

ESS10: Stakeholder Engagement and Information Disclosure



Stakeholder Engagement Plan

May 24, 2022

CEPF Grant #112652

Caribbean Coastal Area Management Foundation

**“Participatory preparation and implementation of the Portland Bight Protected Area
Management Plan, Jamaica”**

Grant Summary

1. Grantee organization
2. Grant title
3. Grant number
4. Grant amount (US dollars)
5. Proposed dates of grant
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Grant Summary

- 1. Grantee organization:** Caribbean Coastal Area Management Foundation.
- 2. Grant title:** “Participatory preparation and implementation of the Portland Bight Protected Area Management Plan, Jamaica”.
- 3. Grant number:** 112652
- 4. Grant amount (US dollars):** \$388,483.53
- 5. Proposed dates of grant:** 1 July 2022 to June, 2025
- 6. Countries or territories where project is located:** Jamaica
- 7. Date of preparation of this document:** 24th May, 2022

8. Introduction:

This project will greatly increase the capacity of the Caribbean Coastal Area Management Foundation (C-CAM) and its partners to implement effective management of the Portland Bight Protected Area (PBPA), which supports 14 CEPF trigger species including 6 CR and 2 EN species. It was developed through consultations with stakeholders, including discussions at the last multi-agency Operations Planning meeting in October 2021, as well as one-on-one discussions with NEPA, National Fisheries Authority, and Forestry Department in 2021 and 2022, a review of the 2018 METT assessment, and Vulnerability Risk Assessment (VRA) workshops. Letters of endorsement have been received from National Environment and Planning (NEPA) and Forestry Department and the National Fisheries Authority (NFA) and have been uploaded in ConservationGrants. The conceptual diagram for the project has also been uploaded.

The project will be implemented through seven mutually supporting components that will address major threats to the EN and CR species of the PBPA including habitat loss and degradation, invasive alien species, and climate change and will directly or indirectly support the conservation of all the trigger species and provide C-CAM with the institutional capacity to implement the project according to CEPF’s requirements.

