

**Bursa Pengetahuan Kawasan Timur Indonesia
(BaKTI)**

**Indonesia Inclusive Livelihoods for Poor Rural
Communities in Eastern Indonesia Project
(P174902)**

Draft
Stakeholder Engagement Plan

July 2022

Disclaimer

This SEP is a draft document, which is subject to further consultation with relevant stakeholders during project implementation.

1. Introduction/Project Description

This project development objective (PDO) aims increase access to livelihoods opportunities for target vulnerable and female community members in target villages in Maluku and East Nusa Tenggara provinces in Eastern Indonesia. It seeks to achieve the PDO through inclusive development planning, paired with strengthening local linkages to support community-led livelihoods initiatives. The project defines livelihoods as a broad range of activities and assets people utilize to support themselves. In target villages, communities rely heavily on a limited set of livelihoods options focused on food and commodity production from natural resources. Improving livelihoods in these areas require support to local food systems, access to and management of natural resources, and increases in social capital of the poorest. Working with BaKTI (an established NGO in Eastern Indonesia) as an implementing agency, and their partnerships with district and village governments, the project will design and implement a model for poorly connected and marginal areas that takes an inclusive, whole-of-community approach to strengthening village economies and food systems. The project will (i) support villages to develop livelihoods plans and directly support community groups and the poorest households, and (ii) strengthen institutional linkages between community groups and village government, district government and other local actors, to provide sustained, local support to livelihoods initiatives and sustainable landscape management practices, including through the village fund.

The project has three components. Component 1 of the project will: (i) pilot tailored participatory mapping and planning at the village-level, with a focus on identifying social (e.g. increased cooperation between poor households) and economic (e.g. methods to increase food production) livelihoods opportunities suited to poorly connected and marginal areas; (ii) support community groups to undertake livelihoods enhancing interventions in line with livelihoods plans; and (iii) identify linkages with technical support and service providers to support livelihoods plans. On the supply side, Component 2 will: (i) build the capacity of village governments to leverage village funds to support viable livelihoods enhancing initiatives; (ii) support inter-village learning and exchange; and (iii) undertake socialization and outreach to sub-district and district governments to build linkages in support of village livelihoods interventions. Component 3 will provide project management and administration for all implemented activities, monitor the progress against the set indicators and generate policy and program-relevant learning, and knowledge dissemination to share lessons learned with policy makers and promote visibility.

2. Brief Summary of Previous Stakeholder Engagement Activities

BaKTI and The World Bank have conducted initial consultations with 45 (25% female) representatives from district governments, village governments, village livelihood groups, and community members from both targeted districts (Seram Bagian Timur and Sumba Barat Daya). The consultations with district governments were attended by relevant agencies such as planning, agriculture, fisheries, and village development. The villagers who attended the consultations were the representatives of the main livelihoods in the villages such as farmers and fishermen, women farmers, collectors, village facilitators, and village leaders.

Engagement Activities	Timeframe	Stakeholder	Summary of Key Inputs
Consultation online meeting	4 November 2020	Seram Bagian Timur District government: Relevant agencies such as planning (Bappeda), agriculture, fisheries, and village development	Agriculture as the main livelihoods is struggling with the classic issues of low productivity, pest and disease. There are a range of livelihoods strategies, including subsistence agriculture, fishing, livestock rearing, cash cropping.
Consultation online meeting	12 November 2020	Seram Bagian Timur village level government, village livelihood groups, and community members	Having difficulties to access the market due to high production cost and high transportation cost. The use of village fund to address the constraints of livelihoods is still very limited.
Consultation online meeting	10 November 2020	Sumba Barat Daya District government: Relevant agencies such as planning (Bappeda), agriculture, fisheries, and village development.	Agriculture as the main livelihoods is struggling with the classic issues of low productivity, pest and disease. Range of livelihoods strategies, including subsistence agriculture, fishing, livestock rearing, cash cropping, and small income generating vocations (such as weaving).
Consultation online meeting	13 November 2020	Sumba Barat Daya village level government, village livelihood groups, and community members	Most households are cash dependent for the daily food, but struggle to earn small incomes, and have large seasonal variations in work and incomes. The use of village fund to address the constraints of livelihoods is still very limited. The role of village-level interventions to improve livelihoods needs to innovate around what can be done at the village level considering weak market institutions, weak governance, and rigidity in implementation of village funds and projects.

