



Stakeholder Engagement Framework

This document is as approved by the REC Caucasus executive Body (Collegial Trio) and is set out at the end of the document.



Abbreviations

AF	Adaptation Fund
CBO	Community-Based Organization
CSO	Civil Society Organization
E&S	Environmental and Social
ESIA	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
ESMS	Environmental and Social Management System
ESP	Environmental and Social Policy (Adaptation Fund)
ESS	Environmental and Social Standard
ESS10	Environmental and Social Standard 10: Stakeholder Engagement and Information Disclosure (World Bank)
GCF	Green Climate Fund
GRM	Grievance Redress Mechanism
IDP	Internally Displaced Person
IFI	International Financial Institution
IP	Indigenous Peoples
LMP	Labor Management Procedures
M&E	Monitoring and Evaluation
NGO	Non-Governmental Organization
OIP	Other Interested Parties
PAP	Project-Affected Person
PIU	Project Implementation Unit
PMU	Project Management Unit
REC CAUCASUS	Regional Environmental Centre for the Caucasus
SEF	Stakeholder Engagement Framework
SEP	Stakeholder Engagement Plan
TOR	Terms of Reference
UN	United Nations
WB	World Bank

Table of contents

1	Introduction	4
2	Objectives and Principles	4
3	Scope of Application	5
4	Definitions	5
5	Roles and Responsibilities	6
6	Stakeholder Engagement Process and Requirements	8
7	Stakeholder Identification and Analysis	8
7.1	Stakeholder Engagement Planning	8
7.2	Information Disclosure	9
7.3	Consultation and Participation	10
7.4	Inclusion of Vulnerable Groups	11
8	Feedback and Grievance Redress	11
9	Monitoring, Evaluation, and Reporting	12
	Annexes	14

1 Introduction

The Regional Environmental Centre for the Caucasus (REC CAUCASUS) is committed to open, transparent, and inclusive engagement with stakeholders as a cornerstone of effective environmental and social management.

This Stakeholder Engagement Framework (“the Framework”) establishes REC CAUCASUS’s official policy and procedures for stakeholder engagement across all REC CAUCASUS - supported operations. It has been developed in alignment with international best practices and requirements, including the Adaptation Fund’s Environmental and Social Policy (ESP) and Gender Policy, the World Bank’s Environmental and Social Standard 10 on Stakeholder Engagement and Information Disclosure, and the Green Climate Fund’s policies on stakeholder engagement.

The Framework reflects REC Caucasus’s Environmental and Social Management System (ESMS) and is to be read in conjunction with REC CAUCASUS’s Grievance Redress Mechanism (GRM) procedures and other relevant policies.

The Framework serves as the guiding instrument for the development, implementation, and monitoring of project-level Stakeholder Engagement Plans (SEPs).

Stakeholder engagement under this Framework is an integral component of environmental and social risk management. Information obtained through engagement activities informs project risk classification, identification of potential environmental and social risks and impacts, determination of the scope and level of environmental and social assessment instruments, and the development of proportionate mitigation and monitoring measures.

2 Objectives and Principles

The core objectives of this Framework are to:

- Define a structured process for stakeholder engagement that helps identify all stakeholders and maintain constructive relationships with them, particularly with project-affected parties.
- Assess and consider stakeholder interests, concerns, and support in decision-making.
- Provide effective means for meaningful consultation and inclusive engagement with all project-affected communities throughout the project life cycle. Engagement processes will proactively reach out to include those who might be disproportionately affected or traditionally excluded (such as women, youth, persons with disabilities, ethnic minorities, and other vulnerable groups) so that their perspectives are heard and respected.
- Commit to the timely disclosure of relevant project information, including potential environmental and social risks and impacts, to stakeholders in an understandable, accessible, and appropriate manner and format. Information will be provided in local languages and through channels that are readily accessible to affected communities.
- Provide accessible and responsive avenues for stakeholders, especially project-affected people, to raise questions, concerns, or grievances. REC Caucasus will ensure that a functioning GRM is in place for every project, and that stakeholders are informed of their rights to submit grievances. All grievances will be addressed promptly and transparently, and stakeholders will not face any retaliation for expressing their concerns.
- Ensure that stakeholder engagement outcomes inform environmental and social risk categorization, selection of safeguard instruments, and the design of mitigation measures throughout the project lifecycle.

