earning sector in most countries. Prior to the COVID-19 pandemic, the contribution of tourism to the GDP of project countries ranged from 10 percent in Haiti to 60 percent in Antigua and Barbuda.

Even before the COVID-19 pandemic, stakeholders consulted during the preparation of the ecosystem profile emphasized the need for linkages between sustainable livelihoods and biodiversity conservation, as conservation efforts are unlikely to be sustainable unless the development priorities of local communities are addressed. This need is likely to have intensified greatly, as income and employment from the tourism sector have collapsed (at least temporarily), and economic activity in other sectors has declined as a result of the pandemic. While the situation will vary among communities and between countries according to local circumstances, local communities at sub-project sites are anticipated to be more dependent upon natural resources and more economically vulnerable. In this context, sub-projects will need to prevent elite capture of project benefits and avoid entrenching social exclusion of vulnerable groups. This will require stakeholder analysis, including the identification of vulnerable groups within communities and involving them throughout the project cycle.

Because the sub-grants will be awarded on a competitive basis (small grants up to \$50,000 will be awarded directly by CANARI in its role as the RIT; large grants will be awarded directly by the CEPF Secretariat), following open calls, the location of project activities and, thus, the beneficiary communities are not yet known. Applicants for sub-grants will be required to describe the social context where sub-project activities will take place as part of their application and to identify the project location. All applications will be screened against the World Bank's ESSs, following the process set out in the ESMF, and additional information on affected communities will be requested from applicants, with a level of detail determined by an evaluation of social risks.

### **Other Interested Parties**

#### **National government agencies**

The institutional landscape in project countries can be complex, with multiple agencies having overlapping authority over protected areas or other KBAs, and few overarching coordinating mechanisms, particularly at the operational level. The project will respond to this challenge by adopting a collaborative social accountability approach to build partnerships among different actors, including relevant government agencies. In particular, it will be necessary to engage national government agencies responsible for biodiversity conservation and management of protected areas, as well as those with responsibilities related to management of forests, fisheries, water and other natural resources.

In Antigua and Barbuda, the National Parks Authority, Barbuda Council and the Fisheries Division constitute the legal authorities managing operational protected areas, while the Forestry Unit and the Development Control Authority are also authorized to manage protected areas and other sites of high biodiversity value.

The Bahamas National Trust oversees the Bahamas National Park System, while the Department of Marine Resources is the governmental agency in charge of the Marine Reserve Network.

The Dirección de Áreas Protegidas (Protected Areas Department) of the Secretaría de Estado de Medio Ambiente y Recursos Naturales (Ministry of Environment and Natural Resources) is the principal authority in charge of the management of protected areas in the Dominican Republic. Following recent decentralization policies, city councils have been given greater authority for environmental management, including the power to declare areas for conservation within their territorial jurisdiction.

In Haiti, *l'Agence Nationale des Aires Protégées* (National Protected Areas Agency or ANAP) is the government agency with responsibility for protected area management.

In Jamaica, the agencies in charge of the management of protected areas are the Natural Resources Conservation Authority, the National Environment and Planning Agency, the Fisheries Division, the Forestry Department and Jamaica National Heritage Trust.

In Saint Lucia, forest reserves and protected forests fall under the responsibility of the Department of Forestry, while nature reserves are under the authority of Saint Lucia National Trust. Marine management areas and marine reserves are under the responsibility of the Fisheries Department.

In St. Vincent and the Grenadines, the National Parks, Rivers and Beaches Authority is the lead coordinator for protected areas management and works in partnership with several governmental organizations, such as the Forestry Department, the Fisheries Department, and St. Vincent and the Grenadines National Trust.

National government agencies will be engaged in various activities of CANARI's project as guided by the participation and communication strategy, including to co-create analyses of conservation challenges and shared solutions to them, using a collaborative social accountability approach. This will ensure that the identified conservation actions are well aligned with national development plans and climate change adaptation plans. Selected national government agencies will also be invited to join the Regional Advisory Committee: a body established under the project to provide independent advice to the CEPF Secretariat and RIT on the selection of sub-grant applications for award, as well as the strategic development of the project.

#### **Local government agencies**

Local government agencies, at the municipality, parish or equivalent level, are a key project stakeholder group because of their leading role in land-use planning and other development decision-making. The project will engage local government agencies in the collaborative social accountability processes for priority KBAs and clusters of priority KBAs. The project will facilitate partnerships between local government agencies, CSOs, communities, private sector actors and other stakeholders to identify and



analyze local conservation issues and develop joint solutions to them. Some of these solutions will be implemented through sub-grants. While public sector agencies will not be eligible to receive sub-grants, CSOs will be expected to develop their sub-grants in close consultation with relevant local government agencies, to obtain necessary permits and authorizations, and to ensure that they align with local development plans and priorities.

### Private sector actors

The private sector in most Caribbean islands includes national, regional and multinational companies but is mainly comprised of locally-owned, small- and medium-sized enterprises that operate in small and medium-sized towns/villages and lack strong links to the global economy.

Some of the large private companies in the region have established charitable foundations as a vehicle for corporate giving in the countries and communities where they operate. Most of these corporate foundations orient their giving towards social issues (education, health, etc.), although some have an environmental focus, such as Fundación Propagas, the corporate foundation of Grupo Propagas, which supports conservation activities at Parque Nacional Dr. Juan Bautista Pérez in the Dominican Republic.

Efforts to engage the private sector in conservation efforts across the hotspot have met with varying degrees of success. During the initial phase of CEPF investment, initiatives in Antigua and Barbuda, the Dominican Republic and Haiti resulted in successful collaborations between CSOs and the private sector. Most traction was gained in the Dominican Republic, where there is a *Red Nacional de Apoyo Empresarial a la Protección Ambiental* (National Network for Corporate Support for Environmental Protection or ECORED): a 90-member non-profit network of private sector organizations committed to developing a culture of sustainable development. This experience will be built upon under the project, where private sector actors are anticipated to be engaged in the design and implementation collaborative conservation actions in and around priority KBAs. An indicative list of private sector actors in the project countries is provided to give an example of the types of organization that might be engaged in the project in this way.

