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GOVERNMENT OF SIERRA LEONE
MINISTRY OF AGRICULTURE AND FORESTRY

Food System Resilience Program (FSRP2) – Sierra Leone

Phase 2 of the Multi-Phase Programmatic Approach
P178132 and Additional Financing P180211

Stakeholder Engagement Plan (SEP)

November 2022

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ACRONYMS

CILSS	Permanent Interstate Committee for Drought Control in the Sahel
COVID	Coronavirus Disease
CSA	Climate-smart agriculture
CSOs	Civil Society Organisations
DPs	Development Partners
ECOWAS	Economic Community of West African States
EPA	Environmental Protection Agency
ESCP	Environmental and Social Commitment Plan
ESMF	Environmental and Social Management Framework
ESS	Environmental and Social Standards
FGDs	Focus group discussion
FBOs	Faith Based Organizations
FNSEWS	Food and Nutrition Security Early Warning System
FSV	Fragility, conflict, and violence
GoSL	Government of Sierra Leone
GM	Grievance Mechanism
GPS	Global Positioning System
GRC	Grievance Resolution Committee
IA	Implementing Agencies
IDA	International Development Association
IPA	Investment Project Financing
SCADeP	Smallholder Commercialization and Agribusiness Development Project
GM	Grievance mechanism
MAF	Ministry of Agriculture and Forestry
MDAs	Ministries, Departments and Agencies
NPSC	National Project Steering Committee
NDPPCO	National Development Partner Project Coordination Office
NGOs	Non-governmental Organisation
PAD	Project Appraisal Document
PCU	Project Coordination Unit
PS	Performance Standards
PrDO	Programme Development Objective
SEA/SH	Sexual Exploitation and Abuse/Sexual Harassment
SEP	Stakeholder Engagement Plan
SLWM	Sustainable land and water management
FSRP2	Food Security and Resilience Programme
WB	World Bank

1. **INTRODUCTION**

1.1 Project overview

The second phase of the West Africa Food System Resilience Program (FSRP2) is a five-year International Development Association (IDA)-funded project supported with a US$60.91 million credit. It aims to promote agricultural productivity through improved access to markets along the value chains of *rice*, *cassava*, and *livestock*; improved access to finance; and development of inclusive smallholder farmer agribusiness linkages in the targeted project areas of Sierra Leone. FSRP2 is well-aligned with the presidential delivery initiative, national strategic plans and policies,[1] and key regional World Bank (WB) strategies[2] focusing on addressing the progressive decline of the agricultural sector in Sierra Leone since 2014 driven by declining and more volatile food production per capita as a result of complex interactions between increased weather vagaries as a result of climate change; population growth; a degraded natural resource base; increased incidence of conflicts; and health emergencies like Ebola in 2014 and COVID-19 in 2020 impacting negatively on food production and the agribusiness sub-sectors. The project was approved on July 29, 2022, by the WB Board of Directors as part of the second phase of the FSRP multiphase programmatic approach (MPA). The project was signed on August 22, 2022.[3] The Sierra Leone component became effective on November 4, 2022. The Project Coordination Unit (PCU) has been but the environmental and social and gender-based violence specialists are not yet in place. are ongoing and expected to be completed by the end of November. The preparation of a Grievance Mechanism (GM) manual in line with the Grievance Mechanism in this Stakeholder Engagement Plan is underway.[4]

Since the FSRP2 was approved, food security indicators have continued to worsen. The September 2022 HungerMap analysis by the United Nations (UN) World Food Programme (WFP) finds that in 12 of Sierra Leone's 16 districts (Bo, Bombali, Falaba, Kailahun, Kenema, Kambia, Karene, Koinadugu, Kono, Moyamba, Port Loko, Western Urban), 3.51 million people (42.8 percent of the population) have insufficient food consumption (707,000 more than in May 2022), 3.44 million people (41.9 percent of the population) have crisis or above crisis level food-based coping strategies, and 3.67 million people (46.1 percent of the population) face challenges accessing markets.[5] A Technical Assessment of the described food insecurity crisis was undertaken in order to demonstrate eligibility for the Crisis Response Window – Early Response

[1] These include the National Mid-Term Development Plan (2019 – 2023); National Agricultural Transformation Plan (2023); National Agricultural Investment Plan; Food Crisis Management Prevention-Country Resilience Priorities; and Strategic Private Sector-Led Policy Shifts (2020-2021).

[2] The project supports Pillar 2 Competitiveness and productivity, Pillar 4 Resilience to shocks of the Africa Regional Integration and Cooperation Assistance Strategy (2018), the new Fragility Conflict and Violence strategy's pillars of engagement #1 prevention and #3 transition out of fragility, the Bank's Adaptation and Resilience Action Plan (2018), the Bank's Country Partnership Frameworks for participating countries (resilience), and the upcoming new generation Africa Climate Change Business Plan.

[3] Note that the Additional Financing (AF) to FSRP2 mentioned further below on page 2 is not yet Effective.

[4] Other project updates: procurement plan has been approved for the first 18 months of the project. There are no results to-date, but a first Implementation Status and Results Report was approved on October 21, 2022, and all the ratings were Satisfactory.

[5] WFP HungerMap: Sierra Leone Insight and Key trends. 15 September 2022. https://hungermap.wfp.org. The HungerMap primarily tracks trends in household food consumption, consumption-based coping and livelihood changes to understand multiple aspects of food insecurity. These are outcome level 1 indicators in the IPC Framework and therefore provide early indications of potential shifts in acute food insecurity. Specifically, three measures are assessed: the prevalence of insufficient food consumption; the prevalence of crisis or above crisis level food-based coping strategies; and the prevalence of challenges in accessing markets. See also, WFP (May 2021). "State of Food security in Sierra Leone 2020: Comprehensive Food Security and Vulnerability Analysis (May 2021) https://docs.wfp.org/api/documents/WFP-0000129312/download/?_ga=2.192849196.784658758.1668100660-1975360732.1668100660

Financing (CRW-ERF). The CRW-ERF Technical Expert Group on Food Security (TEGFS) confirmed that the food security trends, conditions, and projections qualify Sierra Leone for local based activation for CRW ERF resources.[6] Considering the rapid onset of the food security crisis and the unprecedented surge in acute needs in these regions, neither the FSRP (to be referred to as 'parent project' in the following) nor other WB projects include funding and activities with the required scale, targeting, and content to aptly respond to the scale of the crisis. I

In a letter dated October 7, 2022, the Government of Sierra Leone thus requested the WB to activate the Contingency Emergency Response Component (CERC) of FSRP2 to provide emergency support to its Quick Action Food Security Response Plan (QA-FSRP2), designed to mitigate the short to medium-term socioeconomic impact of current food and fuel price crisis on the most vulnerable. The Additional Financing (AF) in the amount of US$50 million will (i) fill the financing gap in the parent project, that has resulted from the activation of the CERC in the amount of US$ 25 million; and (ii) scale up the investment in food security and resilience interventions in response to the prevailing severe food and nutrition insecurity.

The Government, supported by development partners[7], has developed a US$140 million QA-FSRP. The plan provides a framework for interventions to meet the food security needs of up to 1.61 million crisis-affected people. The CRW-ERF is aligned with the QA-FSRP that has a focus on short-term measures while also seeking to lay the foundation for medium to long term investment to boost agriculture productivity. QA-FSRP main interventions are the following: (i) addressing emergency issues (through meeting the immediate food security needs of the most vulnerable and protecting against a deterioration of nutrition status of children); (ii) strengthening resilience (by boosting local production of a diversified basket of food, and building a strategic reserve stock of food items to last multiple lean seasons); and (iii) boosting productivity in the sector (that will have an impact in the short to long term time horizon). The AF implies restructuring the parent project as per WB's CERC guidelines. This process implies: (i) reallocation of the proceeds of the IDA grant to the activated CERC; (ii) changes to components and costs; and (iii) changes to the results framework following the activation of the CERC and revision of results indicators and targets to account for the AF.

The parent project's PCU will be tasked with coordination and management of the proposed AF resources. Given the activation of the parent project's CERC, a CERC Manual has been developed by GoSL and reviewed by the WB. A CERC-ESMF will is required by February 2022 as per the ESCP. All new activities build directly on relevant methods and structures put in place under the parent project and other relevant interventions and partnerships. Implementation arrangements, responsible agencies, partner institutions from the parent project to be retained, and new partners to be engaged are outlined in the CERC Manual[8], including relevant arrangements in the parent project's PCU housed within the Ministry of Agriculture (MAF).

[6] The CRW ERF trigger is activated if a country faces a significant level of severity (defined as approximately 20% of the country's population or 5 million people living in districts categorized as crisis or worse, IPC3+, conditions) and that these conditions are worsening (defined as approximately a 5% arithmetic increase in the country's population living in or expected to be in districts categorized as IPC3+). Under local activation, the unfolding crisis approximates, or is expected to approximate, the magnitude of ERF thresholds.[7] Confirmed development partners supporting the QA-FSRP include the African Development Bank (AfDB), the World Food Program (WFP). Consultations with bilateral development partners are ongoing.

[7] Confirmed development partners supporting the QA-FSRP include the African Development Bank (AfDB), the World Food Program (WFP). Consultations with bilateral development partners are ongoing.

[8] A CERC Environmental and Social Management Framework (ESMF) and the updated ESMF to account for the scaled-up activities will be prepared and disclosed by effectiveness of the Additional Financing as a dated covenant.

FSRP-SL will be implemented in all districts of Sierra Leone[9] (). With the AF, the project will reach 465,200 beneficiaries (40 percent women) instead of 365,200 beneficiaries as previously targeted under the parent. Its activities will mainly be implemented in areas and villages classified as extremely vulnerable through a government-led process within the Food Security Cluster (which includes UN agencies such as the Food and Agriculture Organization (FAO), the WFP, and key NGOs). Prioritization follows several steps, namely: (i) conducting a needs assessment; (ii) choosing and validating a targeting approach; (iii) selecting beneficiaries including vulnerable groups; and (iv) monitoring targeting processes and outcomes. Households are targeted using a mixed approach that analyzes data on household vulnerability (e.g., the Household Economy Approach (HEA), the results of which will be validated at community level through consultations. The findings of these analyses were largely captured in the recent Food Security Monitoring System (August 2022) report conducted by FAO, WFP and GoSL.

The FSRP2 and the AF build on years of engagement between GoSL and the World Bank (WB) on food security under climate change in West Africa initiated by the Economic Community of West African States (ECOWAS) and the Permanent Interstate Committee for drought control in the Sahel (CILSS). GoSL, through the National Development Partner Project Coordinating Office (NDPPCO) of the Ministry of Agriculture, will coordinate the overall implementation of national subcomponents with national project objectives that are aligned with the regional project's objectives. As part of Project Preparation to develop a set required environmental and social risk management instruments as required by the Environmental and Social Framework (ESF) of the World Bank, this Stakeholder Engagement Plan (SEP) was revised[10] to reflect the activities of the AF. The purpose of the SEP is AF to guide the identification, analysis and engagement procedure of stakeholders likely to be impacted by the implementation of the project and enhance citizen engagement and incorporate stakeholder feedback in accordance with the requirements of the World Bank's Environmental and Social Framework (ESF).

1.2 Context of the stakeholder engagement

This SEP defines an approach and process to stakeholder consultations for the FSRP2 and the Additional Financing. The scope and level of detail of the SEP reflect the nature and scope of the project and its impact on stakeholders. The SEP would also address any concerns stakeholders who may be affected by or are interested in the project may have regarding the project. The overarching goal of this SEP is to define a suitable programme and plan for stakeholder engagement that will be applied across FSRP2 and support the implementation of FSRP2 in achieving its objectives. This SEP is designed to establish an effective platform for productive interaction with potentially affected parties and others with an interest in the implementation and outcomes of the project. The project will ensure social inclusion by identifying vulnerable groups likely to be excluded or marginalized in the consultation process and design the tools that ensure that they are fully included in this process with real listening and real consideration of their views (for example, to better engage women ensure that they are consulted in separate groups facilitated by a woman).

Specific objectives of the SEP to promote inclusiveness by crafting project-level engagement plan are summarised below:

[9] See also FSRP Phase II Program Appraisal Document (PAD) for details.

[10] Please note that renewed stakeholder consultations related to the AF have not been completed yet at the time of writing as this AF was prepared under emergency preparatory timelines. The SEP will be updated as soon as these consultations (planned for November 2022 and January 2023: see also Table 2.2) have been conducted.

Objective	Rationale
Identify stakeholders, and build (and maintain) a constructive relationship with them	Identify the relevant primary stakeholders affected directly, either positively or negatively, by the project, decisions, or actions; and secondary stakeholders affected indirectly by the project, or decision, or actions
Assess the level of stakeholder interest and support for the project that can be leveraged upon	Identify the major stakeholders with stakes or interests that could influence decisions about the project.
Promote and provide means for effective and inclusive engagement with project-affected parties	Outlines the different means for communicating and disseminating information or collecting stakeholders' views and feedback on the project activities throughout the project life cycle.
Ensure that appropriate project information on environmental and social risks and impacts is disclosed	Ensuring that stakeholders, particularly those directly affected by the proposed development, have information at their disposal to make informed comments and enable them to plan for the future. This reduces levels of uncertainty and anxiety. Information should allow affected parties to develop an understanding of potential impacts, risks and benefits and an open and transparent approach is central to achieving this aim.
Provide project-affected parties with accessible and inclusive means to raise issues and grievances	Developing a process for logging stakeholder concerns and grievances as well as procedures for addressing complaints and grievances.
Define roles and responsibilities for the implementation of the SEP	Identify roles and responsibilities of agencies that will be involved in implementing the SEP
Establish reporting and monitoring mechanisms to ensure the effectiveness of the SEP and periodical reviews of the SEP based on feedback.	Developing indicators, the methodology for data collection and analysis, frequency for data collection, responsibility for data collection and reporting

1.4 Goal and Objectives

Under the AF, the program development objective remains unchanged compared to the parent project FSRP-SL : increase preparedness against food insecurity and improve the resilience of food systems

The proposed AF will build on the design of on-going FSRP Phase II MPA. Targeting under the AF will focus on scaling-up immediate and medium-term activities falling within the FSRP-SL objectives, components, and geographical areas leveraging FSRP-SL's implementation modalities. This will be achieved by (i) replenishing the US$25 million that was reallocated from Component 2 to emergency response activities when activating the CERC; and (ii) scaling-up investments under Components 2 and 3 in infrastructure and

technologies to support improved production for the next cropping season. New targets will be added at PDO level, and new indicators will be added for activities under Component 4.

Furthermore, the AF will supplement existing initiatives, take advantage of their methods of implementation, and close any coverage gaps caused by the escalating food security issue. The AF particularly concentrates on two of the six key concerns listed in the WB's FCV Strategy, including (i) fostering economic opportunity and job growth and (ii) enhancing community readiness and resilience, including the capacity to manage environmental degradation and climate change.

To improve domestic food production and make the food sector more resilient to shocks in the future, some of the activities under sub-components, 2.1 (Consolidate Regional Agricultural Innovation System), 2.2 (Strengthening Regional Food Security through Integrated Landscape Management), and 3.1 (Facilitate Trade Across Key Corridors and Consolidate Food Reserve System) of the parent project will be scaled up. Additional activities that are added to the program in the context of the AF under the CERC Component (Component 4) are explained below.

1.5 Project Components and Interventions

Subcomponent 2.1: Consolidate Regional Agricultural Innovation System US$11.6 million (original project US$9.6 million; US$5 million reallocated to CERC; AF US$7.0 million (US$5 million to replenish financing gap from CERC activation and US$2 million for additional activities)

Under this sub-component, the AF will finance the scale-up of: (i) activities to promote technology access and exchange related to the upgrading of the national seed system; and (ii) modernizing extension services. Interventions to support the domestic production of seeds and expand agriculture extension will ensure efficient and proper use of agricultural inputs. Activities in these areas will invest in:

a) **Upgrading of the national seed system.** This activity will finance capacity building of the key actors in the seed value chain, including both the public and private sector stakeholders in the production and supply of climate-smart breeder, foundation, and certified seeds. It will specifically finance: (i) strengthening capacities of public sector institutions such as Sierra Leone Seed Certification Agency (SLeSCA) for seed certification, inspection and quality monitoring; (ii) the construction and equipping of seed laboratory for SLeSCA; (iii) capacity enhancement of the technical staff of the Sierra Leone Agricultural Research Institute (SLARI) in production of quality breeder and foundation seeds of climate-smart seed varieties of priority crops, including training in hybrid seed production; (iv) training of private seed enterprises to produce climate-smart foundation, certified, and hybrid seeds; (v) promotion of partnerships and associations between domestic seed enterprises and international seed companies to broaden access to germplasm and know-how; (vi) strengthening of the partnership between SLARI and regional and international institutions (including the Consultative Group on Agriculture (CGIAR) Centers) for production of improved climate-smart seed varieties of priority crops and germplasm exchange; and (vii) procurement and multiplication of breeder seeds and production of foundation seeds by SLARI.

b) **Modernizing national extension services:** This will be done through scaling-up investments in modern approaches to extension services, specifically enhanced access to agricultural advisory services, including climate and agro-advisory information, management practices of targeted value chains through demonstrations, dissemination training, and capacity building of producers

and providers of advisory services to accelerate the adoption of climate-smart agriculture (CSA) technologies for improved productivity. Activities to be financed include: scaled-up advisory services in management practices of targeted value-chains through demonstrations, training, and capacity building of producers and providers of advisory services, aiming to accelerate the adoption of CSA technologies for improved productivity. Special attention will be paid to using gender appropriate communication channels to address women' constraints to accessing agriculture advisory services and support.