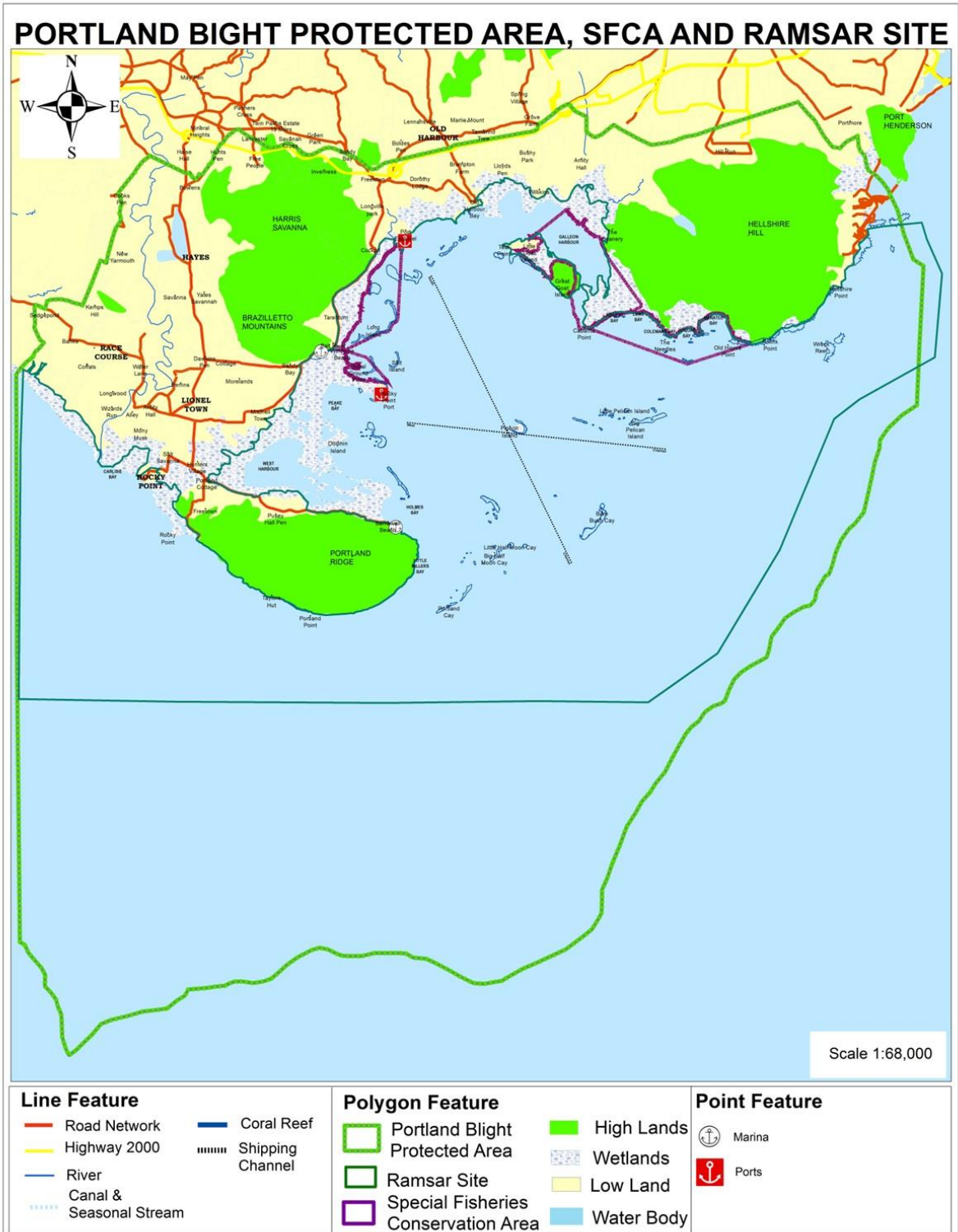
1. Preparation of PBPA Management and Zoning Plan (2023-2028), which will form the basis for a formally agreed framework for management of the PBPA and will address both general and specific threats to biodiversity and livelihoods.
2. Reduction of threats of human disturbance and unsustainable use of biodiversity in the PBPA, through action planning and experimental cultivation for selected EN and CR species.
3. Reduction of the threat of invasive alien species (IAS) to dry forest trigger species and their habitats through actions focused mainly on the impacts of Cuban Tree Frog *Osteopilus septentrionalis* on Portland Bight Frog *Eleutherodactylus cavernicola* CR.
4. Participatory monitoring of the PBPA to support management and implement CEPF monitoring requirements
5. Engagement of stakeholders in conservation of the important biodiversity (including triggers species) and making them aware of the need and options for conservation and climate change adaptation. The outreach will prepare communities, decision-makers and local and national government agencies for informed participation in the management planning and zoning processes for the PBPA. It will support mainstreaming of biodiversity into national and local policies and plans and raise awareness on what our national and local government partners, corporate bodies, NGOs, CBOs, communities and individuals can do implement the management plan and species action plans and to comply with laws and zoning and thereby to reduce direct and indirect threats to the CR and EN species of the PBPA and their habitats.
6. Institutional strengthening and capacity building of C-CAM, including the hiring of project staff and consultants to support implementation. Overall coordination will be provided by a project

coordinator consultant, while the planning, education and monitoring aspects will be overseen by the lead consultant.

7. Ensure efficient project management and compliance with CEPF policies.

Support from CEPF for this project will build on approximately \$350,000 being provided by European Union and BIOPAMA for two projects currently being implemented by C-CAM.

All these actions are dependent on an aware and supportive cadre of staff among C-CAM, management agencies, partners, decision-makers, and the general public and a supportive network of citizen scientists. Therefore, development and implementation of a comprehensive outreach programme to support the management planning and zoning initiative, as well as mainstreaming climate change and biodiversity into policies and plans is fundamentally important to the success of these strategies and reduce threats to the PBPA.



Projection: -Jad 2001

Prepared by Ryan Wallace Dated April 12, 2013

Figure 1: Boundaries of the PBPA showing Ramsar site and Special Fishery Conservation Areas

9. Summary of Previous Stakeholder Engagement Activities:

In its capacity as co-manager of the PBPA, C-CAM uses the following mechanisms for ongoing stakeholder engagement:

