



## **Climate Adaptive River Basins of Sayaboury Province Project (CARBS).**

### **Stakeholder Engagement Plan**

## Table of Contents

1. Introduction.....	7
2. Project Description.....	7
3. Legal frameworks on Public Consultation.....	9
3.1 Stakeholders Identification and Analysis.....	10
3.2 Summary of Previous Stakeholder Engagement Activities.....	12
3.3 Resources and Responsibilities.....	20
4. Simplified Stakeholder Engagement Plan .....	29
5. Resources and Responsibilities for Implementing Stakeholder Engagement Plan .....	36
5.1 Resources.....	36
5.2 Management Function and Responsibilities.....	36
6. Grievance Mechanism .....	36
7. Monitoring and Reporting .....	40
8. Reporting back to Stakeholder Groups .....	41

**List of Tables:**

Table 1: List of key stakeholders in participants during project design (Central, Provincial, Villagers). .....	13
Table 2: The project Budget allocation by components out come and output are illustrated.. .....	261
Table 3: List of potential key stakeholders and roles in the proposed project .....	272
Table 4: Stakeholder identification based on the above classification. .....	26
Table 5: Current Climate Change related Projects in Lao PDR. .....	27
Table 6. Stakeholder Engagement Plan. .....	31
Table 7. Indicators for Monitoring and Reporting of Stakeholder Engagement. .....	40

**List of Appendixes:**

**Appendix 1:** Central Government's Minutes of Meeting

**Appendix 2:** Provincial Government's Minutes of Meeting

**Appendix 3:** Background information and selection criteria of target villages

**Appendix 4:** List of registered Participants per target village.

**Appendix 5:** Project's Budget allocation.

## **Abbreviation:**

ARMI	: Association for Rural Mobilization and Improvement
DAFO	: District Office of Agriculture and Forestry
DALAM	: Department of Agricultural Land Management
DCC	: Department of Climate Change
DIR	: Department of International Relation
DoA	: Department of Agriculture
DoE	: Department of Environment
DoEM	: Department of Energy and Mining
DoF	: Department of Finance
DoIC	: Department of Industry and Commerce
DoL	: Department of Land
DoMH	: Department of Ministry of Health
DONRE	: District Office of Natural Resources and Environment
DoPF	: Department of Planning and Finance
DoSWF	: Department of Social Welfare
DoPI	: Department of Planning and Investment
DPWT	: District Public Works and Transport
DTEAP	: Department of Technical Extension and Argo-Processing
DWR	: Department of Water Resources
FAO	: Food and Agriculture Organization
GEF	: Global Environmental Fund
GEF	: Global Environment Facility
IUCN	: International Union for Conservation of Nature
Lao PDR	: Lao People Democratic Republic
LDCF	: Least Developed Countries Fund
LSW	: Labor and Social Welfare
LWU	: Lao Women Union
MAF	: Ministry of Agriculture and Forestry
MOLSWF	: Ministry of Labor and Social Welfare
MONRE	: Ministry of natural Resources and Environment
OLSWF	: Office of Labor and Social Welfare
OPWT	: Office of Public Works and Transport
PAFO	: Provincial Agriculture and Forestry Office
PLWU	: Provincial Lao Women Union
PLYU	: Provincial Lao Youth Union
PONRE	: Provincial Department of Natural Resources and Environment
PPG	: Project Proposal Grant
UNDP	: United Nations Development Programme
WCA	: Wildlife Conservation Association
WCS	: Wildlife Conservation Society

## Definitions

<b>Information Disclosure</b>	Information disclosure here refers to the provision of timely, accessible information regarding the project and its potential social and environmental impacts to stakeholders to facilitate their meaningful, effective and informed participation in project design and implementation.
<b>Consultation</b>	Consultation involves information exchange among the government, the Implementing Agency, the project's Executing Agencies, and other stakeholders. Although decision making authority rests with the government, the Implementing Agencies, and the project executing agencies, periodic consultations throughout the project cycle help managers make informed choice about project activities. In addition, it provides opportunities for the communities and local groups to contribute to project design, implementation, and evaluation
<b>Public Involvement</b>	Public involvement consists of three related, and often overlapping, process: information dissemination, consultation, and stakeholder participation. Stakeholders are the individuals, groups, or institutions which have an interest or 'stake' in the outcome of the GEF funded project or are potentially affected by it. Stakeholders include Lao Government, project executing agencies, groups contracted to carry out project activities and/or consulted at various stages of the project, project right holders, groups of people who may be affected by project activities, and other civil society organizations which may have an interest in the project
<b>Stakeholders</b>	Stakeholders are persons, groups, or institutions with an interest in the project or the ability to influence the project outcomes, either positively or negatively. Stakeholders may be directly or indirectly affected by the project. The range of potential stakeholders is diverse and may include target beneficiary groups, locally affected communities or individuals, national and local government authorities, civil society actors, including non-governmental organizations (NGOs) (both domestic and at times international), Ethnic Groups, politicians, religious leaders, the academic community, private sector entities, workers organizations, UN agencies and donors, and other special interest groups. Importantly, stakeholders may include groups opposed to proposed interventions. The "stake" that each of these different groups has in the project will vary.
<b>Stakeholder analysis</b>	Stakeholder analysis is the process of identifying a project's key stakeholders and assessing their interests in the project and the ways in which these stakeholders may influence the project's outcomes. An understanding of power relations and potential alliances and conflicts among stakeholders is necessary. Stakeholder analysis provides the foundation for planning stakeholder engagement throughout the project cycle.
<b>Stakeholder engagement</b>	A process involving stakeholder identification and analysis, planning of Stakeholder Engagement, disclosure of information, consultation and

	participation, monitoring, evaluation and learning throughout the project cycle, addressing grievances, and on-going reporting to stakeholders
<b>Stakeholder participation</b>	Where stakeholders collaboratively engage in the identification of project concepts and objectives, selection of sites, design and implementation of activities, and monitoring and evaluation of project outcomes. Developing of strategies for incorporating stakeholder participation throughout the project cycle is particularly necessary in projects which have impacts on the incomes and livelihoods of local people, especially disadvantage populations including the women, Ethnic Groups and people with disabilities in the area of the project influence.
<b>Regulations and Requirements</b>	There are three laws and national policies requirements pertaining to stakeholder engagement applicable to the project. Under the Decree on management of watershed and river basins, Article 46 Ministry of Natural Resources and Environment has a role to coordinate and engage with all stakeholders for water planning and management. Article 31 of Climate Change Decree give the role to Ministry of Natural Resource and Environment to coordinate and engagement with various stakeholders to plan and implement projects related to climate change adaptation and mitigation.

## 1. Introduction

This Stakeholders Engagement Plan (SEP) provides guidelines on how to engage different stakeholders throughout the life cycle of the Enhancing Integrated Watershed Management and Climate Resilience for Vulnerable Communities in the Nam-Poui, Nam-Poun, Nam-Lay and Nam-Houng Basins Sayaboury province (Climate Adaptive River Basins of Sayaboury Province Project-CARBS) in Lao PDR. The objective of the SEP is to establish a systematic approach to help the project in: i) identifying stakeholders and build and maintain a constructive relationship with them; and ii) assessing the level of stakeholder interest and support for the project and to enable stakeholder's views to be taken into account in project design and environmental and social performance. The specific objectives of the stakeholder consultations to be conducted under the PPG include:

- Informing stakeholders and communities of the proposed project and obtain their views, concerns, and contribution to inform project design;
- Determining the viability and feasibility of proposed interventions and identifying potential alternatives;
- Obtaining inputs on identification of key issues affecting targeted ecosystem and their drivers;
- Identifying implementation modalities and implementation arrangements;
- Identifying appropriate methods and indicators against which to measure social and economic feasibility as part of ongoing project evaluation;
- Building a trusting relationship with communities and other interested stakeholders;
- Ensuring effective engagement with local communities and other relevant stakeholders throughout all phases of the project; and
- Actively building and maintaining productive working relationships, with communities and other stakeholders.

## 2. Project Description

The proposed project is designed to strengthen the climate resilience of communities to the impacts of floods and droughts by improving hydrological and climate risk modelling and information systems to inform flood management, as well as adaptation planning, in the Nam-Poui, Nam-Poun, Nam-Lay and Nam-Houng Basins in Sayaboury Province, Lao PDR.

Based on the climate rationale outlined in the sections above, the project will specifically target six districts (Thongmyxay, Paklay, Phiang, Xaysathan, Sayaboury, and Hongsa districts) in Sayaboury province that are most susceptible and vulnerable to climate change. The project's long-term goal is to support the adaptation targets outlined by the government of Lao PDR in its most recent National Determinates Contributions (NDC) to promote (i) climate resilience in farming systems and agriculture infrastructure; and ii) appropriate technologies for climate change adaptation, including nature-based and circular economy solutions. Water adaptation targets include i) managing surface water and groundwater for climate change resilience; ii) increasing water resource infrastructure resilience to climate change, including through nature-based solutions; and iii) strengthening early warning systems.