Subcomponent 2.2: Strengthening Regional Food Security through ILM US$38.5 million (original project US$20.5 million; US$20 million reallocated to CERC; US$AF US$38 million (US$20 million to replenish financing gap from CERC and US$18 million for additional activities)

Activities financed by the AF under this subcomponent will enhance the resilience of ecosystems and food systems in priority landscapes by financing Sub-Projects, Matching Grants, and associated TA and capacity building. Specifically, the AF will finance (i) scaled up access to climate resilient crop varieties and livestock breeds as well as productivity-enhancing inputs, including fertilizer using the GoSL's e-voucher system; (ii) scaled up delivery of CSA technologies such as re-afforestation, conservation agriculture; (iii) scaled up application of soil amendments to address the high acidity of soils to improve soil nutrients utilization efficiency; (iv) rehabilitation of 2,500 ha of inland valley swamps and small-scale irrigation systems to support the cultivation of rice and vegetables, covering 1,000 ha of irrigable land, and deploying methods for improved climate resilient flood water management and water harvesting (e.g., bunds, dikes, and weirs); and (v) restoration of 500 ha of degraded catchment areas and planting of 25,000 economic trees. As in the parent project, MAF will coordinate activities under the subcomponent with no change in the implementing partners.

Component 3: Regional Food Market Integration and Trade US$13.7 million (original project US$11.2 million; AF US$2.5 million)

This component seeks to facilitate trade of agricultural goods and inputs within and across national borders. The expected outcomes are: (i) increased intra-regional food trade between surplus and deficit areas making the region more resilient to shocks; and (ii) increased value creation in regional priority value chains. The AF will only scale-up activities under Sub-component 3.1.

Sub-component 3.1: Facilitate Trade Across Key Corridors and Consolidate Food Reserve System US$4.2 million (original project US$2.7 million; AF US$2.5 million).

Under this sub-component, the AF will scale-up activities to provide direct support to food security by reviewing and upgrading of storage facilities. In particular, it will support rehabilitation and construction of post-harvest infrastructure and storage facilities, including community stores and drying floors. These investments will improve prices received by farmers and strengthen the development of local food banks, building resilience to climate shocks and other disruptions to the food system. The AF will finance the construction of 2 standard grain storage facilities (close to major production areas) that comply with ECOWAS standards and provide associated trainings. As in the parent project, MAF will coordinate these activities with no change in the implementing partners.

Component 4: Contingent Emergency Response Component (original project US$25.0 million)

This component is intended to finance eligible expenditures in case of natural or man-made crises, disasters, severe economic shocks, or other eligible crises and emergencies in Sierra Leone. It will respond to the GoSL's Quick Action Food Security Response Plan and request for the activation of the CERC to address the short and medium-term implications of the global food, fertilizer, and fuel price crisis for the country by improving access to food and strengthening agricultural production, particularly for food insecure districts and smallholders. This subcomponent proposes to meet the immediate food and nutrition needs of acutely food insecure agricultural households and communities identified for support through the government-led targeting process. Targeting will involve identifying vulnerable groups, such as women headed households, the elderly, and persons with disabilities, among others.

To meet the immediate food security needs of vulnerable groups, over a period of 3-6 months, the CERC will:

a) **Provide food and nutrition assistance to vulnerable households:** Some 20,000 crisis-affected vulnerable farm households (approximately 100,000 people) will receive three (3) months of cash transfers. Of these, 75 percent of beneficiaries will be female-headed households.

b) **Provide cash for work to support local food production:** Some 8,700 smallholder farming households within 158 Farmer Based Organizations (FBOs) will be provided with 60 days of employment in public works, focusing on rehabilitation of critical agricultural infrastructure, particularly that affected by recent floods, including 1,300 hectares of inland valley swamps.[11] The program will have two layers of targeting: (a) geographic according to the level of food insecurity in districts; and (b) at the household level, self-targeting of the poor within food insecure communities with targeting to ensure inclusion vulnerable groups such as women, women-headed households, the elderly, persons with disabilities, and others.

c) **Support school feeding to prevent the deterioration of nutrition status of children:** The AF will support school feeding in crisis affected districts to enhance nutritional levels of the children from deprived homes, also targeting vulnerable children such as young learners with disabilities. WFP will be the main implementing partner, working in close partnership with the School Feeding Secretariat which is responsible coordination, quality assurance, monitoring, and reporting. WFP will procure and deliver in-kind food assistance to 120,000 children attending public primary schools in 34 chiefdoms in Karene, Kenema and Bonthe districts, shown to be among the most food insecure by the 2020 Comprehensive Food Security and Vulnerability Analysis. With this support, targeted schools will prepare and serve daily hot meals, ensuring that they meet 30 percent of their daily nutritional needs, increasing attendance, retention, and educational attainment.

To boost local production of a diversified basket of food, over a period of 12-18 months, the project will:

a) **Finance procurement of agricultural planting materials and inputs, organize advisory services and technical training to restore the productive capacities of crisis affected farming households***:* Some 30,000 farming households will be supported, focusing on improved tolerance to climate-related stress and short duration crops to maximize the 2022/2023 cropping season. The beneficiaries will include about 3,000 recent flood affected households, with a focus on women-headed households, who are among the most vulnerable. The intervention will support the

[11] Each household will receive 60 days Food For Assets (FFA), paid in local currency equivalent of USS2.9/HH/day.

delivery of 5,000 tons of fertilizers and soil amendments and 3,000 tons of improved short-duration seeds to cultivate 30,000ha of priority crops (cereals, legumes, and vegetables) through the e-voucher scheme. Crisis affected farmers will be supported to cultivate 10,000 ha of bio-fortified cassava and orange flesh sweet potato varieties. The AF will also finance expanded access to mechanization services for land preparation and harvesting. The delivery of high-yielding short-duration varieties of target crops would help farmers to take advantage of rains and residual moisture in the floodplains in raising a successful second crop. This will help restore productive capacity, boost crop yields, and improve food security in the medium-term.

b) **Promote the cultivation of high nutrient crops such as legumes (groundnut, cowpeas, and soybeans) and vegetables in crisis-affected communities, particularly those severely affected by recent floods***:* Beneficiary farming households and FBOs will be supported with simple tools for land preparation, early maturing seeds, 5 solar irrigation systems, and organic and inorganic fertilizers and pesticides. With TA for FAO, the project will finance: (i) training in climate-smart practices including organic production system and integrated pest management systems and strategies; (ii) capacity strengthening of farmers, marketing cooperatives, and aggregators to foster linkages among value chain actors and smoothen markets, through establishing two regional agricultural business platforms to bring together smallholders and the private sector; and (iii) nutrition education to improve production and consumption diversification.

To create and rehabilitate resilience-enhancing productive assets, over a period of 12-18 months, the project will:

a) **Provide targeted beneficiaries in food insecure districts with grants to acquire assets such as labor-saving small farm implements and tools to enhance productivity, and in-kind support to own and rear livestock as sources of alternative livelihoods:** The CERC will emphasize the integration of climate-smart practices across the supported interventions to ensure sustainability and build climate resilience. With TA from FAO, the project will support vulnerable farm households in short cycle livestock production, particularly in backyard poultry, small ruminants (sheep and goats), and pig production, specially targeting persons with disability, women and youth-headed farming households. These will internalize previous lessons learned and be provided as in-kind support to broaden income sources of the farm household, improve capacity to manage shocks and improve household nutrition. Beneficiaries will also receive TA to construct appropriate housing for the livestock and support initial feed needs (20 tons) and veterinary products aimed at improving livestock health and husbandry.

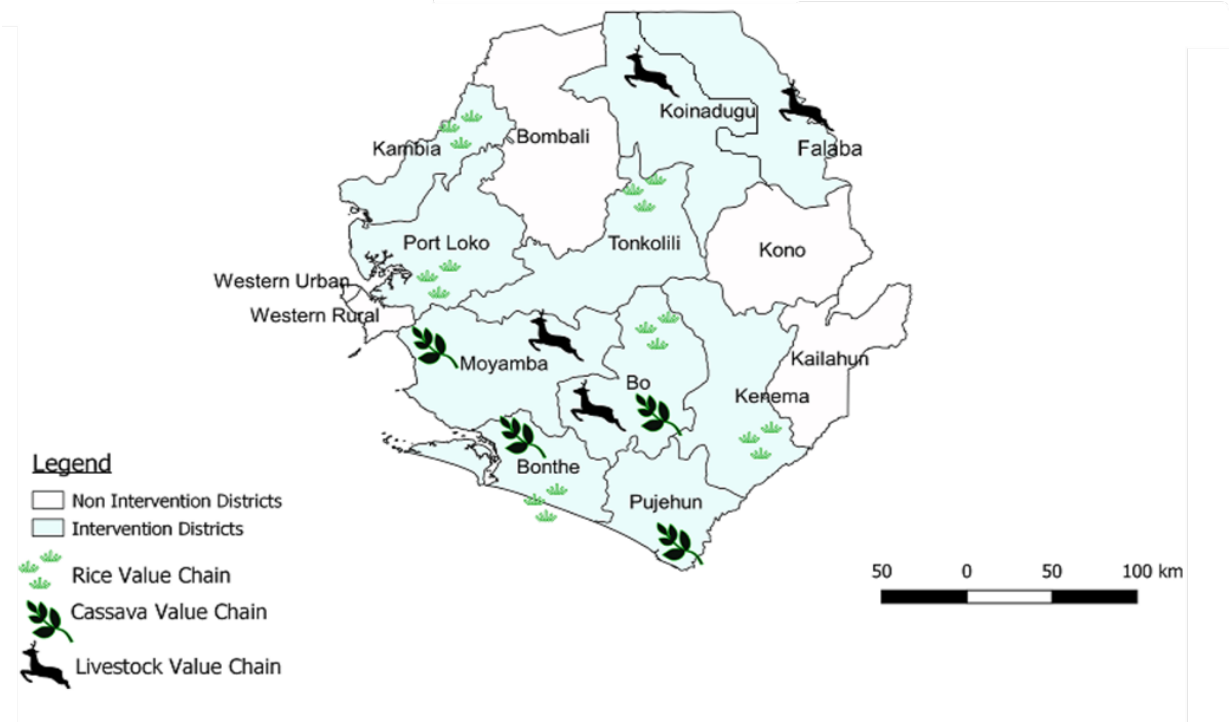
Component 5: Project Management IDA US$7.5 (IDA Grant US$5.0 million; IDA AF US$2.5 million)

To ensure proper implementation of project activities including new activities, the AF will cover the costs of managing the project as well as Monitoring & Evaluation (M&E) arrangements and knowledge management and communications activities. This will also cover costs for E&S risk management and monitoring. Given the scaled-up and new activities under the AF, this sub-component will require enhanced capacity to manage sexual exploitation and abuse/sexual harassment (SEA/SH) risks, including the possible exploitation of children and learners and persons with disabilities. As a result, strengthen the capacity of the PCU's GBV specialist, engaging non-governmental organizations (NGOs) who are specialized in the prevention and management of SEA/SH risks to provide additional capacity support, and close collaboration with the Ministry of Gender and Children's is required for the effective management of SEA/SH risks associated with these new activities.

1.6 Location/coverage

The three top value chains in Sierra Leone are rice, cassava, and livestock, hence the FSRP-SL will be implemented in every district. The potential for ensuring regional food and nutrition security as well as Sierra Leone's inherent comparative advantage in their development and promotion led to the selection of these value chains. The following 10 districts are targeted for the respective value chains: I Rice - Bonthe, Port Loko, Tonkolili, Bo, Kenema, and Kambia; (ii) Cassava - Bonthe, Bo, Moyamba, Tonkolili, and Pujehun; and (iii) Livestock - Bo, Moyamba, Koinadugu, Falaba. The following factors were taken into consideration while choosing the intervention areas: (i) food insecurity; (ii) agro-sylvo-pastoral potential; (iii) impact on the nation and region; and (iv) complementarity with previous and continuing projects.

Figure 1: Targeted Districts in Sierra Leone



1.6.1 targeting criteria

The immediate and medium-term operations that fall under the FSRP-SL objectives, components, and geographic areas will be the main focus of targeting under the AF. The AF and CERC-financed intervention will support value chains like vegetables, biofortified crops, aquaculture, poultry, and small ruminants that promote improved nutrition while increasing income-generating opportunities for targeted households and communities in addition to the three value chains supported by the FSRP-SL. Through a government-led process, activities will be carried out within the Food Security Cluster (which includes important NGOs and United Nations organizations including the Food and Agriculture Organization (FAO) and the World Food Program (WFP)). The process of prioritization includes the following steps: (i) completing a needs assessment; (ii) identifying and validating a targeting technique; (iii) choosing beneficiaries; and (iv) monitoring targeting processes and results.

A mixed strategy is used to target households, and its findings are evaluated at the community level when data on home vulnerability are analyzed (using, for example, the Household Economy Approach (HEA)). The latest Comprehensive Food Security Vulnerability Analysis (CFSVA) 2020 and Food Security Monitoring System (FSMS August 2022) paper produced by FAO, WFP, and GoSL essentially summarizes the findings of these collaborative analyses. The project would emphasize vulnerable groups like women, people with disabilities, and others, as well as take intersectionality of deprivation into account.

1.7 Policy and legal requirements

There are legal, regulatory, policy, and guidance that relates directly to stakeholder engagement activities. The stakeholder engagement process has been designed to ensure compliance with Sierra Leone's legal and regulatory requirements and the World Bank's Environmental and Social Standards for Stakeholder Engagement and Information Disclosure.

1.7.1 National legislation for stakeholder engagement

The key laws most relevant to stakeholder engagement are:

- *Article 25 of the Constitution of Sierra Leone, 1991 (Act No. 6 of 1991)*, which became effective 1 October 1991, includes the freedom to receive and impart ideas and information without interference as part of the right to freedom of speech and expression.

- *Article 7(1) of the Constitution of Sierra Leone, 1991 (Act No. 6 of 1991)* enjoins upon the Government to ensure that all Sierra Leoneans participate in all spheres of the economy. Participation requires creating a flow of credible and useful information that people may use in a meaningful manner.

- *Article 2 (1 & 2) of the Right to Access Information Act, 2013* states "every person has the right to access information held by or is under the control of a public authority" and "every person has the right to access information held by or is under the control of a private body where that information is necessary for the enforcement or protection of any right."

- *Article 108 of the Local Government (Amendment) Act, 2004,* mandates the Ministry to promote participatory processes in local councils and encourage citizen's inclusion and involvement in governance. Public consultation and community involvement constitute a core element of MAF operations. The implementation of the FSRP2 will be done in collaboration with the local council.

- Under the Public Lands Ordinance Law 1898, the GoSL can acquire any land in the public interest simply by publishing a declaration in the Gazette and informing the owners of the land accordingly. The Ordinance also provides for payment of compensation to those affected by the declaration. Land administration in Sierra Leone is governed by a dual system of law, dispersed in about twenty statutes and regulations. Among these are the general Property Statutes consisting mainly of received English law adopted by the Courts Act of 1955. The Law of Property Act 1925 forms the basis for land law, but this has been amended and supplemented by a number of key legislation, such as The Constitution of Sierra Leone Act No 6 of 1991 Sec 21; The Public Lands Ordinance Cap 116; The Unoccupied Lands Act Cap 117; Defence lands Acquisition Ordinance Cap 119; Compulsory Acquisition of Property (Constitutional Safeguards) Act of 1961; The Non-Citizen Interest in Land Act 1966; Provinces Lands Act Cap 122; Tribal Authorities Act Cap 61; Protectorate Lands (Amendment) Act No 15 of 1961; The Mines and Minerals Act of 1994; and The National Power Authority Act of 1982, as amended by an Act in 2006. Essentially these regulations speak

to how the public sector (the state) acquires land and the degree to which they are liable to compensate occupiers. The legislation is generally silent on the issue of the private sector but assumes that they would follow a similar course.

- *Food Security Policy (FSP), 2007* under the Ministry of Agriculture and Forestry (MAF), is based on the following pillars: (a) Agricultural Intensification, which underscores the need of cultivating improved varieties through appropriate agronomic practices, including the use of fertilizers and pesticides to ensure increased yields; (b) Crop Diversification which promotes the cultivation of improved varieties of other crops other than rice through sensitization and awareness-raising of their nutrient value to reduce the dependence and demand for rice; (c) Natural Resource Conservation which encourages the prudent use of water and watershed resources in an effort to increase agricultural land resources and (d) Food Safety Nets which provides food aid support to the farmer and their dependents during hunger seasons to prevent them from eating seed rice and vulnerability to sicknesses. The specific objectives are to increase diversified agricultural production and food availability, raise rural incomes and employment while ensuring adequate protection of the environment, maximize foreign exchange earnings from agriculture and ensure regional balance growth and equitable income distribution.

- The *Persons with Disability Act, 2011* protects against discrimination against persons with disability and creates equal opportunities for persons with disability. Article 6 (1j) mandates the National Commission for Persons with Disability to provide access to available information and technical assistance to all public and private institutions, associations and organizations concerned with persons with disability

- The *Child Rights Act, 2007* outlines the protection of children and young persons and the prevention of child labor compatible with the Convention on the Rights of the Child and the African Charter on the Rights and Welfare of the Child. Section 32 (1 & 2) protects children against exploitative labor and engagement of children below 18 years in hazardous work. This project will not allow child labor and sensitizes contractors, implementing partners and stakeholders on preventing child labor during project implementation.

- *Laws related to GBV and Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH(*: There are several legislative and policy frameworks established to provide supportive and conducive environment to stem and reduce incidents of SEA/SH and punish perpetrators. The passage of the three Gender Acts (the Domestic Violence Act (2007), the Devolution of Estates Act (2007) and the Registration of Customary Marriage and Divorce Act (2007) in 2007 provide concrete legal backing on the rights of women and children which could be drawn on to prevent SGBV and seek resolution in the event of occurrence. The Domestic Violence Act outlines domestic violence as a criminal act in and of itself and uses a broad definition of domestic abuse which includes physical and sexual abuses, economic abuses, verbal, emotion and psychological abuse' perpetrated against an individual in a domestic setting. The Registration of Customary Marriage Act raises the legal marriageable age and requires customary marriages to be registered under Customary, Muslim, Christian and civil laws. The Devolution of Estates Act aims to address issues of women's inheritance rights by allowing men and women to inherit equally and abolishing customary practices whereby widows were often required to marry a member of her deceased husband's family. Despite the plethora of laws and apparent institutional commitment to address SGBV, the committee remains limited in its ability to effectively coordinate activities, largely due to lack of funding.