3. Stakeholder identification and analysis

The target stakeholders (directly affected parties) for this project in the two districts are relatively the same. The target stakeholders are as follows:

1. Component 1 - Inclusive Community-Driven Livelihoods:

- District level government: Bappeda (Planning agency), Dinas Pertanian (Department

of Agriculture, Dinas Perikanan (Department of Fisheries), Dinas Perkebunan dan Kehutanan (Department of Plantations & Forestry), Dinas Pemberdayaan Masyarakat dan Desa (Department of community empowerment & village development)

- Sub district government
- Village level: village leaders, village facilitators, village livelihood groups, community members (farmers, women farmers, fishermen)

2. Component 2 - Strengthening Local Government Capacity and Linkages:

- District level government: Bappeda (Planning agency), Dinas Pertanian (Department of Agriculture, Dinas Perikanan (Department of Fisheries), Dinas Perkebunan dan Kehutanan (Department of Plantations & Forestry), Dinas Pemberdayaan Masyarakat dan Desa (Department of community empowerment & village development)
- Sub district government
- Village level: village leaders, village facilitators

3. Component 3 - Project Management, Monitoring and Evaluation, and Knowledge Dissemination:

- District level government: Bappeda (Planning agency), Dinas Pertanian (Department of Agriculture, Dinas Perikanan (Department of Fisheries), Dinas Perkebunan dan Kehutanan (Department of Plantations & Forestry), Dinas Pemberdayaan Masyarakat dan Desa (Department of community empowerment & village development)
- Sub district government
- Village level: village leaders, village facilitators, village livelihood groups, community members (farmers, women farmers, fishermen)

Based on those identified stakeholders in each project component, Figure 1 is made to understand their degree of importance and influence to inform engagement priorities and strategies.

1. The degree of importance/ interest in terms of who stands to lose or gain significantly from the project, including those who have direct access to policy and regulatory processes
2. The degree of influence in terms of whose actions could potentially affect the project's success

Figure 1. Stakeholder identification and analysis on the degree of influence and importance

	High Influence	Low Influence
High Importance	<p>Quadrant 1</p> <p>District government: Planning, agriculture, fisheries, plantations & forestry, and community empowerment and village development.</p> <p>Village government</p> <p>Village leaders, village facilitators,</p> <p>Village livelihood groups</p> <p>Community members (farmers, women farmers, fishermen)</p> <p>Women groups</p> <p>People with disability</p> <p>Indigenous People and/or Masyarakat Adat</p> <p>Remote communities</p>	<p>Quadrant 2</p>
Low Importance	<p>Quadrant 4</p> <p>Local Parliament</p>	<p>Quadrant 3</p> <p>Local NGOs</p>

3.1. Affected parties

Affected parties are the stakeholders who are impacted or likely to be impacted directly or indirectly, positively or adversely, by the project, includes 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. The project affected parties that will also be target stakeholders are those included in the Quadrant 1. These include district government (planning, agriculture, fisheries, plantations & forestry, and community empowerment and village development agencies) and village government (village leaders), village facilitators, village livelihood groups, and community members (farmers, women farmers, fishermen). These stakeholders should be actively involved and regularly consulted during preparation, implementation, and monitoring and evaluation of the

program.

Bappeda (planning agency) at district level plays an important role considering the duties and functions of Bappeda for 1) General planning and budgeting, 2) Coordinating the preparation of development planning and cross-sectoral programs/activities and budgeting, 3) Providing guidance and consultation of sectoral agencies on planning, development implementation, 4) Monitoring and Evaluation functions. Bappeda will also make sure that the program can be implemented and will coordinate the relevant agencies for the program development, implementation, monitoring and evaluation.

Dinas Pertanian (Department of Agriculture) at district level plays an important role considering that this program is on inclusive livelihoods for poor rural communities and aiming to strengthen village economies and food systems and agriculture is the main livelihoods in the two target districts.