This integrated approach aims to reduce the risk of climate change impacts over time by addressing the exposure, and sensitivity of agricultural livelihoods in vulnerable districts and increasing the adaptive capacity of communities. Each output addresses one or more barriers to the further promotion of climate change adaptation. Ultimate achievement of the project's objective is influenced by a number of assumptions regarding the willingness and capacity of government at different levels to engage in integrated planning exercises addressing flood and other climate-risks as part of a landscape or watershed level approach, the capacity of key sector and value chain actors to invest in climate-smart agricultural practices and nature-based solutions and the continuing access to climate information services and decision support tools.

This information will be made accessible to national and provincial decision-makers as well as local stakeholders who will be trained to apply it in the management of floods and droughts. Using the Integrated Catchment Management-ICM and integrated urban flood management approaches and based on integrated adaptation planning, on-the-ground interventions to improve Integrated water resource management and reduce vulnerability to floods and droughts will be undertaken, including Climate Resilience for Vulnerable Communities in the Nam-Poui, Nam-Poun, Nam-Lay and Nam-Houng River Basins. The project is composed of four components.

***Component 1: Mainstreaming climate change adaptation (CCA) into planning and policy: integrating CCA into provincial WRM and river basin management plans***

Outcome 1.1 Policy, planning and technical capacities for CCA improved in 6 districts, 4 river basins and 1 province

Outputs:

- 1.1.1. Analysis of CCA integration in Water Resource Management in 4 river basins
- 1.1.2. Surface and Ground Water Resource inventory in 4 river basins
- 1.1.3. Training, workshops and consultations to integrate CCA, NbS and small-scale grey infrastructure into river basin plans and provincial adaptation plans
- 1.1.4. District level IWRM/river basin policies and plans developed

***Component 2: Community-driven interventions to improve climate resilience: NbS and small-scale grey infrastructure interventions on the ground***

Outcome 2.1. Water security improved in 18 communities through gender-responsive and locally informed WRM interventions

Outputs:

- 2.1.1 Local government and community-identified water-related NbS interventions implemented
- 2.1.2. Small-scale grey infrastructure interventions for climate resilience implemented

***Component 3: Enhancing Resilience: Promoting climate-smart agriculture and diversifying livelihoods***

Outcome 3.1 Resilience to climate change strengthened in 18 communities through climate-adapted agriculture, livelihood diversification, and CBNRM

Outputs:

3.1.1 Assessment of gender responsive climate-adapted agriculture, livestock, and other livelihood practices

3.1.2 Equipment, materials, and trainings for communities for livelihood enhancement and diversification

3.1.3 Climate information and early warning systems developed in target communities

***Component 4: Knowledge management and communications: Disseminating lessons and practices and experiences from the project to foster adaptive learning***

Outcome 4.1 Increased dissemination of knowledge, including lessons learned and good practices on integrating CCA in WRM

Output:

4.1.1. Gender responsive knowledge management, communications, visibility and outreach products delivered to key audiences through appropriate and effective channels

M&e: Project implemented according to results-based management principles

ME1 Project M&E operational and capacity to collect and curate lessons learned from project activities.

ME3 Monitoring Reports submitted on time to the GEF Agency and GEFSEC

ME4 Project implementation coordinated and measured through a proactive steering committee and governance, inclusive monitoring and evaluation, and an operational environmental and social management mechanism.

ME5 Monitoring of Gender Action Plan and Environmental and Social Safeguards Plan(s)

During the development of this full project proposal, several consultation meetings will be carried out at the central, provincial and district levels to ensure meaningful participation in the development of the project. Reconnaissance visits have been also carried out to all target districts as well as the proposed target villages that have been identified and certified by the district authorities. During PIF stage, consultations included stakeholders with the Ministry of Natural Resources and Environment (MONRE), UN agencies operating in Lao PDR, as well as community-based organisations (CBOs) and community members in the Sayaboury who were consulted under a GCF funded “Climate Adaptive River Basins of Sayaboury Province (CARBS)” project.

### **3. Legal frameworks on Public Consultation**

The most important Lao legal frameworks concerning public participation in decision-making process are the Constitution of Lao PDR, Environmental Protection Law, and the guideline on Consultation with Ethnic Groups. Article 41 of the Constitution provides that Lao citizen have the rights to lodge complaints and petitions, and to propose ideas to the relevant State organizations in connection with issues pertaining to the public interest or to their own rights and interests. Article 13 of the Environmental Protection Law provides the promotion and public participation in the environmental protection. In 2013 Lao Front for National Construction launched a guideline on Consultation with Ethnic Group aiming at (a) ensuring the implementation of consultation with Ethnic Groups follows effective principles and processes in line with the relevant national Laws

and regulations, (b) ensuring the rights and lost assets of the Ethnic Groups affected by development projects are fairly compensated by development projects, and (c) preventing or mitigating the potential environmental and social impacts on Ethnic Groups generated by development project and ensuring proper project design for the sustainability.

International organization such as UNDP's commitment to stakeholder engagement arises from internal policies, procedures, and strategy documents as well as key international human rights instruments, principles and numerous decisions of international bodies, particularly as they relate to the protection of citizens' rights related to freedom of expression and participation. For example: i) Article 19 of the Universal Declaration on Human Rights (guaranteeing freedom of expression and the right to seek, receive and impart information and ideas); ii) Article 25 of the International Convention on Civil and Political Rights (guaranteeing the right of all citizens to participate in the conduct of public affairs); iii) Article 5(c) of the International Convention on the Elimination of All Forms of Racism (guaranteeing all the right to participate in public life without discrimination); and iv) Articles 3 and 29 of the Convention on the Rights of Persons with Disabilities (affirming rights of persons with disabilities to full and effective participation in the conduct of public affairs)<sup>1</sup>. The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) further affirms the right of Ethnic Groups to participate in decision-making in matters which would affect their rights, as well as to be consulted and to give their free, prior and informed consent to a variety of matters<sup>2</sup>.

GEF's policy on public involvement in GEF projects required that stakeholder engagement should be conducted in an inclusive and gender responsive manner, so that the rights of women and men and the different knowledge, needs, roles and interest of women and men are recognized and addressed. In addition, for projects involving or potentially affecting Ethnic Groups or in the Lao Government context the Ethnic Groups GEF Policy on Minimum Standards on Environmental and Social Safeguards set core minimum requirements for the Agencies, including on Free Prior and Informed Consent (FPIC) and culturally appropriate consultations and dialogues, to enable affected ethnic peoples to receive fair and equitable benefits and opportunities from a project.

### ***3.1 Stakeholders Identification and Analysis***

Primary stakeholders from the government offices at the central, provincial, and local levels as well as rights holders at the community levels have been identified for the analysis of their meaningful participation in the project design, implementation and monitoring and evaluation of the project. This section covers stakeholder engagement activities during the project design and the analysis of each stakeholder involvement.

During the consultations in the 18 target villages, the villagers in the target districts and villages have raised different concerns related to the problems they are facing in connection with climate change. The villagers in Sayaboury raised the issues of natural disasters such as flood, drought,

---

<sup>1</sup> UN Convention on the Rights of Persons with Disabilities, at <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>.

<sup>2</sup> See UNDRIP Articles 10, 11(2), 18, 19, 28(1), 29(2), 30(1), 32(2)). Further, Article 42 specifically mandates the organs and specialized agencies of the United Nations system to promote respect for and full application of the rights affirmed in UNDRIP.

extreme cold weather and pest that have affected their agricultural production and well as their livestock and thus their livelihoods as well as storm water management in the project area.

The villagers are revealed that when the flood disaster occurred, they help each other to evacuate people to the higher areas they asked for help from relatives to restore their livelihoods that have been affected by the flood by borrowing the land for second crop planting, all villages revealed that they apply pesticides to deal with pests and with regard to the diseases of their livestock they consulted with the village vet volunteers for the treatment of their animals. They are willing to work with and contribute their labours to the project and the following support have been requested by the villagers:

- Agricultural tax reduction following flood and drought
- Technical support in climate change adaptation in agriculture, for instance climate change resilient rice variety
- Pesticide and fertilizer
- Law enforcement in forest protection (e.g. illegal harvesting in forest protection of the source of river)
- Water pump for the irrigation
- Finding niche markets for their products
- Support in building irrigation weirs
- Support in livelihood development
- Support building of safe shelter and big boat when the flooding occurred
- Food and first aid kits during the flood disaster period
- Disaster warning system
- Feeder road maintenance

Relevant stakeholders include government agencies at both provincial and local levels (targeting those with environmental, infrastructure and health mandates), civil society organizations and Indigenous Peoples and Local Communities (IPLCs) including women. The government implementation of the project with involvement of local agricultural communities for food production and may also involve private sector value chain SMEs and will be determined during the PPG stage. The capacity of non-state actors and value-chain entities-where appropriate-will be enhanced through multi-stakeholder and sectoral dialogues for collaborative planning and knowledge sharing. The project also aims to build adaptive capacity and resilience of key natural, social and economic sectors vulnerable to and at risk of climate change; proposes a programme to build the capacity of local upstream and downstream communities and local governments to cope with climate risks; and aims to create an enabling environment that promotes system-wide whole-of-government transformation. Overall, the proposed GEF-8 LDCF project will benefit the most vulnerable agricultural communities in northwestern Lao PDR, especially those living in rural settlements, which are highly dependent on natural resources, and will be a testbed of the enabling conditions towards targeting investment and interventions that can reduce vulnerability to climate change in the medium and long term. In the public consultation and disclosure, this standard requires meaningful consultation with relevant stakeholders, occurring as early as possible and throughout the project cycle. Moreover, it requires the Project Team to provide relevant information in a timely manner and in a form and language that are understandable and accessible to diverse stakeholders. WWF will disclose safeguards documentation on its safeguard's resources

web page. The final stakeholder engagement plan should be published on the national websites of the Implementing Agencies and made available locally in specific locations. The project is also required to locally release all final key documents via hardcopy, translated into the local language and in a culturally appropriate manner, to facilitate awareness by relevant stakeholders that the information is in the public domain for review.