Underlying these objectives are key principles that guide all stakeholder engagement activities under REC Caucasus projects: openness, respect, inclusivity, cultural sensitivity, gender equality, transparency, and responsiveness.

REC Caucasus shall conduct engagement in good faith and in a culturally appropriate manner, free of manipulation, interference, coercion, discrimination, and intimidation.

Stakeholder engagement is recognized as an ongoing, two-way process, stakeholders will be treated as partners in the process of identifying solutions and managing impacts, rather than as one-time consultees.

Stakeholder engagement shall apply gender-responsive and inclusive methodologies throughout all stages of the project lifecycle. Engagement processes are designed to identify gender-differentiated risks, needs, and impacts, and to ensure that the perspectives of women and men are equitably reflected in project design, risk management measures, and monitoring arrangements.

3 Scope of Application

This Stakeholder Engagement Framework applies to all REC CAUCASUS-supported operations, including programs, projects, sub-projects, and other activities, regardless of funding source or size. It is mandatory for all projects directly implemented by REC CAUCASUS, as well as for projects executed by contractors, or grantees under REC CAUCASUS oversight.

The Framework covers the entire project cycle (from identification and design through implementation, monitoring, and closure) and all aspects of stakeholder engagement therein.

All REC CAUCASUS staff, project teams, and implementing partners are responsible for adhering to this Framework, and provisions of this Framework shall be incorporated into project operational manuals, partner agreements, and relevant contracts as needed to ensure uniform application.

4 Definitions

For the purposes of this Framework, the following key terms are defined for clarity and consistency:

Stakeholder - Any individual, group, or organization who can affect, be affected by, or have an interest in a REC CAUCASUS-supported project or activity. This includes, but is not limited to, project-affected parties, other interested parties, and vulnerable or marginalized groups. Stakeholders may be primary (directly affected) or secondary (indirectly affected or have other interests in the project).

Project-Affected Parties - Persons or communities who are directly impacted by a project's activities or outcomes, whether positively or negatively. This typically includes local communities in the project area, beneficiaries, those whose livelihoods or environment may be altered by the project, and others who bear direct risks or receive direct benefits. Project-affected parties are the primary focus of engagement efforts.

Other Interested Parties - Stakeholders with an interest in the project that may not experience direct impacts. These can include government authorities, local governments, civil society organizations, academia, private sector entities, or the general public. While not directly affected, their insights and support may still influence project success.

Vulnerable Groups - Subsets of stakeholders who, by virtue of gender, age, disability, ethnicity, poverty, social status, displacement, or other factors, may be disproportionately

affected by project impacts or have limitations in participating in the engagement process. This could include (as applicable) women, youth, the elderly, people with disabilities, indigenous peoples, ethnic or religious minorities, refugees/IDPs, or the very poor. Special measures will be taken to ensure their full and effective participation.

Stakeholder Engagement - An umbrella term for the range of activities undertaken to inform and involve stakeholders in a project, build relationships, and obtain their feedback. It includes stakeholder identification and analysis, information disclosure, consultation, collaboration, and the management of grievances.

Meaningful stakeholder engagement - refers to an ongoing process of two-way interaction that begins early and continues throughout the project life cycle, providing stakeholders with timely information and opportunities to express their views, and ensuring those views are taken into account in decision-making.

Stakeholder Engagement Plan (SEP) - A document (prepared at the project level) that outlines how stakeholders will be engaged through the life of the project. It typically includes an identification of stakeholders, methods of engagement for each group (e.g. public meetings, interviews, surveys), a timeline of engagement activities, information disclosure plans, roles and responsibilities, and mechanisms for feedback and grievance management. The SEP is a living document, updated as needed, and serves as the roadmap for implementing this Framework in the context of a specific project.

Grievance Redress Mechanism (GRM) - A formal process by which stakeholders can submit complaints or grievances about a project and receive redress or feedback. REC CAUCASUS's GRM is a multi-tier system that allows for confidential and accessible lodging of complaints, timely investigation, resolution of issues, and communication back to the complainant. It is designed to be accessible to all stakeholders at no cost, free from retribution, and culturally appropriate, including the option for anonymous submissions where needed. Each project under REC CAUCASUS must either utilize the institutional GRM or establish a project-specific mechanism consistent with REC CAUCASUS's standards, to ensure that stakeholders' concerns are heard and addressed promptly.