#	Country	Organization Name
1	Dominican Republic	Barrick Pueblo Viejo
2	Dominican Republic	Bepensa S.A. de C.V.
3	Dominican Republic	Fundación Propagas
4	Dominican Republic	Fundación Tropigas
5	Dominican Republic	Helados Bon
6	Dominican Republic	Nacional de Apoyo Empresarial
7	Jamaica	Sandals Resorts International
8	Saint Lucia	Lucia Electricity Services Limited

Regional and national private sector associations (for example, the Caribbean Hotel and Tourism Association [CHTA] and national chambers of commerce) are key groups to reach individual large and medium-sized companies across sectors.

### International NGOs

Several international environmental NGOs have longstanding programs in the Caribbean Islands Hotspot. They include BirdLife International, Durrell Wildlife Conservation Trust, Fauna & Flora International, Island Conservation, the International Union for Conservation of Nature, The Nature Conservancy and the World Resources Institute. International NGOs play an important role in channeling technical resources to local CSOs in the region.

Some Caribbean CSOs, however, are concerned about what they perceive to be predatory behavior and competition for donor resources from some international NGOs. Resource competition is reinforced by the donor practice of channeling investments through external organization rather than through Caribbean intermediaries. In some instances, the agenda of international conservation NGOs is felt to be at odds with that of local NGOs and communities in the Caribbean. The policies and practices of international NGOs may impact negatively on local NGOs by disrupting operations, draining capacity and distracting or re-directing focus. The project will pay particular attention to ensuring that, where international NGOs are involved in collaborative actions or as service providers, partnerships with local CSOs and communities are equitable.

### International donors and regional and international inter-governmental agencies

In its role as the RIT, CANARI will support the CEPF Secretariat in ensuring that the hotspot investment is well aligned with national and regional priorities for biodiversity conservation, climate change adaptation, and sustainable development. This will be done through effective coordination and collaboration with all stakeholders, including international donors and regional and international inter-governmental agencies working in the priority focal areas of biodiversity conservation, climate change adaptation and sustainable development.

There are many funders and their intermediaries running grant and other capacity building programs focused on biodiversity conservation, climate change adaptation and sustainable development in the region. These include private foundations (e.g., Virgin Unite, Sandals Foundation), bilateral donors (e.g., Canadian International Development Agency [CIDA], *Deutsche Gesellschaft für Internationale Zusammenarbeit* [GIZ], Japan International Cooperation Agency [JICA], United States Agency for International Development [USAID]), and multilateral donors (e.g. the European Union). Joint donor programs also exist (e.g., Caribbean Biodiversity Fund [CBF]). Global funds such as the Global Environment Facility (GEF) and the Green Climate Fund (GCF) are important sources of funds which are implemented by intermediaries that are usually regional or international agencies (e.g., CARICOM or United Nations agencies).

There are several regional and international inter-governmental bodies and agencies which have a mandate relevant to CEPF's strategy in the Caribbean Islands Biodiversity Hotspot, for example: CARICOM Secretariat, Caribbean Community Climate Change Centre (CCCCC), Caribbean Disaster Emergency Management Agency (CDEMA), Caribbean Public Health Agency (CARPHA), Caribbean Regional Fisheries Mechanism (CRFM), Caribbean Tourism Organisation (CTO), Organisation of Eastern Caribbean States (OECS) Commission.

Several international agencies are also operating offices and/ or programs in the region, for example: Association of Caribbean States (ACS), Organisation of American States (OAS), United Nations Development Programme (UNDP) and United Nations Environment (UNEP) including its Caribbean Environment Programme (CEP). Multilateral banks also need to be considered here, for example the Caribbean Development Bank (CDB) and the Inter-American Development Bank (IDB).

The RIT will also ensure coordination and collaboration with CEPF's donors, in coordination with the CEPF Secretariat, including close coordination with the relevant World Bank Country Management Units (CMUs). In particular, the RIT will coordinate with the CEPF Secretariat to share calls for proposals with the CMU in Haiti in advance to obtain the CMU's consensus and support. Face-to-face and virtual outreach meetings and roundtables with donors and key partners will be facilitated.

### **Vulnerable Groups**

As discussed in the previous section, project activities, including those of the sub-projects, will be taking place in a context of increased economic vulnerability and dependence on natural resources, meaning that sub-grantees will need to identify vulnerable groups within the local communities at the sites where they plan to implement activities and involve them throughout the project cycle. In this way, risks of elite capture and social exclusion can be mitigated. Stakeholder analysis will be conducted as part of the development of the SEP for each individual sub-project. This section summarizes the main types of vulnerable group that may be present at each sub-project site. Not all of these groups will necessarily be present at every site. Similarly, this is not intended as an exclusive list, as there may be additional groups that are not identified here.

### **Women**

Poverty has a gendered dimension in the Caribbean islands: there is a greater prevalence of poverty among women than men. Women are heavily involved in productive sectors that depend on natural resources, such as agriculture and fisheries. However, there are structural inequalities in Caribbean societies that influence women's access to resources, including natural and productive resources. The agricultural sector, which is the main source of income and employment in rural communities in and around many of the priority sites where the project will focus, is gender-segregated, with men dominating land ownership, access to credit, and other means of production.

At the household level, access to water has a gendered dimension, with women bearing the burden of water management, particularly in households without access to pipe-borne water or in times of water scarcity. Climate change is expected to worsen such environmental problems as deforestation, water scarcity and land degradation, and will have differentiated impacts on women and men in the Caribbean.

Although women's educational performance tends to be higher than that of men, women are under-represented in large-scale enterprises, leadership and decision-making, and targeted growth areas; they tend to be concentrated in lower level and lower paying jobs. This is also true for the civil society sector as a whole. In the context of the project, women are at risk of being left out of consultation processes, in which male presence is traditionally predominant. Hence, the project will need to ensure that both men's and women's voices are heard in consultations, especially those influencing the selection of sub-project activities or beneficiaries. This may require separate consultations to be held for women. The project will also need to approach the selection and design of sub-projects with a gender lens, to promote gender equity among the sub-grantees themselves, as well as among the beneficiaries of their sub-projects.