### **3.2 Summary of Previous Stakeholder Engagement Activities.**

The consultant consulted with relevant Government of Laos officials and some CSOs stakeholders. Primary data collection took place with stakeholders located primarily in Vientiane Capital and Sayaboury province. The consultant registered the basic demographic data of the respondent to allow for verification of the extent and type activities of participants.

The consultation process followed five core principles for the design of the project:

- Effective public involvement to enhance the social, environmental and financial sustainability of the proposed LDCF project.
- Supporting the government in taking responsibility for assuring public involvement.
- Undertaking public involvement activities in a flexible manner, adapting and responding to Lao PDR's particular national and local circumstances/
- Making public involvement activities broad-based and sustainable.
- Carrying out activities in a transparent and open manner and provided full documentation of public involvement.

The PPG development team began consultations for the project in December 2024 with the inception workshop at WWF Laos office to share the information of the project and the process moving forward with the full development of the project. The workshop also discussed criteria for the selection of the target provinces as well as districts and villages. DWR agreed to establish a technical working group for the project formulation for provision of inputs and existing information for the development of PPG which will be submitted to the GEF Secretariat during the second quarter of 2025. Consultation meetings were also carried out with the provincial, city and district authorities in Sayaboury province as well as with community members including the village authorities, men, women, boys and girls groups in all 18 proposed target villages have been carried out to provide the information on the objectives and different components of the project as well as to obtain their concerns on climate change, their participation in the implementation of the project activities and their needs for support from outsiders to prevent the risks and adapt to the impacts of climate change.

Prior to carrying out village consultations, the enumerators from PONRE and the concerned district offices such as DONRE and LWU have been trained in data collection by the local Consultant team. During the project design phase, consultations have been carried out at the central, provincial and village levels to build ownership of the project at all levels. The key stakeholders informed and consulted about the project at the central and provincial level include the concerned ministries that will be involved in decision making, planning, implementing and monitoring of the project. This list comprises the identified social groups and persons that are associated with the project in different ways at all stages. Table 1, identifies a list of key informants

including the Central, provincial and district levels, the staff from natural resources and environment; Agriculture and forestry, District Public Works and Transport, Lao Women's Union, and Lao Front for National Construction. At the village level, the village chief and villagers has consulted. During the project design phase, consultations have been carried out at the central, provincial and village levels to build ownership of the project at all levels.

*Table 1: List of key stakeholders in participants during project design (Central, Provincial, Villagers).*

Date of Consultation	Name of Stakeholders	Method used	Number of Participants	Discussion issues
			Total Women	
<b>Ministries/Departments Central levels</b>				
Date of Consultation		Consultation Meeting		
	Department of Water Resources (DWR), in MONRE			<ul style="list-style-type: none"> <li>• Presentation of the project goal, objectives, and outcomes by WWF Consultants</li> <li>• Discuss cooperation and coordination in the preparation of project document and participation.</li> <li>• Water resource policy and gender</li> </ul>
	Department of Meteorology and Hydrology (DMH) in MONRE			<ul style="list-style-type: none"> <li>• Meteorology and Hydrology</li> <li>• Presentation of the project goal, objectives, and outcomes by WWF Consultants</li> <li>• Discuss cooperation and coordination in the preparation of project participation.</li> <li>• Process in the preparation of the Project Document.</li> </ul>
	Department of Climate Change Management (DCCM) in MONRE			<ul style="list-style-type: none"> <li>• Presentation of the project goal, objectives, and outcomes by WWF Consultants</li> <li>• Discuss cooperation and coordination in the preparation of project participation.</li> <li>• Process in the preparation of the Project Document.</li> </ul>
	Department of Forestry (DOF) in MAF			<ul style="list-style-type: none"> <li>• Provision of technical advice; provision of specialist service, project delivery.</li> </ul>
	Department of Agriculture Land Management (DALaM) in MAF			<ul style="list-style-type: none"> <li>• Provision of technical advice; provision of specialist service, project delivery.</li> </ul>
	Department of Housing and Urban Planning (DHUP) in MPWT			<ul style="list-style-type: none"> <li>• Presentation of the project goal, objectives, and outcomes by WWF Consultants</li> </ul>

					<ul style="list-style-type: none"> <li>• Discuss cooperation and coordination in the preparation of project participation.</li> <li>• Process in the preparation of the Project Document.</li> </ul>
	Department of Social Welfare in MLSW				<ul style="list-style-type: none"> <li>• Disaster and social welfare policy, Gender and environment.</li> <li>• Presentation of the project goal, objectives, and outcomes by WWF Consultants</li> <li>• Discuss cooperation and coordination in the preparation of project participation.</li> <li>• Process in the preparation of the Project Document.</li> </ul>
	National Women's Union (NWU)				<ul style="list-style-type: none"> <li>• Provision of specialist service, project delivery.</li> </ul>
	Department of International Organization (DIO-MOFA)				<ul style="list-style-type: none"> <li>• Provision of specialist service, project delivery.</li> </ul>
<b>Sayaboury Provincial level</b>					
Date of Consultation		Consultation Meeting	10	03	
10 Mar, 2025	Provincial Department of Natural Resources and Environment (PONRE)				<ul style="list-style-type: none"> <li>• Presentation of Project's background, objectives and its three components and discussion on selection of the target villages in each district based on the established criteria and issues impact on the climate changes.</li> <li>• The selection processes are summarized below: 1: set up the weight of the indicators for identification of project area.</li> <li>• Step 2: Site selection.</li> <li>• Step 3: Prioritization,</li> <li>• Step 4: Decision on the target districts</li> <li>• Group discussion was carried out on the logical framework and identification of the prioritized area.</li> <li>• The consultants and the project development team agreed and selected 7 of 18 target villages.</li> <li>• Division of Water Resources at PONRE will be the provincial coordinating body of the project.</li> <li>• Background information and selection criteria of the target villages are attached in <b>Appendix 3</b>.</li> </ul>
	Provincial Agriculture and Forestry (PAFO)				
	Provincial Department of Labor and Social Welfare (PDLSW)				
	Provincial Lao Women's Union (PLWU)				
	Provincial Governor office				
	Provincial Department of Public Works and Transport				
	Lao Front for National Construction (LFNC)				
<b>District and Village Levels</b>					

<b>Hongsa District</b>					
Date of Consultation		Consultation Meeting	08	03	
11 Mar 2025	District Governor Office				<ul style="list-style-type: none"> <li>Identification of the target villages, problems and preliminary activities.</li> <li>Review the selection criteria of target villages and four villages have met the criteria.</li> <li>Field visit to four proposed target villages 11/03/2025</li> <li>Concerned departments and district offices to provide needed information for the development of the Project Document.</li> <li>The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in Implementation of the project.</li> <li>Involve in implementing the project activities.</li> </ul>
	District Office of Natural Resources and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				
	District Office of Labor and Social Welfare				
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				
<b>Houay Chuang Village</b>					
11 Mar 2025		Consultation meeting	12	06	<ul style="list-style-type: none"> <li>Profiles of five proposed target villages were collected from the village authorities</li> <li>Involved issues on lack of water supply in the villages</li> <li>Flash flood and land slide during the rainy season</li> <li>Drought during the dry season</li> <li>Ineffective drainage system in the village</li> <li>To consider urban planning and management in village, building capacity of relevant technical staff of the concerned district offices.</li> <li>Involve in implementing the project activities.</li> </ul>
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				
<b>Saisathan District</b>					
Date of Consultation		Consultation Meeting	10	03	
12 Mar 2025	District Governor Office				<ul style="list-style-type: none"> <li>Identification of the target villages, problems and preliminary activities.</li> <li>Review the selection criteria of target villages and four villages have met the criteria.</li> <li>Field visit to four proposed target villages 11/03/2025</li> <li>Concerned departments and district offices to provide needed information for the development of the Project Document.</li> </ul>
	District Office of Natural Resources and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				

	District Office of Labor and Social Welfare				<ul style="list-style-type: none"> <li>• The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in Implementation of the project.</li> <li>• Involve in implementing the project activities.</li> </ul>
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				