5 Roles and Responsibilities

Effective stakeholder engagement requires clear roles and accountability within REC Caucasus and among project partners. REC Caucasus shall ensure that adequate institutional capacity is maintained for effective stakeholder engagement, including appropriate staffing, clearly defined responsibilities, and ongoing capacity-building for personnel involved in engagement activities. Training and professional development shall be provided as needed to support consistent application of this Framework.

The following roles and responsibilities are established under this Framework:

REC CAUCASUS Management - REC CAUCASUS's leadership is responsible for endorsing this Framework and ensuring the organization's overall compliance. The Executive Director or equivalent governing body will receive annual reports on stakeholder engagement and grievances across the project portfolio, thereby exercising oversight. They are accountable for upholding the principles of this Framework as a matter of institutional policy and for allocating adequate resources (human and financial) to implement stakeholder engagement activities.

Communications and Stakeholder Engagement Staff - REC CAUCASUS designates qualified staff (e.g. an Communications and Stakeholder Engagement Officer or team) to oversee the implementation of this Framework. Their responsibilities include: providing guidance and training to project teams on stakeholder engagement, reviewing and approving

project-level SEPs for quality and consistency, monitoring engagement activities, and ensuring that stakeholder feedback and grievances are managed properly.

Project Managers / Project Implementation Units (PIUs) - Each REC CAUCASUS-supported project must assign a responsible manager or coordinator to carry out stakeholder engagement as per the project's SEP. Project managers/PIUs are on the front line of executing engagement activities, identifying stakeholders, organizing and conducting consultations, disclosing information, and maintaining open communication with stakeholders throughout the project. They must document all stakeholder interactions (e.g. meeting minutes, attendance lists, issues raised) and report progress and issues to REC CAUCASUS. They are also responsible for informing stakeholders about the available GRM and ensuring that any grievances received at the project level are logged and forwarded into the formal system for resolution.

Executing Entities / Implementing Partners - For projects where REC CAUCASUS works with external executing entities (such as local NGOs, government agencies, or contractors), those partners are expected to adhere to the principles and requirements of this Stakeholder Engagement Framework to the extent applicable. REC CAUCASUS will include specific provisions in partnership agreements and contracts requiring non-governmental partners and Contractors to implement stakeholder engagement measures in line with this Framework and the project SEP. For governmental or inter-agency partners, engagement shall be carried out through coordination and consultation mechanisms that ensure consistency with the objectives and standards of this Framework.

Partners must coordinate closely with REC CAUCASUS's safeguard staff, report on engagement activities, and promptly notify REC CAUCASUS of any stakeholder issues or complaints.

Stakeholders - While not "responsible" for implementation of the policy per se, stakeholders (particularly project-affected people) have a crucial role in the engagement process. They are encouraged to participate in consultations, voice their needs and concerns, and provide feedback on project decisions. Stakeholders are expected to engage constructively and in good faith, recognizing that their input will be considered in project decisions.

Donors / Funding Agencies - (If applicable) Many REC CAUCASUS-supported projects involve external funding partners such as international financial institutions or bilateral donors. While these agencies are not involved in day-to-day stakeholder engagement, they often set requirements and expect robust engagement as part of project safeguards. REC CAUCASUS will facilitate any review or supervision missions by such partners related to stakeholder engagement. REC CAUCASUS will also include stakeholder engagement performance (e.g., number of consultations held, participation disaggregated by gender and stakeholder type, grievances received and resolved, key issues addressed) in its reports to donors to demonstrate compliance with their standards and to maintain transparency.

6 Stakeholder Engagement Process and Requirements

REC CAUCASUS will implement stakeholder engagement as an iterative, continuous process that spans the entire life of each project and commences at the earliest stages of project preparation, including initial project scoping and prior to finalization of project design.

Stakeholder identification and analysis conducted during early project preparation shall inform environmental and social risk categorization and the selection and scope of appropriate environmental and social instruments.

All projects must carry out these components in a manner proportionate to the project's scale and risk - larger or higher-risk projects will require more extensive engagement, while smaller projects may use simpler methods. However, the fundamental requirements of transparency, inclusivity, and responsiveness apply to all projects.