CANARI will build or strengthen the capacity of sub-grantees, on an as-needs basis, to comply with CEPF's gender policy through one-on-one coaching and training via virtual workshops/ webinars.

### **Members of women-headed households**

Women head nearly half of Caribbean households but are disadvantaged in the region's labor markets. Female participation in the labor 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. There are some exceptions, however. For instance, the incidence of poverty among women-headed households in Saint Lucia (21%) is almost the same as among men-headed households (22%). In rural communities, women-headed households may be particularly vulnerable, due to the structural inequalities in women's access to resources discussed above. Again, the project will need to ensure that women-headed households are represented and have their voice heard in consultations that influence the design of sub-project activities and the distribution of benefits, to ensure that they are not overlooked or excluded from project benefits.

COVID-19 has had a social and economic impact and adds a dimension to the social context that was not present when the Ecosystem Profile was developed. The full extent of the impact of COVID-19 is unknown but across the region 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**

Unemployed young people are another vulnerable group within Caribbean society. 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 and/or access livelihood or employment opportunities owing to consultation processes being dominated by established elites, who tend to belong to older generations. The project will need to approach the selection and design of sub-projects in such a way that opportunities are created for unemployed young people to participate in conservation activities. This could include both young people in rural communities in and around the priority KBAs, as well as urban youth who could be employed by CSOs or engaged by them through training, internships or other means. In Jamaica, for instance, there are existing initiatives to engage unemployed young people and prevent them becoming victims or perpetrators of crime, such as Police Youth Clubs and 4-H Clubs, this experience can be drawn on by the project.

### **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 sub-projects.

## **LGBTI persons**

LGBTI persons 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. None of the project countries have anti-discrimination laws concerning sexual orientation, and, in four countries, sexual activity between persons of the same sex is criminalized. There are also high levels of homophobic and transphobic violence in several project countries, particularly in Jamaica. These factors raise issues about how to identify LGBTI persons, without placing them at risk of discrimination, prosecution or violence. Sub-grantees will be required to undertake stakeholder mapping with sensitivity, and to implement measures to ensure the confidentiality of personally identifiable information.

## **Persons with disabilities**

An estimated 15 percent of the population of the project countries is living with disabilities. Persons 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. Persons with disabilities are also more likely to have lower educational attainment, health outcomes, income and levels of employment than persons without disabilities. Studies show that women with disabilities are four times more vulnerable to gender-based violence. Persons with disabilities are also at enhanced risk of discrimination and social exclusion. In this context, sub-grantees must take account of persons with disabilities and ensure that they are not excluded from accessing training, alternative livelihoods, job creation and other sub-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 persons and visually impaired persons.

## **Members of poor households**

As the least-developed country in the Americas, Haiti has the highest poverty rate among the project countries, with more than half of the population living below the national income poverty line. This rate is greater than 30 percent in the Dominican Republic and around 20 percent in the other five countries. Income inequality, or the gap between the rich and the poor, coexists with high levels of poverty, despite the high and middle-income status of most Caribbean countries. The level of inequality, as measured by the Gini Coefficient, is quite significant in some national contexts, especially The Bahamas and Haiti.

Members of poor households are particularly vulnerable to environmental degradation, due to greater dependence on natural resources, less diverse income sources and fewer economic assets. At the same time, poverty can be a driver of unsustainable use of resources, such as the use of forest or mangrove-derived charcoal for fuel, or encroachment on watersheds and forested areas for agricultural land. Conservation actions that fail to engage poor households risk exacerbating environmental degradation as well as entrenching inequality. Sub-grantees must, therefore, give particular attention to mitigating the risk of elite capture of project benefits, which can arise when poor households are viewed as less able to participate in sub-project activities.

## **Members of landless households**

While there is significant overlap between landless households and poor households, they are considered as a separate group because there are particular considerations that apply to them. Members of landless households do not possess one of the main assets available to the rural poor: land. Rather, their main economic asset is their labor. Also, without land to use as collateral, members of landless households face an additional barrier to accessing credit, including micro-credit. In the context of the project, members of landless households may be at enhanced risk of social exclusion if their rights to access or manage natural resources are seen as less legitimate because they do not own land. Therefore, sub-grantees will need to pay particular attention to identifying and engaging landless households when designing and implementing activities that trigger the application of ESS5 on land acquisition, restrictions on land use and involuntary resettlement.

## **Jamaican Maroons**

Jamaican Maroons are descendants of escaped enslaved African who established free communities during the colonial period. Jamaican Maroons have preserved distinct customs and practices. To some extent, the maroons are autonomous and separate from mainstream Jamaican culture, and certain rights to self-government and land are recognised under Jamaican law. There are four officially recognised maroon settlements: Accompong Town; Moore Town; Charles Town; and Scott's Hall. The former is located within the Cockpit Country priority site; the latter three are located in and around the Blue and John Crow

Mountains Protected National Heritage and surroundings priority site. Sub-projects at these sites will need to develop particular strategies for engaging Jamaican Maroon communities and be especially alert to the possibility that sub-project sites may have tangible and/or intangible cultural heritage that triggers the application of ESS8 on cultural heritage.

### **Haitian immigrants**

There is a long history of immigration from Haiti to the Dominican Republic, as people traveled from relatively poor Haiti to its relatively prosperous neighbor in search of employment in the agriculture and construction sectors. The rate of immigration increased enormously following the Haitian earthquake in 2010. There are now estimated to be around 2 million persons of Haitian origin living in the Dominican Republic, around 70 percent of whom have lived there for less than 10 years. The vast majority of these persons are undocumented, which creates considerable challenges for them to access education and healthcare services, or to find employment other than manual labor. Around two-thirds of Haitian immigrants are male, and three-quarters are aged between 18 and 39 years old. People of Haitian origin are concentrated in areas along the international border with Haiti, especially in Pedernales province, where there is a concentration of priority KBAs. Haitian immigrants are subject to discrimination, and there are reports of targeted acts of violence against members of this group. Sub-grantees designing and implementing sub-projects in areas with Haitian immigrants will need to pay particular attention to the increased vulnerability of this group. A particular consideration is that undocumented migrants who do not own land and face uncertainty about their future may be less interested in participating in long-term, place-based conservation actions.