#### Sakhet Village

12 Mar 2025		Consultation meeting	17	08	<ul style="list-style-type: none"> <li>• Profiles of five proposed target villages were collected from the village authorities</li> <li>• Involved issues on lack of water supply in the villages</li> <li>• Flash flood and land slide during the rainy season</li> <li>• Drought during the dry season</li> <li>• Ineffective drainage system in the village</li> <li>• To consider urban planning and management in village, building capacity of relevant technical staff of the concerned district offices.</li> </ul>
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

#### Phiang District

Date of Consultation		Consultation Meeting	09	05	<ul style="list-style-type: none"> <li>• Identification of the target villages, problems and preliminary activities.</li> <li>• Review the selection criteria of target villages and four villages have met the criteria.</li> <li>• Field visit to four proposed target villages 11/03/2025</li> <li>• Concerned departments and district offices to provide needed information for the development of the Project Document.</li> <li>• The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in Implementation of the project.</li> <li>• Involve in implementing the project activities.</li> </ul>
13 Mar 2025	District Governor Office				
	District Office of Natural Resources and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				
	District Office of Labor and Social Welfare				
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				

#### Nongbuaphinong Village

13 Mar 2025		Consultation meeting	21	11	<ul style="list-style-type: none"> <li>Profiles of five proposed target villages were collected from the village authorities</li> <li>Involved issues on lack of water supply in the villages</li> <li>Flash flood and land slide during the rainy season</li> <li>Drought during the dry season</li> <li>Ineffective drainage system in the village</li> <li>To consider urban planning and management in village, building capacity of relevant technical staff of the concerned district offices.</li> <li>Involve in implementing the project activities.</li> </ul>
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

#### **Thongmixay District**

Date of Consultation		Consultation Meeting	13	02	<ul style="list-style-type: none"> <li>Identification of the target villages, problems and preliminary activities.</li> <li>Review the selection criteria of target villages and four villages have met the criteria.</li> <li>Field visit to four proposed target villages 11/03/2025</li> <li>Concerned departments and district offices to provide needed information for the development of the Project Document.</li> <li>The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in implementation of the project.</li> <li>Involve in implementing the project activities.</li> </ul>
13 Mar 2025	District Governor Office				
	District Office of Natural Resources and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				
	District Office of Labor and Social Welfare				
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				

#### **Det Village**

14 Mar 2025		Consultation meeting	08	02	<ul style="list-style-type: none"> <li>Profiles of five proposed target villages were collected from the village authorities</li> <li>Involved issues on lack of water supply in the villages</li> <li>Flash flood and land slide during the rainy season</li> <li>Drought during the dry season</li> <li>Ineffective drainage system in the village</li> <li>To consider urban planning and management in village, building</li> </ul>
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

					capacity of relevant technical staff of the concerned district offices.
					• Involve in implementing the project activities.

#### Sayabouri District

Date of Consultation		Consultation Meeting	13	02	
14 Mar 2025	District Governor Office				
	District Office of Natural Resources and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				
	District Office of Labor and Social Welfare				
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				

#### Khonpiat Village

14 Mar 2025		Consultation meeting	08	02	
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

#### Paklay District

Date of Consultation		Consultation Meeting	13	02	
15 Mar 2025	District Governor Office				
	District Office of Natural Resources				

- Identification of the target villages, problems and preliminary activities.
- Review the selection criteria of target villages and four villages have met the criteria.
- Field visit to four proposed target villages 11/03/2025
- Concerned departments and district offices to provide needed information for the development of the Project Document.
- The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in implementation of the project.
- Involve in implementing the project activities.

	and Environment (DONREs)				
	District Agriculture and Forestry Office (DAFO)				
	District Office of Labor and Social Welfare				
	District Lao Women's Union				
	District Office of Lao front of the national construction -LFNC				
	District Public Works and Transport (DPWT)				

#### Namyang Village

15 Mar 2025		Consultation meeting	08	02	
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

#### Souvannaphoum Village

13 Mar 2025		Consultation meeting	14	07	
	Head of the village				
	Lao women's Union of village				
	Lao front of National construction of village				
	Labor and social welfare of the village				
	Lao youth union of the village.				

- Field visit to four proposed target villages 11/03/2025
- Concerned departments and district offices to provide needed information for the development of the Project Document.
- The Project Document Formulation Team must discuss and study the proposed activities by the provincial include them in the project document and to ensure that the project respond to the local needs and participating in implementation of the project.

**Notes:** - Background information and selection criteria of target villages as Appendix 3.

- List of registered Participants, per target village as Appendix 4.

### **3.3 Resources and Responsibilities**

#### **3.3.1. Resources**

The executing entity is the Department of Water Resources (DWR) in the Ministry of Natural Resources and Environment (MONRE). A Project Management Unit (PMU) will be established and hosted in DWR (Figure 4). The PMU will coordinate and deliver the project activities in close cooperation with key partners, including Department of Meteorology and Hydrology (DMH) in MONRE, the Provincial and District DWR offices (PONRE, DONRE) and Provincial and District Agriculture and Forestry (PAFO and DAFO).

Resources for managing and implementing the SEP will be the responsibility of PMU and project implementing partners at the central, provincial and district levels. Budget allocated for stakeholder engagement is integrated in the budget for activities implementation of each output of the respective components. The executing entity is the Department of Water Resources (DWR) in the Ministry of Natural Resources and Environment (MONRE). A Project Management Unit (PMU) will be established and hosted in DWR. The PMU will coordinate and deliver the project activities in close cooperation with key partners, including Department of Meteorology and Hydrology (DMH) in MONRE, the Provincial and District DWR offices (PONRE, DONRE) and Provincial and District Agriculture and Forestry (PAFO and DAFO). Discussion among DWR, WWF-Laos and WWF-US (GEF Agency) indicate a role for WWF-Laos to provide execution support to DWR. In fact, the allocation of the project budget is based on the activities and responsibility of WWF-Lao. Synergies and areas for collaboration with ongoing WWF and GoL initiatives will be identified in more detail during project preparation phase, including identification of cost-sharing and staff-sharing possibilities.

The scope of this support has been discussed among DWR, WWF-Laos and WWF-US (GEF Agency), and includes WWF-Laos undertaking the following tasks for the project:

- Financial management and preparation of financial reports for the project
- Sub-grant assessments, awards and management
- Transfer of funds received from WWF-US to DWR and to all contracted service providers, and review of financial reports for use of those funds
- Procurement (based on plans developed with the PMU)
- PMU Staff recruitment (recruited by WWF-Laos on behalf of government but hosted at DWR offices)
- Technical assistance to support government and sub-grantee delivery of the project.

The financial flows and reporting lines to make sure that this is aligned with the implementation arrangements. The budget by components outcome and output are illustrated in the Table 2 below, moreover, **the budget for activities detail is presented in the Appendix 5.**

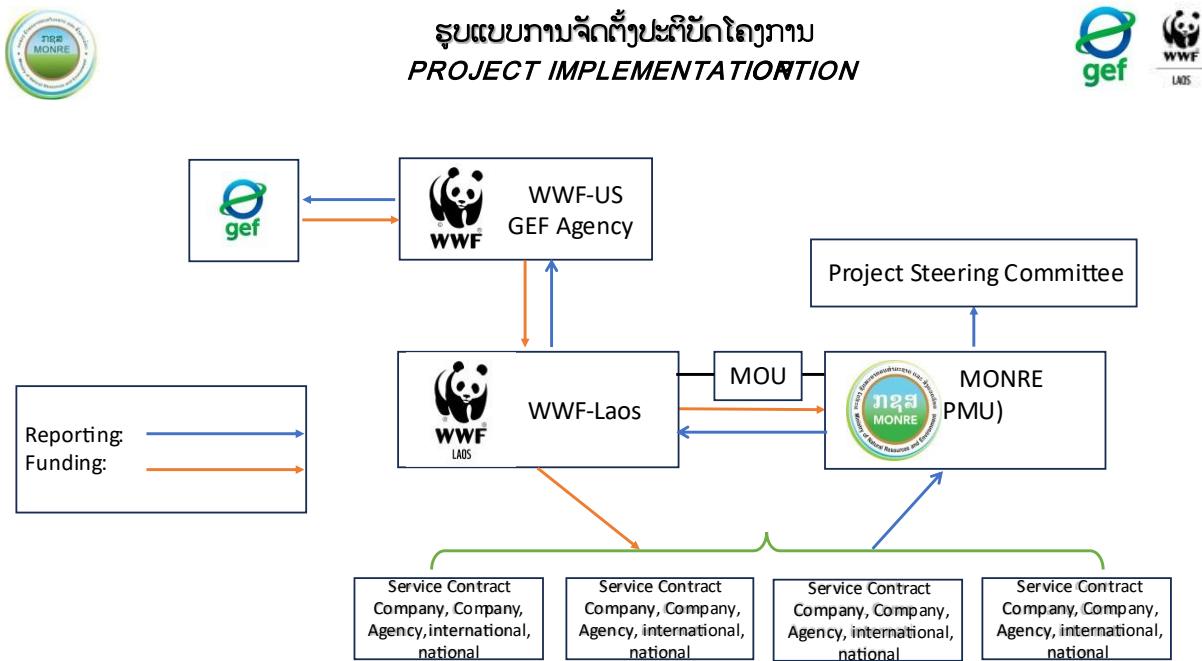
*Table 2: The project Budget allocation by components outcome and output are illustrated.*