Each project's Stakeholder Engagement Plan shall detail how these requirements will be met, and the following standards must be observed:

7 Stakeholder Identification and Analysis

At an early stage of project preparation, REC CAUCASUS (through the project team) will conduct a thorough stakeholder identification and analysis. This involves:

Mapping Stakeholders

Identify all persons, groups, or institutions who might be affected by or interested in the project. This includes directly affected communities, as well as relevant government bodies, NGOs, private sector parties, and others. Special attention is given to identifying any disadvantaged or vulnerable groups within the affected communities (e.g. low-income households, women-headed households, isolated minorities, etc.).

Analyzing Stakeholder Interests and Influence

For each identified stakeholder group, assess their specific interests, concerns, and how the project might impact them (positively or negatively). Also assess their level of influence or power in relation to the project. This analysis helps in tailoring engagement strategies, for instance, those highly affected but with little influence (often vulnerable groups) need proactive engagement efforts to ensure their voices are heard.

Documenting Stakeholder Information

The project team will create and maintain a stakeholder database or stakeholder register capturing key information: stakeholder group or name, their contact details (where appropriate), their stakes in the project, and preferred engagement channels. This register is a living document that will be updated regularly as new stakeholders are identified or as project circumstances change. It serves as a foundation for planning engagement activities and tracking outreach.

The results of stakeholder identification and analysis shall be used to inform early risk screening and the determination of proportionate environmental and social management measures.

7.1 Stakeholder Engagement Planning

Based on the stakeholder analysis, each project is recommended to develop a Stakeholder Engagement Plan (SEP) or include a stakeholder engagement framework in a relevant project document prior to significant project decisions or field activities. The SEP is the blueprint for all consultation and disclosure activities in the project. It should contain:

- A description of the techniques to be used to engage each stakeholder group (e.g. community meetings, workshops, interviews, surveys, focus group discussions, public hearings, information sessions, email updates, social media outreach, etc.). Methods should be appropriate to the stakeholder's characteristics, for example, use of verbal/visual communication for non-literate groups, separate meetings for women or vulnerable sub-groups if needed, and scheduling consultations at times and places convenient for stakeholders.
- A schedule outlining when various stakeholder engagement activities will take place throughout the project cycle. This includes engagements at the design stage (to inform project development), during environmental and social assessment (to discuss impacts and mitigation measures), during implementation (to provide updates and address ongoing issues), and at completion (to gather feedback on results and any lessons learned).
- Details of what project information will be disclosed, in what form, and at what time to stakeholders.
- Identification of who on the project team is responsible for carrying out the engagement activities and who will coordinate logistics. If external facilitators or local community leaders are to be involved, this should be indicated.
- An overview of the resources allocated for stakeholder engagement, such as budget provisions for meetings, travel, translation of materials, etc.
- A section describing the project-specific grievance redress mechanism or how stakeholders can use REC CAUCASUS's institutional GRM to lodge complaints.
- Outline how the execution of the SEP will be monitored and reported.

7.2 Information Disclosure

REC CAUCASUS shall ensure timely, transparent, and culturally appropriate disclosure of relevant project information to enable meaningful stakeholder engagement throughout the project lifecycle.

Draft environmental and social safeguard documents, including Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs), shall be disclosed at an early stage and in advance of project appraisal. These documents shall be made available to stakeholders for review for a minimum period of two to four weeks, proportionate to the project's scale and risk, prior to the conduct of formal consultations, in order to enable informed and meaningful stakeholder input.

Scope of Disclosure

At a minimum, affected stakeholders shall be informed of the project's purpose, scope, timeline, planned activities, and anticipated environmental and social risks and benefits. Applicable safeguard instruments, including Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), Resettlement Plans, and the Stakeholder Engagement Plan, shall be disclosed. Stakeholders shall also be informed of their rights and GRM.

Timing and Process

Disclosure shall occur early and prior to consultation. Draft documents shall be made available with sufficient lead time to allow for stakeholder review. Disclosure shall be ongoing, with updated information shared as project conditions evolve.

Channels and Accessibility

Multiple communication channels shall be used, including printed materials in local languages, community noticeboards, REC CAUCASUS's website and social media. Where literacy barriers exist, verbal briefings and visual aids shall supplement written materials. All information shall be provided in an accessible format, accounting for language, literacy, and disability considerations.

Public Notices and Events

Stakeholders shall receive advance notice of public consultations and disclosures, including purpose, timing, and access to background documents.