## **11. Stakeholder engagement program**

Within the first three months of the project, CANARI will develop a participation and communication strategy which will guide how the RIT will engage stakeholders throughout the project life cycle. Methods of engagement will be tailored for each stakeholder group. A virtual launch of the hotspot investment will be rolled out, including through webinars, CANARI's website, social media and other digital platforms, radio, etc. The RIT will develop, translate (into French and Spanish) and disseminate a range of communication products to stakeholders to ensure key information provided in the Ecosystem Profile is accessible, to share lessons learned and best practices and to highlight stories and results from grantees and the portfolio at large (communication products may include press releases, videos, GIS Story Maps, social media posts, photo-journals, podcasts etc.). The RIT will develop a webpage on CANARI's website to serve as a key source of information for all stakeholders, including applicants, grantees, donors and other partners. This webpage and CANARI's social media platforms will facilitate grantee to grantee communications and the webpage, in particular, will serve as a repository for grantee reports and hotspot information. The RIT will support the CEPF Secretariat in efforts to fulfill CEPF's global communication needs.

The RIT will be responsible for the award of small grants (maximum US\$50,000) to support sub-projects implemented by CSOs under the supervision of the RIT. In addition, the RIT will support the CEPF Secretariat with the solicitation, award and monitoring of large grants. Through these sub-projects, conservation actions will be implemented by CSOs in and around priority KBAs. These conservation actions comprise the bulk of the project activities that could have varying degrees of environmental<sup>2</sup> and social risks and impacts. In accordance with the ESMF for the project, all sub-grantees will be required to prepare a sub-project-level SEP, including a grievance redress mechanism (GRM) for stakeholders. The SEP should be proportionate to the scope and risk level of the sub-project. It should identify the different stakeholders and describe how engagement with each will take place. The SEP also detail how the sub-grantee will monitor and evaluate the effectiveness of its stakeholder engagement activities.

The stages of each sub-project's life cycle in which consultations will take place, and the timeframe, will be defined in the sub-project-level SEPs, which will be developed prior to the approval of each sub-grant.

Consultation and preparation of ESF instruments at the sub-grantee level, including the preparation of the sub-project-level SEP will take place during sub-project preparation and during the three months prior to the start of sub-projects.

At the project and sub-grantee level, consultations will take place on an ongoing basis and throughout the project life cycle. Major topics will be the implementation and results of the ESS instruments relevant to

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<sup>2</sup> Activities proposed are not likely to have significant or irreversible environmental impacts.

the project, promotion and functioning of the GRM, aspects of Social Inclusion, results and opportunities for improvement, among others.

The RIT, in the case of sub-grants up to \$50,000, will provide each sub-grantee with a copy of ESS10 from the World Bank website, together with an internal guidance note on the application of this standard in the context of the CEPF project. Sub-grantees will also be provided with a template for the sub-project-level SEP (Annex 2), together with worked examples. A simplified template will be made available for low-risk sub-projects (Annex 3). Sub-grantees will have the option of preparing the SEP in English, French or Spanish; templates in all three languages will be made available on the CEPF Caribbean webpage of CANARI’s website.

## 12. Consultation methods

Details of the consultation and engagement methods that will be used for each stakeholder group identified in the project will be outlined in the RIT’s participation and communication strategy, which will be developed within the first three months of the project. In developing this strategy, the RIT will conduct a stakeholder identification and analysis exercise which will look at the following areas:

- Rights, responsibilities and interests
- How stakeholders can contribute, how will they be affected and how they could negatively impact the project
- Potential conflicts to be managed among stakeholders
- Capacities and capacity needs

Methods that will be used to consult with each of the stakeholder groups identified above will be tailored based on the findings of the analysis and will include (but are not limited to) those outlined in Table 2 below.

**Table 2: Methods that will be used to consult and engage each stakeholder group**

Stakeholder group	Methods for consultation and engagement
Local CSOs	<ul style="list-style-type: none"> <li>• Direct emails</li> <li>• Face-to-face meetings</li> <li>• Virtual meetings/ calls and WhatsApp messages</li> <li>• Social media tagging</li> <li>• Posting on Caribbean listservs</li> <li>• CANARI webpage</li> <li>• Workshops and webinars</li> <li>• One-on-one coaching and mentoring</li> <li>• Peer exchanges</li> </ul> <p>Project activities, including: (1) capacity building via direct engagement by the RIT staff in workshops, training, coaching, mentoring, meetings; (2) awarding small grants through the Small Grant Mechanism; (3) participation in documenting local knowledge and cases of innovation; (4) direct emails and meetings, workshops and webinars by CANARI</p>
Academic institutions	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> <li>• Posting on Caribbean listservs</li> <li>• Social media</li> <li>• CANARI webpage</li> <li>• Regional databases</li> <li>• Media</li> </ul>
Community-based organizations (CBOs)	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Social media</li> <li>• Media</li> <li>• Specific pathways used by target CBOs operating in the communities</li> </ul>
Local communities	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Social media</li> <li>• Media</li> </ul>

Stakeholder group	Methods for consultation and engagement
	<ul style="list-style-type: none"> <li>• Specific pathways used by target local communities in and around the priority KBAs</li> </ul>
National government agencies	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> <li>• Posting on Caribbean listservs</li> <li>• Social media</li> <li>• CANARI webpage</li> <li>• Regional databases</li> <li>• Media</li> </ul>
Local government agencies	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> </ul>
Private sector actors	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> <li>• Media</li> </ul>
International CSOs	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> <li>• Posting on Caribbean listservs</li> <li>• Social media</li> <li>• CANARI webpage</li> <li>• Regional databases</li> <li>• Media</li> <li>• Award of small grants</li> </ul>
International donors and regional and international inter-governmental agencies	<ul style="list-style-type: none"> <li>• Face-to-face and virtual meetings</li> <li>• Donor roundtable</li> <li>• Direct emails</li> <li>• Engagement in project activities</li> <li>• Posting on Caribbean listservs</li> <li>• Social media</li> <li>• CANARI webpage</li> <li>• Regional databases</li> <li>• Media</li> </ul>