<b>Components</b>	<b>Outcome</b>	<b>Output</b>	<b>Cost \$</b>
-------------------	----------------	---------------	----------------

<b>Comp. 1:</b> Mainstreaming climate change: integrating adaptation in IWRM and river basin management plans.	-Policy, Planning and Capacities for CCA improved in 6 districts, 4 basins and one province.	-Scenario-based framework developed for CCA and DRM to strengthen local planning, policies, programs, and their financing	<b>1,000,000</b>
		-TA, training, workshops and bottom-up community consultations to integrate CCA, NbS and small-scale solutions into IWRM/river basin management plans.	
		-Water Resource Inventory conducted in 4 basins.	
		-District level IWRM/river basin policies and plans.	
<b>Comp. 2:</b> Community-driven implementation: NbS and small-scale grey infrastructure interventions on the ground.	-Gender responsive and locally informed IWRM interventions improve water security in 18 communities.	-Government and community-identified NbS interventions implemented.	<b>2,100,000</b>
		-Small-scale grey infrastructure interventions for water resource management implemented	
<b>Comp. 3:</b> Enhancing Resilience: Promoting climate-smart agriculture and diversifying livelihoods, especially for women.	-Strengthened resilience to climate change in 18 communities through climate adapted agriculture, livelihood diversification and community-based natural resource management (CBNRM).	-TA review, training and capacity strengthening for gender responsive climate-adapted agriculture and livestock practices.	<b>2,700,000</b>
		-GESI informed livelihood enhancement and diversification	
		-Locally appropriate climate information, forecast and early warning systems	
<b>Comp. 4:</b> Knowledge management and communications: Disseminating lessons, practices and experiences from the project to foster adaptive learning.	-Increased dissemination of knowledge, lessons learned and good practices on integrating CCA in IWRM.	Gender-responsive knowledge management, communications, visibility and outreach products delivered to key audiences through appropriate and effective channels.	500,000
Monitoring and Evaluation	Monitoring and Evaluation	M&E	<b>297.072</b>
PMC (Project Management Costs)		PMC Staff	
PMC		Audit	<b>322.499</b>

	Operating Cost	
<b>Total Project Cost</b>		<b>6,772,477</b>

Note: The details of the budget allocation for activities are shown in Appendix 5.



During project implementation phase, a list of responsible persons for the implementation of the SEP with title, telephone number, address as well as email address must be provided to the village authorities as well as concerned government offices in five target districts. Free, Prior and Informed Consent (FPIC) is an approach for ensuring that the rights of IPs are guaranteed in any decision that may negatively affect their lands, territories or livelihoods. It ensures that they have the right to give or withhold their consent to these activities without fear of reprisal or coercion, in a timeframe suited to their own culture, and with the resources to make informed decisions.

FPIC is composed of four separate components:

- Free-Without coercion, intimidation, manipulation, threat or bribery.
- Prior-Indicates that consent has been sought sufficiently in advance, before any project activities have been authorized or commenced, and that the time requirements of the indigenous community's consultation/consensus processes have been respected.
- Informed-Information is provided in a language and form that are easily understood by the community, covering the nature, scope, purpose, duration and locality of the project or activity as well as information about areas that will be affected; economic, social, cultural and environmental impacts, all involved actors, and the procedures that the project or activity may entail.
- Consent-The right of IPs to give or withhold their consent to any decision that will impact their lands, territories, resources, and livelihoods.

The processes of consultation and obtaining FPIC will be applied to all the aspects of the project (financed under WWF) that may negatively affect the rights of the IPs and ethnic minorities. FPIC will be required on any matters that may negatively affect the rights and interests, water areas, lands, resources, territories (whether titled or untitled to the people in question) and traditional livelihoods of the IPs concerned. *The processes of consultation and obtaining FPIC that presented in the Environment and Social Management Framework and Process Framework and Indigenous People Planning Framework.*

### **3.3.2 Management Function and Responsibilities**

Stakeholder engagement activities at different levels of project interventions will be carried out by different concerned parties responsible for each output of the respective components. The Project Manager and the M&E specialist will ensure the implementation of the SEP by the concerned project implementing partners. The M&E specialist will develop stakeholder data base and comments will be registered in the data base.

Relevant stakeholders include government agencies at both provincial and local levels (targeting those with environmental, infrastructure and health mandates), civil society organizations and Indigenous Peoples and Local Communities (IPLCs) including women. Relevant Government entities will implement the activities of the project; primarily the Department of Water Resources (DWR) in Ministry of Natural Resources and Environment (MoNRE) and their associated lines at the Provincial and District level, and the Ministry of Agriculture and Forestry (MAF) and their Provincial and District offices, supported by the WWF-Laos Country Office. Relevant Departments under each Ministry will lead delivery of project outputs based on their respective mandates and areas of expertise. The capacity of non-state actors and value-chain entities-where appropriate-will be enhanced through multi-stakeholder and sectoral dialogues for collaborative planning and knowledge sharing. The project also aims to build adaptive capacity and resilience of key natural, social and economic sectors vulnerable to and at risk of climate change; proposes a programme to build the capacity of local upstream and downstream communities and local governments to cope with climate risks; and aims to create an enabling environment that promotes system-wide whole-of-government transformation

*Table 3: List of potential key stakeholders and roles in the proposed project*

<b>Stakeholder type</b>	<b>Stakeholder list</b>	<b>Possible contributions and roles in the project</b>
Government ministries (at central and provincial levels)	<ol style="list-style-type: none"> <li>1. MoNRE</li> <li>2. MOF</li> <li>3. MAF</li> <li>4. MoLSW</li> <li>5. MCWT</li> <li>6. MoFA</li> <li>7. MPI</li> </ol>	Beneficiary of capacity-building; development of project relevant plans; delivery of technical components of the programmes according to sectoral expertise; coordination with local authorities; mobilization of human and financial resources; the capacity building trainer could

		be the technical experts from International or local consultants.
National Organizations	<ol style="list-style-type: none"> <li>1. Department of Water Resources (DWR) in MONRE</li> <li>2. Department of Meteorology and Hydrology (DMH) in MONRE</li> <li>3. Department of Climate Change (DCC) in MONRE</li> <li>4. Department of Forestry (DOF) in MAF</li> <li>5. Department of Planning and Cooperation in MAF</li> <li>6. Department of Agriculture Land Management (DALaM) in DAF</li> <li>7. Department of Agricultural Extension and Cooperatives (DAEC), (MAF)</li> <li>8. Department of Social Welfare, (MLSW)</li> <li>9. National Women's Union (NWU)</li> <li>10. Department of International Organization (DIO)</li> </ol>	Provision of technical advice; provision of specialist service, project delivery.
Regional and local administration	<ol style="list-style-type: none"> <li>1. Sayaboury Department of Planning and Investment</li> <li>2. Provincial Office of Natural Resources and Environment (PONRE)</li> <li>3. District Offices of Natural Resources and Environment (DONREs)</li> <li>4. Provincial Agriculture and Forest Office (PAFO)</li> </ol>	Beneficiaries of capacity-building; local coordination of activities; issuance of any relevant authorizations and permits

	<ol style="list-style-type: none"> <li>5. District Agriculture and Forest Offices (DAFOs)</li> <li>6. Provincial Labour and Social Welfare Department</li> <li>7. Provincial Department of Foreign Affairs</li> </ol>	
Community-level stakeholders	<ol style="list-style-type: none"> <li>1. Village Development Committees</li> <li>2. Village leaders</li> <li>3. Natural resource user groups</li> <li>4. Women's groups</li> <li>5. Other vulnerable or marginalized groups</li> <li>6. CBOs</li> </ol>	Community mobilization; selection of appropriate interventions; delivery of programme components; beneficiaries of capacity-building and on-the-ground interventions
NGO/CSO	<ol style="list-style-type: none"> <li>1. GIZ</li> <li>2. IUCN</li> <li>3. WCS</li> <li>4. WCA (Lao Wildlife Conservation Association)</li> <li>5. Private Company (Firm)</li> <li>6. International</li> <li>7. National</li> <li>8. Others</li> </ol>	Provision of technical advice; delivery of training and assets; social mobilization; monitoring of ecological conditions
Research Institutes	<ol style="list-style-type: none"> <li>1. National University of Laos (NUoL)</li> <li>2. National Agriculture and Forestry Research Institute (NAFRI)</li> <li>3. Center for Statistics and Information in MAF</li> </ol>	Provision of scientific support; the undertaking of research activities
Private Sectors	<ol style="list-style-type: none"> <li>1. Xayaburi Power Company Limited</li> <li>2. Pak Lay Power Company Limited</li> <li>3. Xingyuan Trading Company</li> <li>4. Tienhongtex agricultural technology Company.</li> </ol>	Water resource management data (From 1 and 2) Provision of goods and services; consultation for market information (From 3 to 4)

