The Republic of Zambia

Public Sector Governance for Service Delivery Program

Draft Stakeholder Engagement Plan

May 2019

Acronyms

DACO District Agriculture Coordinating Officer

DC District Commissioner

ESCP Environmental and Social Commitment Plan

ESRS Environmental Social Review Summary

GBV Gender Based Violence

GRM Grievance Redress Mechanism

GRZ Government of Zambia

LA Local Authority

LMP Labour Management Plan

M & E Monitoring and Evaluation

MoF Ministry of Finance

MoLG Ministry of Local Government

PSGDP Public Sector Governance for service delivery Program

SEP Stakeholder Engagement Plan

WB World Bank

WDC Ward Development Committee

PMU Program Management Unit

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1.0 Introduction

The Public Sector Governance for Service Delivery Program (PSGDP) is a US$ 100 million project which aims to support the Government of the Republic of Zambia in strengthening institutions for accountable local service delivery. This grant is critical to Zambia’s devolution program through which Councils are decentralized to help improve service delivery particularly in rural areas.

The Government made the decision of decentralization through devolution as a principal method to development. The form of decentralization focuses on a decentralized system of governance within a unitary state of Zambia, with the district as the focal unit of development at the local level.The project will involve investments in: (i) Strengthening of local service delivery; (ii) performance grant for service delivery; (iii) capacity development; and (iv) program management. These activities will be implemented in 96 districts across 10 provinces.

The social risk classification in this project is rated “moderate” as the project will be undertaken on existing facilities and will not involve complex or large scale civil works and not likely to result in any adverse social impacts. The project is designed on the principle of strengthening local governance accountability for improved delivery. Service delivery at local level is vital for the success of stakeholder engagement. While government has a role to play in ensuring that there is delivery of service in the community, the success of this project will depend on participation from the community. It is therefore, important to engage the community at various stages. In this regard, town councils will need expertise to hold meetings, open discussions and engage vulnerable communities. Stakeholder engagement and participation will assist in the process of managing risks but also timely disclosure of relevant information, gaining stakeholder cooperation and support for the project and addressing the concerns raised by citizens. Therefore, it will promote active participation of citizens in the development and planning of their area.

The SEP is a guide with procedures and plans for engaging multiple stakeholder groups. Therefore, in order to successfully implement the PSGSDP there is need for a SEP with sufficient guidance on how PSGSDP will work effectively with various stakeholders to ensure there is interaction and feedback with those affected directly and indirectly by the project. This SEP is established alongside the Environmental and Social Environmental Commitment Plan (ESCP) and provides guidelines for stakeholder engagement during preparation and implementation of the project.

This SEP is a living document. It will be:

* Disclosed prior to project commencement
* Periodically updated and changes validated during project implementation
* Monitored and its effectiveness evaluated towards the end of the project

This SEP offers an overall framework that will guide stakeholder engagements throughout the duration of PSGSDP. It will, however, be updated from time to time to adapt its activities towards particular project needs during implementation. Although the SEP will be developed and the initial version drafted by the District planner under the Local Government administration, overall stakeholder engagement will be carried out in the name of PSGSDP and require prior approval from PSGSDP.

## 1.1 Project Background

The Republic of Zambia in its 7th National Development Plan (7NDP, 2017-2021) highlights its economic strategy for achieving its vision of “becoming a prosperous middle-income country by 2030”. Creating a conducive governing environment for a diversified and inclusive economy is one of the core strategies elaborated in the vision. The 7NDP lays out the following six development outcomes as its key priorities to strengthen governance: (i) Improving the policy environment; (ii) improving transparency and accountability; (iii) establishing an inclusive democratic system of governance; (iv) improving service delivery; (v) improving the rule of law, human rights and constitutionalism; and (vi) enhancing national values, principles, and ethics. One key policy measure for improving governance is the government’s decentralization program aimed at improving service delivery at the local level.

In order to strengthen governance and service delivery, the Government formulated in 2009 the National Decentralization Policy (NDP) which is meant to strengthen social interaction between citizens and the State. Therefore, the government has been devolving authorities, roles and funds to local governments. The NDP recognized the need to quicken the process of decentralization by devolving sectors in an all-inclusive and harmonized manner.

The Councils, through elected councilors, represent local governments with a supported executive team of civil servants headed by a Town Clerk (for City and Municipal Councils) or Council Secretary (for Town Councils). The responsibilities of local governments are defined in the 2016 Constitution. These include but are not limited to:

* Provision of local infrastructure
* Street cleaning and drainage, sanitation; and solid waste management
* Maintenance of parks, sports and recreation facilities.