General stakeholder engagement activities of C-CAM

- C-CAM manages the PBPA through a co-management agreement with the National Environment and Planning Agency (NEPA) in partnership with government agencies including Forestry Department, National Fisheries Authority (NFA), Urban Development Corporation (UDC) through participatory processes with the communities of the area under the umbrella of the Portland Bight Management Committee. The Committee meets annually and the discussion focuses on implementation of the PBPA management plan through annual operations plan. The discussion also focuses on other matters such as important environmental day celebrations, regulations, monitoring, public awareness, zoning, climate change impact, pollution, fires, funding and crocodile sightings. As part of the process to prepare this project, C-CAM discussed the CEPF call for proposal at the Operations planning meeting in October 2021 and indicated that we would be applying for funds to update the plan and assist with implementation.
- C-CAM chairs the monthly meeting of the Portland Bight Fisheries Management Council (PBFMC) stakeholder group, which comprises 6 fisherfolk organizations across the PBPA, the Jamaica Fishermen's Co-operative Union (JFCU) and representatives of the following government agencies: (NFA, Marine Police & NEPA), who meet monthly to discuss issues related to fisheries management, tenure of landing sites, pollution, crime, climate change, impacts of COVID19, lack of government support, new Fisheries bill, safety at seas, fundraising, International Fisherman's Day celebration and seek solutions. The need for an additional sanctuary has been discussed at multiple meetings of the Council between January 2018 and March 2022. At the February 2022 PBFMC meeting the addition of a new fish sanctuary around Pigeon Island was raised as well as enhancement (artificial reefs) within the sanctuaries.

Special Fishery Conservation Area (SFCA)-related engagement

- C-CAM currently manages three SFCAs in the PBPA and formerly managed one on the Pedro Bank. The process to have the SFCAs designated included intensive discussions with stakeholders to include fisherfolks, community members, academia, the Fisheries Division, NEPA. The focus was on value and importance of sanctuaries, where were the best locations, boundaries, who would be impacted by the sanctuaries, where do fishers fish and what do they catch, types of vessels used, and do people fish in the proposed areas. This was followed by development of the management and education plans through further consultation, mapping, gazetting and putting in place signage and marker buoys. C-CAM patrols the sanctuaries on a daily basis (weather permitting) as well as monitors wildlife activity, conducts water quality sampling (land based at sea), beach erosion and turtle monitoring and continues public awareness and education on social media, at sea and at meetings or workshops.
- In 2018 the pre-feasibility assessment for the additional fish sanctuary around Pigeon Island (and included in this proposal) involved extensive consultations (meetings and socioeconomic surveys) with fisherfolks and other community members, who expressed strong support for the proposal. The assessment also included marine surveys to determine the suitability of the area to be a successful sanctuary.

Other stakeholder engagement that has informed project design

- In November 2021 C-CAM conducted a Vulnerability Risk Assessment with women in central PBPA focused on the impacts of Climate Change & COVID19 and the need for additional measures, which have been incorporated in the project.

Stakeholder engagement for the development of the CEPF Proposal

- In addition, C-CAM had consultations with partner agencies – NEPA, NFA & the Forestry Department regarding the development and implementation of the CEPF project including specific discussions of the proposed project, including management planning and zoning at the annual PBPA Operations Planning meeting on November 10, 2021, as well as individual meetings with agencies (e.g., with NFA on 15 February 2022, to discuss inclusion of the new SFCA in the project). NFA, NEPA & the Forestry Department have provided letters of support for the proposal.

10. Project Stakeholders:

Key stakeholder groups that will be informed and consulted about the project can be divided into two main groups: projected affected parties and other interested parties. These stakeholder groups and the main members of each group are shown in the Tables 10.1 and 10.2 below.

Project affected parties

Community based organizations (CBOs) (see list in Table 10.1 below) have been playing an increasingly important role in biodiversity conservation in the PBPA. Not only will the project seek to increase the understanding of PBPA communities of the importance of biodiversity and its linkage to their well-being, it will also seek to engage community members in actions to monitor, conserve and reduce threats to the biodiversity of environmentally sensitive areas of the PBPA as well as enhance livelihoods of PBPA communities.

Table 10.1. Project affected parties

Stakeholder group	Involvement in project	Interest	Influence	Component under which will be engaged
PBPA community groups, including: All Hellshire Leadership Council, Salt River Citizens Association, Mitchell Town Citizens Association Old Harbour Bay Community Development Council	Provide support during project implementation, e.g., – citizen science to include training and monitoring, including for KBA Biodiversity Monitoring Framework Target beneficiary of project activities - education and awareness including tours to the PBDC Participate in workshops related to the update of	High	Low	Components 1-5