### 13. Other engagement activities

Consultations and engagement may take the form of one-on-one meetings, small-group consultations, webinars, stakeholder workshops, national or regional peer exchanges or donor roundtables (in the specific case for international donors and inter-governmental agencies). Consultations may be in-person or virtual. Indeed, virtual meetings may be a necessity, as long as social distancing, travel restrictions and other measures to control transmission of the COVID-19 virus remain in place. For any possible face-to-face consultations, the RIT will ensure that the project adheres to proper physical distancing protocols, such as those established by the WHO. Whichever forms of consultation are used, attention will be given to using national languages and ensuring that voices of men and women are both heard. In some contexts, this may require holding separate consultations for men and women. Stakeholder engagement will also be used to ensure that all vulnerable groups within the project area are identified and consulted.

In the context of COVID-19, the project will follow the guidance of the Technical Note: “Public Consultations and Stakeholder Engagement in WB-supported operations when there are constraints on conducting public meetings, March 20, 2020”.

Stakeholder consultation will include appropriate methods for incorporating the views of identified vulnerable groups, using culturally appropriate methods, with simple, non-technical language, graphic illustrations, and, where relevant, translations and interpretation. This may include having separate consultations for certain groups. In the context of COVID-19, the potentially more limited access of vulnerable groups to the technology required to participate in virtual consultations (e.g., cell phones, internet-enabled devices, etc.) will be taken into account. Accessibility considerations mean time will also be taken into account in scheduling activities.

#### 14. Timeline and resources

Stakeholder engagement is an integral element of this project, and specific activities to engage each stakeholder group will be detailed in the RIT’s participation and communication strategy developed within the first three months of the project. Table 3 below outlines the indicative timeline for SEP implementation. The budget for SEP implementation has been built into the RIT project budget.

**Table 3: Indicative timeline for SEP implementation**

Action	Implementation Schedule	Cost Estimate (USD)
Launch of the second investment phase of the CEPF Caribbean Islands Biodiversity Hotspot	Within 120 days of start of the RIT project	RIT staff time: c.\$16,000 Translation services: c.\$2,000
Virtual and face-to-face meetings, peer exchanges, donor roundtables, workshops and webinars with stakeholders	Throughout project	25% of RIT budget: \$375,000
Screening of sub-project applications for small grants	Within 90 days following each call for proposal deadline	5% of RIT budget: \$75,000
Provision of guidance to sub-grantees on impacts/risks and mitigation measures, including SEP preparation	Within 120 days following each call for proposal deadline	5% of RIT budget: \$75,000
Review of grievances, including field visits to establish facts and monitor implementation of agreed response	Initial review within 5 working days of receipt; field visit (if required) within 90 days of receipt	2% of RIT budget: \$30,000
Review of environmental and social monitoring reports submitted by sub-grantees	Within 30 days of report submission	3% of RIT budget: \$45,000
Site visits to selected sub-projects	From year two of the project onwards	15% of RIT budget: \$225,000
Monitoring of grievance email accounts	Throughout project	Negligible
Review of final completion reports submitted by sub-grantees	Within 30 days of report submission	2% of RIT budget: \$30,000
Participation in RIT supervision missions	Twice per year	Estimated 5% of RIT project budget: c.\$75,000
Participation in the independent evaluation of the RIT	During final year of the project	RIT staff time: c.\$5,000
Participation in RIT training delivered by the CEPF Secretariat	Within 90 days of start of the RIT project	RIT staff time: c.\$6,000
Development of online guidance and training materials for sub-grantees (in collaboration with the CEPF Secretariat)	Initial development during first year of the project; update during years two to four	5% of RIT budget: \$75,000
Design and delivery of training for sub-grantees (in collaboration with the CEPF Secretariat)	On an as-needs basis throughout the project	5% of RIT budget: \$75,000
	<b>TOTAL</b>	<b>\$1,109,000</b>



## 15. Monitoring and arrangements

The RIT will take the following steps<sup>3</sup> to monitor and evaluate the effectiveness of the stakeholder engagement activities listed above:

- Seeking feedback from stakeholders throughout project implementation through regular virtual and face-to-face meetings, direct email, social media, feedback forms from all training sessions, peer exchanges, webinars and workshops, etc.
- Reviewing sub-grantee reports, specifically reports on the implementation of sub-project SEPs
- Virtual or face-to-face site visits to sub-projects and discussions with stakeholders at project sites
- Seeking feedback from stakeholders during the mid-term assessment of the CEPF Caribbean Islands Biodiversity Hotspot investment and incorporating recommendations into project implementation
- Seeking feedback from stakeholders at the final evaluation of the CEPF Caribbean Islands Biodiversity Hotspot investment and documenting and sharing lessons learned, best practice and recommendations.
- Reporting on stakeholder engagement activities in the RIT's bi-annual programmatic reports to the CEPF Secretariat
- Reporting during meetings and supervision missions with the CEPF Secretariat
- Monitoring of the Grievance Redress Mechanism (GRM)

## 16. Consultation

Section 9 above details the consultation process that the RIT led, in collaboration with the CEPF Secretariat, to update the Ecosystem Profile for the Caribbean Islands Biodiversity Hotspot, which was the main consultative process in preparation of this project.

## 17. Disclosure

This Stakeholder Engagement Plan will be disclosed publicly by posting it on the CEPF Caribbean Islands webpage of CANARI's website.

The RIT will support sub-grantees to complete SEPs for sub-projects and will review draft versions of SEPs and provide feedback before they are finalised, prior to approving small grants for contracting (contracting of large grants will be done directly by the CEPF Secretariat). The final, approved SEPs, together with other applicable environmental and social instruments for sub-projects, will then be publicly disclosed on the CEPF Caribbean Islands webpage of CANARI's website (as well as CEPF's website).