Nevertheless, local governments, particularly in rural areas face significant challenges in service delivery. They lack the institutional capacity to address their growing service delivery mandate in an effective manner. To be effective, local government bodies will need to engage citizens and create a feedback mechanism to the plans, budget and delivery of services. The government realizes that the decentralization strategy must translate into service delivery outcomes and has sought World Bank support to address these through a specific investment operation.

This project will be implemented by the Ministry of Finance (MoF) in collaboration and partnership with the Devolution Secretariat and the Ministry of Local Government (MoLG). MoF has experience in implementing World Bank funded projects, having successfully implemented the Finance Management Reform Programme (PFMRP) Phase 1 which ended in December, 2018. This project is a buildup of phase 1 and the same PIU under MoF will be maintained; however, specific skill sets will be needed in the PIU under MoLG since the project will be implemented in town councils and has the component on strengthening citizen engagement.

## 1.2 Project Description

The project will offer support to 96 selected local authorities across the country. This process will be conducted in stages, in strengthening financial and service delivery, improving planning and monitoring, and strengthening citizen engagement in local governance and service delivery. The PSGSDP will be implemented in all 10 provinces of Zambia which include, Copperbelt, Central, Lusaka, Muchinga, Northern, Luapula, Western, North Western, Eastern and Southern provinces. The project will select local authorities categorized as Town Councils.

See Annex A and the figure below illustrates the provinces of Zambia:



Figure 1 Zambia's 10 Provinces

## Project Components;

The project comprises the following four components:

**Component 1: Strengthen Governance for Local Service Delivery (**US$8.5 million)

This component will support key agencies of the Central Government in (i) developing transparent and predictable fiscal transfer system, and (ii) monitoring of local government finances and performance for effective and accountable local governance and service delivery, and (iii) strengthening of oversight of local government institutions. The component has three subcomponents: (i) Strengthening the oversight of local government; (ii) supporting public finance management reforms for service delivery; and (iii) strengthening the oversight of the local government.

**Component 2: Performance Grant for Service Delivery (**US$70 million)

Ninety-five percent of the financing under this component (or US$67 million) will be DLI-based. The council will introduce the performance grant to town councils to reward superior institutional performance of town councils measured through an Annual Performance Assessment (APA). This grant will be available to all 96 Town councils, on condition that they qualify in the APA. The towns that do not qualify will be offered targeted support with the aim to help them qualify in the subsequent years.

**Component 3: Capacity Development Support (**US$17 million)

This component will provide capacity development support to strengthen institutions and skills for local councils, particularly the 96 Town Councils with the aim to improve governance and service delivery to citizens in an efficient, accountable and sustainable manner. Furthermore, its aim will also be to strengthen national institutions such as MoLG and LGTI to enhance their ability to fulfill their assigned mandates as well as the Governance oversight of capacity building for LCs. Capacity building under this component will include core trainings, which will include targeted courses meant to meet minimum conditions and performance indicators measured in the APA of the PBG-scheme of project component 2: ICT Foundations and Communications and Citizen Engagement Implementation plan. Based on this plan, LC staff for public relations and communications and M&E staff will be supported through classroom trainings.

**Component 4: Program Management (**US$4.5 million)

This component will provide management support to the Ministry of Finance for the implementation of the project. In addition, it will provide support for regular project evaluations which include procurement and safeguard reviews, financial reporting and auditing. Furthermore, the component will also support the design and implementation of a survey to measure service delivery impacts as well as citizen perception of service delivery. Finally, the component will finance communication and outreach efforts about the Project to all key stakeholders.

## **1.4 Applicable World Bank** Environmental Social Standards (ESSs)

1. **Assessment and Management of Environmental and Social Risks and impacts (ESS1)**

Implementation of the PSGSDP will require assessment of environment and social risks likely to result from the project. To this effect, MoF and MoLG will conduct environmental and social assessments to identify risk mitigation measures. Based on assessments conducted during project preparation, the following environmental amd social risks have been identified as potential impacts on project areas:

1. Disruption of access to public services
2. Community health and safety
3. Occupational health and safety of workers
4. Disposal and management of waste generated during works
5. Non-inclusion of vulnerable groups, and
6. Weak Grievance Redress Mechanisms.

**2. Labour and working conditions (ESS2)**

As per project design, construction/rehabilitation works will be undertaken by personnel from designated town councils. Issues of occupational health and safety, as well as grievances on labour matters, may arise and pose a risk to meeting project implementation timelines. As such, a Labour Management Procedures (LMP) will be prepared as part of the Environmental and Social Management Framework (ESMF), to address potential labour concerns as highlighted above. The LMP will be prepared in line with local employment act. A Grievance Redress Mechanism (GRM) will be prepared for workers and contracted workers to address potential workplace issues. The GRM procedures will be made readily available to the entirepersonnel. It will provide guidance on process of grievance registering and timely feedback to affected project staff.