Disclosure Records

REC CAUCASUS shall maintain records of all disclosed materials, including distribution dates, formats, recipient groups, and archival copies or links.

7.3 Consultation and Participation

Consultation is the process of two-way communication wherein REC Caucasus (or the project team) not only imparts information to stakeholders but also listens to and discusses stakeholders' feedback, concerns, and suggestions. Under this Framework, all consultations must be meaningful, i.e., they should be carried out in good faith and with the intent to integrate stakeholder input into decision-making where feasible.

For projects or activities with higher potential environmental or social impacts, the project team shall document whether stakeholder engagement demonstrates broad community support, based on the concerns, views, and levels of acceptance expressed during consultations. Documentation shall summarize key issues raised, areas of support or opposition, and how these have been considered in project decision-making.

The standards for consultation and participation include:

Inclusive Participation - REC Caucasus shall ensure meaningful participation by all stakeholder groups, including women, vulnerable and marginalized populations. Where necessary, separate consultations shall be organized to ensure safe and equitable expression of views.

Cultural Appropriateness - Consultations shall respect local customs and languages. Meetings shall be held at neutral venues, at appropriate times, and conducted in local languages. Interpreters shall be provided where required. All engagements shall be free of coercion or intimidation.

Transparency - Each consultation shall begin with a clear explanation of its purpose, scope, and how stakeholder input will be used. Stakeholders shall be informed of which decisions are open to influence and which are not.

Documentation - Each event shall be documented through participant lists, meeting minutes, and photographic records (where culturally appropriate). Key issues raised and project responses shall be recorded. Participants shall be informed of documentation procedures.

Feedback and Follow-Up - REC Caucasus shall communicate back to stakeholders how their inputs have been considered and reflected in project decisions. This may include summary reports or follow-up meetings.

Continuity - Stakeholder engagement shall be ongoing throughout the project cycle. For multi-phase or long-duration projects, regular consultation shall be held. Additional consultations shall be conducted in response to material changes or emergent risks.

Consultation Records - For higher-risk projects, REC Caucasus shall prepare formal consultation reports summarizing issues raised and corresponding project responses. These shall be disclosed publicly and included in relevant safeguard documentation (e.g., ESIA annexes).

7.4 Inclusion of Vulnerable Groups

In accordance with REC Caucasus's institutional commitments the stakeholder engagement process shall ensure the effective inclusion of vulnerable and marginalized groups who may face barriers to participation or disproportionate impacts.

Vulnerable groups shall be identified proactively during social assessments or stakeholder mapping. These may include women, persons with disabilities, ethnic minorities, the elderly, and others at heightened risk of exclusion.

Engagement approaches shall be adapted to address accessibility, literacy, linguistic, cultural, or gender-related constraints. Separate or facilitated consultations shall be conducted where necessary, including the use of female staff, visual aids, or accessible venues.

Where appropriate, REC Caucasus shall partner with trusted community-based organizations to facilitate outreach and engagement of vulnerable populations.

Consultations shall be conducted in a manner that enables honest input without fear of retaliation. Anonymity shall be offered where appropriate. Small group formats or individual interviews may be used to promote safe participation.

Stakeholder engagement shall be informed by gender analysis and seek balanced participation. Where gender-differentiated impacts are identified, separate consultations and sex-disaggregated data collection shall be used.

Where needed, REC Caucasus shall provide advance information, basic consultation training, or logistical support (e.g., transport stipends) to enable meaningful participation by vulnerable stakeholders.

Engagement shall be designed to prevent dominance by vocal or powerful actors. Moderation techniques and anonymous feedback tools shall be used to ensure inclusive voice.

The views of vulnerable groups shall be clearly documented and tracked through to response. This ensures accountability and supports REC Caucasus's compliance with donor safeguards.

8 Feedback and Grievance Redress

REC CAUCASUS integrates continuous feedback mechanisms and a formal GRM as core components of stakeholder engagement, enabling stakeholders to raise concerns, seek clarification, or submit complaints throughout the project cycle.

Projects shall maintain multiple, accessible feedback channels (e.g., community liaisons, suggestion boxes, hotlines, email, etc.) to enable informal input at any time. Feedback shall be logged and addressed in a timely manner.