## 18. Grievance mechanism

The following is the GRM for the RIT project to address concerns of CANARI's external stakeholders. The GRM will be translated into French and Spanish and made available to stakeholders, including via CANARI's website, once the RIT project starts. Grievances that relate to RIT project workers will be handled by a separate mechanism which is included as part of the project's Labor Management Procedures.

Visiting project sites may involve visits to local communities by RIT staff and consultants as well as meetings with local people, which could present risks to community health and safety. This GRM 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 GRM and make available contact information of CANARI and the CEPF Secretariat. This will be done through a printed handout or other locally appropriate means.

The GRM is complemented by CANARI's Safeguarding People Policy, which is intended to protect people, including partners and beneficiaries, from any harm that may be caused due to them coming into contact with CANARI. The policy is publicly available on CANARI's website: <https://bit.ly/3AxWiUP>

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<sup>3</sup> The RIT's participation and communication strategy that will be developed within the first three months of project implementation may also include additional steps.

## Objectives of the GRM

The objectives of the GRM 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:** All complaints should be received by the RIT Manager at CANARI. 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:

<b>Contact</b>	
Telephone	+1-868-638-6062
Email address	<a href="mailto:Executive.Director@canari.org">Executive.Director@canari.org</a>
Physical address	Caribbean Natural Resources Institute, 105 Twelfth Street, Barataria, Trinidad and Tobago

**All grievances received by RIT staff should be forwarded to the RIT Manager within 24 hours of receipt.**

2. **Acknowledgement:** All grievances will be acknowledged by telephone or in writing by the RIT Manager 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 RIT Manager 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 CANARI's grievance file, including relevant documents.
4. **Notification:** Communication of the grievance as follows:
  - a. If it is concerning the RIT project, communication to the RIT Manager, copy to CANARI's Programmes Director.
  - b. Notification will also be made to the CEPF Grant Director within 15 days.
  - c. If it is concerning general CANARI operations/activity, communication to CANARI's 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 RIT Manager and the Programmes Director). 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 as appropriate
  - b. A resolution cannot be achieved, and the case is presented to the CEPF Grant Director or CANARI's Grievance Committee for further input

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 by CANARI'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 RIT Manager.**

### 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	<a href="mailto:cepf@cepf.net">cepf@cepf.net</a>
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.

### World Bank Grievance Redressal Service (GRS)

The complainant has the option of approaching the World Bank if they find the established GRM cannot resolve the issue. **It must be noted that this GRS should ideally only be accessed once the project's grievance mechanism has first been utilized without an acceptable resolution.** World Bank procedures require the complainant to express their grievances in writing to the World Bank office in Washington DC by completing the bank's [GRS complaint form](#) which can be found at the following URL link: <http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service#5> . Completed forms will be accepted by email, fax, letter, and by hand delivery to the GRS at the World Bank Headquarters in Washington or World Bank Country Offices.

**Email:** [grievances@worldbank.org](mailto:grievances@worldbank.org)  
**Fax:** +1-202-614-7313  
**By letter:** The World Bank  
 Grievance Redress Service (GRS)  
 MSN MC 10-1018 NW,  
 Washington, DC 20433, USA

### Addressing Gender-Based Violence

The GRM will specify an individual responsible for dealing with any gender-based violence (GBV) issues, should they arise. A list of GBV service providers will be kept available by the project. The GRM should assist GBV survivors by referring them to GBV Services Provider(s) for support immediately after receiving a complaint directly from a survivor.

If a GBV related incident occurs, it will be reported through the GRM, as appropriate and keeping the survivor information confidential. Specifically, the GRM will only record the following information related to the GBV complaint:

- The nature of the complaint (what the complainant says in her/his own words without direct questioning).
- If, to the best of their knowledge, the perpetrator was associated with the project.
- If possible, the age and sex of the survivor.

Any cases of GBV brought through the GRM will be documented but remain closed/sealed to maintain the confidentiality of the survivor. Here, the GRM will primarily serve to:

- Refer complainants to the GBV Services Provider.
- Record the resolution of the complaint.

The GRM will also immediately notify both the Implementing Agency and the World Bank of any GBV complaints **WITH THE CONSENT OF THE SURVIVOR**.

In addition to the project's main GRM channel, the GBV survivor can also approach the World Bank directly, especially if the alleged perpetrator ends up being someone directly responsible for managing the GRM. The affected person can approach the Task Team Leader (TTL), the World Bank Caribbean country director, or any other World Bank staff within the task team with whom he/she feels comfortable sharing.

## **Annex 1: List of Organizations Consulted during Preparation of the Ecosystem Profile**

Academia de Ciencias de la República Dominicana

Agence Française de Développement

Agence Nationale des Aires Protégées d'Haïti (ANAP)

Agencia Española de Cooperación Internacional para el Desarrollo (AECID)

Alianza ONG

Bahamas National Trust

BirdLife Jamaica

BirdsCaribbean

Bureau de Conseil et Services Humanitaires (BUCOSEH)

Caribbean Biodiversity Fund (CBF)

Caribbean Coastal Area Management Foundation (C-CAM)

Centre for Resource Management and Environmental Studies (CERMES), University of the West Indies - Cave Hill

Centro Agronómico Tropical de Investigación y Enseñanza – sucursal República Dominicana

Centro de Investigaciones de Biología Marina

Centro para el Desarrollo Agropecuario y Forestal (CEDAF)

Centro para la Conservación y Ecodesarrollo de la Bahía de Samaná y su Entorno (CEBSE)

Consejo Nacional para el Cambio Climático y el Mecanismo de Desarrollo Limpio

Consortio Ambiental Dominicano (CAD)

Department of Biological and Chemical Sciences, Faculty of Science and Technology, University of the West Indies - Cave Hill

Department of Life Sciences, University of the West Indies – Mona

Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)

Diamond Village Community Heritage Organization

Durrell Wildlife Conservation Trust

Environmental Awareness Group (EAG)

Environmental foundation of Jamaica (EFJ)

Environmental Solutions Ltd

Fauna & Flora International (FFI)

Fondation Macaya pour le Développement (FMD)