These Gender Acts were complemented by the Sexual Offences Act, which criminalizes rape (with marriage explicitly denied as a defense), indecent assault and harassment and imposes a maximum 15-year sentence for cases of rape. It also entitles victims of sexual offences to free medical treatment, as well as a free medical report (necessary for prosecution). This was designed to protect women and girls from rape and abuse from people in authority; bans rape in marriage, provided greater powers to Family Support Unit (FSU) to investigate and prosecute cases of sexual abuse. The mandate is to receive cases of SGBV, provide assistance to victims, investigate crimes and prepare a case for prosecution, as well as increase public awareness. NGOs and service providers have also contributed efforts in stemming the problem by raising awareness on the issues, advocating increased access to services for victims – or in some cases providing those services- and promoting attitudinal change about women's status, women's rights and gender power relations within the society. These policy and legislative changes are clearly important in criminalizing VAW, building greater respect for women's rights, and demonstrating how seriously the government takes issues of women's security, owing in no small part to ongoing advocacy by women's organizations and activists.

- The Prevention and Control of HIV/AIDs Act (2007) enacted to provide a legal framework for the prevention, management and control of HIV and AIDS, for the treatment, counselling, support and care of persons infected with, affected by or at risk of HIV and AIDS infection. It urges the government to assume to responsibility for educating and providing information to all citizens on HIV and AIDS, safe practices and procedures, testing, screening and access to healthcare facilities within the country. It prescribes safe practices and procedure to enhance prevention of transmission and prohibits compulsory testing. The law also prohibits discriminatory policies in the workplace and schools, restriction of movement based on HIV status, and denial of burial rites.

1.7.2 World Bank Standards for Stakeholder Engagement

The WB's ESF sets out the World Bank's commitment to sustainable development and mandatory requirement for the bank finance projects. Environmental and Social Standard (ESS) 10 on Stakeholder Engagement and Information Disclosure recognizes the importance of open and transparent engagement between the proponent and project stakeholders as an essential element of good international practices. Effective stakeholder engagement can improve the environmental and social sustainability of projects, enhance project acceptance, and make a significant contribution to successful project design and implementation. The main objectives of the ESS10 are to:

- Establish a systematic stakeholder mobilization approach that will allow Borrowers to properly identify stakeholders and to establish and maintain with them, in particular the parties affected by the project, a constructive relationship. The information gathered from people in the community will help the Project meet their needs, including risk analysis of Gender Based Violence (GBV), Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH) related to project activities.
- Evaluate the level of interest and support from stakeholders and create a platform for their opinions to be taken into consideration in the design and implementation of the project.
- Encourage the effective mobilization of all parties affected by the project throughout its life on issues that could potentially affect them and provide the means to achieve this.
- Develop trusting relationships between the Project and stakeholders that will contribute to proactive interactions in order to avoid, if possible, unnecessary conflicts based on rumor and disinformation.

- Identify the structures and processes through which conflicts and complaints will be managed rather than trying to stifle them; thus giving the Project a better understanding of the issues and expectations of stakeholders and thereby increasing the possibilities of increasing the added value of the Project to local stakeholders.
- Ensure that stakeholders receive in a timely and understandable, accessible and appropriate manner the information relating to the environmental and social risks and effects of the project, including the risks related to SEA/SH, the prohibited behaviors of employees of the project, and how to access the GM of the project.
- Provide the parties affected by the project with the means easily allowing everyone to raise their concerns and lodge a complaint, and for the Borrowers to respond to and manage them, including regular consultation with community members (especially including women, survivors of SEA/SH incidents and members of vulnerable groups) to ensure that entry points and the mechanism designed to handle complaints are accessible and appropriate and that the services provided are responsive to needs.

The development of SEP is a requirement for all Investment Project Financing (IPF) supported by the World Bank and this SEP has been updated to include the stakeholder engagement activities and stakeholders under the Additional Financing. The WB requires borrowers to engage with stakeholders throughout the project life cycle, commencing such engagement as early as possible in the project development process and in a timeframe that enables meaningful consultations with stakeholders on project design. The WB also requires borrowers to engage in meaningful consultations with all stakeholders. The project is required to provide stakeholders with timely, relevant, understandable, and accessible information and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination, and intimidation.

2. BRIEF SUMMARY OF PREVIOUS STAKEHOLDER ENGAGEMENT ACTIVITIES

During project preparation of the parent project. Stakeholders were engaged in their respective institutions and districts during April 2021 for the FSRP2 (the parent project of the Additional Financing). Due to its special interest in raising livestock and rice, Port Loko District was chosen as a sample for consultation. During the preparation of the parent project, the activities were also discussed by the Farmer Based Organizations (FBO) executives, including women-headed FBOs. Overall, they were supportive of FSRP2 activities, although they will need to be consulted again to discuss updated activities under the Additional Financing.

During the consultations for the ESMF related to the parent project, local stakeholders noted frequent conflicts between crop and livestock farmers were raised as a significant challenge. Bush fires are another frequent occurrence that devastate cattle feed.

Given the short preparation timeline for the emergency Additional Financing, no additional stakeholder consultations have taken place to account for additional or scaled-up activities. However, additional stakeholder consultations will take place in November 2022 and in January 2023 prior to effectiveness of the Additional Financing (See table 2.2 below). The outcomes of these consultations will be annexed to this report and the main body of the report will be revised and complemented as relevant and submitted to the World Bank for clearance and subsequently, it will be redisclosed. They will also be included in the relevant ESF instruments such as ESMF and CERC-ESMF.

Throughout the entire project cycle, there will be public consultations and engagement as per this SEP.. The E&S team to be hired by the PIU (environmental, social and GBV specialist) in cooperation with, relevant State and Non-State Institutions and District Agricultural Offices will oversee stakeholder engagement throughout project implementation.

The following are some of the relevant organizations that were consulted during the development of the original report prepared for the parent project:

- Ministry of Agriculture and Forestry's Project Coordinating Office
- Smallholder Commercialization and Agribusiness Development Project (SCADeP)
- Sierra Leone Women Farmers Forum (SLeWOFF)
- National Farmers Federation of Sierra Leone (NAFFSL)
- Sierra Leone Meteorological Agency (SLMA)
- National Water Resources Management Agency (NWRMA)
- Sierra Leone Chamber for Agribusiness Development (SLeCAD),
- District Agricultural Office, Port Loko
- Farmer Based Organization (Samati Women Farm Association, Port Loko)

The summary of consultations (see Table 2.1 below) currently reflects the outcome of consultations conducted for the parent project. Current planning for additional stakeholder consultations is reflected in table 2.2.

Table 2.1 List of stakeholder engagement conducted for project preparation under parent project

Date	Venue	Participating Institutions	Main topics discussed
March 15-18, 2021	Virtual stakeholder meetings	PCU Ministry of Agriculture and Forestry Ministry of Local Government and Rural Development Ministry of Lands, Country Planning and the Environment National Federation of Farmers in Sierra Leone Sierra Leone Women Farmers Federation Road Maintenance Fund Administration Sierra Leone Roads Authority EPA-SL City and District Councils National Water Resources Management Agency	1. Seeking stakeholder interest or expectations for FSRP2. 2. Obtaining stakeholder insights on preferred methods of communication for stakeholder engagements. 3. Compiling comprehensive records of each stakeholder engagement activity.
April 5, 2019	FSRP2 PCU		1. Discuss the Additional Finance of $30 million from the World Bank to FSRP2 under MAF for additional activities under Component 2: Market Access Improvement. 2. The issue of maintenance of feeder roads as one of the challenges facing beneficiaries. 3. The practical steps needed to ensure gender participation in the road works and maintenance. 4. The revision of the old map of Sierra Leone used in the ESMF. 5. The documentation of potential positive impacts of the road construction and maintenance in the Impact Identification and Mitigation Section of the ESMF.

Date	Venue	Participating Institutions	Main topics discussed
		Ministry of Social Welfare, Gender and Children's Affairs SCADeP Environmental Protection Agency	
April 10, 2021	Stakeholder Engagement Workshop	Executives and members of Sierra Leone Women Farmers Federation and Sierra Leone National Farmers Federation (NAFFSL)	1. Level of awareness about West Africa Food System Resilience Program. 2. Level of expectations of members about FSRP2 3. Level of interest in FSRP2 4. Preferred method of communication in case the Ministry of Agriculture and Forestry intends to engage them in the future about the program
April, 2021	Community Engagement	Samati Women Farmers, Association, Sabatie community Port Loko District	1. Communication challenges 2. Access to credit 3. EPA licensing charges 4. Agrochemical usage 5. Collaboration among agencies 6. Involvement of women 7. Land ownership by women 8. Gender Based Violence 9. Conflict between crops and livestock farmers 10. Bush fires 11. Medical support and supplies

Additional relevant stakeholders that will be consulted during the AF preparation include:

- Ministry of Finance
- World Food Program (WFP) and UN Food and Agriculture Organization (FAO)
- National Commission for Social Accountability (NaCSA)
- National School Feeding Secretariate
- National food security and early warning response system unit
- National Child Welfare NGOs
- NGOs targeting GBV

Table 2.2: Pending stakeholder consultations to account for activities implied by the Additional Financing (currently under preparation)

Date	Venue	Participating Institutions	Consultation modalities and issues to be discussed
November 2022 (3rd week)	Virtual stakeholder engagement	List of key stakeholders to be provided by SL government	SEP to be circulated electronically to key stakeholders for comments and inputs on SEP and additional/ahead of negotiations planned for November 21/22
January 2022 (2nd week)	Comprehensive Stakeholder consultations on CERC Activities and AF involving Government institutions, implementing partners and community-based organizations/ civil society organizations	• PCU • Ministry of Agriculture and Forestry • Ministry of Finance • World Food Program (WFP) • FAO • National Commission for Social Accountability (NaCSA) • National School Feeding Secretariate • National food security and early warning response system unit • National Federation of Farmers in Sierra Leone • Sierra Leone Women Farmers Federation • Ministry of Social Welfare, Gender and Children's Affairs • Agency • National Civil Society Organizations • Rainbo (NGO fighting GBV) • Children welfare organizations • Others	The consultations will be conducted to update the following instruments: • Environmental and Social Management Framework (ESMF)[12] for activities to be scaled under the AF • CERC ESMF[14] • Resettlement Policy Framework (RPF)[15] • Labour Management Plan (LMP)[16] Stakeholder views will be sought on -project activities that i) will be upscaled under the AF and that are ii) new and linked to the CERC -the risks implied by the project's activities (including on SEA/SH related risks) - proposed mitigation measures. To reflect and capture the outcomes of these stakeholder consultations, the SEP will be updated after their completion.

[12,14,15] To be completed and disclosed by AF effectiveness as per dated covenant listed in the Project Paper.

[16] To be completed and disclosed within two months of AF effectiveness as per dated covenant listed in the Project Paper.

3. STAKEHOLDER IDENTIFICATION AND ANALYSIS

3.1 Stakeholder Identification

This section identifies key stakeholders who will be informed and consulted about the project, including individuals, groups, organizations or institutions. It also identifies and assesses the needs of some vulnerable groups, who may have limitations in participating and/or in understanding the project or participating in the consultation process. The WB ESS 10 recognizes three broad categories of stakeholders, namely i) project-affected parties, ii) other interested parties, and iii) disadvantaged/vulnerable individuals or groups.

Project-affected parties include those likely to be affected by the project because of actual impacts or potential risks to their physical environment, health, security, well-being or livelihoods. These stakeholders may include individuals or groups, including local communities. They are the individuals or households most likely to observe/feel changes from the environmental and social impacts of the project.

The term "Other interested parties" refers to individuals, groups, or organizations interested in the project, which may be because of the project location, its characteristics, its impacts, or matters related to the public interest. For example, these parties may include regulators, government officials, the private sector, the research community/academics, unions, women's organizations, other civil society organizations, and cultural groups.

It is particularly important to understand project impacts and whether they may disproportionately fall on disadvantaged or vulnerable individuals or groups, who often do not have a voice to express their concerns or understand the impacts of a project.

The opinion of affected persons and other stakeholders shall be sought through regular public consultations, and the engagement will be directly proportional to the impact on the group or individual and their level of influence on the project. The interests of the different stakeholder groups and individuals, how they will be affected by the project and to what degree and influence they could have on the project will form the basis from which to build the project stakeholder engagement strategy. Again, cognizance should be taken of the fact that not all stakeholders in a particular group or sub-group will necessarily share the same concerns or have unified opinions or priorities. The means of engagement will also be informed by the culturally acceptable and appropriate methods for each of the different stakeholder groups targeted.

Table 3.1 presents an analysis of the degree of impact that key stakeholder groups may have on FSRP2.

Table 3.1 Identification of affected parties

Type of Stakeholder/ Level of Impact	High Impact	Medium Impact	Low Impact
Affected	• Project Co-ordination Unit • Ministry of Agriculture and Forestry • National Development Partners Program Coordinating Office • World Food Program • FAO • Sierra Leone Meteorological Agency • National Water Resources Management Agency • Sierra Leone Agricultural Research Institute • National Food Security and Early Warning and Response • Sierra Leone Agricultural Research Institute – National Fertilizer Agency • Rokupr Agricultural Research Centre • Njala Agricultural Research Centre – Department of Soil Science • National Seed Quality Control and Certification Agency • Agribusiness, agro-dealers, producer associations operating in domestic and regional agricultural products and inputs trade • Permanent Inter-States Committee for Drought Control in the Sahel • National Federation of Farmers of Sierra Leone • Seed Cooperatives • Seed Companies • Sierra Leonean smallholder farmers • National Center of Specialization for Mangrove Rice • National Commission for Social Action • School Feeding Secretariat	• District and Local Councils • Farmers' associations and co-operatives • Marketable organisations • Large-scale farmers • Sierra Leone Chamber of Commerce • Sierra Leone Import Export Promotion Agency • Sierra Leone Agribusiness Development Fund • Sierra Leone Chamber for Agribusiness Development • Produce Monitoring Board • National Disaster Management Authority • Office of National Security • Emergency Operations Center Environmental Protection Agency-SL • Small and Medium-Sized Enterprises (SMEs) • Women led SMEs • Women led Agriculture Associations	• Ministry of Trade and Industry • Ministry of Local Government and Rural Development • APEX bank

Table 3.2 Other interested parties

Type of Stakeholder/ Level of Impact	High Impact	Medium Impact	Low Impact
Other Interested Parties	• National Revenue Authority • Economic Community of West African States • West African Economic and Monetary Union • Ministry of Information and Communication • Work contractors, suppliers, clients, service providers	• Centre for Environmental Impact Analysis • West and Central African Council for Agricultural Research and Development • Consultative Group for International Agricultural Research • AfricaRice • International Institute of Tropical Agriculture • AGRHYMET Regional Center • Food and Agriculture Organisation • West African Agricultural Productivity Program • Minister of Works, Housing and Infrastructural Development • Ministry of Finance and Economic Development	• Media (electronic, print and social media) • World Bank/IFAD • OECD Club du Sahel • African Development Bank (AfDB) • Agence Française de Development • Netherlands Foreign Trade and Development Agency • Sierra Leone Association of Commercial Banks • Ministry of Social Welfare • Ministry of Gender and Children's Affairs • Civil societies/NGO • Rainbow Initiative (GBV-NGO) • Children Forum Network (CFN-SL) (Child Advocacy Group)
	Vulnerable groups • Women & women groups (such as Sierra Leone Women Farmers Federation) • Children in schools including child learners with disabilities • Youth & community youth groups, including youth with disabilities • Persons with disabilities • Elderly heads of households • Residents in remote/inaccessible or vulnerable areas/communities • Households affected by COVID-19 • Women-led households including women-led farming households		

3.2 Stakeholder Analysis

Stakeholder analysis determines the likely relationship between stakeholders and FSRP2 and helps identify the appropriate consultation methods for each stakeholder group during the project's life. The stakeholders are grouped according to their characteristics and the degree of impact of FSRP2, and the extent to which the project will negatively or positively impact them. The degree to which the identified stakeholders will be impacted by the project and the level of interest of the stakeholders on the project outcome is rated as low, medium or high as defined below:

Degree of Impact on stakeholder

a) ***Low*****:** Based on an interaction with the stakeholder as well as a review of institutional mandates, the project is assessed to have a minor positive or negative impact on the stakeholder/ institution. Tables 3.3 show the FSRP2stakeholder mapping and the degree of project impact and their level of interest in the project. For stakeholder institutions, positive impacts may include the institutional knowledge and experience to be gained from the implementation of the project, and negative impacts may include possible losses and damage from the failure of the project.
b) ***Medium:*** The project will have measurable positive or negative impacts on the stakeholder.
c) ***High:*** The project will have significant positive or negative impacts on the stakeholder.

Degree of stakeholder interest in the project

a) ***Low:*** The stakeholder has minimal interest in the project.
b) ***Medium:*** The stakeholder has a measurable interest in the project.
c) ***High:*** The stakeholder has a significant interest in the project.