Stakeholders may submit grievances related to harm, unfairness, or procedural concerns through REC CAUCASUS's GRM. Key features include:

Grievances may be submitted orally or in writing, in person, via phone, email, or an online form. Stakeholders shall be informed of submission options at project outset.

Anonymous and confidential submissions are permitted. Identity protection shall be ensured where requested.

The GRM shall adhere to defined timelines for acknowledgment, review, and resolution. Complainants shall receive regular updates.

Grievances shall be reviewed by neutral personnel not involved in the subject matter. Independent input may be sought as needed.

Where a grievance is upheld, proportionate corrective action shall be taken. If dismissed, a rationale shall be communicated clearly.

At least one level of appeal shall be available. Use of the GRM does not preclude access to administrative or judicial remedies.

REC CAUCASUS prohibits retaliation against any stakeholder who raises a grievance. Violations shall be subject to disciplinary or contractual action.

The GRM shall be publicized in appropriate formats and languages. Support will be provided for stakeholders who require assistance.

Feedback and grievance data shall inform stakeholder engagement and project implementation. Recurrent issues will trigger review and adjustments to engagement practices or project design.

Projects shall maintain a grievance log recording submissions, actions taken, and outcomes. Summary data shall be reviewed regularly and included in monitoring reports. Donor reporting shall preserve complainant confidentiality.

Where applicable, REC CAUCASUS will cooperate with donor accountability mechanisms. Stakeholders will be informed of these options where appropriate.

Information and trends emerging from the Grievance Redress Mechanism shall be reviewed on a regular basis and used to inform updates to mitigation measures, stakeholder engagement approaches, and overall Environmental and Social Management System implementation. Recurrent or systemic issues shall trigger corrective actions and, where necessary, revisions to environmental and social management instruments.

9 Monitoring, Evaluation, and Reporting

REC Caucasus shall implement structured monitoring and reporting mechanisms to ensure compliance with this Framework and project-level Stakeholder Engagement Plans (SEPs), and to continuously improve engagement practices.

Each project shall incorporate stakeholder engagement indicators into its monitoring system. Metrics may include: number of consultations held, attendance disaggregated by stakeholder type and gender, key issues raised and addressed, grievance volume and resolution rate, and actions pending. Records such as stakeholder registers, meeting minutes, and grievance logs shall be maintained and periodically reviewed by REC Caucasus safeguard personnel.

REC Caucasus staff may conduct site visits to assess engagement quality. Supervision may include participation in meetings, stakeholder interviews, and on-site verification of disclosure and grievance practices. Identified gaps shall trigger corrective measures.

Stakeholder engagement shall be summarized in routine project reports (e.g., quarterly or semi-annual). Reports shall detail activities undertaken, issues raised, grievance handling status, and responses provided. For high-risk projects, standalone stakeholder reports may be required.

Results of stakeholder engagement, including consultation outcomes and grievance trends, shall inform ongoing risk assessment, updates to environmental and social management instruments, and refinement of mitigation measures. Where engagement identifies new or unanticipated risks, project risk categorization and associated management actions shall be reviewed and adjusted accordingly.

Where relevant, REC Caucasus may publicly disclose aggregate engagement outcomes, including consultations held, grievances addressed, and engagement effectiveness assessments. Project completion reports shall evaluate the contribution of engagement to outcomes.

REC Caucasus shall assess the effectiveness of engagement activities and revise SEPs where participation remains low or grievances persist. Adjustments may include revised approaches, increased outreach, staff training, or reconsideration of project decisions where warranted.

REC Caucasus shall review this Framework periodically (e.g., every 5 years), based on operational experience, stakeholder feedback, and evolving best practices. Substantive revisions shall be approved and reissued institutionally.

All engagement-related records shall be securely maintained both at project and institutional levels. This includes stakeholder databases, SEPs, consultation documentation, disclosure materials, grievance logs, and correspondence. Records management shall ensure accountability, facilitate audits, and preserve institutional learning.

Annexes

Annex 1. Stakeholder Engagement Plan (SEP) Template – REC Caucasus

1. Introduction

This Stakeholder Engagement Plan (SEP) sets out the principles, approach, and activities for engaging stakeholders in the [Project Title], implemented by REC Caucasus in [Project Location(s)]. The SEP aligns with the REC Caucasus Stakeholder Engagement Framework as well as relevant national and donor standards.