**3. Community Health and Safety ESS 4**

ESS 4 recognizes that project activities, use of equipment, infrastructure can increase community exposure to risks and impacts.[[1]](#footnote-1) However, this project envisages that civil works will be moderately low which may not pose a significant risk to the health and safety of communities. Communities may be affected by traffic related safety risks caused by movement of machinery as well as exposure to hazardous waste generated from construction and rehabilitation works. Mitigation measures against this risk are provided in the ESMF. There will be need to manage issues such as restrictions of access. Other potential issues that may arise include:

1. Influx behavior by contractors which will lead to increased exposure to communicable diseases including but not limited to HIV/AIDS
2. Risk of inadequate and/or illegal disposal of waste
3. Creation of nuisances such as dust, noise, vibrations and fumes from civil works
4. Effects from uncontrolled storm-water run-off and/or soil erosion.

In order to address those impacts, the project will develop an Environmental and Social Commitment Plan (ESCP) outlining measures to be undertaken to mitigate these risks. As these risks will impact communities in targeted areas, effective engagement and communication on potential risks is important. This SEP serves as a mechanism for ensuring adequate project information and communication against risks is shared with various stakeholders.

**4. Land Acquisition, restriction on land use and involuntary resettlement ESS5**

It is not envisaged that project activities will lead to land acquisition or physical displacement, as the project will be implemented within existing council premises. However, should selected project activities result in impacts of physical or economic displacement, the implementing agencies will be required to prepare a Resettlement Action Plan (RAP). Preparation of the RAP will be guided by the principles set out in the Resettlement Policy Framework (RPF) which will be developed as a precautionary measure to address potential resettlement impacts.

 **5. Stakeholder Engagement ESS10**

ESS10 requires the government to prepare and implement a stakeholder engagement plan. Identification of stakeholders especially in town councils will ensure wide participation in project design since the project will be implemented in rural areas where there is low participation of vulnerable groups and women. To ensure that there is citizen participation in the project life spun, this SEP stipulates the process of consultation and disclosure of key project information which will be made public during project preparation and implementation. All the identified instruments listed under each ESS have been included in the draft ESCP, including the SEP which is a mandatory requirement for project preparation under the ESF. The proposed engagement activities will be closely monitored and reported on as per the agreed timeline.

## 1.5 Stakeholder Consultation and Disclosure

Stakeholder engagement requires meaningful consultation in such a way that stakeholders are given the opportunity to express their views about the project, risks, impacts and mitigation measures and allow PSGSDP to consider and respond to them. As part of project preparation, officials in MoF undertook various consultations largely at the central level to review the design and to agree on roles, and to identify key stakeholders. Given the outcome of consultations held to date, more consultations need to be undertaken especially for targeted areas. Through this plan a well detailed schedule will be complied for future engagements with communities and other key stakeholders in project areas; tentative timelines have been provided (see Annex A). Meanwhile, meaningful consultations by the PSGSDP will be carried out on an ongoing process based on the nature of issues and potential impacts.

 The PSGSDP will use a two-way process that:

1. involves interactions between and among identified groups of people and provides stakeholders with an opportunity to raise their concerns and share their opinions, and ensures that this information is taken into consideration when making decisions pertaining to the project.
2. begins early during the project planning process to gather initial views on the project proposal and design.
3. encourages stakeholders feedback, especially as a way of informing the project design and engagement by stakeholders in the identification and mitigation of environmental and social risks and impacts.
4. is ongoing, as risks and impacts arise.
5. will be based on the prior disclosure and dissemination of relevant, transparent, objective, meaningful and easily accessible information in a timeframe that enables meaningful consultation with stakeholders in a culturally appropriate format, in relevant local languages and is understandable to stakeholders.
6. considers and responds to feedback.
7. supports active and inclusive engagement with project affected parties.
8. is free of external manipulation, interference, coercion, discrimination and intimidation; and
9. ensures that implementation of the SEP will be documented and disclosed prior to Project appraisal.

In addition, the PSGSDP will endeavor to disclose information that will allow stakeholders to understand the risks and impacts of the project as well as potential opportunities. And, it will provide stakeholders with access to information, as early as possible before the Bank proceeds to project appraisal, and in a timeframe that enables meaningful consultations with stakeholders on project design.

## 1.6 Purpose of Stakeholder Engagement Plan

Stakeholder engagement is an inclusive process conducted throughout the project life cycle. Where properly designed and implemented, it supports the development of strong, constructive and responsive relationships that are important for successful management of environmental and social risks identified in a project.[[2]](#footnote-2) Communicating early, often, and clearly with stakeholders helps manage expectations and avoid risks, potential conflict, and project delays.[[3]](#footnote-3)In addition, the plan assists in managing stakeholder expectations which will have a bearing throughout the lifespan of the project. Hence, this SEP provides a plan to interact effectively with stakeholders to support project interests.