The key stakeholders informed and consulted about the project at the central and provincial level include the concerned ministries that will be involved in decision making, planning, implementing and monitoring of the project. This list comprises the identified social groups and persons that are associated with the project in different ways at all stages, including:

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

**Table 4.** Stakeholder identification based on the above classification.

<b>Stakeholders to be affected directly by the outcomes of project implementation</b>	<b>Stakeholders that participate in project directly</b>	<b>Stakeholders being able to influence and decide on the project implementation or use project outcome for decision making</b>
The project affects Sayaboury Province, therefore all population in these six districts are stakeholders	PMU staff	Department of Water resources Management
Inhabitants along the River Basins.	Project staff	Department of Environment (MoNRE);
Inhabitants surrounding the National Parks of Nam Pouï	Department of Climate Change (MoNRE);	Department of Agriculture (MAF)
Vulnerable social groups (the elderly, the disable, the ethnic minorities, women and children)	Department of Meteorology and Hydrology (MoNRE);	Department of Land (MoNRE);
Local and international CSO organizations	Department of Planning and Finance (MoNRE);	Department of Agriculture Land Management (DAF);
Local mass media	Department of Forestry (MAF);	Department of International Coordination (MPI);
	Department of Technical Extension and Agro-processing (DTEAP) in MAF	Department of Social Welfare (MLSW)
	WWF staff	Lao Women Union (LWU), Lao National Commission for the Advancement of Women and for Mothers-Children (Lao CAWMC/Gender Team)
	Provincial Department of Natural Resources and Environment (PONRE);	Lao Youth Union

	Water and Meteorology Sector (PONRE);	Provincial Governor Office
	Environment Sector (PONRE);	Forestry Sector (PAFO)
	Villagers in 18 target villages	Rural Development Sector (PAFO)
		Agriculture and Fisheries Sector (PAFO)
		Market Sector (DoTI)
		Provincial Department of Planning and Investment;
		Provincial Commission for the Advancement of Women and for Mothers-Child

The PPG team might be also engaged with the teams of the following projects to avoid duplication of efforts in the same region, share lessons learned and create synergy between interventions (See Table 5).

**Table 5.** Current Climate Change related Projects in Lao PDR.

Project title	Project site	Fund and EE	Date
Mekong Integrated Water Resources Management Project	Nationwide (including the Xe Bang Hieng river basin)	World Bank	2012–2021
Sustainable forest and land management in the dry dipterocarp forest ecosystems of southern Lao PDR	Phin District, Thapangthong District, Songkhone District, Xonnabouly District, Phalansay District in Savannakhet Province	GEF UNDP	2016–2022
Protection and sustainable use of forest ecosystems and biodiversity (ProFEB)	Southern Lao (including Khamoune)	GIZ	2019–2021
The Project for Participatory Agriculture Development in Savannakhet Province	Savannakhet Province	JICA	2017–2022
Building Capacities for Resilient Recovery	Bolikhamxay and Saravan provinces	Luxembourg, UNDP	2018–2021
Second Lao Environment and Social Project (LENS II)	Nationwide	World Bank, GEF and GoL	2014–2021
Integrated Programme for Climate Resilience and Empowerment in Attapeu Province, Lao PDR	Attapeu Province	KOIKA	2019–2023

Project title	Project site	Fund and EE	Date
Climate Change Adaptation in Wetlands Area (CAWA) in Lao PDR-Xe Champhone Ramsar site and Buang Kiat Ngong Ramsar site	Savannakhet Province	GEF FAO	2016–2020
Lower Mekong Basin Wetland Management and Conservation project (MRWP)	Champasack Province	Kfw	2016–2022
Sowing Diversity=Harvesting Security II (SDHS II)	Oudomxay, Xayyabouli, Saravane, Attapeu, Vientiane provinces	SIDA-Oxfam	2019–2023
EU FAO FLEGT (Forest Law Enforcement, Governance and Trade) Programme	Nationwide	FAO	2015–2020
Promoting Agricultural Production to Improve Food and Nutrition Security through Multi-Sector Coordination in Phongsaly (SUPA)	Phongsaly Province	EU & CARE Denmark	2016–2020
Promoting Agricultural Production to Improve Food and Nutrition Security through Multi-Sector Coordination in Luang Namtha (SUPA)	Luang Namtha Province	EU & CARE Denmark	2016–2020
Protecting forests and biodiversity	Khammouan Province	German Federal Ministry for Economic Cooperation and Development (BMZ)	2019–2021
Global Programme Responsible Land Policy	Nationwide	BMZ	2015–2021
Sustainable Forest Management and REDD+ Support Project	Luang Prabang Province, Vientiane Capital	JICA	2014–2020
Improved Land Management in the Mekong Region 2	Nationwide	BMZ	2015–2022
Land Management and Decentralised Planning 3	Nationwide	BMZ	2019–2021
Climate Protection through Avoided Deforestation (CliPAD)	Huaphanh Province	BMZ	2019–2021
Scaling Up Participatory Sustainable Forest Management Project	Nationwide	World Bank	2013–2020
Agriculture Competitiveness Project	Bolikhamxai, Khammouan, Xayabouli, Vientiane	World Bank	2018-2024

Project title	Project site	Fund and EE	Date
	capital and Vientiane provinces		
Greater Mekong Subregion Sustainable Agriculture and Food Security Program	Nationwide	ADB	2019–2025
Greater Mekong Subregion Climate Change and Environmental Sustainability Program	Nationwide	ADB	2019–2025
Integrated Biodiversity Conservation and Forest	Bokeo, Luang Namtha and Khammuane provinces	KFW	2015–2022

#### 4. Simplified Stakeholder Engagement Plan

The scope of this support has been discussed among DWR, WWF-Laos and WWF-US (GEF Agency), and indicatively includes WWF-Laos undertaking the following tasks for the project:

- Financial management and preparation of financial reports for the project;
- Sub-grant assessments, awards and management;
- Procurement (based on plans developed with the PMU);
- PMU Staff recruitment (recruited by WWF-Laos on behalf of government but hosted at DWR offices);
- Technical assistance to support government and sub-grantee delivery of the project.

The execution services to be provided by Department of Water Resources (MONRE) and partners (government and non-government, to be identified) are expected to include:

- Hosting the PMU;
- Preparation of procurement plans;
- Preparation of terms of references (with WWF-Laos);
- Management of consultant activities;
- Management of output deliverables;
- Maintenance of records of all project-related documentation;
- Management and administration of the Knowledge Management Plan;
- Preparation of technical progress reports;
- Consultation with project stakeholders;
- Coordination with project partners, including sub-grantees.

Table 6. below outlines the simplified stakeholder engagement plan. This stakeholder engagement plan should be reviewed and modified accordingly to ensure its effectiveness in securing meaningful and effective stakeholder participation. The project will engage with the stakeholders identified in Table 4 above, at annual Engagement Workshop. Additionally, the PMU will engage with relevant stakeholders during training workshops associated with project activities.

**Table 6. Stakeholder Engagement Plan.**

Stakeholder Type	Name	Participation Methods	
		Frequency	Engagement during the project implementation
<b>Project Management (NGOs)</b>	<ul style="list-style-type: none"> <li>• WWF Laos</li> </ul>	Annually	<ul style="list-style-type: none"> <li>• Financial management and preparation of financial reports for the project;</li> <li>• PMU Staff recruitment (recruited by WWF-Laos on behalf of government but hosted at DWR offices);</li> <li>• Technical assistance to support government and sub-grantee delivery of the project</li> <li>• Sub-grant assessments, awards and management;</li> <li>• Procurement (based on plans developed with the PMU);</li> </ul>
		Quarterly or more often as necessary	
<b>Government Department at the central level</b>	<ul style="list-style-type: none"> <li>• PMU</li> <li>• Department of Water Resources (DWR) in MONRE</li> </ul>	Annually or when it is necessary	<ul style="list-style-type: none"> <li>• Hosting the PMU;</li> <li>• Preparation of procurement plans;</li> <li>• Preparation of terms of references (with WWF-Laos);</li> <li>• Management of consultant activities and Management of output deliverables;</li> <li>• Maintenance of records of all project-related documentation;</li> <li>• Management and administration of the Knowledge Management Plan;</li> <li>• Preparation of technical progress reports;</li> <li>• Consultation with project stakeholders;</li> <li>• Coordination with project partners, including sub-grantees.</li> </ul>