Table 3.3 Map of stakeholder prioritisation

LEVEL OF INTEREST			
High	• Media (electronic, print and social media) • World Bank/IFAD • OECD Club du Sahel • African Development Bank • Agence Française de Development • Netherlands Foreign Trade and Development Agency	• Centre for Environmental Impact Analysis • West and Central African Council for Agricultural Research and Development • Consultative Group for International Agricultural Research • AfricaRice • International Institute of Tropical Agriculture • AGRHYMET Regional Center • Food and Agriculture Organization (FAO) • West African Agricultural Productivity Program • Civil societies/NGO • Produce Monitoring Board • Marketable organizations • Ministry of Information and Communication • Environmental Protection Agency-SL	• Project Co-ordination Unit • Ministry of Agriculture and Forestry • National Development Partners Program Coordinating Office • Sierra Leone Meteorological Agency • National Water Resources Management Agency • Sierra Leone Agricultural Research Institute (SLARI) – National Fertilizer Agency • Rokupr Agricultural Research Centre • Njala Agricultural Research Centre – Department of Soil Science • National Seed Quality Control and Certification Agency • Agribusiness, agro-dealers, producer associations operating in domestic and regional agricultural products and inputs trade • National Federation of Farmers of Sierra Leone • Seed Cooperatives/Companies • Sierra Leonean smallholder farmers • World food Program (WFP)
Medium	• Ministry of Local Government and Rural Development • Ministry of Gender and Children's Affairs • Ministry of Works, Housing and Infrastructural Development • Ministry of Finance • Ministry of Economic Dev' • Ministry of Basic and Senior Secondary Education	• Work contractors, suppliers, service providers • District and Local Councils • Farmers' associations and co-operatives • Large-scale farmers • Sierra Leone Chamber for Agribusiness Development • National Disaster Management Authority • Emergency Operations Center	• National Center of Specialization for Mangrove Rice • Permanent Inter-States Committee for Drought Control in the Sahel
Low	• Sierra Leone Association of Commercial Banks • APEX bank	• Office of National Security • Sierra Leone Chamber of Commerce	• Women, youth, and women & youth groups • Persons with disabilities

	• Sierra Leone Import Export Promotion Agency • Sierra Leone Agribusiness Development Fund • National Commission for Social Action (NaCSA)	• Children in schools affected by the feeding program including children with disabilities in schools • Women/youth (women and men) in cash for works program • Elderly heads of households • Residents in remote/inaccessible or vulnerable areas/communities • Households affected by COVID-19

Low **Medium** **High**

LEVEL AFFECTED

3.3 Disadvantages and Vulnerable Groups and Specific Needs

The proposed activities of the project involve land acquisition and construction of meteorological and hydromet stations which can have adverse impacts on communities, on women and can exacerbate the potential risk of SEA/SH in number of ways. An influx of workers can expose the community to risks of sexual exploitation and abuse. The scale of the influx and absorptive capacity of the community are factors to consider. The construction works as well as provisions of training and financial services can expose women and vulnerable groups living in the community and providing services (e.g. traders, sex workers, opportunistic sexual favors, etc.) to risks of SEA/SH. Based on the Bank's GBV Risk Assessment Matrix on construction-related project and the assessment carried out, the Project's SEA/SH risks are assessed as moderate. An overview of country and project context of GBV prevalence is included under **Annex 4**, to understand the potential project induced risks. The social assessment has highlighted the following concerns related to women' vulnerability and potential project induced SEA/SH risks:

- The project involves construction work which may require hiring of skilled labor from outside of the project area. The consequent labor influx will have impact on the local community to accommodate them in peri-urban and urban setting and in the case of Component 1. In any case, the project with major influx of workers will increase the GBV related risks including forced marriage. Despite the risks of being abandoned, which is so frequent a case in contemporary Sierra Leone, such marriages might be seen as the best livelihood strategy for an adolescent girl.
- The construction of meteorological and hydromet stations will also inevitably lead to some mobility of peoples which could also contribute to raising a number of social problems; namely, greater exposure to sexually transmitted diseases due to influx of outsiders such as traders, skilled and unskilled migrant laborers, transport workers, etc. all of which may potentially lead to social tensions among the local communities. The Project's GBV risks Assessment duly anticipates these likely negative impacts which could arise during the project implementation and even after.
- Sierra Leone remains, by and large, a conservative society with strict norms of male-female interactions. Nevertheless, the risks of GBV triggered by labor influx when workers interact with community girls and women in the local communities cannot be ruled out for the project. For example, the project construction will potentially take place in the city which has many pedestrian access that women and girls use for their daily activities and which may increase the risk of GBV and thus, abusive behavior can also occur between project related staffs and those living in and around the project site. Abusive behavior can be seen within the homes of those affected by the project.
- The project is expected to have some land acquisition although much of it is expected to be in urban areas in relation to the constructions of buildings. The construction of meteorological and hydromet stations under Component 1 will potentially involve only minor land acquisition. The project-related land acquisition is thus anticipated to lead to physical displacement (relocation or loss of shelter), economic displacement (loss of land, assets or access to assets, leading to loss of income sources or other means of livelihood), or both. It is also anticipated that there will be an adverse impact on vulnerable communities (e.g. elderly, disabled and female-headed households) as they may lose their lands, houses and livelihoods. The project's RAPs, recognizing the SEA/SH risks, will include specific mitigation measures in this regard consistent with this Plan.
- Under the Additional Financing, children and youth will be targeted by school feeding programs. This activity may expose disadvantaged or disabled child learners to be excluded or discriminated against.

In districts experiencing food crisis, the AF will assist school feeding programs to improve the nutritional health of children from low-income parents. The 2020 Comprehensive Food Security and Vulnerability Analysis identified 34 chiefdoms in the Karene, Kenema, and Bonthe districts as being among the most food insecure, and WFP will procure and give in-kind food assistance to 120,000 students attending public primary schools in those chiefdoms. By providing daily hot meals and ensuring that students receive 30 percent of their daily nutritional requirements during the school day, targeted schools will be able to increase enrollment, retention, and academic achievement.

Disadvantaged and vulnerable individuals and groups are those that may be more severely at risk or impacted due to the implementation of the project activities but may not have a voice to express their concerns or understand the impacts of a project. They are often more susceptible to hardship and less able to adapt than other groups to reconstruct their lives after being adversely affected by the impacts of the project. Vulnerable persons need to be identified during engagements in all phases of the project have their views and suggestions so that they can be well integrated into project activities and schedules. In the context of FSRP2, the following groups may be particularly at risk or considered as disadvantaged and vulnerable: women, especially women engaged in seasonal agricultural work, female-headed households and women farmers who by virtue of limiting social norms and social networks may find it harder to obtain information about the benefits of the project; the youth; households involving persons with a disability; as well as landless households, male and female-heads of households. Table 3.4 below also identifies and assesses the needs of some disadvantaged or vulnerable individuals or groups to help determine suitable engagement strategies.

Table 3.4 Categorisation of vulnerable groups

Stakeholder (individual/group)	Key Characteristics	Language needs	Preferred medium of engagement/ notification	Specific measure to mitigate these needs
Women with no skills (school education only). Women engaged in seasonal agriculture. Women with secondary vocational education. Single mothers/Female-headed households.	Time limitation (mostly occupied with household duties); Women may have limitations about the time of day or location for public consultation; they may need childcare for meetings or other additional support and resources to enable them to participate in consultations. Consultation times will have to align with the needs of women; and Women comprise the overwhelming majority of the casual and temporary workers in agriculture. Women are often employed in lower-skill positions; they also face additional obstacles to	Local language as appropriate	Verbal, community announcement, focused group meetings, etc.	Close by meeting locations within project communities (such as marketplace, churches/mosque, etc.); the meeting not held on market days or evenings Use of gender-sensitive/ appropriate language. meeting held in the local language; specific meetings held for women alone etc. Measures from SEA/SH Action Plan including Codes of Conduct training of workers, sensitization of communities, implementation of GM adapted to SEA/SH complaints, and ensuring modifications to work

Stakeholder (individual/group)	Key Characteristics	Language needs	Preferred medium of engagement/ notification	Specific measure to mitigate these needs
	acquiring permanent jobs due to childcare and family obligations. Working on a temporary or casual basis with no formal contractual relationships entails less job security and less socially-protected relationships. Wage discrimination may also occur, for example, by using commonly accepted norms for wages for men and women that are not related to actual productivity. Women are more vulnerable to Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH) at the workplace that can also affect their job security, productivity, health, and well-being. In addition to mitigation measures needed to be included in the project LMP and ESMF, the project will raise awareness of labor standards, equity and non-discrimination requirements, SEA/SH risks and mitigation measures. These will also be included in project information materials, consultations and campaigns.			sites to ensure safety, security, and privacy of women
Youth and youth groups	62.5 percent of the Sierra Leonean population are under 25 years old[13] and are not economically active, and those in the rural areas consequently face increasing hardship.	Local language and English as appropriate	Focused group meetings	Address special needs to help tackle employment
Community members with disabilities	Persons with disabilities are vulnerable to loss of employment opportunities in agriculture. As a result, vulnerability to poverty can increase.	Opportunities for expression as a form of motivation to speak	Verbal, community announcement	Accessible venues for stakeholder consultations, training venues, sign language translators/ interpreters, large prints/braille formats, etc.

[13] Statistics Sierra Leone (2017) 2015 Population and Housing Census, Thematic Report on Children, Adolescents and Youth

Stakeholder (individual/group)	Key Characteristics	Language needs	Preferred medium of engagement/ notification	Specific measure to mitigate these needs
Those with elderly heads of households	Physically weak and less mobile Visually disadvantaged (low vision)	Appropriate local language More explanations and examples Slower presentations at meetings	Verbal, community announcement, focused group meetings etc	Accessible venues translators/interpreters
Female Heads of Households	Time limitation (mostly occupied with household duties) Limited voice	Opportunities for expression as a form motivation to speak	Focused group meetings	Meetings in close by locations Acceptable convenient time
Landless households or households in remote/inaccessible or vulnerable areas/communities	Poor and landless households and households who live in remote communities or far away from municipal centers may have less information about the project, including benefits such as employment opportunities.	Preferred language	Focused group meetings	Address special needs to support them to improve their livelihoods and would therefore be important in the consultation and engagement process
Women and youth in cash for work program	Household activities of women and other livelihood activities of youths may hinder commitment to deliver allotted task	Opportunities for expression as a form motivation to speak and be heard	Focus group meetings	Community and Stakeholder Engagement and Sensitization with GBV experts on SGBV with service provider that has created a well-established referral pathway. The service provider (Rainbow Initiative[14]) will explain the different services it provides and how communities/beneficiaries can access them
Children in schools receiving nutrition support, including children with disabilities	Nutrition for vulnerable groups is deteriorating, causing acute undernutrition that results in stunted growth of death in some cases. In low-income or poor households, transactional sex, child labor and exploitation can be used to	Local language as appropriate	Guidance Counselling services in schools (e.g., provided by social workers) will strengthen confidence of children to be	Support on nutritional needs (including) School feeding, free-compulsory primary education, Health Care and other social support services.

[14] Rainbo – Rainbo initiative - Rainbo Initiative is a national NGO that aims to reduce Sexual Gender-Based Violence (SGBV) in Sierra Leone. It is the most established NGO in this field in Sierra Leone and employs 54 staff. To date, the NGO has helped more than 30,000 women and girls in the country who have suffered from SGBV.

Stakeholder (individual/group)	Key Characteristics	Language needs	Preferred medium of engagement/ notification	Specific measure to mitigate these needs
	access and conserve already scarce resources.		able to speak out and inform parents, teachers or counsellors about abuse.	

4. STAKEHOLDER ENGAGEMENT PROGRAM

4.1 Proposed strategy for consultations

As indicated in Chapter 1, this SEP is designed to establish an effective platform for productive interaction with the potentially affected parties and others interested in the implementation of FSRP2. Meaningful stakeholder engagement throughout the project cycle is an essential aspect of good project management and provides opportunities for FSRP2 to:

- Solicit feedback to inform project design, implementation, monitoring and evaluation
- Clarify project objectives, scope and manage expectations
- Assess and mitigate project environmental and social risks
- Enhance Project outcomes and benefits
- Build collaboration
- Disseminate project information/ materials
- Address project grievances

The project and sub-project will apply a number of strategies for communication to achieve a broader objective of the Stakeholder Engagement Plan. The project and the sub-projects will implement various consultation methods outlined in Table 4.1 to ensure inclusive and effective engagement with all stakeholders, including PAPs and marginalized groups. During the current planning phase, the relevant E&S team member or E&S focal person will visit project communities. They will be deployed in field offices and will undertake consultation activities with stakeholders most affected by the project-related activities. The stakeholder consultation methods will be adapted to different groups and the themes addressed. For example, in all communication strategies described in this document, issues relating to the impact of project activities on girls and women and on the risks of SEA/SH will occur in a safe and secure context where women and girls feel comfortable receiving and responding to this information. Girls and women will also be briefed on the contents of the code of conduct and consulted on the safe and accessible means by which survivors of SEA/SH can report misconduct by project staff, they will also be informed of the services available to survivors of SEA/SH in their communities. These consultations will focus on general trends related to SEA/SH risks and the challenges/barriers that community members (especially women and girls) face and should in no case attempt to identify survivors of violence. However, if a person, during or after the consultation meeting, discloses violence of which s/he is a survivor, the facilitator should refer them to the nearest GBV service provider (information on locally available services should be collected beforehand. consultations).

Table 4.1 FSRP2 stakeholder engagement methods

Engagement Technique	Description and use	Audience
Stakeholder meetings		
Focus group meetings	• Facilitate discussion on project's specific issues (e.g., the role of farmer organizations, uptake of services, grievances etc.), that collective merit examination with various stakeholders using Focus Group Meetings. • *Women focused groups (WFG)*: provide a platform to discuss any issues and concerns that the women	Vulnerable groups in project communities, business association (e.g., National Federation of Farmers in Sierra Leone).

Engagement Technique	Description and use	Audience
	(especially female farmers/entrepreneurs) may have regarding the Project development and opportunities to participate in and benefit from the project. Depending on the risks and impacts to beneficiaries, FSRP2 will also deploy WFGs with women in marketplaces, mosques or churches through female led facilitators • Focused group discussions (FGD) with youth and other vulnerable groups (elderly, persons with disabilities etc): discuss project design, risk and opportunities to participate in project benefits.	
 Workshops	• Present project information to a group of stakeholders • Allow the group of stakeholders to provide their views and opinions • Use participatory exercises to facilitate group discussions, brainstorm issues, analyze information, and develop recommendations and strategies • Recording of responses • Analyze information, and develop recommendations and strategies	PCU, MDAs, NGOs, CSOs, business association including FBOs, Service Providers
 Community durbars/public meetings	• Convey general information on the Project, detailed discussions on sub-project activities as planned by the project • Provide regular updates on implementation progress to beneficiary farmers and other key stakeholders regarding information about the project's benefits, grievance procedures, interactive Questions & Answers (Q&A) session with the target stakeholders • Use market and special occasions, such as church & Islamic programmes, to disseminate information about the project	Project beneficiaries (e.g., smallholder farmers, women, youth and households including vulnerable individuals in project communities/districts), CSOs/CBOs/FBOs
 One-on-one interviews	• Solicit views and opinions on project impacts and solutions	Project beneficiaries (e.g., smallholder farmers, women, youth and households including vulnerable individuals in project communities/districts), PCU, MDAs, business associations, research institutions, etc.
Family -School engagement, Community Teachers Association (CTA), formerly known as Parent Teachers Association (PTA)	• Developing parent and school capacity and sensitize parents/school staff to the risk of SEA/SH and putting risk mitigation measures in place. For example, Social Workers will provide additional support to children by giving regular talks at school assemblies and providing open lines of confidential communication to enable the children speak out and raise concerns	Parent and school (e.g. families single parent, school communities teachers etc.
Written/visual communication		

Engagement Technique	Description and use	Audience
Reports	• Provide summary information on project progress; concerns/issues resolved; engagement activities undertaken, and planned activities going forward. • Transform project information into braille and audible formats for persons with visual impairment.	Government officials, NGOs, CSOs, CBOs, FBOs, Development Partners, private sector players/business associations, research institutions, project beneficiaries and other interest groups, including vulnerable individuals
Surveys	• Take information on project's specific that merit collective examination with various groups of stakeholders	Project beneficiaries (e.g., smallholder farmers, women, youth and households including vulnerable individuals in project communities/districts), PCU, MDAs, business associations, research institutions, etc.
Correspondence by phone calls/email/SMS and WhatsApp/ Telegram/ official letters	• Distribute or share project information. • Invite stakeholders to meetings; receipt and provide feedback on enquires, complaints or grievances	Government officials, NGOs, CSOs, CBOs, FBOs, Development Partners, private sector players, beneficiaries (e.g., smallholder farmers, women, youth and households including vulnerable individuals in project communities/districts), PCU, MDAs, business associations, research institutions, etc., CSOs/CBOs/FBOs and other interest groups
Printed media advertisement	• Disseminate and disclose project documents intended for general readers and audience (e.g., ESMF, RPF, ESCP, SEP, etc.) • Advertise project procurement documents	General public
Distribution of printed public materials: Project information leaflets, brochures, fact sheets, briefs etc.	• Convey general information on the project and provide regular updates on progress and challenges	Local, regional and national stakeholders; General public
Media		

Engagement Technique	Description and use	Audience
Mass media tools (Radio/TV adverts, billboards, documentaries)	• Provide announcements of commencement of major project activities, project Grievance Mechanism, and other outreach needs of the project (community and regional/nation radio and television are a good medium to stimulate awareness and prepare stakeholders for larger events or refined communication to take place).	Target districts and project-affected stakeholders and interested media stakeholders
Internet/ Digital Media	• Use of the official websites of partnering and implementing Ministries, Departments and Agencies to promote various information and updates on the overall Project, impact assessment and impact management process, procurement, employment opportunities, as well as on the Project's engagement activities with the public	Project stakeholders and other interested parties that have access to internet resources.
Project or MAF or IAs' Websites	• To provide information on the FSRP2 PAD and other WB instruments, i.e., ESMF, ESCP, SEP, procurement bids, employment opportunities, and general project information	Stakeholders and the general public
Information Centre and Information Boards	• Advance announcements of commencement of major Project activities, project Grievance Mechanism, the advertisement for project beneficiaries and other interest groups	Local communities within the project areas
Social media (Facebook, Twitter, YouTube, Instagram)	Online media will be used to monitor media coverage about FSRP2 activities, identify industry trends and risks and establish what current opinions are about the project. This medium can also push positive messages out or proactively address underlying issues identified through media monitoring.	General public
Other		
Dedicated hotline and shortcode	• Set up a designated telephone line and the short code that the public can use to make complaints and grievances, obtain information, make enquiries, or provide feedback on the project.	Project affected persons and any other stakeholders and interested parties
Project Co-ordination Unit	• Project's designated venue for depositing project-related information that also offers open hours to the stakeholders and other public members, with project staff available to respond to queries or provide clarifications.	All project-affected parties Project interests' parties Other potential stakeholders

4.2 COVID-19 and communicable disease transmission implications and considerations for stakeholder engagements

GoSL has imposed various measures to mitigate the spread of COVID-19, including restrictions on non-essential movement, requirements for social distancing, and prohibitions on social gathering. Other measures have also been recommended by health organizations to limit the spread within countries. These measures impact the ability to undertake stakeholder engagement activities in the manner originally envisaged under FSRP2. Given these measures, some considerations have been provided below to be considered when implementing the plan outlined below.