Fondation pour la Biodiversité Marine

Fondation Seguin

Fondo Pro Naturaleza (PRONATURA)

Food and Agriculture Organization (FAO)

Fundacion Ecologica Maguá

Fundación José Delio Guzmán

Fundación Loma Quita Espuela

Fundación PROGRESSIO

Fundación Propagás

Fundación Sur Futuro

Grenada Dove Conservation Project

Grupo Jaragua Inc. (GJ)

Grupo Social Ecológico

HELVETAS Swiss Intercooperation

Imperial College of London

Institute for Sustainable Development, University of the West Indies – Mona

Instituto Dominicano de Desarrollo Integral (IDDI)

Instituto Tecnológico de Santo Domingo

Inter-American Development Bank (IDB)

Island Conservation

Jamaica Conservation and Development Trust

Jamaica Environment Trust (JET)

Jamaica’s Forestry Department

KIUNZI

Le Nouvelliste Haïti

Ministère de l’Environnement Haïti (MDE)

Ministerio de Educación Superior, Ciencia y Tecnología de la República Dominicana

Ministerio de Medio Ambiente y Recursos Naturales de la República Dominicana

Ministry of Agriculture and Fisheries, Division of Forestry, Wildlife, and National Parks, Government of Dominica

Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives, Department of Forestry, Government of Saint Lucia

Ministry of Agriculture, Industry, Forestry, Fisheries and Rural Transformation, Department of Forestry, Government of St. Vincent and the Grenadines

Ministry of Agriculture, Lands, Forestry, Fisheries and The Environment, Department of Forestry, Government of Grenada

Ministry of Economic Growth and Job Creation, Government of Jamaica

Ministry of Education, Innovation, Gender Relations and Sustainable Development, Department of Sustainable Development, Government of Saint Lucia

Ministry of Health, Wellness and the Environment, Government of St. Vincent and the Grenadines

Ministry of Industry, Commerce Agriculture and Fisheries, Fisheries Division, Government of Jamaica

Museo Nacional de Historia Natural de la República Dominicana

National Environment and Planning Agency (NEPA), Government of Jamaica

National Parks, Rivers and Beaches Authority of St. Vincent and the Grenadines

National Protected Area Trust Fund (Jamaica)

Natural History Museum of Jamaica - Institute of Jamaica

Negril Environment Protection Trust (NEPT)

Nevis Water Department

Observatoire National de l'Environnement et de la Vulnérabilité  
Organisation pour le Développement de la Forêt des Pins (OPDFM)  
Panos Caribbean  
Parc National Naturel Macaya  
Planning Institute of Jamaica (PIOJ)  
Pontificia Universidad Católica Madre y Maestra (PUCMM)  
Red Nacional de Apoyo Empresarial a la Protección Ambiental (EcoRed)  
Réseau d'Enseignement Professionnel et d'Interventions Ecologiques (REPIE)  
Russa García and Asociados  
Sociedad Ornitológica de la Hispaniola  
Société Audubon Haïti (SAH)  
The Bahamas Environment, Science and Technology Commission  
The Nature Conservancy (TNC)  
United Nations Development Programme – Haiti  
United Nations Development Programme – Jamaica  
United Nations Development Programme Barbados and the OECS  
United Nations Environment  
United States Agency for International Development (USAID)  
Universidad Nacional Pedro Henríquez Ureña (UNPHU)  
University of Florida  
Urban Development Corporation (UDC)  
Windsor Research Centre (WRC)  
World Bank Group

## Stakeholder Engagement Plan

Date

CEPF Grant xxxxx

Grantee

*Sub-project Title*

Sub-project Location



## **Grant Summary**

1. Grantee organization.
2. Sub-project title.
3. Grant number.
4. Grant amount (US dollars).
5. Proposed dates of grant.
6. Countries where activities will be undertaken.
7. Date of preparation of this document.
  
8. **Introduction:** This section will briefly describe the sub-project, including design elements and potential social and environmental issues. Where possible, include maps of the sub-project site(s) and surrounding area.
  
9. **Summary of previous stakeholder engagement activities:** 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;
  - Grantee's response to issues raised, including any commitments or follow-up actions; and
  - Process undertaken for documenting these activities and reporting back to stakeholders.
  
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 (i.e., project-affected parties) or have interests in the project that determine them as stakeholders (i.e., other interested parties); and
  - Have the potential to influence project outcomes.Key stakeholder groups may include affected communities, non-governmental organizations, local and national authorities, and private sector actors. They can also include politicians, companies, labor unions, academics, religious groups, national social and environmental public sector agencies, and media agencies.
  
11. **Stakeholder engagement program:** This section will summarize the purpose and goals of the stakeholder engagement program. 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; and
  - Brochures, leaflets, posters, non-technical summary documents and reports.
  
12. **Consultation methods:** This section will describe the methods that will be used to consult with each of the stakeholder groups identified in Section 10. 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; and
  - Other traditional mechanisms for consultation and decision-making.
  
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 stakeholders. Examples include benefit-sharing programs, community development initiatives, job creation initiatives, and/or training and microfinance programs.

14. **Timeline and resources:** This section will present and implementation timeline for each stakeholder engagement activity listed in Sections 11 to 13, together with an estimate of resource needs.
15. **Monitoring and arrangements:** This section aims to outline what steps you will take to monitor and evaluate the effectiveness of the stakeholder engagement activities listed in Sections 11 to 13.
16. **Consultation:** This section will summarize the consultations carried out with stakeholders in preparation of the plan, particularly any local communities who may be particularly affected by the proposed activities. Include dates of consultations, and a summary of the number of women and men consulted, but do not include names of individuals.
17. **Disclosure:** CEPF requires that environmental and social instruments are disclosed to affected local communities and other stakeholders prior to project implementation. Please describe the efforts you have taken to disclose this Stakeholder Engagement Plan.
18. **Grievance mechanism:** For all sub-projects where a World Bank environmental or social standard applies, 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 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 contact details 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 sub-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 to the CEPF Executive Director via the CI Ethics Hotline. If the claimant is not satisfied with the response from the CEPF Executive Director, they may submit the grievance to the World Bank via the World Bank’s Grievance Redress Service (GRS).