Dinas Perikanan (Department of Fisheries) at district level plays an important role considering that fisheries is one of the livelihood sectors of the community in the two target districts.

Dinas Perkebunan dan Kehutanan (Department of Plantations & Forestry) at district level plays an important role considering that plantation and non-timber forest products is one of the livelihood sectors of the community in the two target districts.

Dinas Pemberdayaan Masyarakat dan Desa (Department of community empowerment & village development) plays an important roles considering the main roles and authority of this agency is in the field of community and village empowerment related to empowering rural livelihoods and rural community institutions.

Village government (village leaders and village apparatus) plays an important role as the intervention of this program is at the village level and they are the main stakeholders in terms of policy making and for the sustainability of the program model intervention. Intense involvement, consultation and advocacy needs to be done to the village government for leveraging village funds to support viable livelihoods enhancing initiatives.

Village facilitators play an important role as they will be responsible for mobilizing villages, empowering community groups, and leading community-driven mapping and planning exercises.

Village livelihood groups and community members (farmers, women farmers, fishermen) play an important role as they are the main target stakeholders of the program in which the program will provide technical support to community groups where needed, to launch livelihood initiatives.

The Sub District Government is considered having moderate roles and interest since the role of the sub-district government is taking care of general government and not in charge for technical matters such as program implementation at the village level. The role and interest of the sub-district government is not too crucial (moderate) for technical programs such as this livelihood program. Usually the technical program goes directly to the district level.

3.2. Other interested parties

Interested parties are the stakeholders who may have an interest in the project, which may be because of the project location, its characteristics, its impacts, or matters related to public interest. Other interested parties mostly include those in the Quadrant 3 and 4:

Local parliament: Given that the influence of the local parliament is quite high in terms of policies influence at the district level and for proposing community aspirations at the village level, engagement with the local parliament needs to be carried out occasionally. This is especially in the policy advocacy process, even though the local parliament is not the main stakeholder in this program.

Local NGOs: Engagement with local NGOs needs to be carried out occasionally especially in the assessment process. They may have in-depth knowledge about the environmental and social characteristics of the program areas and the nearby populations, and can help play a role in identifying risks, potential impacts, and opportunities to be considered and addressed in the assessment process. They will also be engaged for knowledge sharing activities.

3.3. Disadvantaged/vulnerable individuals or groups

Within the category of people surrounding program areas, there may be segments of the communities who are vulnerable. Vulnerable stakeholders are part of communities who reside in program areas. However, they have very limited access to information, and this might be caused by different aspects including poverty, level of education, lack of access to land and poor public facilities to support their activities.

Potentially disadvantaged/vulnerable individuals and groups for the purpose of SEP implementation consist of:

- Women groups
- People with disability
- Indigenous People and/or Masyarakat Adat
- Remote communities

This disadvantaged/vulnerable individuals or groups will also be target stakeholders are those included in the Quadrant 1. Visits to these vulnerable stakeholders and direct dialogue will be the main means to engage them in the program activities.

3.4. Summary of project stakeholder needs

Level	Stakeholder group	Key characteristics	Language needs	Preferred notification means (e-mail, phone, radio, letter)	Specific needs (accessibility, large print, child-care, daytime meetings)
Village	Women Groups	Women who support family and may potentially bring children in the meetings	Official language, local/traditional language	Visit, written chat message, local radio	Daytime meeting, provisions for Child-care during meetings
	People with disability	Unskilled labor or depend on farming/plantation as their livelihood	Sign language interpreter, visualisation	Visit	Daytime meeting
	Indigenous People and/or Masyarakat Adat	Living nearby program areas, may be in remote areas, possess indigenous people characteristics	Official language, local/traditional language	Visit, written chat message, local radio	Culturally appropriate meetings in consultation with cultural leaders
	Remote communities	Living in remote areas in the program areas	Official language, local/traditional language	Local radio	Daytime meeting
	Village Government	Head of village and village apparatus, village council, head of hamlet, village facilitators	Official language	Visit, written chat/message, phone call written information	Formal/informal/routine meetings and consultations, and coordination
District/ Sub-District	District/Sub-District Government	Bappeda, Local Agriculture Bureau, Local Plantation & Forestry Bureau Local Fishery Bureau, Head of Sub-District and apparatus	Official language	Visit, written chat/message, phone call written information	Formal/informal/routine meetings, and coordination
	Local Parliament	Local District Assembly	Official language	Visit, letter, email, instant message, phone	Formal meetings
	Local NGO		Official language	Instant message, email, phone	Formal and informal meetings

