NAME OF THE GRANT / PROJECT

STAKEHOLDER ENGAGEMENT AND COMMUNICATION PLAN (secp)

*This document presents the indicative content of a Stakeholder Engagement and Communication Plan (SECP) and satisfies the requirements set forth by the ESS 1 and the ESS 10 of MAR Fund.*

*If your project/grant is Category C, this SECP does not need to be a stand-alone document but a section of the Environmental and Social Action Plan (ESAP) of the project/grant.*

*If your project/grant is Category B or Category B+, the SECP needs to be a standalone document.*

*For the formulation of this document consult the ESS 10, especially section 12.2.4 § 39 to 48 - Stakeholder Engagement and Communication Plan (SECP).*

Date MONTH – DAY - YEAR

Version: Draft - Final

Circulation: MAR Fund – Other parties - Open

The MF-SECP-F-NUMBER IS PART OF MAR FUND’s ESMS

Elaborated by: Name of person (s)

Reviews by: Name of person (s)

# GLOSSARY

|  |  |
| --- | --- |
| Due Diligence | Environmental and Social Due Diligence |
| EIA | Environmental Impact Assessment |
| ERP | Emergency Response Plans |
| ESAP | Environmental and Social Commitment Plan | |
| ES | Environmental and Social |
| ESDD | Environmental and Social Due Diligence | |
| ESIA | Environmental and Social Impact Assessment |
| ESMF | Environmental and Social Management Framework |
| ESMP | Environmental and Social Management Plan |
| ESMS | Environmental and Social Management System |
| ESPF | Environmental and Social Performance Framework |
| ESSQ | Environmental and Social (ES) Screening Questionnaire |
| ESS | Environmental and Social Safeguards |
| FPIC | Free, Prior, and Informed Consent |
| GHG | Greenhouse gas |
| GMO | Genetically Modified Organism |
| H&S | Health & Safety |
| LGBTQ+ | Lesbian, gay, bisexual, transgender, queer (or sometimes questioning) and others. + represents other sexual identities including pansexual and Two-Spirit. |
| MAR | Mesoamerican Reef |
| MAR Fund | Mesoamerican Reef Fund |
| OH&S | Occupational Health & Safety |
| PPE | Personal Protective Equipment | |
| PS | Performance Standards |
| RfP | Request for Proposals |
| SEA | Sexual Exploitation and Abuse |
| SECF | Stakeholder Engagement and Communication Framework |
| SECP | Stakeholder Engagement and Communication Plan |
| SGBV | Sexual and Gender-Based Violence | |
| SIA | Social Impact Assessment |
| ToR | Terms of Reference |

**TABLE OF CONTENTS**

[GLOSSARY ii](#_Toc99099571)

[1 Introduction 1](#_Toc99099572)

[2 Description of the Grant / Project 1](#_Toc99099573)

[3 Purpose and Objectives of the SECP 1](#_Toc99099574)

[3.1 Suggested Objectives: 1](#_Toc99099575)

[4 Stakeholder Identification and Analysis 2](#_Toc99099576)

[4.1.1 Stakeholder Engagement Conducted to Date 3](#_Toc99099577)

[5 Stakeholder Engagement Strategy 3](#_Toc99099578)

[5.1 Engagement Schedule 3](#_Toc99099579)

[5.2 Communication with Stakeholders 4](#_Toc99099580)

[5.1 Record Keeping and Documentation 4](#_Toc99099581)

[6 Information Disclosure 4](#_Toc99099582)

[7 Grievance Mechanism 6](#_Toc99099583)

[8 Resources and Responsibilities 6](#_Toc99099584)

**TABLES**

[Table 1: Stakeholder Identification and Analysis 2](#_Toc99099585)

[Table 2: Stakeholder Engagement Schedule 4](#_Toc99099586)

[Table 3: Information Disclosure Matrix 4](#_Toc99099587)

# Introduction

*Present a general description of the document and its structure.*

*Include the legal/regulatory consultation requirements that this plan satisfies. Keep in mind that the SECP consists of the articulation of all the meaningful engagement and consultation actions related to a grant, including the roles and responsibilities in conducting the different stakeholder engagement and communication processes, the type and timing of the information to be disclosed to stakeholders, the management of stakeholder grievances, the budget to implement the plan, and the continuous identification and analysis of stakeholders as well.*

Write your text here.

Write your text here.

# Description of the Grant / Project

*Briefly describe the grant/project to which this SECP belongs. You can use the information from the proposal. Include the risk-based category of your grant/project.*

Write your text here.

Write your text here.

# Purpose and Objectives of the SECP

*Present the purpose and the objectives of the SECP.*

*Keep in mind that the SECP ensures a consistent approach to stakeholder engagement and communication throughout the grant/project cycle.*

*The following are the objectives of the SECP included in the ESS 10. Adapt, modify, and change them as you need to reflect the context and particularities of your grant/project.*

## Suggested Objectives:

1. *Facilitate meaningful engagement and consultation with stakeholders.*
2. *Increase trust between the grantees, communities, and other stakeholders.*
3. *Facilitate compliance with national[[1]](#footnote-1) requirements.*
4. *Increase community engagement, especially for disadvantaged, vulnerable stakeholders.*
5. *Facilitate operationalization of the Grievance Mechanism.*
6. *Increase transparency in grants approved by MAR Fund.*
7. *Contribute to the grant’s environmental and social performance enhancement.*

Write your text here.

Write your text here.