This SEP represents a "living document" such that it can be revised to reflect changing circumstances and remain relevant and responsive to stakeholder concerns and project needs. Consequently, in the situation where COVID-19 restrictions impose too many constraints in carrying out the engagement plan as envisaged to adequately meet the needs of the stakeholders and the requirements of the project, the SEP will be revised accordingly and will be resubmitted to the WB.

Considerations for adapting engagement activities

- Face-to-face meetings may not always be appropriate, and therefore the project should seek to avoid public gatherings (taking into account GoSL restrictions or advice), including public hearings, workshops and community meetings. The project should consider whether the risk level would justify avoiding public/face-to-face meetings and whether other available channels of communications to reach out to all key stakeholders should be considered (including social media, for example).
- If smaller meetings are permitted/advised, conduct consultations in small-group sessions, such as focus group meetings. The project members should articulate and express their understandings on social behaviour and good hygiene practice, and ensure that any consultations are preceded with procedures for articulate hygiene practices;
- Identify and connect with potential local partners to support stakeholder engagement activities, including NGOs and CSOs supporting particular vulnerable groups. These groups may be able to provide insights into the local context on the ground and current conditions, support in information dissemination; serve as the communication link between project teams and local communities
- The project team may consider engaging with local mobilizers or social influencers to support engagement. These could include trusted local individuals or social influencers, for example, youth social influencers, respected elderly persons, representatives of other notable groups or women's groups. They can facilitate consultations and community engagement when public gatherings are restricted or consultants cannot work safely with community members. An effective engagement approach may be for project teams to convey information to the social influencers through ICT tools, who can then use traditional methods to communicate with local communities.
- Diversify means of communication and rely more on social media and online channels. The project team should determine the project information that needs to be disseminated and assess the available channels for distribution. Where possible and appropriate, create dedicated online platforms and chat groups appropriate for the purpose, based on the type and category of stakeholders. WhatsApp, Telegram and Facebook messenger groups are all used within Sierra Leone and should be considered for communications. ICT channels can also provide a useful feedback mechanism.

- Employ and diversity of traditional channels of communications such TV, newspaper, dedicated phone-lines, mail, and radio which is highly used amongst communities in Sierra Leone, particularly when stakeholders to do not have access to online channels or do not use them frequently. Traditional channels can also be highly effective in conveying relevant information to stakeholders and allow them to provide their feedback and suggestions;
- Avoid large public gatherings (considering national protocols on social distancing), including public hearings, workshops, community meetings, market days, funerals and festivals. If smaller meetings are permitted, FSRP2 will conduct consultations in small-group sessions, such as focus group meetings, considering the prescribed social distances. The project will also explore options of breaking large meetings into focus groups by taking into account recommended social distancing. If large group meetings are not permitted, the project will make reasonable efforts to conduct some meetings through ICT solutions using Google meet, Microsoft teams, Webex, zoom or skype.
- Undertake consultation meetings virtually where feasible, considering the following for those consultations which cannot be postponed, and where all participants have proper ICT access and can be notified in advance regarding timing and format of meetings. Some considerations:
    - Vulnerabilities of participants need to be considered to ensure that vulnerable participants are not disadvantaged by being unable to connect.
    - Where all participants have proper ICT access and can be notified sufficiently in advance, online communication tools should be employed where large meetings and consultations are essential via ICT solutions. In low ICT capacity solutions, audio meetings can also be effective tools for virtual workshops and meetings
    - Where direct consultation and engagement with beneficiaries is required, such for completion of resettlement activity plans, identify direct channels for communication with the affected household via a combination of email messages, text messages, dedicated phone lines
- Each of the proposed channels of engagement should clearly specify how feedback and suggestions can be provided by stakeholders.
- Special attention should be paid to vulnerable groups, as vulnerable groups are likely to be disproportionately impacted by COVID-19 and may have further limitations in accessing information and being engaged. The project should assess how COVID-related impacts might further restrict the ability of vulnerable groups to engage and participate in project consultations. The local community mobilizers noted above can be instrumental in identifying and engaging with these groups.
- The GM proposed for the project should be reviewed and adapted as required to ensure that stakeholders can lodge grievances and can effectively be addressed. Channels for receiving grievances should be reviewed to maximise ways to submit and respond to grievances. Where feasible, ICT-related options such as SMS, email, or other online options should be implemented and communicated.

The following protocols need to be observed in addition to the already announced protocols by GoSL and the WB.

The organizers of workshops, programme or related activity MUST ensure the following <u>BEFORE</u> the meeting takes place:

i. Enforce a mandatory one (1) meter rule (or 3 feet) of social distancing between participants. The number of participants will depend on the type of room to ensure the required spacing is enforced.

ii. Disinfect the premises before the meeting.
iii. Use thermometer guns or thermal scanners for checking the temperature of participants at entry points of all venues as necessary.
iv. Ensure a “No mask, No entry” policy.
v. Provide handwashing facilities with running water and soap and/or approved alcohol-based hand sanitizer.
vi. Provide adequate waste management facilities (bins, cans, bin liners and single-use tissues).
vii. Designate a holding room or area where a person or persons who become(s) sick at the premises/event can be isolated from others while planning for evacuation.
viii. Have adequate toilet facilities for use by members.
ix. Have trained cleaners on standby with the necessary personal protective equipment and cleaning items to clean the facilities regularly and handle waste appropriately.
x. Display approved health promotion materials on COVID-19 at vantage points to remind participants to observe physical distancing protocols, wearing of the masks, regular handwashing, coughing, and sneezing etiquette.
xi. Disallow unwell persons from participating in the meeting.
xii. Advise older persons and people of any age with underlying medical conditions, heart diseases, diabetes, liver disease, and asthma to stay away from the meeting or provide alternative feedback mechanisms (e.g., phone/internet consultations) through which the views of these persons can be recorded and incorporated. and
xiii. Provide separate sitting areas for the aged and for families that are together.

The organizers of the workshop, programme or related activity MUST ensure the following <u>DURING</u> the meeting:

xiv. Manually or digitally register the personal contact details, including names, addresses and phone numbers of all participants (Note: a simple register of participants’ contact details and details of an emergency contact person should be enough).
xv. Spend at least 5 minutes of meeting time to educate participants on COVID-19 safety protocols.
xvi. Sanitize microphones immediately after each use.
xvii. Ensure regular cleaning and disinfection of frequently used communal places (like toilet surfaces) and frequently touched surfaces such as doorknobs/handles, preferably every 1-2 hours depending on the rate of utilization.
xviii. Provide adequate ventilation, i.e., open windows to allow for the maximum circulation of fresh air, if possible, avoid confined air-conditioned rooms.
xix. Discourage sharing of items such as pens, pencils, erasers, markers, staplers, phones, notepads, laptops, etc.
xx. Pre-package refreshment/food (if being provided) which would be picked up by participants at the point of exit upon departure.
xxi. Follow established evacuation procedures to enable evacuation if a participant becomes sick during the event and must be evacuated. and
xxii. Call emergency lines for support to enable evacuation if anyone develops fever, cough, and difficulty in breathing during the programme

B. Evacuation Procedures (Actions to be undertaken when dealing with a sick person)

1. Obtain the person's details (name/organization/contact person/immediate family member details including a phone number).

2. Inform the sick person that they will be separated/ isolated due to symptoms.
3. Minimize contact between the sick person and all other persons and direct to the designated holding room.
4. The sick person must always wear a facemask and observe physical distancing at all times
5. Organizers must call emergency lines or link up with local district health authorities for immediate evacuation or medical help.

4.3 Proposed strategy for information disclosure

As described above, there are currently 5 components of the FSRP2. During implementation, the project will structure direct participation of key stakeholders to produce concrete, practical opportunities for dialogue. Some dialogue and consultation mechanisms already exist (NDPPCO currently anchored within the line MAF management and fiduciary structures) that allow selected stakeholders to participate in the design, implementation and monitoring of FSRP2. The project will add unto the existing SCADeP platforms to engage with stakeholders. In areas of the project where no consultation process has been put in place, it is proposed that the PCU will lead the process to consult with stakeholders.

Timing and advanced planning of engagement is one key element that ensures that consultations are relevant, information is readily accessible to the affected public, and that facilitates informed participation. It is envisaged that the rollout of stakeholder engagement will align to the project cycle, i.e., preparation and design phase, implementation phase, monitoring phase, completion and evaluation phase. FSRP2 will provide information in a language that different groups of stakeholders can easily understand. The consultations will be meaningful such that it will allow stakeholders the opportunity to express their views on project risks, impacts and mitigation measures while allowing the project team to consider and respond to them. All consultation activities will be documented and lessons from previous activities will inform subsequent activities.

a) Where direct engagement with stakeholders or beneficiaries is necessary, the Project will identify channels for direct communication with such stakeholders via a context specific combination of email messages, mail, online platforms, dedicated phone lines with knowledgeable operators.
b) Each of the proposed channels of engagement will clearly specify how feedback and suggestions can be provided by stakeholders.

Given that the various phases of project implementation do not necessarily occur in a linear way, stakeholder engagement on FSRP2 will follow the standard project management cycle, which is: (i) Preparation and Design Phase; (ii) Implementation Phase; (iii) Monitoring Phase; and (iv) Completion and Evaluation Phase. The strategy for information disclosure is presented in Table 4.2 above.

Table 4.2 FSRP2 strategy for information disclosure

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
Preparation or appraisal stage	Components and institutional arrangements and other relevant measures for enhancing FSRP2	Invite stakeholders to meetings and follow-up Soliciting stakeholder input into the project design organisations/agencies, Dissemination of information to mass audiences through formal and informal meetings; specialized agencies dealing with vulnerable groups; radio and television with sign language interpretation; print and electronic media	Project beneficiaries/IAs/ Development partners/International communities/Project Affected Persons (PAP)	Agreeing on the proper categorization of the proposed project. Once the project category is nationally determined, there should be an agreement among all parties on the process for obtaining objections from WB. Agreeing on project implementation schedule and timelines. Agreeing on the required processes and way forward	PCU & IAs
		Dissemination of project information sheets such as FAQs and fact sheets, community radio programmes, use of social media, group meeting, Focus group discussions, particularly with women, youth and vulnerable groups, One-to-one meetings if necessary	Stakeholder of all levels, including Project Affected Parties (PAPs), concerned government agencies at local, districts and central levels, and local municipalities	Dissemination of Project details, including possible impacts and mitigation measures, E&S policy and principles of the FSRP2, policy and principles of fixing compensation for impacted land and other assets for the development/construction of meteorological and hydromet stations, Information Disclosure and Grievance Mechanism	PCU with E&S Team including Environmental Safeguard Specialist and GBV Specialist

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
	Disclose relevant project information to stakeholders and solicit their inputs/feedback into the updated ESMF, ESCP, RPF, ESMP, SEP, LMP, IPMP, CERC-ESMF addendum, sub-projects and other plans	Local consultative meetings with PAPs, FGDs particularly with women and marginalized communities, Group meeting, Project Information factsheets and documents, FAQs, community radio, Mass/Social Media such as Facebook, project website and hotline	PAPs, interested stakeholders of all levels - District, Provincial and central governments, research institutions and NGOs.	Present the final ESMF, Environmental and Social Management Plans (ESMP), draft environmental and social commitment plan (ESCP) and related plans for comments and feedback	Project team and E&S team of the project
		Face-to-face meetings, Training/workshops Invitations to public/community meetings	All interested stakeholders of all level, from local to national	Project information - scope and rationale and E&S principles Training on ESA and other sub-management plans	Project team and E&S team of the project
		Consultative meetings with identified stakeholders of all levels, including PAPs representatives of concerned government agencies and local municipalities	All the stakeholders, including PAPs, local, district, provincial and national stakeholders.	Project alternatives, the scope of the potential impacts and mitigation measures and benefit-sharing Co-ordination activities for development and implementation of management plans	Project team, E&S team of the project and E&S focal person
		Separate consultative meetings with identified stakeholders, PAPs and also joint public/community	Representatives of affected communities, government entities & local municipalities, IAs	Project scope, rationale and E&S principles, mode of selecting beneficiary communities, benefits, impacts Land acquisition, if required	PCS, E&S team of the project and E&S focal person from IAs

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
		meetings, Meeting with the representatives of concerned government agencies and local municipalities	Chief District Officer, Compensation Fixation Committee, Ministry of Works, Housing and Infrastructural Development, MAF, other government departments involved in land acquisition All Directly and indirectly affected PAPs.	Compensation rates of impacted assets, if required Resettlement assistance and livelihood restoration options, if required Grievance mechanism process	
	Presenting project information to solicit interest from project beneficiaries, including as part of identifying last-mile infrastructure investments	All affected parties and interested groups included farmer groups, farmer associations agri-startups	Face-to-face meetings, Training/workshops Invitations to public/community meetings Specific focus group discussions will be held with women, in particular rural female entrepreneurs, as well as with youths, and other groups, to ensure their participation.	Present details to potential project beneficiaries to inform and solicit interest from, e.g., rural entrepreneurs, farmer groups etc., and to inform other interested stakeholders	PCU
Implementation and supervision stage	Provide regular updates on implementation activities to PAPs and other stakeholders,	Project information campaign, Project Information Sheets, such as brochures, factsheets, notices, and social media such as Facebook,	All stakeholders, including PAPs, local municipalities, concerned government agencies	Regularly update on construction activities, including key milestones, key changes in the Project design, and monitoring results from the ESCP and ESMPs, Health and safety impacts	PCU, E&S team of the project and IAs

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
	Implement and monitor the implementation of ESMP Handling of complaints in a prompt and effective manner	feedbacks from stakeholders Community meetings and FGDs Monitoring and Community Perception Surveys Project Facebook and website Radio and newspaper GM		Update on resettlement and livelihood rehabilitation, benefit-sharing, and community development initiatives Ensure effective functioning of the GM	
		Community meetings PIC, Project Information Sheets, such as brochures, factsheets, notices and social media such as Facebook, feedbacks from stakeholders Project Facebook and website Radio and newspaper	All stakeholders, including PAPs, local municipalities, concerned government agencies	Disclose and consult on Construction Contractor activities, hiring preferences, job and business opportunities and skill training opportunities, among others. Undertake community Health and safety awareness programme	PCU, E&S team of the project and IAs
		Official meeting with concerned government officials, Group meeting, briefings and presentations	District level government agencies, Local and central governments agencies	Meetings and discussions with key government departments for construction permits and licenses and provide a construction progress update	Concerned ministry and government agencies, project team and E&S team of the project

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
	Presenting project information to provide updates to beneficiaries and other affected parties and interested stakeholders	Face-to-face meetings, Training/workshops Invitations to public/community meetings Specific focus group discussions will be held with female farmers, as well as with youths, and other groups, to ensure their participation.	All affected parties and interested groups included farmer groups, business/farmer associations	Present updates on project progress to project beneficiaries and including those affected groups and interested groups etc.	PCU
Operation Phase	Maintain constructive relationships with stakeholders and maintain awareness of environmental and safety practices in the local communities	Community meetings, social media such as Facebook, feedbacks from stakeholders Project Facebook and website Community radio	Project Affected Parties, local municipalities, concerned district level government agencies	Regular engagement with stakeholders to maintain good relationships and provide an update on the Project progress Manage community issues and monitor community attitudes Ensure functioning of the GM	PCU and E&S team of the project, IAs
		Brochures, pamphlets, and regular environmental and safety updates, emergency response conversations with PAPs and other relevant stakeholders	PAPs and all other stakeholders	Environmental and safety awareness program Emergency preparedness and response	PCU and E&S team of the project, IAs
		Community meetings PIC, social media such as	PAPs	Regular engagement with stakeholders to maintain good	Project team and E&S team

Project stage	List of information to be disclosed	Method proposed	Target Stakeholders (Recipient of information)	Topic of consultation	Responsibility
		Facebook, feedbacks from stakeholders Project Facebook and website Community radio	District, Provincial and National government departments Other Interested Stakeholders	relationships and provide an update on the project progress.	of the project, IAs
Completion Phase	Project Completion Report	Institutional completion reports	All Stakeholders	Project results	PCU

5. RESOURCES AND RESPONSIBILITIES FOR IMPLEMENTING SEP ACTIVITIES

5.1 Planning phase

The organisational chart that depicts the roles and responsibilities for the implementation of SEP at the Planning Phase is provided in **Figure 5.1**.

Figure 5.1: Organisational structure during the planning phase

MAF's NDPPCO has the overall responsibility for oversight of the development and execution of the SEP (see the organisational arrangements of FSRP2 in **Annex 1**. The roles and responsibilities of the planning phase stakeholder engagement team are summarised in **Table 5.1.**

Table 5.1: Roles and responsibilities for planning phase

Planning Phase Team Member	Responsibilities
FSRP2 Project Co-ordinator	• Has the overall responsibility for oversight of development and execution of the SEP • Responsible for approving the SEP, including the annual budget required for implementation.
Environmental and Social Safeguards specialists (PCU based)	• Manage interactions with key national-level stakeholders such as MDAs, media and critical CSOs/NGOs, and policymakers, among others. • Provide resolutions of all grievances related to the Project according to the Grievance Mechanism • Prepare a six-monthly SEP Implementation Report of FSRP2 and submit it to the Project Coordinator • Monitor the quality of stakeholder engagement.