The institutional arrangement under MoLG will work as follows: The District planning office coordinates all district activities (consist of social economic planners who plan infrastructure projects, local community legislation as well as environmental and social issues) and reports on information on all works carried out by the council. This report is sent to the Provincial Local Government Officer who coordinates all council administrative issues and reports to the Director Local Government and planning who will in turn give financial reports to the Treasury Services department whose role is the disbursement of funds. Meanwhile, there are discussions underway regarding institutional arrangements of this project. The SEP will be updated once there is clarity on the matter.

**1.7 Structure of Stakeholder Engagement Plan**

The structure of the stakeholder engagement plan will be as follows;

2.0 Stakeholder Identification and analysis

3.0 Previous Stakeholder Engagement Activities

4.0 Stakeholder Engagement Program

5.0 Resources and Responsibilities for implementing the Stakeholder Engagement Plan

6.0 Grievance Redress Mechanism

7.0 Monitoring and Reporting

# **2.0 Stakeholder Identification and Analysis**

In this SEP, stakeholders refer to individuals or groups who:

1. are affected or likely to be affected by the project (project affected parties); and
2. may have an interest in the project (other interested parties)

## 2.1 Affected groups

The affected stakeholder groups include the following:

* Council Staff in rural areas whose councils qualify for the grant
* Bus commuters
* Marketeers
* Population around the areas of construction

**2.1.1 Key Stakeholders**

1. MoLG
2. PMU
3. Provincial Local Government Officer
4. District planning officers
5. Councilors
6. Council Secretaries
7. Ward Development Committees
8. Decentralization Secretariat
9. Cooperating Partners[[4]](#footnote-4)
10. EU
11. USAID
12. GIZ
13. MoF
14. Treasury department services
15. Programme Management Unit

## 2.2 Other Interested parties

* Bus owners
* Shop owners
* NGOs
* Private Sector[[5]](#footnote-5)
* Chiefs

**Other Key Stakeholder**

| Group  | Purpose  |
| --- | --- |
| Chiefs  | Gate keepers of the community assist in cooperation of the community  |
| Bus Owners | Need to be engaged in the event that private owners are affected by new bus stations when they created their own stations. |
| Shop owners  | TBA |
| Hired Contractors  | TBA |
| NGOs/CBO’s | TBA |
| NGO’s /CBO’s | Interact with the community and are at times critical of the WB |
| Local Community  | Will use markets and bus stations constructed |
| Hired Contractors  | Conduct construction works on behalf of the City Council |
| Other Private sector Organisations | TBA |

These groups of stakeholders have been identified as critical for the planning and implementation process of the project.

Different types of stakeholders have been grouped based on their influences to the project (see Annex B). Early understanding of the influences or connections of a stakeholder group to the project assists in the identification of the key objectives in engagement. In this regard a stakeholder mapping exercise was undertaken to identify the importance of each stakeholder, which assesses the influence that stakeholders have over a project and/or the way project activities will potentially affect stakeholders. As the project evolves, other stakeholder groups may be identified and engaged.

## 2.3 Stakeholder Needs

Stakeholder needs include language needs and capacity building training, which have been exemplified in Annex B and the ESRS. However, through further consultations and engagements with the community more stakeholder needs will be identified.

## 3.0 Summary of Previous Stakeholder Engagement Activities

During project preparation, a number of meetings were held between MoLG, MoF and the World Bank Mission. Annex C1 has a list of the participants to the meeting held in February 2019, and Annex C2 is a list of missions held in March 2019.

The purpose of the February mission was to initiate the preparation of the PSGSDP. In collaboration with a Government team led by the Ministry of Finance (MoF) as well as key stakeholders the objectives of the mission were to: (i) define the scope of the Project and development objectives; (ii) identity priority areas of support based on the findings from the mission; and (iii) agree on the preparation steps and overall processing timeline.

The mission held meetings with officials from the MoF (including Inter-Governmental Fiscal Relation Unit and Project Management Unit for PFMRP), Decentralization Secretariat, Ministry of Local Government, Ministry of National Development Planning, Local Government Service Commission, Chalimbana Local Government Training Institute, Smart Zambia Institute, Action Aid, the Zambia Institute of Policy Analysis and Research (ZIPAR) as well as with Cooperating partners (GIZ). In addition, the mission undertook field visits to three town councils (Chilanga, Kafue and Rufunsa) to get an understanding of the systems and capacity of town councils as well as the ground level challenges for implementing the Government’s Decentralization policy. The mission made good progress on the design by identifying keys issues relevant to project and agreed with Government counterparts to expedite project preparation through frequent technical missions. (see Annex C1).