# Stakeholder Identification and Analysis

*In this section you will present the stakeholders of your grant/project and analyse them in terms of their influence and interest on the project. Follow the guidance of the* ESS 10: Stakeholder Engagement, Information Disclosure, and Participation*, section 12.2.1 § 20 to 27.*

*As the starting point, use the information about stakeholders provided with the proposal.*

*Remember that the meaning of the term stakeholder is ample and inclusive. It refers to individuals, groups of people, and organizations affected by, or likely to be affected by, or who have any interest in, the grant/project. Make sure that you identify the vulnerable, disadvantage stakeholders and their specific needs.*

*Analyze the stakeholders in terms of their interest and motivation to participate in, support, or oppose the grant (Interest/impact); their influence and power over the grant (Influence).*

*Use a scale of four possibilities: Very High, High, Low, and Very Low.*

Write your text here.

Write your text here.

Table 1: Stakeholder Identification and Analysis

| Stakeholders | Influence over the project | Impacted by the project  Interest in the project | Special Requirements and Communication Needs |
| --- | --- | --- | --- |
| *List the stakeholders by categories:* | *Very high*  *High*  *Low*  *Very Low* | *Very high*  *High*  *Low*  *Very Low* |  |
| Insert as many rows as needed |  |  |  |
| Insert as many rows as needed |  |  |  |
| Insert as many rows as needed |  |  |  |
| Insert as many rows as needed |  |  |  |

### Stakeholder Engagement Conducted to Date

*Present in this section a brief resume of the stakeholder engagement activities conducted to date, including those conducted during the preparation of the proposal, if any.*

*If there is any documentation of these activities, include a reference or a link to them.*

*If there had been any agreement or other commitment adopted by the parties, please include it here.*

Write your text here.

Write your text here.

# Stakeholder Engagement Strategy

*Present in this section the stakeholder engagement strategy of the grant/project. Keep in mind that the ‘strategy’ seeks to achieve the objectives of the SECP, considering the characteristics of the stakeholders, their needs, and their context. The strategy implies making choices (how to engage, whom to engage with, when to do it, and so).*

*Follow the general guidance of ESS 10, § 12 to 19. Additionally:*

*For Category C projects, comply with ESS 10 § 90 to 94.*

*For Category B projects, comply with ESS 10 § 95 to 106.*

*For Category B+ projects, comply with ESS 10 § 107 to 116.*

Write your text here.

Write your text here.

## Engagement Schedule

*Present here the most important engagement activities that your grant/project plan to conduct. You may divide them by group of stakeholders. Use the table below to input the information.*

Table 2: Stakeholder Engagement Schedule

| Stakeholder Group | Activity | Objective | Special Needs |
| --- | --- | --- | --- |
|  | Write your text here | Write your text here | Write your text here |
|  | Write your text here | Write your text here | Write your text here |
| *Insert as many rows as needed* | Write your text here | Write your text here | Write your text here |

## Communication with Stakeholders

*In this section you will describe how you will communicate with the stakeholders, what kind of media you will be using, and what kind of messages you want to communicate.*

*Follow the guidance of the ESS 10, § 28 to 38.*

Write your text here.

Write your text here.

## Record Keeping and Documentation

*Describe the arrangements for record keeping and documenting the stakeholder engagement process. These shall satisfy the requirements set forth by the ESS 10 (and by the ESS 7 concerning FPIC if it is sought after).*

# Information Disclosure

*In this section you should include the information disclosure as per the category of your grant/project, following the guidance of the ESS 10, 49 to 51.*

Table : Information Disclosure Matrix

| PHASE | ITEM | TO WHO | HOW |
| --- | --- | --- | --- |
| AFTER APPROVAL  (All categories) | Project summary  Budget  Schedule | Participating and affected stakeholders | Grantee’s website  MAR Fund’s website posts only the project summary. |
| Category C Projects | Nothing additional |  |  |
| Category B Projects | Brief of the  ESAP | Participating, affected, and other stakeholders | Grantee’s website |
| Category B+ Projects | Executive summary and findings of the ESAP (Full ESAP available at request). Other plans to comply with ESSs | Participating, affected, and other stakeholders. Special guidance when FPIC was secured | Workshops or hearings, and proponent website, and printed copies. Special guidance for FPIC |
| EXECUTION  (All categories) | Grievances  Monitoring  reports | Participating and affected stakeholders | Grantee’s website  MAR Fund’s website shall show aggregated information on grievance management |
| Category C Projects | Nothing additional |  |  |
| Category B Projects | ESAP monitoring reports | Participating and affected stakeholders | Grantee’s website |
| Category B+ Projects | ESAP monitoring reports  Other plans’ monitoring reports | Participating, affected, and other stakeholders. Special guidance when FPIC was secured | Workshops or hearings, printed copies, and proponent website. Special guidance when FPIC is sought after |
| CLOSING  (All categories) | ESAP closing report – including grievances report | Participating, affected, and other stakeholders | Grantee’s website.  MAR Fund’s website shall show aggregated information on all projects’ grievance management and environmental and social management. |

Write your text here.

Write your text here.

# Grievance Mechanism

*MAR Fund requires all its grants to have a functional grievance mechanism.*

*Include in this section information about the existing (or planned) grievance mechanism, including the following: access, record keeping, process, escalation, consolidation, and reporting. Follow the guidance of ESS 10, § 52 to 57, and § 73 to 88.*

*The specific requirements to this respect are presented in section 12.2.6 of the ESS 10.*

Write your text here.

Write your text here.

# Resources and Responsibilities

*Present here the resources devoted to the implementation and control of the SECP in your grant/project. Be as specific as possible.*

Write your text here.

Write your text here.

A picture containing text, ax

Description automatically generated

1. Refer to the MAR Fund’s National Legislation Overview. [↑](#footnote-ref-1)