National	Central Government	Ministry of Village, Bappenas	Official language, English (as relevant)	Letter, meetings, website	Formal meetings
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4. Stakeholder Engagement Program

4.1. Purpose and timing of stakeholder engagement program

The Stakeholder Engagement Plan (SEP) seeks to define a technically and culturally appropriate approach to information disclosure, consultations, as well as inclusive measures for engagement with vulnerable groups. The purpose of SEP of this program is to improve and facilitate engagement, decision making and create a conducive atmosphere for mutual collaboration and engagement with directly and indirectly project-affected stakeholders, interested parties, and vulnerable groups, in a timely manner, and provide them with sufficient opportunities to voice their opinions and concerns that may influence the program achievements.

This SEP implementation is embedded within the project components, hence the schedule for the stakeholder engagement activities follows the different stages of the project's implementation milestone and timeline.

SEP implementation will be conducted during project preparation and will be maintained throughout project implementation, including during its implementation (district, village). First formal engagement will commence following establishment of PIU (after the selection of project personnel). The PIU will be led by Program Coordinator, who is responsible to lead the engagement with the target stakeholders, including communities within and surrounding program areas. The SEP will also be implemented as part of dialogues for policy reform and innovations, in designing and conducting program activities, as well as in monitoring and evaluation, knowledge exchange of lessons-learned and good practices. The specific timeline for SEP will be fully in line with project phases.

Engagement activities under Component 1 and 2 include:

- Socialization to inform the objective, purpose and target of the program and obtain support and commitment from governments in central and subnational level;
- A participatory mapping to on identify social (e.g., increased cooperation between poor households) and economic (e.g., methods to increase food production) livelihoods opportunities that can be further develop and suitable for poor, remote and marginal areas;
- Discussion with communities (including various community groups – women, IPs, etc) to identify and develop Village Livelihoods Plan (VLD) and implement the initiatives;
- Facilitation and advocacy to village government and community in identifying opportunities to use village fund to support local livelihoods initiatives;

- Capacity building and learning sharing session with relevant village, district and sub-districts, including representatives from Bappeda and relevant local bureaus to strengthen local stakeholders in recognizing and supporting the livelihoods initiatives in VLPs, and build responsiveness to support sustainability of these initiatives;
- Knowledge sharing on lessons-learnt and good practices developed by the project

4.2. Proposed strategy for information disclosure

[Add brief summary of proposed strategy for information disclosure]

Project stage	List of information to be disclosed	Methods proposed	Timetable: Locations/ dates	Target stakeholders	Responsibilities
Component 1: Inclusive Community-Driven Livelihoods	Project Information	Website, Brochures	To Be Confirmed	District government, Sub district government. Village government, village livelihood groups, community members, village facilitators	MEL Specialist BaKTI Communication Officer
Component 2: Strengthening Local Government Capacity and Linkages	Event report	Website	To Be Confirmed	District government, Sub district government, Village government	MEL Specialist BaKTI Communication Officer
Component 3: Project Management, Monitoring and Evaluation, and Knowledge Dissemination	Knowledge products, good practices, lessons learned from the project	Book/policy brief, report, media briefings and/or press releases, dialogue/ socialization	To Be Confirmed	Project stakeholders, Government, NGOs, community groups, private sectors, media	MEL Specialist BaKTI Communication Officer
	Program's hotline for Feedback, Grievance and Redress Mechanism	Website, Brochures	To Be Confirmed	Project stakeholders, Government, NGOs, community groups, private sectors, media	MEL Specialist

4.3. Proposed strategy for consultation

[Add brief summary of proposed strategy for consultation, especially in the COVID-19 pandemic]