<p>Lionel Town Development Area Committee Salt River Youth Club, Lionel Town Police Youth Club, Hayes Police Youth Club, Portland Cottage Youth Club and Portland Cottage Women's group.</p>	<p>the management plan and zoning</p> <p>Participate in the Youth forum</p> <p>Cuban Tree Frog and other IAS work including monitoring and installation of monitoring stations and building awareness</p>			
<p>2. Fisherfolks organizations (associations and cooperatives), including: Half Moon Bay Fishermen's Cooperative, Old Harbour Bay Fishermen's Cooperative and Fisherfolks Associations, Welcome Beach Fisheries Association, Rocky Point Fishermen's Cooperative, Portland Cottage Fishers Association</p>	<p>Provide support during project implementation, e.g., – citizen science to include training and monitoring</p> <p>Target beneficiary of project activities - education and awareness including tours to the PBDC</p> <p>Participate in workshops related to the update of the management plan and zoning</p>	<p>High</p>	<p>Low</p>	<p>Components 1-5</p>

Other interested parties

The management of the PBPA has always involved a wide range of stakeholders including government agencies who have varied role in the PBPA and will have diverse interests related to this project based on their mandates. This table is not meant to be an exhaustive list and is expected to be continuously updated to include other groups.

Table 10.2: Other interested parties

Stakeholder groups	Involvement in Project	Interest	Influence	Component under which will be engaged
NEPA	Support for development of management plan and approval of plan Support zoning and new PBPA regulations Reduction of IAS impacts METT and IBA Monitoring Framework Tool Operations planning Project management Committee Signage	High	High	Component 1-5 & 7
National Fisheries Authority (NFA)	Support for development of management plan and approval of plan Support zoning and new PBPA regulations Reduction of IAS impacts METT and IBA Monitoring Framework Tool Operations planning Project management Committee	Medium	Medium	Component 1-5 & 7
Forestry Department	Input in the update of the Management plan and Zoning.	High	High	Component 1-5 & 7

Stakeholder groups	Involvement in Project	Interest	Influence	Component under which will be engaged
	<p>Forest management Council Support zoning and new PBPA regulations</p> <p>Reduction of IAS impacts</p> <p>Conservation garden programme including demonstration plots and propagation</p> <p>METT and IBA Monitoring Framework Tool Operations planning</p> <p>Project management Committee</p>			
Urban Development Corporation	<p>Input into the management plan and zoning</p> <p>Overall education and awareness programme</p> <p>Project Management Committee METT and IBA Monitoring Framework Tool Operations planning</p>	High	Medium	Component 1-5 & 7
Jamaica National Heritage Trust	<p>Input into the management plan and zoning Project Management Committee METT and IBA Monitoring Framework Tool Operations planning</p>	Medium	Low	Component 1-5 & 7

Stakeholder groups	Involvement in Project	Interest	Influence	Component under which will be engaged
Marine Police – Old Harbour	Management planning and zoning	Low	Low	Components 1
Municipal Corporations – Clarendon, St. Catherine, and Portmore Municipal Council (including planners)	Input into the Management plans Support zoning and new PBPA regulations General education and public awareness METT and IBA Monitoring Framework Tool Signage	Medium	Medium	Components 1 & 2
Parish Development Committees/Development Area Committees (Clarendon, St. Catherine, Portmore)	Input into the Management plans	Medium	Low	Components 1 & 2
Social Development Commission (Clarendon, & St. Catherine)	Engaging communities in development	Medium	Low	Components 1 & 5
National Housing Trust	Input into the Management plans	Medium	Medium	Component 1
Sugar Industry Authority	Input into the Management plans	Medium	Medium	Component 1
Gun Clubs – PWD, Jackson Bay, Monymusk and Jamaica	Input into the PBPA Management plan	High	Low	Component 1
Jamalco	Input into the PBPA Management plan	High	Low	Component 1
Winalco	Input into the PBPA Management plan	High	Low	Component 1
New Fortress Energy	Input into the PBPA Management plan	Medium	Low	Component 1
Jamaica Energy Partners	Input into the PBPA Management plan	High	Low	Component 1
SCJ Holdings	Input into the PBPA Management plan	High	Low	Component 1

Stakeholder groups	Involvement in Project	Interest	Influence	Component under which will be engaged
National Housing Trust	Input into the PBPA Management plan	Medium	Low	Component 1
Universities – UWI, NCU, UTECH	Input into the PBPA management plan, Conservation action plan & IAS	Medium	Low	Component 1, 2 & 3
The Nature Conservancy	Input into the PBPA Management plan	Medium	Low	Component 1
Institute of Jamaica	Input into the PBPA Management plan, Conservation action plan & IAS	Medium	Low	Component 1, 2 & 3

Vulnerable groups

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.