2. Project Description

- Briefly describe the project, including its:
- Development objectives and expected results
- Key components and activities
- Geographic scope and implementation timeline
- Implementing agencies/partners
- Preliminary environmental and social risks or impacts

3. Regulatory and Policy Framework

- Outline the applicable frameworks governing stakeholder engagement and information disclosure. This may include:
- National environmental and social legislation
- REC Caucasus Stakeholder Engagement Framework
- Adaptation Fund Environmental and Social Policy and Gender Policy
- Other donor policies (e.g. World Bank ESS10, GEF, GCF requirements)

4. Stakeholder Identification and Analysis

4.1 Affected Parties

Individuals, groups, or communities directly impacted by the project (positively or adversely).

4.2 Other Interested Parties

Entities with a potential interest in the project, such as government agencies, civil society, private sector, academia, or media.

4.3 Vulnerable and Disadvantaged Groups

Groups who may experience barriers to participation or are at higher risk of project-related harm (e.g. women, minorities, persons with disabilities, elderly, low-income households).

Attach or refer to a **Stakeholder Register** or **Influence–Interest Matrix** if applicable.

5. Summary of Engagement Conducted During Project Preparation

- Provide a summary of any prior stakeholder engagement activities:
- Dates, locations, and formats of engagement
- Stakeholders consulted
- Main issues raised
- Project response

5.1. Use of Stakeholder Feedback in Project Design

Describe how stakeholder feedback has influenced project design, activity selection, mitigation measures, or implementation arrangements. Where stakeholder recommendations have not been incorporated, provide a brief explanations or planned actions.

6. Stakeholder Engagement Program

6.1 Engagement Objectives

State the specific aims of stakeholder engagement for the project (e.g., informing design, minimizing risks, building support, monitoring impacts).

6.2 Methods of Engagement

Describe the techniques and approaches that will be used, tailored to different stakeholder groups.

Examples: community meetings, focus group discussions, interviews, online platforms, surveys.

6.3 Information Disclosure

- Describe what information will be disclosed, in what format, language, and frequency.
Key documents may include:
- Project summary/factsheets
- E&S documents (e.g. ESIA, ESMP)
- GRM details
- SEP

6.4 Engagement Timetable

Provide a table like the example below:

Phase	Stakeholder Group	Method	Information Shared	Timing/Location	Responsible Party

7. Resources and Responsibilities

7.1 Roles and Responsibilities

- Define institutional roles in SEP implementation, e.g.:
- Project Safeguard Specialist
- Community Liaison Officer
- Monitoring and Evaluation Officer

7.2 Budget

Provide indicative budget for stakeholder engagement activities, including logistics, materials, interpretation, and venue costs.

8. Grievance Redress Mechanism (GRM)

- Summarize the GRM structure including:
- Points of contact and submission methods
- Procedures for intake, review, resolution, and appeal

- Confidentiality provisions
- Timeline for resolution
- Refer to REC Caucasus's institutional GRM policy or annex for full procedures.

9. Monitoring and Reporting

- Outline how stakeholder engagement performance will be monitored. Key indicators may include:
 - Number of consultation events held
 - Number and diversity of participants
 - Grievances received/resolved
 - Reporting Frequency:
 - State whether updates will be shared **quarterly**, **semi-annually**, or **annually** with stakeholders and donors.
 - Monitoring shall include sex-, age-, and vulnerability-disaggregated data, where feasible, to assess the inclusiveness and effectiveness of stakeholder engagement activities.

10. Annexes

Attach or reference the following as applicable:

- Stakeholder Register
- Meeting attendance lists and consultation summaries
- Public notices or communication materials
- Full GRM procedures
- Engagement Log template
- Budget breakdown
- Project maps or diagrams



This document was reviewed, adopted, and approved on [date] by the REC Caucasus Executive Body (Collegial Trio) in accordance with the organization's internal governance procedures, and shall enter into force as of the date of approval.

Headquarters
48/50, Mtskheta str.,
0179 Tbilisi, Georgia
E-Mail: info@rec-caucasus.org
www.rec-caucasus.org

Country Office in Armenia
1, Charents Street; 2nd floor
0025 Yerevan, Armenia
Tel/Fax: +374 10 574743

Country Office in Azerbaijan
100a, B. Agayev Street
1073 Baku, Azerbaijan
Tel: + 994 12 4924173