Project stage	Topic of consultation	Method used	Timetable: Location and dates	Target stakeholders	Responsibilities
Component 1: Inclusive Community- Driven Livelihoods	Program design and Village Selection including roles of local governments for livelihoods, lessons learned from any previous development programs	Socialization Focus Group Discussions	To Be Confirmed	District government (planning, agriculture, fisheries, plantations & forestry, and community empowerment and village development agencies)	Program Coordinator Livelihoods Specialist
Component 1: Inclusive Community- Driven Livelihoods	Existing and potential constraints and opportunities to village-led livelihoods development The main livelihoods in the villages and the key constraints, food security and key challenges, climate change and other environmental issues such as changes in rainfall and frequency of natural disasters, village planning development process and village fund allocation and its use.	Focus Group Discussions Participatory Mapping	To Be Confirmed	Village governments, village livelihood groups, and community members (the representatives of the main livelihoods in the villages such as farmers and fishermen, women farmers, collectors, village facilitators, and village leaders)	Program Coordinator Livelihoods Specialist
Component 2: Strengthening Local Government Capacity and Linkages	Identify livelihood programs and technical supports at the district and sub-district level, as well as link to village fund	Focus Group Discussions	To Be Confirmed	District, sub district, village government and local CSOs	Program Coordinator Local Government Specialist
Component 3: Project Management, Monitoring and Evaluation, and	Baseline and End line studies	Interview, FGD Learning/Knowledge	To Be Confirmed To Be	District, sub district, village government. Local CSOs, local parliament	MEL Specialist MEL Specialist

Project stage	Topic of consultation	Method used	Timetable: Location and dates	Target stakeholders	Responsibilities
Knowledge Dissemination	Knowledge dissemination on lessons-learnt and good practices developed by the project	sharing events	Confirmed	District, sub district, village government. Local CSOs, local parliament	

4.4. Proposed strategy to incorporate the view of vulnerable groups

Meaningful engagement with vulnerable groups requires an understanding of their levels of acceptance to the project activities and barriers to participation. To understand more the condition of vulnerable groups, a preliminary screening and prior engagement with community representatives will be made by Program Coordinator and team. Such preliminary engagement seeks to foster social acceptance and trust and at the same time, identify specific needs, opportunities and constraints that will inform consultation and engagement approaches. Additional measures, including outreach and tailored information dissemination and consultations and use of local networks are warranted to enable inclusive and meaningful participation.

4.5. Timelines

The program will ensure that stakeholders will be kept informed as the program develops, implementation is embedded within the project components, hence the schedule for the stakeholder engagement activities follows the different phases of the project's implementation milestone and timeline

4.6. Review of Comments

Feedback, comments, and concerns from stakeholders will be generated as part of stakeholder meetings, dialogue, surveys as well as Grievance Mechanism channels (i.e. hotline phone and website). Information generated from stakeholders will be systematically documented as part of project activities.

5. Resources and Responsibilities for implementing stakeholder engagement activities

5.1. Resources

Adequate budget from the project will be allocated under component 1 and 2 to support the socialization, meetings/consultation, capacity building and knowledge/learning sharing session with

various stakeholders. The main persons and contact for stakeholders engagement is Program Coordinator and could be found and announced in our organization website.

5.2. Management functions and responsibilities

SEP implementation would be led directly by Program Coordinator. SEP implementation will be incorporated into the program's management system whereby day-to-day management of SEP will fall under the oversight of the District Coordinator and MEL Specialist as focal points. In relation to SEP implementation, the general responsibilities of the focal points will cover:

- Facilitating the implementation of requisite processes and requirements established under the SEP. This includes updating the SEP and tailoring engagement approaches based on needs during program implementation.
- Monitoring implementation of the SEP. The focal points shall also monitor the enforcement of Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)
- Coordinating preparation on the field and ensuring that the COVID-19 prevention measures are communicated to all program participants (including but not limited to local core program team, local partner, stakeholder in district and village level facilitators and field workers/local community).
- Developing action plans for the implementation of SEP, including planning for resource and budget allocation. This includes provisions of technical support for the development of relevant communication/outreach materials for the purpose of SEP and ensure that the delivery of stakeholder engagement is inclusive for diverse population groups, particularly vulnerable communities, including women, people with disabilities, the elderly, youth, Indigenous People, etc.
- Building and maintaining coordination and networks with stakeholders at district, sub district, and village levels.
- Flagging and documenting issues of concerns to relevant stakeholders and the World Bank.
- Supporting to disseminate information and raising program's stakeholders' awareness on grievance channels to seek redress. The focal point shall recommend requisite measures and/or remedial actions in the case of complaints related to the program implementation.
- Supporting the monitoring of the program implementation, including documenting implementation of the above deliverables in the program's progress reports.