Technical Experts **(IAs based)**	• Lead in the implementation and monitoring of the SEP • Interface between MAF/NDPPCO and the Project stakeholders • Lead to organize stakeholder engagement activities in the areas of IA outlined in the SEP • Prepare a six-monthly SEP implementation report of the economic corridor and submit it to PCU • Coordinate the resolution of grievances with Communication Officer/Grievance Manager in IA • Monitoring and reporting on the SEP, including updates, as required, to the stakeholder mapping results • Execute and complete E&S disclosures • Adjust the SEP to accommodate any changes. • Undertaking at least one visit to the affected communities a month, the directly and indirectly affected population • Being the point of contact for any grievances for the PAPs • Coordinate the E&S focal person activities • Help organize community level meetings for IA • Maintain proper documentation of stakeholder engagement activities and results, as well as grievances in the Stakeholder Engagement Management System.
E&S focal person, **MAF (District Offices)**	• Coordinate with concerned officials of Local and District Councils • Receive and acknowledge all sort of project-related grievances and maintain a proper log of the grievance • Implement sub-project Public Information Centers in the project area • Hold FGDs in local PAPs to explain printed disclosure materials for people who are not literate or problem in reading/understanding local languages • Maintaining the Project Information Centre • Maintain a log of stakeholder meetings • Communicate urgent issues and grievances to the E&S lead in a timely manner
World Food Program (WFP)	• WFP and NaCSA will have direct engagement with community members for cash transfers, cash for work and where applicable children in the area of school feeding.

5.2 Implementation and operation phases

At the beginning of the operational phase, the Environmental and Social Safeguards specialists will still take oversight of the implementation of the SEP on behalf of the MAF's NDPPCO. This organisational structure (**Figure 5.2**) will be reviewed periodically to ensure the effectiveness of SEP implementation.

The roles and responsibilities of the stakeholder consultation team during the future phases of the project are presented in **Table 5.2**.

Table 5.2 Roles and responsibilities for implementation and operation

Future Phases Stakeholder Engagement Team Member	Responsibilities
FSRP2 Project Coordinator	• Responsible for approving the SEP, including the annual budget required for implementation.

Future Phases Stakeholder Engagement Team Member	Responsibilities
Environmental and Social ESF Specialists and GBV Specialist (PCU based)	• Responsible for the overall implementation of the SEP and to ensure that grievances are resolved in a timely manner • Coordinate the SEP engagement activities and various frameworks/plans such as IPPF and RPF, including adjusting the SEP to accommodate any changes. • Accommodate the grievance mechanism
Technical Experts **(IAs based)**	• Support the Senior Safeguard Specialist in the implementation of the SEP • Coordinating the E&S focal person s activities on the ground, including regular training and briefings • Hold weekly meetings with E&S focal person to examine the stakeholder engagement/feedback and grievance register records undertaken by the E&S focal person • Provide a weekly summary of feedback and grievances to the Communications and Stakeholder Engagement Lead and Social Team Lead
E&S focal person **MAF (District Offices)**	• Implement Project Information Mobile Libraries in the PAP area • Receive training once a month on general Project information, engagement skills and techniques, various specialist topics centered on Project key risks and how the Project team plans to manage them • Hold small group meetings to explain printed disclosure materials for people who are not literate or problem in reading/understanding local languages • Receive stakeholder feedback and grievances, and each will maintain a log of meetings held by them • Communicate urgent issues and grievances to the team coordinator in a timely manner

5.3 Roles and responsibility of key different stakeholders

The Roles and Responsibility of Key different stakeholders are shown in the table below.

Table 5.3: The roles and responsibility of key different stakeholders

Key Agencies	Responsibilities
NDPPCO	• Planning budgeting and Implementation of the SEP throughout project lifecycle • Guiding stakeholder engagement activities for the success of project. • Management of grievances and its resolution as mentioned in ESMF • Coordination and monitored to the consultants and contractors on SEP activities, • Documentation of the environmental and social performance SEP implementation • Monitoring and Evaluation of the feedback of SEP
Station Construction Supervision Consultation	• Facilitate the SEP activities for the implementation. • Supervision and monitoring of Contractor's activities during construction phase.; • Coordination and Management of engagement meetings of stakeholders during the construction phase. • Facilitate to lodge overall project level grievances.
Contractors	• Implementation of given activities as per stakeholder engagement plan.

	• inform and share the project any issues related to their engagement with stakeholders. • Updates the activities of SEP in every monthly meeting.

5.4 Estimated budget

A tentative budget for implementing activities related to the SEP over the period of five years (2021 - 2025) that covers the planning and preparation, and project implementation phases is provided in the table given below. NDPPCO/MAF will review this plan every six months to determine if any changes to stakeholder classification or engagement are required. If required, the plan will be updated, and a new revised SEP will be prepared and disseminated. The budget items and budget will also be revised accordingly.

Table 5.4 FSRP2 stakeholder engagement plan budget (2021 - 2025)

Item	Quantity	Unit Cost (US$)	Total Cost (US$)	Remarks
Periodic stakeholder consultations	20	2000	40,000	On average once a quarter for 5 years
Travel expense	60	4,000	240,000	On average once a month for 5 years
Logistic expense	-	-	25,000	Lump-sum (around 5,000 US$ per year for five years)
Exposure visits	5	12,000	60,000	Once a year for 5 years
Training and orientations for staff - Communications	5	12,000	60,000	Once a year for 5 years
Training and orientations for staff GM and Grievance committee members	5	8,000	40,000	Once a year for 5 years
Stakeholder Engagement Management System (Operations, collecting and processing a grievance, and maintaining database)	-	-	32,000	The PCU and 7 IAs will be responsible for this task. Lump-sum (around 10,000 US$ per year for five years)
Capacity building training, community sensitization, family-schools engagement and quarterly awareness raising on SEA/SH/VAC	-	-	90,000	PCU, service provider, and implementing partners responsible for this activity Lump-sum (around $18,000 per year for five year).
Project Information and GM Centres (Establishment and operations)	-	-	100,000	One for each of the 10 districts
Communication and GM Materials (FAQs)	-	-	40,000	Lump-sum (around 2,000 US$ per year for five years)
Project website (Development and operations)	-	-	20,000	Lump-sum (around 2,000 US$ per year for five years)
Monitoring and Evaluation, including half-yearly SEP implementation report	10	4,000	40,000	Twice yearly for five years
Total			**787,000**	

6. Grievance Management

This section details the grievance mechanism that will be used to identify, track, and manage grievances raised by PAPs and other project stakeholders. FSRP2 will scale the grievance mechanism to risks and adverse impacts of the project and is committed to addressing concerns promptly and using a transparent process that is culturally appropriate and readily accessible to all segments of the affected communities. The project will also make sure that grievance mechanism will be provided at no cost to communities and without retribution and that the project level grievance mechanism will not impede access to judicial and administrative remedies.

The specific nature of Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH) requires appropriate measures for the reporting, documentation, and safe, confidential and ethical handling of such allegations through complaints mechanisms. The mandate of a complaints mechanism for sensitive to SEA/SH incidents is to: (1) allow multiple entry points confirmed as safe, safe and accessible by women during consultations; (2) allow links between the survivor and providers of GBV services, including a link to the national legal system (only with the informed consent of the concerned), (3) allow a dedicated team to determine the likelihood that '' an allegation is linked to the project using confidential and survivor-centered procedures. Specific procedures for SEA/SH complaints will be developed and annexed to the project's GM document. These procedures will place particular emphasis on the guiding principles of privacy and security of online survivors with a survivor-centered approach to adequately respond to allegations.

Specific measures will be put in place to ensure that children, who will be targeted under the AF through school feeding programs will also have access to the GM. This will be done by developing parent and school capacity to sensitize parents and school staff to SEA/SH risks and measures that are put in place to minimize these risks. To enhance students' access to the GM, trained and qualified Guidance Counsellors and Social Workers will provide additional support to children by giving regular talks at school assemblies and providing open lines of confidential communication to enable the children speak out, raise concerns or make reports. Trusted Guidance Counsellors will either support students to file complaints themselves or act as intermediaries passing children's grievances to the GM which will investigate and take necessary actions on the recommended decisions.

In addition, in raising the awareness of communities and workers, the links between the GM and the standard codes of conduct of the project must be strengthened. All workers should understand the links between the grievance mechanism and the code of conduct, or their roles, responsibilities and prohibited behaviours (such as SEA/SH) will be detailed in the code of conduct with penalties for misconduct.

6.1 Objectives

The main objectives of the grievance mechanism to be implemented by FSRP2 coordination unit are as follows:

- Implement grievance management procedures that are easy to comprehend, culturally appropriate, and readily available and accessible to all PAPs.
- address grievances promptly and effectively, in a transparent manner resulting in the outcomes that are seen as fair, effective, and lasting.
- build trust as an integral component of the project community relations activities.
- provide effective monitoring and reporting of grievances using modern means of communication and information technology.

- enable systematic identification of emerging issues, facilitating correcting actions and pre-emptive engagement.

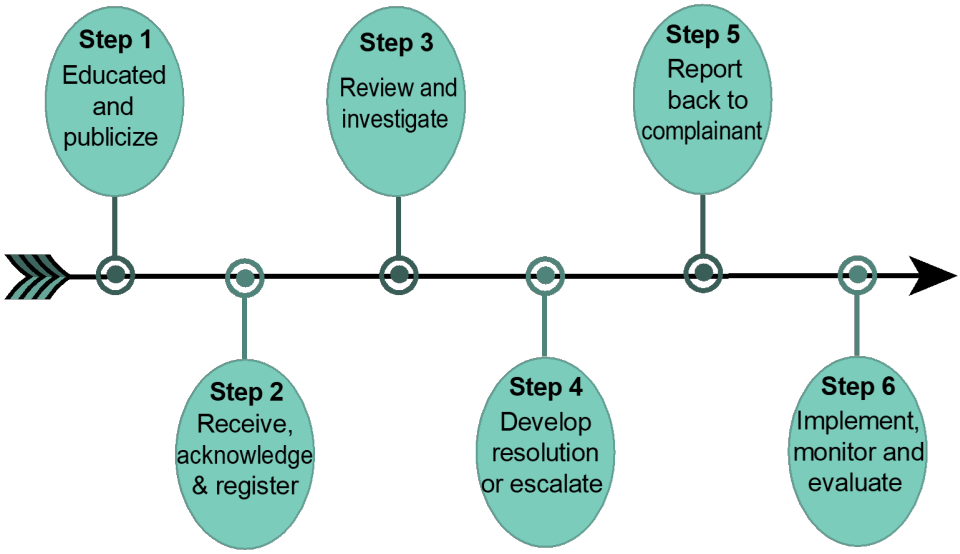
6.2 Grievance procedure (for non-SEA/SH grievances)

FSRP2 team will develop a written grievance procedure in consultation with project impacted communities and other parties. It will incorporate the following steps.

1. **Publicize and educate stakeholders:** The project acknowledges that all stakeholders, including the PAPs, need to be educated about the availability of the GM system to enable them to use the system whenever they need it. So, the project, during community engagement processes, will inform and educate the local stakeholders about the system, including various means available to lodge a grievance. The project will also make sure of the availability of grievance forms in all subproject offices, and E&S focal person will be trained to properly handle grievances coming from the stakeholders.

2. **Receive, register and acknowledge the grievance**: The GM system registers any grievances that come through verbally, filling up the GM form, by phone, project website or by sending an email. All the registered grievances will have a unique registration number, and the number be shared with the complainant so as to make it easy to track the status and developments related to the grievance. Grievances can be registered anonymously. A group can also register a grievance. Local project staff and E&S focal person will be trained to handle subproject-related grievance methodically.

Figure 6.1 Grievance procedures for FSRP2



3. **Review and investigate the grievance**: The project will put a functioning procedure for dealing with different types of grievances that includes categorization of registered grievances, response methods depending upon the levels of grievance, and response time.

4. **Develop resolution or escalate the grievance**: The project will develop escalation routes for a registered grievance that would enable to escalate to a higher-level if the complainant remains unsatisfied with the earlier outcome of the earlier level.

5. **Report back on the grievance:** The project will put in place a functioning procedure that will report back to the complainant about the status or outcome of their grievance within an agreed time frame.

6. **Implement, monitor, and evaluate**: Once a resolution is agreed upon, the project will put an effective system to take the agreed action into implementation. The E&S focal person will be made responsible for monitoring and reporting the implementation of grievance resolution.

Box 1: Grievance Resolution System designed for FSRP2 (accounting for the AF)

Level 1: This is the initial stage for all the grievances that come into the FSRP2 GM system. Once the grievance is registered at the subproject level, it would automatically come into level 1 of the GM system. At this level, the complaint will be assessed by E&S focal person and other team members to find a resolution of the complaint. The team may also consult with the complainant to further understand the nature of the grievance and find an amicable resolution. Once the grievance is solved, the E&S team of the project will officially report back to the complainant and will take immediate corrective actions.

Level 2: This level 2 is for complainants who decline to accept the resolution made by the level 1 GM system or if level 1 of the GM system remains unable to provide any resolution to the grievance within 14 working days after the date of registration. Once the complainant officially appeals to the project about his/her refusal to the proposed resolution, the system will automatically escalate the grievance to level 2, where IAs led by the focal person will handle the grievance can invite the complainant to further understand the nature of the grievance and find an amicable a resolution. If the grievance is solved at this level, the E&S team of the project will officially report back to the complainant and will take immediate corrective actions.

Level 3: If the complainants are not satisfied with the resolution proposed by Level 2, they can appeal to the Safeguard Office at PCU. The complainants can be invited for consultations.

To ensure a fully functioning GM system, the sub-project level of FSRP2, as per the provision of setting up a multitier Grievance Mechanism system in the ESMF, will set up GM system at the planning stage. The three-tier GM system has been envisaged because each IAs, which will be established at the provincial level, will have multiple subprojects scattered within the province. The entire GM system will closely work with the grievance unit established at MAF. So, it expected that the establishment of GM system at the subproject level would provide an accessible way to lodge complaints on sub-project level activities if they have any and will consist of as:

- **Subproject Level Grievance Committee:** The committee (Level 1) will be formed at the sub-project level and will consist of E&S focal person and technical staff. The head of the sub-project will lead the committee.
- **IA level Grievance Committee:** The committee (Level 2) will be led by the focal persons of IAs and consist of Social and Environment Specialists or the head of the concerned sub-project. The committee can discuss with the complainant and invite representatives of affected individuals and community representatives (especially women and youth) for broader consultations.
- **PCU level Grievance Committee:** The committee (Level 3) will be headed by PC, and then it will function in close coordination with the grievance unit established at PCU.

6.2.2 Grievance Resolution Procedure

Information about the GM will be publicized as part of the initial programme consultations and disclosure in all the participating agencies. Brochures will be distributed during consultations and public meetings, and posters will be displayed in public places such as in government offices, project implementation unit offices, notice boards available to strategic stakeholders, etc. Information about the GM will also be posted online on the FSRP2/MAF website. The overall grievance resolution framework will include six steps described below. The six steps demonstrate a typical grievances resolution process.

Step 1: Reception and Registration

A formal grievance can be lodged with Grievance Resolution Committees at the local levels or at PCU offices in Freetown or any district office of the IAs with trained, dedicated staff to receive complaints about resolution. Grievances may be lodged by a variety of different means, including direct reporting in person to the project office/district office of the IA; at suggestion boxes; by posting in suggestions, by phone calls to IAs, WhatsApp, by mail or on the web. Due to the outbreak of COVID-19, a toll-free number/dedicated phone number will be promoted through posters for lodging formal complaints or grievances. Stakeholders will be required to report instances of gender-based discrimination, sexual harassment, and sexual violence either directly or through email or phone calls. The PCUs will accept any complaint submitted anonymously and any complaint from individuals who initially identify but request anonymity during the investigation and adjudication process. Although it is inherently difficult to investigate anonymous complaints, investigations of such complaints will be as thorough as practicable and appropriate to the allegations. All Project staff will be trained to pass all submissions that could be considered to form a grievance directly to the Environmental and Safeguard Specialist/ IA focal officers as soon as possible after they are received. The complaints will be recorded on the complaint form in case the complainant did not fill the form (see Annex 2).

Details of the person lodging the grievance and information regarding the grievance will be recorded in the register (see **Annex 3**). All grievances will be recorded by the Environmental and Social Safeguard Specialist, who will ensure the grievance is captured in a centralised electronic Grievance Database where the status of the grievance captured will be linked to all the IAs or various levels of Grievance Mechanism. Community and village leaders and government departments will also be advised to pass any complaints they receive to local offices of the IAs from where they will be forwarded to the PCUs.

The Environmental and Social Safeguards Specialist will record each grievance on a standard Grievance Form and ensure that the name of the village, the date recorded, the name of the complainant, and the person who received the grievance are noted. The complainant will be required to complete a grievance form with the assistance of the Environmental and Social Safeguard Specialist, who will record the grievance in a grievance log according to the category of grievances (for example, unfair employment process being followed, loss of livelihood or communication and information not transparent). A grievance can also be lodged by sending a grievance form or written complaint directly to FSRP2's Project Coordinator. All grievances will be logged in a grievance log file.