C-CAM will take measures to ensure that women’s and men’s voices are heard in all project consultations, such as at least 40% women in management plan workshops in 2023-24 and at least 40% of women will be targeted to participate in the Citizen Science programme. As part of its own institutional strengthening under the project, C-CAM will be developing a gender strategy, with the participation of community and agency representatives. Once the strategy has been prepared, C-CAM will integrate recommended strategies into the SEP, as well as proposal writing and management planning processes as may be needed.

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

Unemployed young people: are another vulnerable group within Caribbean society and the project area. The vulnerability of Caribbean youth is linked to educational underachievement, high unemployment rates, exposure to violence, and exposure to disease. Youth make up between 28 and 50 percent of all unemployed people; young women are more likely to be unemployed than young men. Youth unemployment rates range between 18 and 47 percent in the project countries; the unemployment rate for young people tends to be two to three times that of adults. Beyond limited employment opportunities, young men are disproportionately affected by crime in the Caribbean: they are the main victims and perpetrators. Caribbean youth are also disproportionately vulnerable to HIV infection. In the context of the project, unemployed young people may have less opportunity to participate in project activities owing to consultation processes being dominated by established elites, who tend to belong to older generations. The project will approach the selection and design of

consultations in such a way that opportunities are created for unemployed young people to participate in conservation activities.

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

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

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

11. Stakeholder Engagement Program:

C-CAM will seek in the first six months of the project to hire a Communications Consultant who support the development of a Communications strategy, conduct a stakeholder analysis which will include the most appropriate methodologies and material to be used for the varied stakeholder groups. The virtual launch of the project will be done utilizing Zoom; however, it will be highlighted on C-CAM's website and social media pages.

Throughout the project we will continue to use different methodologies (online, face to face¹ or hybrid meetings, handouts, or workshops) to engage stakeholders focusing on different information and groups of stakeholders as shown in Table 11.1 below.

¹ As a result of the ongoing COVID-19 pandemic, any face-to-face meetings will be guided by the provisions established in the World Bank's Technical Note, "Public Consultations and Stakeholder Engagement in WB-supported operations when there are constraints on conducting public meetings", issued on March 20, 2020 and relevant national guidelines

Table 11.1: Stakeholder engagement

Type of information	Method	Target audience
Project Overview (including launch)	Meetings & social media post	Funders, PBPA community, partner organization, staff at national and local planning agencies, politicians, news correspondents & general public
Project activities during implementation – workshops, meetings, management planning sessions, meetings to develop zones, meetings to administer the Important Bird Area (IBA) Monitoring tool and develop the KBA biodiversity monitoring framework	Meetings, minutes, social media posts, updated management plan	PBPA Community members, funders, partner agencies, including national and local government, PBPA user councils
Stakeholder outreach material related but not limited to Biodiversity & Climate Change	Tours of the PBPA and Portland Bight Discovery Centre (PBDC), presentations at schools and community meetings, leaflets, special exhibitions and events at the PBDC and social media posts	Funders, PBPA community, partner organizations, politicians, staff at national and local planning agencies, youth, women, journalists & general public
Public awareness of grievance mechanisms and ESS instruments	Social media, inclusion in meetings on other topics, leaflet	Stakeholders likely to be affected by activities
Consultations re management plan and zoning	Meetings, documents shared for review	All stakeholder groups
Promotion of actions to reduce environmental impacts and climate change vulnerability	Meetings, one-on-one discussions, materials designed for developers, decision-makers and planners	Political representatives, decision-makers, planners, developers, large businesses
Cuban Tree Frog reduction actions	Knowledge product, community meetings, webinar	Community members, other NGOS
Signage – PBPA & plant signage	Ceremony to highlight the sign, PBDC tours	All stakeholder groups (especially Political representatives, decision-makers for the ceremony), visitors to the PBDC for the plant signs

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 C-CAM’s participation and communication strategy, which will be developed within the first three months of the project. In developing this strategy, the C-AM 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 12.1.