6. Grievance Mechanism

In terms of grievance management, the program will assign the staff to handle the Feedback, Grievance and Redress Mechanism channel (hotline) and handling the requesting information and grievance mechanism regarding the project existing institution's FGRM.

The Project Implementation Manual (PIM) will further elaborate a Standard Operating Procedure

(SOP) for the management of grievances, including specific timeline for responses and responsibilities.

In principle, every grievance and concern reported through the program's FGRM will be responded and solutions will be sought to the extent technically feasible. Additional measures to enable communities to extend their views and concerns will be provided through direct dialogue. Careful considerations will be placed on traditional and cultural practices and local wisdoms as well as barriers for specific groups, including women, to participate. Every complaint and concern will be documented and archived in the program's database. Grievance settlements will be monitored periodically within a maximum of one week following submission. Resolution progress and decisions will be communicated to relevant stakeholders, including aggrieved parties, with measures to protect confidentiality and data privacy. The program's FGRM will be communicated to all stakeholders in meetings, dialogue, as well as information boards, program's brochures and other communication materials (i.e. websites, etc.).

7. Monitoring and Reporting

7.1. Involvement of stakeholders in monitoring activities

The monitoring and evaluation will focus on assessing track progress against the Program's PDO and intermediate indicators and generate policy and program-relevant learning. BaKTI will ensure that the program's Monitoring, Learning, and Evaluation (MLE) engages all stakeholders in a participatory and inclusive way, involving community members and local government.

Evaluation. BaKTI will procure a third-party institution to conduct a baseline and an endline studies in 50 villages, targeting a total of 25 sample households per village. Sample villages and comparison control villages will be selected using a propensity score matching methodology. At the household level, the evaluation will assess changes in food security, income, a range of other livelihoods-relevant data, utilizing the FLARE's Livelihoods and Wellbeing (LivWell) and FAO's Food Insecurity Experience Scale (FIES) instruments, tailored to the Project. The surveys will be tailored to expand on participation and engagement, and to look at natural resource use beyond forests. At the village level, the evaluation will collect data on community livelihoods activities, existing livelihoods groups, village planning participation and inclusiveness, village funds utilization, and other indicators that may be influenced by the Project.

Management Information System (MIS). BaKTI will set up a small Program monitoring team to set up a MIS to track: (i) implementation of each activities; (ii) number of participants in meetings and trainings disaggregated based on gender and vulnerable groups; (iii) financial information on activities funded by JSDF/ district government/ village government, and (iv) Project outputs and intermediate results indicators for the PDO. The MIS will also utilize LivWell and FIES instruments to track food security and income of active participants in the Project's livelihoods initiatives activities. Finally, the MIS will document the Village Livelihood Plans, and any activities from the VLPs that get funded by village funds.

Documentation of processes and lessons with recommendations for replication and scale. BaKTI's Program monitoring team will collect written monthly reports from Project facilitators to document and identify effectiveness of the following: (i) various facilitation processes and methods utilized in strengthening participation and inclusion; (ii) quality of participation by women and vulnerable groups in sample villages; (iii) participatory planning and prioritization tools employed to identify and select community livelihoods activities; (iv) technical support to livelihoods activities; and (v) various ways to strengthen linkages to village government programs. The MIS team will also collect and collate monthly reports at the district level to document: (i) various ways to strengthen the capacity of district, sub-district and village government; (ii) various ways to support village livelihoods plans and linkages with government, non-government, and private-sector value chain; and (iii) various regulations that need to be issued by district governments to support implementation.

7.2. Reporting back to stakeholder groups

The results of stakeholder engagement activities will be reported back to both affected stakeholders and broader stakeholder groups regularly through BaKTI's website. Stakeholders will always be reminded on the availability of the grievance mechanism.