All incoming inquiries and grievances will be reflected in a dedicated grievance register (see Appendix B) and assigned an individual reference number. The grievance register will also be used to track the status of an inquiry/grievance, analyse the frequency of complaints arising, their geographic distribution, typical sources and causes of complaints, and identify prevailing topics and any recurrent trends. The grievance register will contain the following information:

Grievance Register
1. a unique reference number;
2. date of incoming grievance;
3. location where the grievance was received/submitted and in what form;
4. complainant's name and contact details (in case of non-anonymous inquiries and grievances); contents;
5. identification of parties responsible for addressing and resolution of the issue;

Step 2 Screening, Prioritization and Assignment

Complaints received by the project will be handled as is reasonably practicable, depending on the nature and complexity of the grievance. To expedite the screening process, all incoming grievances will be lodged into the central database, according to their nature based on the following categories:

A0: Request for information not directly related to the Project
A1: Questions/Doubts
A2: Requests/Petitions
A3: Complaints

Following this preliminary assessment, the grievance will be directed to the respective PCU for resolution. The respective PCU will report back on the grievance. Grievances will be prioritized according to their severity and complexity level. The following table shows the priority levels that will be applied:

Table 6.2 Grievance priority classification

Priority Level	Description	Example
High	Concern, claim or grievance involving stakeholders of high priority, and: • Reports a breach of human rights • Relates to a legal non-compliance • Pose a short-term risk to the project continuity	• Group complaints; Issues involving third parties (e.g., social, environmental impacts)
Medium	Concern, claim, or grievance from stakeholders (individual or as a group) could impact the project's reputation or compromise its development in the medium term.	• Individual complaints. • Issues involving other departments within MAF
Low	Concern, claim or grievance regarding lack of information or unclear information provided.	• Lack of information

Step 3: Examination

As part of the "admissibility verification," an examination of the grievances shall be undertaken to verify the validity of the complaint, determine its causes and develop corrective actions to minimize or avoid recurrence of the causes. A file and registration number are then assigned, giving treatment within a period no longer than 30 days. The resolution process should be performed within 10 working days after having finalized the examination process for high priority grievance, 14 working days for medium priority and 28 days for low priority. In that period, the corresponding response must be raised, whether the complaint is justified or not, and leave a record of what has been expressed. The timeframe will be communicated to the complainant in written form if needed. The approach definition depends on the priority level of the issue raised. The actions and accountability of managing every grievance will be different.

Table 6.3 Grievance actions

Step	Action	Resolution Time
1	Receive and register the grievance	within 5 Days
2	Acknowledge, assess grievance and assign responsibility	within 7 Days

3	Development of response	within 14 Days
4	Implementation of response if an agreement is reached	within 1 Month
6	Initiate a grievance review process if no agreement is reached at the first instance	within 1 Month
7	Implement review recommendation and close grievance	within 2 Months
8	Grievance taken to court by the complainant	-

6.3 SEA/SH Grievance Mechanism

- Complaints about gender-based violence or sexual exploitation and abuse, sexual harassment will be treated with the strictest confidentiality, and according to special protocols to ensure protection and assistance to complainants.
- Children's complaints will be received through guidance counsellors, social workers or toll-free lines. Once received, the identity and particulars of affected children will be concealed and protected. Dedicated social workers/social protection officers will be assigned to obtain details and particulars of the complaints, whilst victims remain protected and continue to receive counselling and other psychological supports.
- Complaints will be treated confidentially. The main channels for filing complaints will be identified by women during their specific consultations.
- Reports from the Project's complaint management mechanism will only indicate that a complaint has been made about gender-based violence and that it has been resolved or referred to GBV services.
- Complaint mechanisms should not attempt to determine who the real survivors are. When complainants come forward, they should be able to talk to someone trained in basic non-judgmental empathic listening skills. Complainants will then be referred to service providers (e.g., medical, psychosocial, legal/security, livelihoods and other support) who can assist them. Grievance mechanisms can then refer cases (but only if survivors have given their consent) to law enforcement agencies to investigate and substantiate who the alleged perpetrators might be. The police is the main organization that links GBV survivors to other services. They operate a nation-wide helpline (112). The helpline is dedicated for all types of complaints including GBV cases. The helpline can be of use to respond any potential project induced GBV/ SEA/SH cases during and after the project implementation stage. In addition, police stations in the respective project sites have dedicated help desk for women and children and which can potentially be one of the key actors to address potential SEA/SH cases.
- The GM and complaint mechanisms of implementing partners such as the WFP will be connected to the FSRP PCU GM (including by putting in pace procedures that ensure that complaints linked to FSRP-financed interventions that are implemented by the WFP, FAO or other partners are channelled to and processed by the FSRP GM overseen by the FSRP PCU).

MAF/NDPPCO has set up a PCU for the implementation of the project with the Project Co-ordinator responsible for its overall management. The PCU has will recruit a social risk specialist, environmental risk management specialist, and a GBV specialist.[15] Once recruited, PCU staff and key implementing partners will receive training by World Bank and, in addition, be advised by the Rainbo Initiative (a local NGO

[15] Recruitment expected by end of November 2022

specialized in GBV issues)[16].Specialized GBV capacity is required given the SEA/SH risk associated with some of the new project activities such as cash for works and school feeding programs. A GBV specialist will be hired within three months of Project Effective Date.

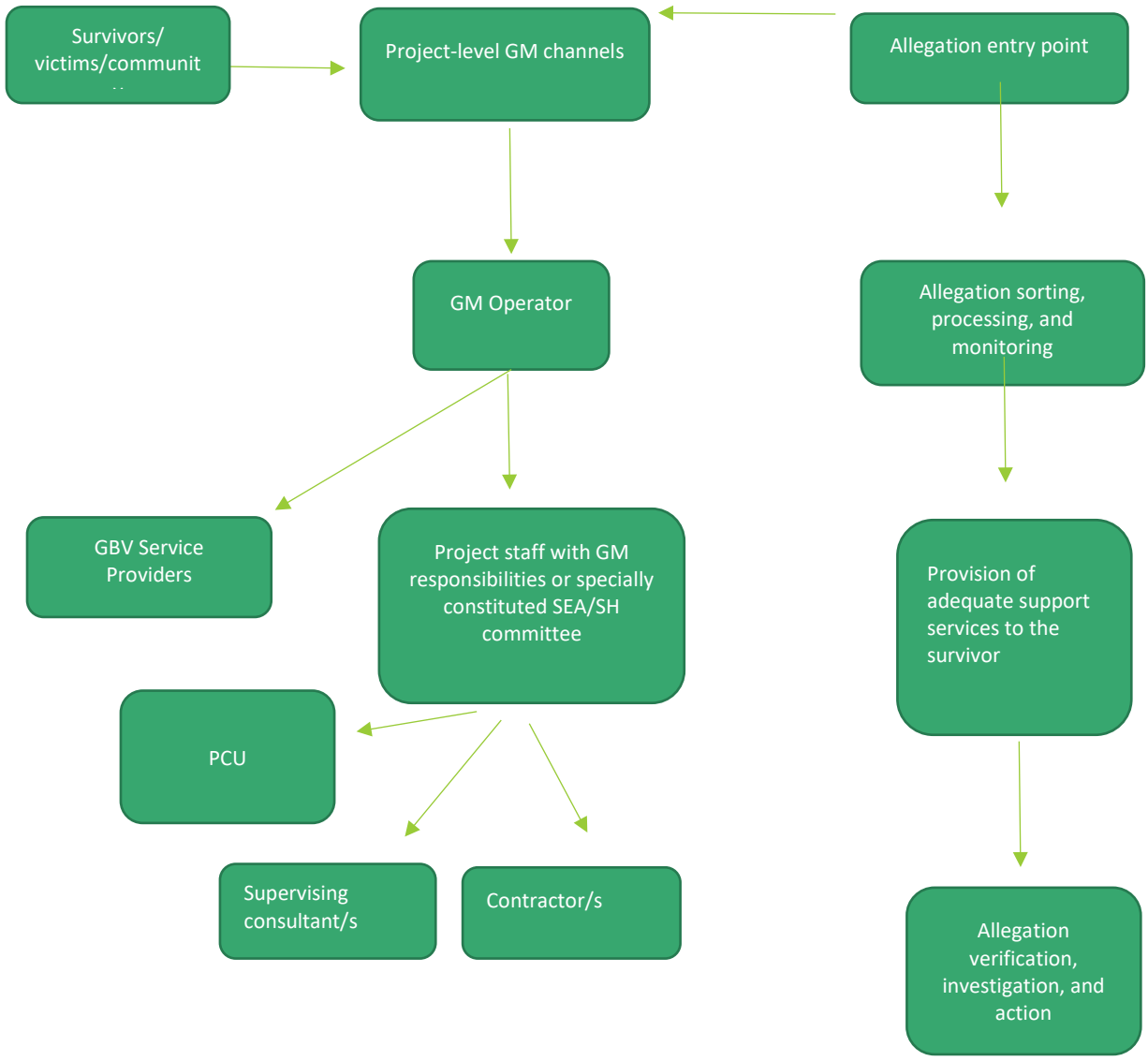
The project GM Committee will be set up to handle complaints and also respond to GBV/SEA/SH cases and provide referrals to service provider by a GBV expert, taking into consideration the sensitivity of GBV cases. GM Committee members will consist of Project GBV experts / Social Safeguards Specialist, Implementing Partners, Key Community Stakeholders at districts, chiefdoms and sectional level. The SEA/SH Prevention and Response Action Plan and the GM for SEA/SH incidents will be updated within two months of Project Effective Date.

The PCU has also set up a project specific three-tier Grievance Mechanism (GM) encompassing the IA and field sites at district level, and PCU head office. Under this model, SEA/SH allegations can be reported, just like any other project-related grievance, using a regular project-level GM channel (Figure 6.3). Although PCU and implementing agencies have received training, PCU's project GM still needs to be strengthened to make it more responsive to SEA/SH. During implementation, while there will be a GBV specialist in the PCU, there will be a need for further capacity building for the existing expert and supervision consultants on the overall GBV risk mitigation measures of the project as per the Bank's Good Practice Note (GPN)[17], "Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in Investment Project Financing involving Major Civil Works".

[16] https://rainboinitiative.org/. Rainbo Initiative (RI) is a registered NGO in Sierra Leone established in 2014 with the vision to empower communities to end sexual and gender-based violence and promote social and equal opportunities for al

[17] https://thedocs.worldbank.org/en/doc/632511583165318586-0290022020/original/ESFGPNSEASHinmajorcivilworks.pdf

Figure 6.3 Project Grievance Mechanism to address SEA/SH Allegations



Reports of SEA/SH, other complaints or other concerns can be submitted through various channels which are:

- **Interactive Voice Response/Hotline Number**: The specific hotline number established to use as the main uptake channel for FSRP2.
- **E-mail**: The specific email address designed as grievance uptake channel and for FSRP2, which will be managed by PCU refer to the responsible service providers to handle.
- **Webpage**: The MAF, PCU and IAs have webpage and the specific form may have designed to be used as uptake channel.
- **Verbally and in-person**: GM operator with referral to service providers or directly to the service providers.

- **Written**: (Submission of complaints form to GM operator with referral to service providers or directly to the service providers.)

All SEA/SH complaints will be immediately reported to the Project and the World Bank within 24 hours by the GM operator. A standard incident notification form will be prepared and sent to all suppliers and service providers for SEA/SH incidents which includes the following information: date of receipt of the incident; date of incident; type of SEA/SH reported; age/sex of the survivor; whether the incident is related to the project (according to the survivor and / or his / her family); services received / to which the survivor was referred (see **Annex 5** for detailed incident notification form).

The GM operator will forward SEA/SH complaints to a service provider if the complaint is made through the GM operator. Some identified service providers in Sierra Leone include. I Federation of African Women Educationalists, Sierra Leone Women's Forum, Mano River Women's Peace Network, Campaign for Good Governance and Network Movement for Justice and Democracy, International Rescue Committee, Rainbo Centres, Oxfam, GOAL, Save the Children, primary health units among others., Project's contract with any of these service providers will ensure they have adequate standards and procedures to respond to SEA/SH risk in an ethical, safe and confidential manner. The Service provider or a third party with adequate expertise will investigate the complaint where applicable offer the GM operator a resolution of the complaint or will refer to the police if the survivor wants to pursue the case to justice, if applicable. The confidentiality of the identity of the survivor should also be always preserved.

Once the complaint is processed and resolved, the GM operator will notify the complainant, unless the complaint was made anonymously. Complaints addressed to managers or to the Service Provider will be forwarded by the latter to the GM operator for processing. If the complaint is made to the GM by a survivor or on behalf of a survivor, the complainant will be referred directly to the Service Provider to receive support services.

The Service Provider is a local organization that has the experience and capacity to provide support to survivors of SEA/SH. The project should establish a working relationship with the Service Provider, so that SEA/SH cases can be transmitted to them safely. The Service Provider will also provide support and advice to SEA/SH Focal Points, as appropriate. The Service Provider will have a representative on the compliance team and participate in the resolution of SEA/SH complaints.

It is important to note that when it comes to SEA/SH the approach should be survivor-centered. The survivor-centered approach is based on a set of principles and skills designed to guide professionals - regardless of their role - in their interactions with survivors (especially women and girls, but also men and women). boys and girls) of sexual violence or other forms of violence. The survivor-centered approach aims to create an enabling environment in which the rights of those affected are respected and privileged, and in which survivors are treated with dignity and respect. This approach helps promote the survivor's recovery and ability to identify and express her needs and wishes, as well as strengthen her ability to make decisions about possible interventions.

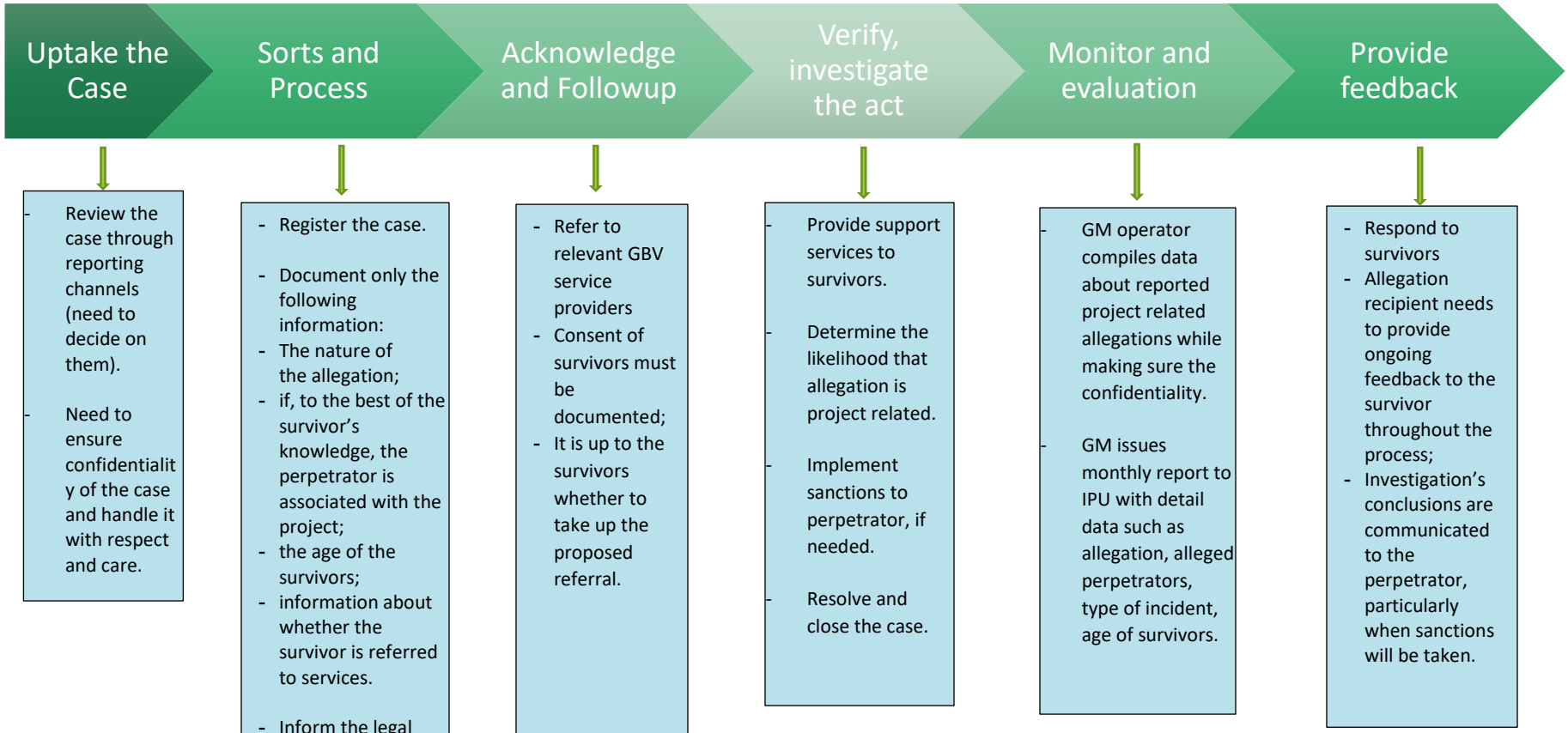
In summary, the handling of complaints related to SEA/SH will be done by:

- Registration of the complaint using a form that will be developed that uses a unique code instead of the name of the survivor
- Health care, if necessary, at the latest within 72 hours
- Referral of the surviving victim to the local social action services
- Seizure of the police or the gendarmerie if the survivor wants it
- Seizure of competent courts if the survivor wishes

- Initiation of legal proceedings if the survivor wishes

A response protocol, reporting of allegation procedures and response framework of the GM is seen at **Figure 6.4**. The communication materials will be disseminated among the communities and stakeholders through appropriate channels and media including MAF/NDPPCO's website and use of social media.

Figure 6.4 Operating Procedures and Response Protocol for SEA/SH Allegations



7. MONITORING AND REPORTING

The SEP will be periodically revised and updated during the implementation of the project in order to ensure that the information presented herein is consistent and is the most recent and that the identified stakeholders and methods of engagement remain appropriate and effective in relation to the project context and specific stages of the implementation. Any major changes to the project related activities and its schedule will be duly reflected in the SEP.

7.1 Monitoring

The PCU, in collaboration with IAs, will maintain a stakeholder engagement log that chronicles all stakeholder engagement undertaken or planned. The engagement log includes the location and dates of meetings, workshops, and discussions, and a description of the project-affected parties and other stakeholders consulted. Monitoring reports presented to the FSRP2 management teams will include stakeholder engagement logs as well as feedback from the grievance mechanism (GM). It may also include, for instance, how the project implementation agency responded to the concerns raised, how these responses were conveyed back to those consulted, details of outstanding issues, and any planned follow up. There will be annual reporting of the SEP as part of the project monitoring report. The PCU, in collaboration with IA's, will also develop an evaluation form to assess the effectiveness of every formal engagement process. The questions will be designed as appropriate for the relevant audience.