The second series of meetings were held March 18-to 29, 2019. The objective of the mission was to work with counterparts in the Zambian Government in order to (i) advance the design of the project scope, (ii) identify specific activities in the priority areas for support as agreed during the previous mission, and (iii) review the action plan from the previous mission to complete project preparation. The mission held meetings with officials from MoF (including IFRU), Office of Accountant General and Public Financial Management Reform Unit (PFMRU), Decentralization Secretariat, Ministry of Local Government (MoLG), Ministry of National Development Planning (MNDP), Local Government Service Commission (LGSC), Local Government Training Institute (LGTI), the Office of Auditor General, Smart Zambia Institute (SZI), as well as with cooperating partners (GIZ). In addition, the mission organized a workshop with representatives from the principal Ministries, Departments, and Agencies on March 25-26, 2019 and discussed the project objectives, scope, components and activities, institutional and implementation arrangements (including fiduciary, disbursement, monitoring and evaluation) and environmental and social safeguards management. The mission also attended a meeting of the Cooperating Partners Group (CPG) on Public Financial Management (PFM) and presented the project design (see Annex B2 which has list of officials that attended the meeting).

Another stakeholder engagement meeting was held at WB on April 4, 2019 with a representative from MoF and a representative from MoLG to identify key stakeholders in the project, agree on specific roles and responsibilities of the various stakeholders, as well as identify the office responsible for the management of the SEP.

# **4.0** **Stakeholder Engagement Program**

## 4.1 Purpose and timing of stakeholder engagement

The PSGSDP will engage stakeholders as early as possible and will continue the engagement throughout the planning, mobilization, implementation and handing over stages until the project is eventually closed out.

However, the nature and frequency of follow up consultations will differ depending on the subprojects; the principles will be guided by the SEP (see Annex A).

## 4.2 Proposed Strategy for information disclosure

 The Stakeholder Engagement plan will be disclosed on the Bank’s and ministry’s website.

Furthermore, information prior and during project implementation will be made available through brochures in local languages (translation), in the provincial areas where activities will be conducted. Most of these areas have local community radio stations; therefore, information will be transmitted through these radio stations according to their language needs.

The MoLG through the Local Authorities (Town Councils) will be responsible for the project launch and disclosure of the SEP and GRM so that the community is made aware of channels to bring out their complaints. These meetings will be in the form of Focus Group Discussions; all views and feedback will be recorded. Town Councils are key in the mobilization of the community and holding meetings with them once there are emerging needs in the community will be important.

## 4.3 Proposed strategy for consultation

The PSGFSDG will have consultations at various levels, and meetings will be held for the purpose of gathering information.

Team one will comprise senior management from MoF, MoLG and World Bank PSGSDP Team leader and staff. At inception, this team will meet on a monthly basis and all participants will be responsible for giving updates including on delays that the project may anticipate. However, during implementation, meetings will be held once every six months. These meetings will create an opportunity for effective coordination in order to prevent delays. In this regard, there will be need for a dashboard as a way of monitoring the team’s engagement (see Annex D).

Team two is intended to serve as a technical committee which will comprise the District Commissioner’s, Councilors, District Health Officer (DHO), and the District Agriculture Coordinating Officer (DACO). The purpose of this team will be to meet on a monthly basis to discuss technical issues related to the project during implementation. They will also discuss any grievances that may have arisen from the community,which require feedback.

Team three will comprise of: Ward Development (WDC’s) Committees, market masters and commuters. WDCs are important in the stakeholder engagement process, because they are those who mobilise the community and the mouthpiece of the councils. They will also act as disclosure agents to the marketeers and commuters. Meetings will be held as and when there is need for disclosure or when there are grievances that arise.

## 4.4 Proposed strategy to incorporate the view of vulnerable groups

The project defines a vulnerable group as a population that has some specific characteristics that places it at higher risk of falling into poverty than others living in areas targeted by a project.  Vulnerable groups include the elderly, the mentally and physically disabled, at-risk children and youth, ex-combatants, internally displaced people and returning refugees, HIV/AIDS-affected individuals and households, religious and ethnic minorities, and in some societies, women. Whilst the project is not likely to attract labour influx into project areas, increased income streams for some workers if not managed well can lead to social tension, at household and community level, thus increasing risk of illicit behaviors and exposure to high risk situations such as sexual exploitation and Gender Based Violence (GBV)which mostly affect vulnerable community members. To complement mitigation measures in the ESMP, a GBV action plan will be developed and proposed actions shared with the public to safeguard against this risk as well as providing them information on reporting proceedures through the project GRM.