Stakeholder Type	Name	Participation Methods	
		Frequency	Engagement during the project implementation
	<ul style="list-style-type: none"> <li>• Protection of water resources as well as environmental protection</li> <li>• Data quality control and sharing</li> </ul>	<p>Quarterly or more often as necessary</p> <p>Quarterly</p>	<ul style="list-style-type: none"> <li>• Planning, coordinating, managing, M&amp;E and reporting.</li> <li>• Risks management, procurement of goods and services, financial management, approving and signing the multiyear workplan, the combined delivery reports and signing the financial report</li> <li>• Development of flood protection infrastructure</li> <li>• Supervise the work of PMU in day-to-day operation of the project including administration, management and technical support to Project Manager</li> </ul>
• Department of Meteorology and Hydrology (DMH) in MONRE	Information on meteorology and hydrology	Quarterly or more often as necessary	<ul style="list-style-type: none"> <li>• Hydrological monitoring</li> </ul>
• Department of Climate Change Management (DCCM) in MONRE	Community preparation for climate change adaptation	Quarterly	<ul style="list-style-type: none"> <li>• Mainstreaming urban EbA</li> <li>• Development of knowledge management and community-based ecological monitoring systems</li> </ul>
• Department of Forestry (DAFO) in MAF	Reforestation for protection of water resources	Annually	<ul style="list-style-type: none"> <li>• execution of EbA activities, primarily reforestation, in coordination with target communities</li> </ul>

Stakeholder Type	Name	Participation Methods	
		Frequency	Engagement during the project implementation
• Department of Technical Extension and Agro-processing (DTEAP) in MAF	Promotion of climate change adapted farming system	Annually	<ul style="list-style-type: none"> <li>enhance climate-resilient livelihoods</li> </ul>
<b>Government Departments at the provincial level</b>			
• Department of Natural Resources and Environment	• Protection of water resources as well as environmental protection	Annually	<ul style="list-style-type: none"> <li>Oversee project implementation in their respective provinces</li> <li>Coordination the implementation of the project activities with the district authorities</li> </ul>
• Department of Agriculture and Forestry	Promotion of climate change adapted agricultural practices	Quarterly	<ul style="list-style-type: none"> <li>Provision of technical expertise in climate resilient farming and livelihood development</li> </ul>
<b>Community level</b>			
• Village Leaders	Protection of water resources and forest area Protect the rights of the villagers against the social and environmental impacts of development works	Quarterly or more often as necessary	<ul style="list-style-type: none"> <li>Mobilize community participation in project activities</li> </ul>
• Village Development Committee	Livelihood's development of the villagers	Quarterly or more often as necessary	Assist village leaders in mobilizing community participation in project activities
• Village Water User Committee	Water availability for household use and for the agriculture	Quarterly or more often as necessary	Mobilize farmers to take ownership in the O&M of the irrigation system after rehabilitation

Stakeholder Type	Name	Participation Methods	
		Frequency	Engagement during the project implementation
• Other vulnerable groups (ethnic minorities, elderly, disabled, women and children)	Livelihood development Evacuation to the safe shelter during natural disaster	Quarterly or more often as necessary	Participation and contribution in project activities
<b>NGO/CSO</b>			
• International Union for the Conservation of Nature (IUCN)	-International Consultants	-	Implementing activities which relevant component as a International Consultants
• Lao Civil Society Organization Coordination Office	Community mobilization for water resources and forest management	Annually	Coordination in community-based water resources management
• Lao Wildlife Conservation Association (WCA)	Conservation of wildlife especially the endangered species I the National Park and protected areas	Quarterly	Coordination in wildlife conservation
• Wild Life Conservation Society (WCS)	Conservation of wildlife especially the endangered species I the National Park and protected areas.	Quarterly	Coordination in wildlife conservation
• Others organizations	GIZ, Private Company (Firm), International and National Consultants Others		Provision of technical advice; delivery of training and assets; social mobilization; monitoring of ecological conditions.
• Research Institutes	• National University of Laos (NUoL) • National Agriculture and Forestry Research Institute (NAFRI)		Provision of scientific support; the undertaking of research activities

Stakeholder Type	Name	Participation Methods	
		Frequency	Engagement during the project implementation
	<ul style="list-style-type: none"> <li>Center for Statistics and Information in MAF</li> </ul>		
• Private Sectors	<ul style="list-style-type: none"> <li>Xayaburi Power Company Limited</li> <li>Pak Lay Power Company Limited</li> <li>Xiengyuan Trading Company</li> <li>Tienhongtex agricultural technology Company.</li> </ul>		Water resource management data and Provision of goods and services; consultation for market information.

## 5. Resources and Responsibilities for Implementing Stakeholder Engagement Plan

### **5.1 Resources**

Resources for managing and implementing the Stakeholder Engagement Plan-SEP will be the responsibility of PMU and project implementing partners at the central, provincial and district levels. Budget allocated for stakeholder engagement is integrated in the budget for activities implementation of each output of the respective components. During project implementation phase, a list of responsible persons for the implementation of the SEP with title, telephone number, address as well as email address must be provided to the village authorities as well as concerned government offices in six target districts. **The detail of the budget allocation detailed are refer to the Appendix 5.**

### **5.2 Management Function and Responsibilities**

Stakeholder engagement activities at different levels of project interventions will be carried out by different concerned parties responsible for each output of the respective components. The Project Manager and the M&E specialist will ensure the implementation of the SEP by the concerned project implementing partners. The M&E specialist will develop stakeholder data base and comments will be registered in the data base.

## 6. Grievance Mechanisms

The following section details the process by which people concerned with, or potentially affected by, the project can express their grievances for consideration and redress has been extracted from the ESMF. The PMU will be responsible for informing project-affected parties about all of those grievance mechanisms. Contact information of the staff member responsible for the project-level grievance mechanism in the PMU will be made publicly available.

### **1) Project-Level Grievance Mechanism**

Because the project will have a direct and tangible effect on local communities and individuals residing within or in the vicinity of project sites, there is a need for an efficient and effective Grievance Redress Mechanism (GRM) that collects and responds to stakeholders' inquiries, suggestions, concerns, and complaints. This section will describe the details of the applicable GRM, including details on the process to submit a grievance, how long the PMU will have to respond, and who on the PMU will be responsible for its implementation and reporting.

The GRM will operate based on the following principles:

- ***Fairness:*** Grievances are assessed impartially and handled transparently.
- ***Objectiveness and independence:*** The GRM operate independently of all interested parties to guarantee fair, objective, and impartial treatment of each case.
- ***Simplicity and accessibility:*** Procedures to file grievances and seek action are simple enough that project beneficiaries can easily understand them and in a language that is accessible to everyone within a given community, especially those who are most vulnerable.
- ***Responsiveness and efficiency:*** The GRM is designed to respond to all complainants' needs. Accordingly, officials handling grievances must be trained to take effective

- action and respond quickly to grievances and suggestions.
- ***Speed and proportionality:*** All grievances, simple or complex, are addressed and resolved quickly. The action taken on the grievance or suggestion is swift, decisive, and constructive.
- ***Participation and inclusiveness:*** A wide range of affected people—communities and vulnerable groups—are encouraged to bring grievances and comments to the attention of the project implementers. Special attention is given to ensuring poor people and marginalized groups, including those with special needs, can access the GRM.
- ***Accountability and closing the feedback loop:*** All grievances are recorded and monitored, and no grievance remains unresolved. Complainants are always notified and given explanations regarding the results of their complaints. An appeal option shall always be available.

Complaints may include, but not be limited to, the following issues:

- Allegations of fraud, malpractices, or corruption by staff or other stakeholders as part of any project or activity financed or implemented by the project, including allegations of gender-based violence or sexual exploitation, abuse, or harassment;
- Environmental and/or social damages/harms caused by projects financed or implemented (including those in progress) by the project;
- Complaints and grievances by permanent or temporary workers engaged in project activities.
- Complaints could relate to pollution prevention and resource efficiency; negative impacts on public health, environment, or culture; destruction of natural habitats; disproportionate impact on marginalized and vulnerable groups; discrimination or physical or sexual harassment; violation of applicable laws and regulations; destruction of physical and cultural heritage; or any other issues which adversely impact communities or individuals in project areas.

The GRM seeks to complement, rather than substitute, the judicial system and other dispute resolution mechanisms. All complainants may therefore file their grievance in local courts or approach mediators or arbitrators, in accordance with the legislation of Belize. The grievance redress mechanism will be implemented in a culturally sensitive way and facilitate access to vulnerable populations.

The project-level GRM shall be designed considering the following guidelines:

1. ***Disseminating information about the GRM:*** All materials describing the GRM, once approved by the PMU CTF and cleared by TNC and WWF-US, will be made publicly available by posting them on the WWF and BBFP websites and disseminated as part of the Project stakeholder engagement activities. The GRM will be communicated with all communities and stakeholders by the Safeguards and Gender Officer, who will also develop GRM materials (brochures, flyers, etc.). Materials will include basic information on GRM and contact information on all grievance uptake locations as follows: 1. Name of locations/channels to receive grievance. 2. Address of locations. 3. Responsible person. 4. Telephone(s). 5. Email. 6. Days and hours for receiving verbal grievances. The materials will also include a summary of the process for registering, reviewing, and responding to grievances, including the estimated response time. The

information about the GRM will also be presented as a chart to make it easy for people to view. The materials will be produced in English.