Monitoring and evaluating is a process that helps to improve performance and achieve results. The objective of stakeholder engagement is to improve current and future management of engagement outputs, outcomes and impact. Each engagement would be monitored and evaluated, then aggregated and evaluated as a whole. It is essential to keep a record of each stakeholder meeting and the key outcomes or information derived from it. This way, the Project can keep track of its contacts and build on them to deliver the most effective relationships with stakeholders. Documenting the entire engagement process will ensure the project is able to measure progress according to the KPI´s or objectives we set at the beginning, as well as revise and redefine actions when needed.

Table 7.1: KPIs monitoring

indicator	kpis	frequency
Stakeholders Mapping	• Number of updated versions	6 months
Community Grievances	• % of grievances being registered • % of grievances being addressed and answered, within the specified timeframe related to its priority	Permanent
Interaction and the building of contacts with other groups and organisations	• Numbers of project-level meetings and attendance levels • Numbers of direct project beneficiaries engaged disaggregated by sex • Take-up rates of project recommendations • Numbers of local people who are involved in different stages of the project	Permanent
Accessibility to decision-making process	• Number of opportunities for stakeholders to engage in early planning, to include issue identification and focus • Number of jointly identified alternatives/solutions discussed and adopted	Permanent

indicator	kpis	frequency
Clear understanding of stakeholder interests and concerns	• Key stakeholders identified and interviewed • Analysis completed to identify and categorize interests and concerns • Methods and approaches in strategic stakeholder involvement plan reflect stakeholder needs, as identified in interviews • Plan contains methods for continually assessing stakeholder interests and flexibility for changes, as needed	Permanent
Diversity of views represented	• Number and types of participants • Types and locations of meetings/discussions	Permanent
Integration of interests and concerns	• Number and types of interests included in issue definition • Number and types of alternatives reflecting common interests • Number and types of changed actions, adjustments, and/or reprioritizations, based on participant interests, throughout the project and integrated into final decisions	Permanent
Information exchange	• Routine evaluations to gather feedback from participants on availability, clarity, and understandability of written materials • Routine evaluations to gather feedback from participants on openness of meetings and ability to enter into discussion on various ideas and viewpoints • Types of approaches used; types of issues discussed; solutions identified; routine evaluation to gather feedback from participants on effectiveness of approach and satisfaction with identified solutions	Permanent
Project efficiency	• Number of decisions readdressed due to lack of support	Permanent
Decision acceptability	• Number of project delays due to public protest/controversy • Documentation of regulatory approval 3. Documentation that jointly identified implementation goals are met; funding provided	Permanent
Mutual learning/respect	• Number and types of concessions/compromises made throughout the project • Documentation of routine contact among participants • Meeting/engagement summaries indicating civil and productive dialogue among participants	Permanent
SEA/SH	• Number of training sessions for workers on CoC • Percentage of workers signed the CoC • Percentage of workers who participated in a training session on the CoC • Percentage of women in consultations carried out over the course of the project • Percentage of complaints SEA/SH referred to GBV services	Permanent

7.2 Stakeholder involvement in monitoring activities

As indicated earlier, the Project Implementation Team will have oversight over the SEP implementation. The Safeguards Team, as part of the project management team, will monitor the SEP in accordance with the requirements of the legal agreement, including the ESCP. The team will monitor and document any commitments or actions agreed during consultations, including changes resulting from changes in the design of the project or the SEP.

7.3 Feedback reporting to stakeholder groups

Reports to stakeholder groups will be done through various means. Key among them will be during the annual learning workshops, which is held annually to take stock of the implementation of project activities, successes, challenges and ways forward. This forum is well represented from the national, regional, district and community levels. For efficiency and effectiveness, two of such meetings would be organized for western and eastern districts, respectively. Other means will be through the annual review workshop, which takes place during the first quarter of the year to gather views from all implementing agencies on preceding year project activities as a benchmark for enhancing activities of the current year.

7.4 Reporting

FSRP2 will maintain a database and activity file detailing all public consultation, disclosure information and grievances collected throughout the project, which will be available for public review on request. Stakeholder engagement would be periodically evaluated by FSRP2. The following indicators will be used for evaluation:

- Level of understanding of the project stakeholders.
- Quarterly grievances received and resolved.
- Level of involvement of affected people in committees and joint activities and in the project itself.

To measure these indicators, the following data will be used:

- Issues and management responses linked to minutes of meetings.
- Monthly reports.
- Feedback from primary stakeholder groups.
- Grievance register.
- Commitments to address the concerns.

FSRP2 will compile a report summarising communication and stakeholder engagement plan results on an annual basis. This report will provide a summary of all public consultation issues, grievances and resolutions, and findings from informal meetings held at the community level. These reports should be presented to MAF, and a summary of the results will be provided for the annual report.

Annex 1 Organizational Arrangements for FSRP2

The organisational structure has commensurate qualified personnel to support the safeguards team in the management of E&S risks. The safeguards team would be part of the project management team and will report directly to the coordinator of the project. The proposed structure of FSRP2 will adequately address the workflow demands on the project while allowing for sufficient checks and balances to maintain the integrity of the initiative. There will be three levels of organization- National Project Steering Committee, National Development Partner Project Coordination Office and the Implementing Agencies (IAs).

National Project Steering Committee (NPSC). To ensure proper coordination and supervision of all program components, a Project Steering Committee (NPSC) will be established to provide policy guidance and oversight. The NPSC would have a policy and advisory role and would meet twice a year. The Steering Committee will be responsible for: (i) approving the annual work plans; (ii) approving the annual procurement plan; and (iii) reviewing progress in the implementation of the work plans and other aspects of program performance, including taking responsibility on fiduciary oversight responsibilities following World Bank procedures on financial management and procurement; and (iv) ensuring that there are policy and implementation coordination, not only between sub-components of the program but also among all the program implementing institutions. The tenure of the Steering Committee will be five years, consistent with the program implementation period. The Minister of Agriculture and Forestry, as the key sector ministry, will chair the NPSC, which will comprise relevant officials from the other sector ministries, agencies and departments and the state and non-state institutions involved in program implementation.

National Development Partner Project Coordination Office (NDPPCO). The program will be implemented under the existing NDPPCO that was established over one year ago to coordinate all development partner projects in Agriculture. This unit has been equipped over the last year with funding from IFAD, ADB and the World Bank to take on this role. The main NDPPCU functions are to:

i. ensure the overall coordination of the program, make sure implementation of component activities complement each other
ii. manage program funds on behalf of the executing agencies, keep financial records according to international standards, implement internal management control, and ensure regular external audit (in collaboration with the Audit Authority in the country)
iii. prepare and implement Annual Work Plans and Budgets aggregating the needs of all program implementing institutions
iv. identify potential implementing agencies/goods and service providers, organize their procurement activities, negotiate and sign contracts, and carry out all procurement work related to the program as per the approved procurement plans
v. prepare quarterly, semi-annual and annual program progress and monitoring and evaluation (M&E) reports.

National Development Partner Project Coordination Office. The program will be implemented under the existing NDPPCU that was established over one year ago to coordinate all development partner projects in Agriculture. This unit has been equipped over the last year with funding from IFAD, ADB and the World Bank to take on this role. The main NDPPCO functions would be to: To strengthen coordination and implementation capacity in the field, the program will establish a Program Implementing Unit, within the NDPPCU, in charge of day-to-day management and coordination, which will include a dedicated multi-disciplinary team of project manager, technical, fiduciary and Environmental and Social Safeguards specialists with qualifications satisfactory to the Bank. The

Financial Management Advisor within the NDPPCO will also be directly contracted to support the fiduciary function of the project but specifically to lead the harmonization, coordination and alignment efforts of the Ministry of Agriculture.

Implementing Agencies (IAs): IAs who will be responsible for implementing the various components of the MMIP. These IAs include the Ministry of Agriculture and Forestry, Sierra Leone Meteorological Agency, National Water Resources Management Agency, Office of National Security and National Disaster Management Authority, Sierra Leone Agriculture Research Institute, etc.

Annex 2 Complaints Submission Form (for non-SEA/SH complaints)

Reference No:	
Full Name:	
Contact information and preferred method of communication Please mark how you wish to be contacted (mail, telephone, e-mail).	**By Post: Please provide postal address:** **_____** **_____** **_____** **By Telephone: _____** **By E-mail _____**
Nature of Grievance or Complaint	
Description of grievance: What happened? Where did it happen? Who was involved? What is the result of the problem? Source and duration of the problem?	
Date of incident/grievance	☐ One time incident/grievance (date _____) ☐ Happened more than once (how many times? _____) ☐ On-going (currently experiencing problem)
Receiver	Name: _____ _____ Signature _____ Date _____
Filer	Name: _____ _____ Signature _____ Date _____ Relationship to Complainant (if different from Complainant): _____ _____
Review/Resolution Level 1 (MDA) Level 2 (IA) Level 3 (PCU)	

Date of Conciliation Session:

_____

Was Filer/Complainant Present? Yes/ No

Was field verification of complaint conducted? Yes/ No

Findings of field investigation

_____
_____
_____
_____
_____

Summary of Conciliation Session Discussion

_____
_____
_____
_____
_____

Issues

_____
_____
_____
_____
_____

Was agreement reached on the issues? Yes, No If agreement was reached, detail the agreement

_____
_____
_____
_____

If agreement was not reached, specify the points of disagreement

_____
_____
_____
_____

Signed (Conciliator): _____ Signed (Filer/Complainant):

_____

Signed: _____

(Independent Observer e.g. Assembly Member/Opinion Leader)

Date: _____

Implementation of Agreement

Date of implementation: _____

Feedback from Filer/Complainant: Satisfied /Not Satisfied

If satisfied, sign off & date_____

(Filer/Complainant) (Mediator)

If not satisfied, recommendation/way forward

_____
_____
_____
_____
_____

(Signature & date of Filer/Complainant)

_____

(Signature & date of Mediator)

_____

Annex 3 Grievance Register for non-sensitive complaints

Unique reference number	Date of incoming grievance	Location (where the grievance was received/ submitted)	Complainant's name	Contact details (Leave it blank in case of non-anonymous enquiries and grievances)	Summary of Complaint	Identification of parties responsible for addressing and resolution of complaint	Investigation launch date	Investigation completion date	Findings of investigation	Proposed corrective actions	Deadlines for internal actions required from staff	Indication of satisfaction with compliant	Close out date	Any outstanding actions for non-closed grievances

Annex 4 SEA/SH Prevention Action Plan and Response

Description of risk-relevant activities	Project-related EAS/HS risks	Mitigation measures	Responsibility	Maturity	Indicators	Budget
Component 1: Digital Advisory Services for Agriculture and Food Crisis Prevention & Management This component seeks to take advantage of new information technologies, data sources and service delivery models involving the private sector to provide digital advisory services to address the multi-dimensional nature of food security. This component will increase access to and use of location-specific information relevant to food security by decision-makers and farmers via national extension systems **Component 2: Sustainability & Adaptive Capacity of the Food System's Productive Base** This component targets the resilience of agro-sylvo-pastoral production systems allowing small and medium producers, especially women and youth, to sustainably meet their nutritional needs and raise incomes from the sale of surpluses in local and regional markets **Component 3: Market Integration & Trade** The component's objective is to expand food trade in West Africa to enable effective distribution of surplus produce	1a. Risks of sexual exploitation and abuse related to social transfer activities (e.g., targeting, distribution of services or transfers, supervision of staff, etc.) 1b. Risks of sexual harassment due to potential lack of supervision of male and female staff 1c. Lack of access by female beneficiaries to the benefits and services of the project (e.g., lack of representativeness and decision-making processes at the community level, lack of consideration of women's needs in setting up the national system) 1d. Lack of access to support services for female beneficiaries and also survivors of EAS/HS due to difficult access conditions in humanitarian and/or remote areas where the project will be implemented 2a. Risks of abuse or violence related to harmful social norms in the contexts of project implementation that limit women's access to financial resources 2b. Lack of information for female beneficiaries about the project and the potential risks associated with the lack of consultation with female beneficiaries in safe and confidential conditions 1.	*a. Accountability plan and response, including:* • SEA/SH requirement and expectation are adapted in bid document. • Development and signature of codes of conduct (CoC) for project workers and staff, which include at least: - Specify appropriate roles and responsibilities in CoCs. - Carry out orientations on CoC - Have CoCs signed by all those with a physical presence at the project site. - Disseminate CoCs (including visual illustrations) and discuss with employees and surrounding communities. • Implementation of the EAS/HS, which includes at least the following: - Specific procedures for dealing with EAS/HS complaints, including delay and possible sanctions - Procedures to report complaints related to EAS/HS, including accessible lanes to targeted communities and project staff - Obligations on the guiding principles for the ethical and confidential handling of such complaints • Response protocol and mapping of integrated support services in all	PCU, Contractor, Consultant, IA	December 2021	# of project-related staff and workers trained and oriented on CoC. # of people who signed CoCs # of EAS/HS complaints received # of EAS/HS complaints referred to services % of EAS/HS complaints that are resolved within the time frame How long it takes to resolve an EAS/HS complaint	Part of regular activities

to deficit regions and facilitate production and commercialization of agricultural inputs and technologies within and across national borders		response areas, including procedures for safe and confidential referral of cases reported to services				
		b. Training and awareness plan, including • PCU and project staff sensitized on the GBV/SEA/SH risk factors in the project areas and trained on how to prevent and respond to GBV/SEA/SH • Training of worker and supervisory teams on the EAS/HS • Prepare the relevant communication materials on GBV/SEA/SH, including the risk of human trafficking and child marriage and dissemination of these • Consultations carried out with the project-affected local communities and other stakeholders to inform them properly about the potential SEA/SH risks and project activities to address SEA/SH related issues including the risk of human trafficking, and child marriage. • Disseminate the relevant information on GBV/SEA/SH and other associated risks i.e., human trafficking and child marriage among the wider communities and stakeholders.	PCU, Social Safeguards Specialist	Continued process all through the project's duration	# of project related staff sensitized on SEA/SH % of trained staff who show increased knowledge after training (who receive a post-test score above 80%) % of workers who receive training on EAS/HS % of trained workers who show increased knowledge after training (who receive a post-test score above 70%) # Materials disseminated among the communities and stakeholders # Electronic copies of the materials are posted on the BLPA website and social media channels Community people, especially women sensitized on SEA/SH risks. # of community members sensitized # of sites where IEC material has been set up Feedback collected on project activities and finalize it. # of stakeholders sensitized	To be managed within existing budgets
		c. Implement appropriate project related civil works to reduce SEA/SH risks. • Have separate, safe and easily accessible facilities for women and men working on the site.	Contractor, PCU	Continued process all through the project's duration	Documentation of measures taken to reduce GBV risks.	To be managed within existing budgets

		• Locker rooms and/or latrines should be located in separate areas, well-lit and include the ability to be locked from the inside. • Visibly display signs around the project site (if applicable) that signal to workers and the community that the project site is an area where SEA/SH is prohibited.				

Annex 5 Incident Notification Form (for SEA/SH complaints)

1. FSRP2 /Activity details related to the incident	
FSRP2 or Activity:	
Location of FSRP2 or Activity: (country, province, city/village/town etc. Please provide as much detail as possible)	
Name of FSRP2 partner(s)/Contractors associated with the program/activity: (e.g name of organisation(s); include downstream partners)	
2. Details of Reporting Organisation or Individual Note, please consider the privacy and protection of any individuals reporting SEA/SH (whistleblowers). Only provide details of any individuals if permission has been granted to share this information with FSRP2.	
Name of Reporting Organisation/Individual:	
Contact name:	
Telephone:	
Email:	
Location of Reporting Organisation/Individual: (District/city etc.)	
3. SEA/SH Incident	
Type of allegation: (please nominate one or more allegation types – definitions below)	Sexual exploitation[18] Sexual abuse[19] Sexual harassment[20]
Date(s) of alleged incident:	
Location of alleged incident: (country, district/village/town etc. Please provide as much detail as possible)	
Date incident report was received by your organisation:	

[18] Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.

[19] Sexual abuse refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent (in the law of Sierra Leone) is considered to be sexual abuse.

[20] A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel. Some examples of behaviour that may be sexual harassment include:

- staring or leering;
- unnecessary familiarity, such as unwelcome affection or touching;
- suggestive comments or jokes;
- insults or taunts of a sexual nature;
- intrusive questions or statements about your private life;
- displaying posters magazines or screen savers of a sexual nature;
- sending sexually explicit emails or text messages;
- inappropriate advances on social networking sites;
- accessing sexually explicit internet sites;
- requests for sex or repeated unwanted requests to go out on dates; and
- behaviour that may also be considered to be an offence under criminal law such as physical assault, indecent exposure, sexual assault , stalking or obscene communications

Details of alleged incident: (please provide details of the alleged incident. Include any specific vulnerabilities such as disability, sex worker etc)	
Is the victim/survivor a recipient or client of a FSRP2 /activity? If so, please provide details (e.g., name of facility, name of volunteer organisation, etc.)	
What support has been/is being provided to the victim/survivor? (e.g. referral to a medical clinic, counselling services, etc.)	
Have referrals been made to support services such as a medical facility or counselling services? (if yes, please provide details)	
What investigation or reporting has been undertaken by the FSRP2 partner organisation? (please provide details e.g. an internal investigation will be conducted and a final report produced etc)	
4. Reporting to police or other authorities	
If the alleged incident/allegation occurred at a particular area, are local police aware of the incident/allegation? If yes, please provide: • A contact name and contact details for the local police including the full title of the local police station • Date the incident/allegation was reported to local police	
5. Other information	
(Please provide any other relevant information here that has not already been mentioned above)	