Vulnerable groups on this project will be identified during community engagement and identification of new stakeholders.

# **5.0** **Resources and Responsibilities for implementing stakeholder engagement activities**

## 5.1 Resources

Human as well as financial resources are very important in stakeholder engagement to ensure effective service delivery. The institutional arrangement under MoLG will work as follows: The District planning office, which consists of social economic planners who plan on infrastructure projects, local community legislation as well as environmental and social issues, will coordinate all district activities and report on works carried out at the council level. This report will be sent to the Provincial Local Government Officer who will coordinate all council administrative issues and convey any feedback received to the Provincial Local Government Officer (PLGO) who then reports to the Director Local Government and planning who will, in turn, give financial reports to the Treasury Services department whose role is the disbursement of funds. However, there are discussions underway regarding institutional arrangements. The SEP will be updated once there is clarity on the matter.

The office responsible for the stakeholder engagement plan will be the District planner under Local Government administration. This office will also come up with a budget for stakeholder engagement activities, to ensure that consultations on the project are done in an effective and efficient manner.

Figure 2 Institutional Organisation

Local Government

* District Planning Office
* Provincial Local Government Office
* Director Local Government Office
* PMU
* Director Planning and Information

Ministry of Finance

* Treasury Services department
* PMU

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## 5.2 Management functions and responsibilities

To ensure that the stakeholder engagement plan is effective, the MoLG in collaboration with MoF will hire, train and deploy the right personnel with good communication and accounting skills who will be able to engage various stakeholders. The hiring staff by the ministry has been included in the ESCP as one of the commitments.

# **6.0** **Grievance Mechanism**

The Grievance mechanism is currently in draft form but will be finalized before project approval.

# **7.0 Monitoring and Reporting**

Monitoring and reporting will include involving Project Affected Parties in monitoring mitigation measures that will be agreed on the ESCP to satisfy stakeholder concerns; thus, promoting transparency. The ESCP will further outline, based on close consultations with all stakeholders, how affected parties will be involved in the monitoring and evaluation and assess whether or not capacity building and training programmes will be required to enable affected parties and local council staff participate in monitoring. The Project will establish a monitoring system that is participatory, which will utilize indicators that are sensible to concerned stakeholders. Furthermore, the project will involve affected parties by gathering their observations to triangulate scientific findings and involve them in participatory discussions of external and monitoring and evaluation missions.

## 7.1 Involvement of Stakeholders in monitoring activities

Throughout the consultative process, stakeholders will be questioned on how effective the meetings and process of engagement were. The questions will be tailor-made to the relevant audience; however, they will assess if the meeting and entire process were in line with the key requests for meaningful consultations with stakeholders.

The Programme Management Coordination Unit will monitor the SEP in accordance with the requirements of the Legal Agreement and the Environmental and Social Commitment Plan (ESCP) including changes resulting from changes in the design of the project or project circumstances. The extent and mode of Stakeholder monitoring with respect to environmental and social performance would be proportionate to the potential environmental and social performance risks and impacts of the project and their effect on the various stakeholder interests.

The following Monitoring actions will be undertaken regarding stakeholder interests in line with the environmental and social performance of the PSGSDP, which will include:

* Conducting stakeholder engagement in an ongoing manner, in accordance with the SEP and build upon the channels of communication and engagement as established with stakeholders.
* Collection of feedback from stakeholders on environment and social performance of the project, and on the implementation of the mitigation measures outlined in the ESCP on a bi-annual basis.
* Periodic reviews of compliance with requirements of the legal agreement, including the ESCP.
* Where appropriate, and as will be set out in the SEP, engaging stakeholders and third parties such as independent experts, local communities or nongovernmental organizations (NGOs), to complement or verify projects stakeholder monitoring information;
* Where other agencies or third parties would be responsible for managing specific risks and impacts and implementing mitigation measures, the Government would collaborate with such agencies and third parties to establish and monitor such mitigation measures.

## 7.2 Reporting back to stakeholder groups

The Public Sector Governance Service Delivery Project (PSGSDP) stakeholder engagement process will aim to support the development of strong, constructive and responsive relationships among the key identified Project stakeholders for successful management of the project’s environmental and social risks. Effective stakeholder engagement between the Government and project stakeholders improves the environment and social sustainability of projects, enhances project acceptance and makes significant contribution to successful project design and implementation.

All PSGSDP stakeholder engagement meetings will have minutes, which will be stored in the PSGSDP stakeholder engagement database; this will be to ensure that (i) there are records that can be referred to and that all views raised are taken into consideration, and (ii) commitments made are delivered upon. In addition, the outcomes of the stakeholder engagement activities with comments that have been taken into account will be reported in the ESCP and monitoring progress reports by all parties. Despite this being for internal use only, it will result in an annual report on stakeholder engagement under PSGSDP. In this regard, the first report will be published in June 2020.