Table 12.1: Methods of engagement and consultation for Stakeholder groups

Stakeholder Group	Methods for consultation and engagement
National Government Agencies	Face to face, virtual and hybrid meetings Emails Letters Posting on C-CAM’s webpage and social media sites Engagement in project activities Tour of the PBDC Media
Local Government Agencies	Face to face, virtual and hybrid meetings Emails Letters Posting on C-CAM’s webpage and social media sites Engagement in project activities Tour of the PBDC Media
Community Based Organizations (including youth groups, women’s groups, DAC & PDC)	Face to face, virtual and hybrid meetings Emails Telephone calls WhatsApp messages Posters Posting on C-CAM’s webpage and social media sites Engagement in project activities Tour of the PBDC Media Training for participants in the Citizen Science Programme

Private sector organizations	Face to face, virtual and hybrid meetings Emails Telephone calls WhatsApp messages Posting on C-CAM's webpage and social media sites Engagement in project activities Tour of the PBDC Media
Media	Face to face, virtual and hybrid meetings Emails Telephone calls WhatsApp messages Posting on C-CAM's webpage and social media sites Study Tour of the PBDC
Academic Institutions (Universities – volunteers/Interns)	Face to face, virtual and hybrid meetings Emails Telephone calls WhatsApp messages Posters Posting on C-CAM's webpage and social media sites Engagement in project activities

13. Other Engagement Activities:

The project is seeking to establish a Citizen Science/Community monitoring programme building on some of the work already started by C-CAM in 2017/18. These people have been trained and a loose communication system established. C-CAM has also engaged community members (mostly fisherfolks) as Honorary Game Wardens (HGW) under the NRCA Act since 1998. They have been trained to understand their role under the relevant acts such as Wildlife Protection Act and Fisheries Act to assist with the monitoring of infractions, especially during bird shooting season and closed season for lobster.

Community monitors and HGW have been reporting infractions related to many infractions in their community such as pollution, crocodile killings, cutting down of mangroves, and fires in the forest. They have been asking for a stipend to continue to be involved and we are seeking to pilot that under this project

Some of these people who are currently monitors or HGW will be engaged to be part of the Citizens Science programme where they will receive training, devices for monitoring, stipend, and be part of a structured communication group (possibly WhatsApp or telephone) with a reporting responsibility system in place.

C-CAM has hosted stakeholders as Interns and Volunteers through the National Youth Service Graduate Programme, as well as direct request from institutions (e.g., CASE, UWI, UTECH, US Peace Corps) and individuals from universities abroad. C-CAM has by and large responded to requests rather than reaching out to institutions and having a structured programme in place.

The project is also seeking to develop a formal Volunteer/Internship programme targeting Universities locally and overseas. This will include establishing the criteria for selection, scope of the programme,

pre-arrival procedures (for overseas volunteers), developing in-country processes (for overseas volunteers), engaging relevant organizations directly, through social media or via email, stipend (where relevant) and integration into the project. This will hopefully assist with meeting data gaps that C-CAM has in implementing management actions in the PBPA.

14. Indicative timeline for SEP implementation:

Stakeholder engagement is an integral element of this project. Table 14.1 below outlines the indicative timeline for SEP implementation. The timetable for implementation is the overall project implementation schedule as detailed in the log frame, however they indicative table below outlines some of the key activities.

The below Table provides an indicative timeline of activities related to stakeholder engagement. The log frame (work plan) submitted with the proposal provides more details on the activities and timeline for the entire sub-project (and not just stakeholder engagement).

Table 14.1: Estimated timeline for implementation

Action	2022		2023				2024				2025			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Engagement for updating the PBPA Management plan including participatory workshops, and requesting endorsements from relevant agencies				X	X	X	X	X	X	X	X	X		
Engagement for development of zoning and regulations including participatory workshops, and requesting endorsements from relevant agencies				X	X	X	X	X	X	X	X	X		
Engagement for participation in the Citizen Science Programme to include training and monitoring actions.												X	X	

Action	2022		2023				2024				2025			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Engagement in public awareness and education sessions about Climate change, biodiversity, and trigger species	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Engagement in stakeholder meetings to support the management of the PBPA and project implementation – e.g., Education Working Group, PBPA Management Committee, Project Management Committee	X	X	X	X	X	X	X	X	X	X	X	X	X	X

15. Resources and Responsibilities:

The activities to support stakeholder engagement will vary across different team members:

- The Public Education Officer will be involved in implementing the stakeholder plan by engaging– youth (including in schools sessions), women, community members, fisherfolks, government agency partners in public awareness generally while giving input to social media posts, supporting tours, exhibitions, workshops, meetings and Citizen Science/monitoring programme.
- Lead Consultant will be involved in implementing the stakeholder plan by engaging stakeholders through management planning, discussions regarding zoning, METT, operations planning, and overall project implementation actions
- Assistant Science Officer and other C-CAM staff will be involved in the overall implementation of the stakeholder outreach plan by working together to update and implement the management plan and other actions through workshops, meetings, input into social media posts, establishment of grievance mechanism and the development and implementation of the Volunteer/Internship programme.
- The Science Officer will be involved in implementing the stakeholder plan by engaging stakeholders to support development of technical aspects of the project and overall PBPA sessions (METT, Operations plan etc.).