The complainant has the option of approaching the World Bank, if they find the established GRM cannot resolve the issue. **It must be noted that this GRS should ideally only be accessed once the project’s grievance mechanism has first been utilized without an acceptable resolution.** World Bank Procedures require the complainant to express their grievances in writing to World Bank office in Washington DC by completing the bank’s GRS complaint form, which can be found at the following link: <http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service#5> . Completed forms will be accepted by email, fax, letter, and by hand delivery to the GRS at the World Bank Headquarters in Washington or World Bank Country Offices.

**Email:** [grievances@worldbank.org](mailto:grievances@worldbank.org)  
**Fax:** +1-202-614-7313  
**By letter:** The World Bank  
 Grievance Redress Service (GRS)  
 MSN MC 10-1018 NW,  
 Washington, DC 20433, USA

#### **Addressing Gender-based Violence**

The grantee will also need to make special provisions for grievances related to gender-based violence (GBV), due to the need for complaints to be handled by persons with specialist training and adopting a survivor-centered approach. The grantee will be provided with the contact details of a GBV service provider in the project country, and will be required to include them in their grievance mechanisms. Survivors of GBV will have the option of contacting the GBV service provider directly, who will, in-turn, inform the CEPF Secretariat, with the express consent of the survivor.

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

**Table A2.1 Stakeholder Identification and Engagement Programme**

Please note that the table presented below represents **an example**. The stakeholders and the responsible person may differ across subprojects. Please include the stakeholders and responsible person that are relevant to your project.

Stakeholder	Information to be Disclosed	Methods of Disclosure/Engagement	Timing of Disclosure/Engagement	Stakeholder Special Needs	Barriers to Engagement/Participation	Actions to be Taken to Reduce Barriers to Engagement/Participation	Person Responsible
<b>Affected Parties</b> (List each stakeholder in a different row)							
Community A	-Project activities, risks and impacts -Project GRM	-Community Meeting -Flyer/Poster on community notice board -Text messages	-Prior to start of project activities (or can be more specific if known)	-Information translated and disseminated into local dialect	-Some parts of community very remote and residents don't have transport to attend meetings or to come to office to file grievances	-Provide transport to meeting site/ file grievance  -Have person responsible for receiving grievance go to person  -Host separate meetings with groups in remote parts of communities	Project Manager
<b>Other Interested Parties</b> (List each stakeholder in a different row)							
Ministry of Environment	-Project activities, risks and impacts  -Project progress	-Email	-Prior to start of project activities  -Throughout project implementation (or can be more specific if known)	N/A	N/A	N/A	Project Manager

Stakeholder	Information to be Disclosed	Methods of Disclosure/Engagement	Timing of Disclosure/Engagement	Stakeholder Special Needs	Barriers to Engagement/Participation	Actions to be Taken to Reduce Barriers to Engagement/Participation	Person Responsible
<b>Vulnerable/ Disadvantaged Groups</b> <i>(List each stakeholder in a different row)</i> <i>Vulnerable groups include: people with disabilities, lesbian, gay, bisexual, and transgender (LGBT) people, members of women-headed households, women organizations, and landless farmers.</i>							
Landless farmers	-Project activities, risks and impacts -Project GRM  -Pest management procedures	-Community meeting -Flyer/Poster on community notice board	-Prior to start of project activities  -During project implementation (or can be more specific if known)	-Information translated and disseminated into local dialect	-Can't attend meetings in the morning  -Most only speak local dialect and not formal language	-Host meetings in afternoons  -Hire translator/person who is fluent in local dialect	Project Manager

## Annex 3: Stakeholder Engagement Plan Template (Low Risk Projects)

### Table of Contents

### List of Acronyms

### Introduction

#### Overview of the Caribbean Hotspot Project

This section should include a general description of the Parent project, including its components. This description can be standard across all of the sub-project SEPs.

#### Description of the Sub-Project

Briefly describe the sub-project

- Its objectives
- Location
- Activities to be undertaken
- Short Summary of environmental and social risks

Include the purpose of the Stakeholder Engagement Plan

#### Covid-19 Considerations for Stakeholder Engagement

Include a description of how covid-19 prevention will be included in the stakeholder engagement process e.g. social distancing, providing masks, sanitizer, holding virtual consultations etc.

#### Documentation of Stakeholder Engagement Activities

Outline how stakeholder engagement activities will be documented e.g. meeting minutes, recordings etc.

#### Stakeholder Engagement Responsibilities and Resources

##### Responsibilities

Include a table that shows the person (s) responsible for the management and implementation of the SEP.

*Please note that the table presented below represents **an example**. The roles and responsibilities may be different across different sub-projects. Please include the roles and responsibilities that are relevant to your sub-project.*

Role/Position Title	Responsibilities
Project Manager Environmental & Social Specialist/s	<ul style="list-style-type: none"><li>• Manage and implement the Stakeholder Engagement Plan (SEP)</li><li>• Dissemination of project information</li></ul>

Role/Position Title	Responsibilities
Environmental & Social Specialist/s	<ul style="list-style-type: none"> <li>• Interface with stakeholders and respond to comments or questions about the project or consultation process.</li> <li>• Provide contact information if stakeholders have questions or comments about the project or consultation process.</li> <li>• Document any interactions with external stakeholders.</li> <li>• Maintain database, records for SEP</li> <li>• Coordinating public meetings, workshops, focus groups etc.</li> <li>• Makes sure the SEP is being adhered to and followed correctly.</li> <li>• Raise awareness of the SEP among project implementation unit, employees contracted firms and relevant external stakeholders.</li> </ul>

This section should include a brief statement of how the SEP/GRM will be made available to staff, beneficiaries etc.

**Resources**

Include a table that includes the cost/budget to implement SEP.

*Please note that the table presented below is **an example**. The budget items may be different across different sub-projects. Please include the budget items and costs that are relevant to your sub-project.*

Budget Item	Cost
Printing material	
Transportation	
Meeting Space Rental	

**Grievance Redress Mechanism**

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