Annex A

**Tentative Draft Stakeholder Disclosure Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Component | Group | Purpose | Person Responsible  | Mode | Time Frame  |
| Component 4  | WB(Task Team Leader, MolG (Principal Engineer, Directors Planning Directors Administration) ,MoF( Procurement)  | Disclosure of the SEP, ESRS, ESCPP, and GRM  | WB |  | May 2019 |
| Component 2 | District plannerMoLG M& E Specialist  | Ensure staff and community are trained in GRM, | MoF Finance  | For staff class room trainings at Chalimbana or Mulungushi University | Prior to project commencement |
| Component 2 | Councilor, Council secretaries, Council Staff, Hired ContractorsWDCS | Disclosure of the GRM | Councilors  | Meetings | Prior to project commencement |
| Component 3 | WDCs, community (marketeers, bus commuters, vulnerable communities) | Responsible for disclosure of GRM, SEP, EC | WDCs under MoLG | Community meetingsFocus Group Discussions | Prior to project commencement |

Annex B

| Group | Description of Stakeholder | Description and Key attributes | Impact on Project | Desired State | Engagement Strategy |
| --- | --- | --- | --- | --- | --- |
| Ministries | -Ministry of Local Govt-Decentalisation Secretariat-MDD Cabinet Office-Ministry of National Development Planning -Local Govt Serivice CommissonChalimbana Local Government training InstituteAuditor General’s officeMOF-Controller of internal audit | Look at decentralization policy across all ministries and set criteriaOversea staffing /Human resource developmentConduct training for staffAnnual AuditsFinancial application  | Implementers of the componentsWell skilled staffCapacity Building training | Effective and Efficient service deliveryEfficient service deliveryAll Councils should be currentProofing of financial documents | WorkshopsJoint assessments and InspectionsMeetings(monthly)Quarterly meetings Recruit qualified personnel Onsite and mobile trainingPhasing of audits |
| Local Government | DistrictsMunicipalitiesSub-CountyTownCouncil | * Implementing and affected entity
* Technical Leadership
* In-charge of day to day running of local governments
 | * Useful in the construction activities
* Offer support and supervision
 |  | * Consultative meetings
* Build partnerships
 |
| Funding Agency | World Bank | * Provides Funds
* Sets funding conditions
 | Withhold funding if donor requirements are not met | Donor requirements and best practices are met | * Conduct strategic engagements assessments
* Share progress reports
* Constitute working group
 |
| NGO’s /CBO’s | Social Environment | Interact with the community and are at times critical of the WB | Provide for entry points into the community | Maintain good relationships and support compliance to environmental and social requirements | Build alliances and work with other NGO’s and CBO’s  |
| Local Community  | * Chiefs
* Marketeers
* Commuters
* Population in the corridor

Villagers | * Gate keepers of the community
* Will use markets and bus stations constructed
 | * Influence on acceptance of the project by subjects
 | * Improves infrastructure for the area
* Improve trading areas/ sanitation/ feel that they belong
* Community fully engaged

Supply markets(offloading area) | * Meetings
* Training on managing market and waste
* Focus group discussions when there is need, feedback
* Once in a year meeting in terms budgeting( 4-5 times)
* Hold regular Community dialogues
* Establishing and training Grievance Management Committees
* Sensitising community on Environmental issues.

Paying attention to the issues of health and safety, gender, HIV/AIDS, GBV, children, Elderly, PWDs and other vulnerable groups |
| Hired Contractors  | TBA | Carry out works and activities on behalf of the council | Have a stake in either the success or failure of the PSGFSDP | * Service delivery according to LC’s expectations
* Mitigate HIV AIDS and GBV
 | * Agree on clear requirement
* Monthly coordination meetings
* HIV AIDS and GBV training

Health and Safety |
| Business men/Shop Owners  | Own shops that are near construction of markets and bus stops | TBA | TBA | TBA | Meetings |
| Districts | DC –CouncilorsDistrict education OfficerDirector of Health DACO | Due to the decentralization policy, they are involved in the planning and provide input to the processe.g building of bridges during construction for easy access  |  |  | Meetings  |
|  |  |  |  |  |  |