- The Executive Director will be involved in implementing the stakeholder plan through the overall monitoring and engagement in the project implementation.
- The Project Coordinator will update the stakeholder plan as needed with input from the team and ensure that all team members are aware of and implementing the plan as agreed.

The budget for SEP implementation has been built into C-CAM’s project budget. The below table outlines those items or activities associated with the SEP. For staff with responsibility of implementing safeguard policies, a percentage of their budgeted costs have been used.

Table 15.1: Cost estimates for the project lifetime

Item	Cost Estimate (USD)
Direct workers’ time in monitoring the SEP including training, as outlined in the section above. Direct workers here include the: Executive Director (1%) Project Coordinator (2%) Science Officer (1%) Assistant Science Officer (2%) Lead Consultant (1%) Public Education Officer (10%)	\$4,750
Engagement for updating the PBPA Management plan including participatory workshops, and requesting endorsements from relevant agencies (20% of C-CAM’s budget)	\$76,600
Engagement for development of zoning and regulations including participatory workshops, and requesting endorsements from relevant agencies (5% of C-CAM’s budget)	\$19,150
Engagement for participation in the Citizen Science Programme to include training and monitoring actions. (2% of C-CAM’s budget)	\$7,700
Engagement in public awareness and education sessions about Climate change, biodiversity, and trigger species (30% of C-CAM’s budget)	\$114,900
Engagement in stakeholder meetings to support the management of the PBPA and project implementation – e.g., Education Working Group, , PBPA Management Committee, Project Management Committee (7% of C-CAM’s budget)	\$26,800

16. Monitoring and Reporting:

C-CAM will take the following steps to monitor and evaluate the effectiveness of the stakeholder engagement activities listed above:

- The citizen science monitoring programme will be expanded to reflect the IBA process and where possible will include monitoring of project impacts, such as threat reduction. There will also be before and after assessments with volunteers and interns after outreach activities, visits to the PBDC and training activities as well as online polls during workshops and meetings. There will be a comments book at the PBDC. Participant comments will be recorded on videos where feasible.
- The knowledge product will be used to capture stakeholder adoption of protocols related to the reduction of Cuban Tree Frog population.

- Reports will be prepared after stakeholder engagement activities and summaries and made available online. Short videos and photographs will be shared on social media and WhatsApp groups.
- The implementation, analysis and report from the end of project Knowledge, Attitude and Perception survey (following on the one done under the EU forest project will also be used to assess the effectiveness of stakeholder engagement
- 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.
- Seeking feedback from stakeholders after major deliverables and documenting and sharing lessons learned, best practice and recommendations. Stakeholders will be informed about the implementation of their recommendations and the outcomes and consulted for further input.
- Reporting on stakeholder engagement activities in the C-CAM's programmatic reports to the CEPF Secretariat
- Monitoring of the Grievance Redress Mechanism (GRM). A report on any grievances received will be included in the project monitoring/ update reports submitted to CEPF/RIT.

17. Grievance mechanism:

The following is the GRM for C-CAM to address concerns of their external stakeholders. The GRM will be made available to stakeholders, including via C-CAM's website, once the project starts. Grievances that relate to C-CAM project workers will be handled by a separate mechanism which is included as part of the project's Labor Management Procedures.

Visiting community sites may involve visits to local communities by C-CAM 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 C-CAM and the CEPF Secretariat. This will be done through a printed handout or other locally appropriate means such as through announcements at public meetings, workshops, through notices placed on C-CAM's social media sites, community notice boards (post offices, churches where possible).

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 on workers.
3. Resolve all grievances emanating from project activities in a timely manner.
4. Establish relationships of trust between project staff.
5. Create transparency among Project Workers, through an established communication system.
6. Bolster the relationship of trust among the project staff.