2. ***Submitting complaints:*** Project-affected people, workers, or interested stakeholders can submit grievances, complaints, questions, or suggestions to this mechanism through various communication channels, including phone, regular mail, email, text messaging/SMS, or in person. The appropriate addresses and phone numbers will be identified within the first six months of project implementation.
3. ***Processing complaints:*** All grievances submitted shall be registered and considered. A tracking registration number should be provided to all complainants. To facilitate the investigation, complaints will be categorized into four types: (a) comments, suggestions, or queries; (b) complaints relating to nonperformance of project obligations and safeguards-related complaints; (c) complaints referring to violations of law and/or corruption while implementing project activities; (d) complaints against authorities, officials or community members involved in the project management; and (e) any complaints/issues not falling in the above categories.
4. ***Acknowledging the receipt of complaints:*** Once a grievance is submitted, the designated official or the Safeguards and Gender Officer shall acknowledge its receipt, brief the complainant on the grievance resolution process, provide the contact details of the person in charge of handling the grievance (which should be said Safeguards and Gender Officer, and provide a registration number that would enable the complainant to track the status of the complaint.
5. ***Investigating complaints:*** The Safeguards and Gender Officer will gather all relevant information, conduct field visits as necessary, and communicate with all relevant stakeholders as part of the complaint investigation process. The PMU should ensure that the investigators are neutral and do not have any stake in the outcome of the investigation.
6. ***Responding to complainants:*** A written response to all grievances will be provided to the complainant within 15 working days. If further investigation is required, the complainant will be informed accordingly, and a final response will be provided after an additional period of 15 working days. Grievances that cannot be resolved by grievance receiving authorities/offices at their level should be referred to a higher level for verification and further investigation.
7. ***Appeal:*** If the parties are unsatisfied with the response provided through the project-level GRM, they can submit an appeal to PMU within ten days of the decision. If they are also unsatisfied with the appeal committee's decision, they can submit their grievances directly to WWF US, the GEF Agency, or the Court of Law for further adjudication.
8. ***Monitoring and evaluation:*** The Safeguards and Gender Officer will compile a quarterly report with full information on the grievances they received. The report shall describe the grievances and their status in the investigation. Summarized GRM reports shall constitute part of the regular project progress reporting and shall be submitted to the PMU and WWF GEF Agency. The GRM seeks to complement, rather than substitute, the judicial system and other dispute-resolution mechanisms. All complainants may, therefore, file their grievances in local courts or approach mediators or arbitrators through Belize legislation.

## **2) WWF GEF Agency Grievance Mechanism**

In addition to the project-specific GRM, project-affected communities and other interested stakeholders may raise a grievance at any time to the WWF GEF Agency. Contact information of the WWF GEF Agency will be made publicly available.

A grievance can be filed with the Project Complaints Officer (PCO), a WWF staff member fully independent from the WWF GEF Agency, who is responsible for the WWF Accountability and Grievance Mechanism and who can be reached at:

**Email:** [SafeguardsComplaint@wwfus.org](mailto:SafeguardsComplaint@wwfus.org).

**Mailing address:**

Project Complaints Officer Safeguards Complaints,  
World Wildlife Fund  
1250 24th Street NW  
Washington, DC 20037

Complaints may be submitted in the Affected Party's native language and should include the following information:

- Complainant's name and contact information;
- If not filed directly by the complainant, proof that those representing the affected people have authority to do so;
- The specific project or program of concern;
- The harm that is or may be resulting from the project;
- The relevant Environmental and Social Safeguards policy or provision (if known);
- Any other relevant information or documents;
- Any actions taken so far to resolve the problem, including contacting WWF;
- Proposed solutions; and
- Whether confidentiality is requested (stating reasons).

The PCO will respond within 10 business days of receipt, and claims will be filed and included in project monitoring.

Stakeholders may also submit a complaint online or over the phone through an independent third-party platform at <https://secure.ethicspoint.com/domain/media/en/gui/59041/index.html>.

## **3) GEF Conflict Resolution Commissioner**

In addition to the country-level, and WWF GEF Agency GRMs, a person concerned about a GEF-financed project or operation may submit a complaint to the GEF Resolution Commissioner, who plays a facilitation role and reports directly to the GEF CEO. The Commissioner can be reached at:

**E-mail:** [plallas@thegef.org](mailto:plallas@thegef.org)

**Mailing Address:**

Mr. Peter Lallas  
Global Environment Facility  
The World Bank Group, MSN N8-800  
1818 H Street, NW  
Washington, DC 20433-002

Complaints submitted to the Commissioner should be in writing and can be in any language. The complaints should provide at least a general description of the nature of the concerns, the type of harm that may result, and (where relevant) the GEF-funded projects or program at issue

### **Capacity Building for GRM**

Special training will be provided to the ESS Specialists within the first 6 months of project implementation or before the GRM is finalized, whichever is sooner. This will help to ensure they have the capacity to address SEAH-related grievances in a culturally sensitive and victim-centered.

## **7. Monitoring and Reporting**

Monitoring is an integral part of project management as it tracks and assesses progress towards achieving tangible development results associated with the project being implemented. It is an essential management tool for checking whether results are being achieved as planned, what corrective actions are needed to ensure delivery of the expected results and how they contribute to positive development. This help to detect problems earlier and find out appropriate measures to address them.

Stakeholder engagement will be monitored on an annual basis by the PMU, Project Coordinator, and the M&E & Reporting Specialist with the support of the Safeguards Officer. WWF Country Office and WWF GEF Team will monitor project progress and impacts during the annual supervision missions.

*Table 7. Indicators for Monitoring and Reporting of Stakeholder Engagement.*

<b>No.</b>	<b>Indicator</b>	<b>Monitoring and reporting responsibility</b>	<b>Reporting period</b>
	Number of government agencies, civil society organizations, private sector Ethnic Groups groups and other stakeholders that have been involved in the project implementation phase	Project Manager M&E & Reporting Specialist	annually
	Number of persons disaggregated by gender, age and ethnicity that have been involved in the project implementation	Project Manager M&E & Reporting Specialist	annually
	Number of engagement (Meetings, workshops, consultations) with stakeholders during the project implementation phase	Project Manager M&E & Reporting Specialist	annually
	Percentage of stakeholders who rate as satisfactory the level at which their views and concerns are taken into account by the project	Project Manager M&E & Reporting Specialist	annually

	Grievances handling mechanism how grievances are received and results communicated to all stakeholders	Project Manager M&E & Reporting Specialist Safeguards Officer	annually
--	--	---	----------

- *Involvement of Stakeholders in monitoring activities*

The village authorities will be involved in monitoring of the project impacts and the implementation of mitigation measures on a daily basis during the implementation of the civil works associated with the project. During the semi-annual monitoring – conducted by the Safeguards Officer – and the annual supervision missions, the villagers will be consulted on how they have been involved in the consultations on the project impacts and impact mitigation.

Mid-term review (MTR) and terminal evaluation (TE) consultants will be recruited for the MTR and TE. The terms of reference (ToR) for the MTR and TE must cover monitoring of stakeholder engagement in project implementation and impacts mitigation. During the MTR and TE missions, the villagers will also be asked about how they have been involved in the consultations about the project impacts and impact mitigation, as well as how their concerns have been taken into account by the project.

## 8. Reporting back to Stakeholder Groups

The project impacts and proposed mitigation measures will be immediately reported by the authorities of the affected villages to DONRE. Reporting of project impacts can be both verbally via telephone or written. After DONRE receives the information, it will immediately investigate the impacts with the villagers and assist them to develop mitigation measures. However, if the impact is beyond the capacity of DONRE to mitigate it thus DONRE must contact PONRE for the advice and assistance. PONRE can seek advice from PMU and the Project Manager. Within five working days the village authorities must be consulted to agree on the mitigation measures or reported on the actions that have been taken to resolve the project impacts. Communication with the village authorities must follow the preferred notification means state in Table 4.3.

On an ongoing basis, the project will have a routine disclosure and consultation on the project's environmental and socio-economic performance including grievances and other new emerging issues on the project. The disclosure will be done to all stakeholders through annual meeting and reports as well as project information booklets. While providing this disclosure, the project will also provide:

- an update on project achievements and how it contributes to enhancing transparency on reporting for Five Year Socio-economic Plan of the country;
- an overview of the stakeholder engagement process and how affected parties can participate and provide feedback through meetings/workshops or other means; and
- project impacts on development and how the government is using the project data to enhance the livelihoods of the people at the same time conserve the environment and report and forecast on weather and climate change related events.

## List of Appendixes

### Appendix 1. Central Government's Minutes of Meeting.



Minutes of the  
Project Kickoff Meeti

### Appendix 2: Provincial Government's Minutes of Meeting



Minut meeting of Minut meeting of Minute meeting of ບົດບັນທຶກມີອງພູເຈົ້າ. ຂັດເວືອກບ້ານ12-06- ຂັດເວືອກບ້ານ.pdf  
Hongsa district 11-2(Sayaboury11-2024.pXaysathan district 11 pdf 2024 14.01.pdf

### Appendix 3: Background information and selection criteria of target villages



Appendix 3.pdf

### Appendix 4. List of registered Participants, per target village.



Participants List.pdf

### Appendix 5: Project's Budget Allocation for Components Activities.



Appendix 5 Budget  
By Activity Laos LDCF