First Level of Redress

1. Receive Grievance: All complaints should be received by the Executive Director at C-CAM. Complaints can be made in person, in writing, verbally over the phone, by email or any other suitable medium. Complaints can be filed anonymously. The point of receipt of complaints is listed below:

Contact	
Telephone	+1-876-986-3327 (landline) or 1-876-289-8253 (mobile or WhatsApp)
Email address	ccamfngo@gmail.com
Physical address	Bustamante Drive, Lionel Town, Clarendon, Jamaica

All grievances received by C-CAM should be forwarded to the Executive Director within 24 hours of receipt.

2. *Acknowledgement:* All grievances will be acknowledged by telephone or in writing by C-CAM 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. C-CAM 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 C-CAM's grievance file, including relevant documents.

4. *Notification:* Communication of the grievance as follows:

- a. If it is concerning C-CAM's project, communication to the Executive Director and the RIT Manager.
- b. Notification will also be made to the CEPF Grant Director within 15 days.
- c. If it is concerning general C-CAM operations/activity, communication to C-CAM'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 Executive 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.. Minutes of meetings and documents will be added to the grievance file and will be handled confidentially.

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 RIT Manager and the CEPF Grant Director 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 C-CAM'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 C-CAM's Executive Director.

Second Level of Redress

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

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

Third Level of Redress

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

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

18. Addressing Gender Based Violence, Sexual Exploitation and Abuse and Sexual Harassment:

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

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

To address SEA/SH, the project will follow the guidance provided on the World Bank Technical Note "Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in Investment Project Financing Involving Civil Works". This Grantee will follow the official WB definitions described on the Technical Note as shown below:

Sexual Abuse (SEA) is an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions

Sexual Exploitation (SE) refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

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

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

The survivor-centered approach is based on a set of principles and skills designed to guide professionals—regardless of their role—in their engagement with survivors (predominantly women and girls but also men and boys) who have experienced sexual or other forms of violence. The survivor-centered approach aims to create a supportive environment in which the survivor's interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

SEA/SH grievances can be received through any of the available channels and will be considered as "High-profile grievances - that if not resolved promptly may represent significant risks to the environment or community". A list of SEA/SH service providers is available at the RIT's page: <https://canari.org/wp-content/uploads/2022/06/CEPF-II-GBV-Service-Providers-Jamaica2.pdf>

Additionally, if an incident occurs, it will be reported as appropriate, keeping the anonymity and confidentiality of the complainant and applying the survivor-centered approach.² Any cases of SEA/SH brought through the Grantee will be documented but remain closed/sealed to maintain the confidentiality of the survivor. The CEPF will be notified as soon as the designated persons from the Grantee organization learn about the complaint.

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

ACTION 1: COMPLAINT INTAKE AND REFERRAL

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

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

² The survivor-centered approach is based on a set of principles and skills designed to guide professionals—regardless of their role—in their engagement with survivors (predominantly women and girls but also men and boys) who have experienced sexual or other forms of violence. The survivor centered approach aims to create a supportive environment in which the survivor's interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

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

ACTION 2: INCIDENT REPORTING

The designated person responsible for the Grantee needs to report the anonymized SEA/SH incident as soon as it becomes known, to the Executive Director who will in turn inform the CEPF.

Complaint Forms and other detailed information should be filed in a safe location by the designated person responsible for the Grantee. Neither the designated person responsible for the Grantee nor the Executive Director should seek additional information from the survivor.

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

As long as the SEA/SH remains open the designated person responsible from the Grantee and/or Executive Director should update the CEPF on the measures taken to close the incident.

ACTION 3: GRIEVANCE VERIFICATION AND INVESTIGATION

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

If after the committee review, SEA/SH allegation is confirmed and it is determined that it is linked to a project³, the verification committee discusses appropriate actions to be recommended to the

³ Project actors are: (a) people employed or engaged directly by the Grantee to work specifically in relation to the project (direct workers); (b) people employed or engaged through third parties (Project staff, subcontractors, brokers, agents or intermediaries) to perform work related to core functions of the project, regardless of location (contracted workers); (c) people employed or engaged by the Grantee's primary suppliers

appropriate party—i.e., the employer of the perpetrator, which could be the designated person responsible from the Grantee or a contractor. The designated person responsible from the Grantee will ask contractors to take appropriate action. The committee reports the incident to the perpetrator's employers to implement the remedy/disciplinary action in accordance with local labor legislation, the employment contract of the perpetrator, and their codes of conduct as per the standard procurement documents.

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

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

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

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

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

(primary supply workers); and (d) people employed or engaged in providing community labor such as voluntary services or participation in project activities and processes (community workers).