Annex C1

 **List of officials met and composition of the World Bank team**

**List of Officials Met**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **NAME** | **ORGANISATION** | **DESIGNATION** |
|  | Mukuli Chikuba | MoF- Economic Management and Finance | PS – Economic Management & Finance |
|  | Chola J. Chabala | MNDP  | PS Planning |
|  | Mushuma Mulenga | MNDP | PS – M&E and Development Cooperation |
|  | Dr. Martine Mtonga | Smart Zambia Institute | National Coordinator & Deputy Secretary to Cabinet |
|  | Numeral Banda | MoLG | Acting PS – MoLG |
|  | Mumba Chanda | MoF - Accountant General | Director LG Finance and Projects |
|  | Alfred S. Sakwiya | Decentralization Secretariat | Director |
|  | Mulele M. Mulele | MNDP - Development Planning | Director  |
|  | Margret C. Kapanda | MoLG- LG Administration | Director |
|  | Maketo Mulele | MNDP – Development Planning | Director |
|  | Crane Muleya | MNDP – Public Investment Planning | Director |
|  | Lazarus Mulenda | LG Service Commission | Commission Secretary |
|  | Richard Lungu | MNDP – Development Planning | Assistant Director |
|  | Sheila S. Mudenda | MNDP – Central Statistics Office | Assistant Director |
|  | Desmond Banda | MoF - Budget Office | Assistant Director |
|  | Prudence Kaoma | MNDP – M & E | Assistant Director |
|  | Elizabeth M. Choseni | Decentralization Secretariat | Assistant Director |
|  | Sylvia K. Masebo | MoLG - Planning | Assistant Director – PIPD |
|  | Andrew Mwinga | MoLG – LG Administration | A/Assistant Director |
|  | Dr. Nswana Movens | Decentralization Secretariat | Assistant Director |
|  | Coreen Mvula | Decentralization Secretariat | Assistant Director |
|  | Musukuma Chuzya | MoLG – LG Administration | Assistant Director |
|  | Patson Phiri | MoLG - Planning | Assistant Director |
|  | Lee Chileshe  | MNDP – Development Planning | Assistant Director – Development Planning |
|  | Simon Phiri | Smart Zambia Institute | Deputy Director Local Government |
|  | Bob Chiyombwe | MoF – PFMRP | Procurement Specialist |
|  | Mpongwe Ndebele Shawa | MoF – PFMRP | M&E Specialist |
|  | Austin Sichinga | MoTC | Deputy Director |
|  | Mr. Nyirongo | MoHA – National Registration | National Registrar |
|  | Mr. Nyahoda | MoHA – National Registration | Deputy National Registrar |
|  | Sally.C. Chama | MoF – PFMRP | Senior Accountant |
|  | Samson Mwale | MoF – PFMRP | Principal Accountant |
|  | Victoria Y. Kaulung’ombe | MoF – Budget Office | Senior Economist |
|  | Brian Mwiya | MoF- Accountant General | Senior Accountant |
|  | Kapema G.N. Hangoma | MoF- Budget Office | Acting Principal Economist |
|  | Martin Phillip | MoF-Budget Officer | Budget Adviser |
|  | Dr. Ruth Mulenga | MoLG - Planning | Principal Planner |
|  | Brian Simukoko | MoLG – LG Administration | Principal LG Auditor |
|  | Mwelwa A. Munsaka | MoLG - ICT | Principal Planner |
|  | Frank Kunda | MoLG – Training Institute | Principal |
|  | Kelvin Syabeene | MoLG – LG Administration | Principal Local Government Officer |
|  | Shadreck M. Kambafwile | MoLG - Planning | Principal Planner |
|  | Chewe Nkole | Smart Zambia Institute | Business Development Officer |
|  | Chisenga Fungai Kunda | Smart Zambia Institute | Business Development Officer |
|  | Amos M. Musonda | Local Government Service Commission (LGSC) |  |
|  | Beatrice M. Yeuuka | LGSC |  |
|  | John Kalokoni | LGSC |  |
|  | Eddie Nason Mumba | LGSC |  |
|  | Mary Nkanga | LGSC |  |
|  | Mwamba K. Makowa | LGSC |  |
|  | Paul Zimba | LGSC |  |
|  | Peter Mutale | LGSC |  |
|  | Bupe Chongo Sinkala | LGSC |  |
|  | Maybin Chanda | LGSC |  |
|  | Bwalya E. Banda | LGSC |  |
|  | Mwape Katemwe | Rufunsa Town Council | Council Secretary |
|  | Mutinta Siasumo | Rufunsa Town Council | District Planning Officer |
|  | Mildred Chekwe | Rufunsa Town Council | Chief Human Resource Officer |
|  | Kabaso Nkalamo | Rufunsa Town Council | Council Treasure |
|  | Carol Hamaleka | Rufunsa Town Council | Chief Administrative Officer |
|  | Rachel Chaaka | Rufunsa Town Council | Public Relations Officer |
|  | Brian Simukoko | Rufunsa Town Council | Director of works |
|  | Mumbi M. Chocho | Chilanga Town Council | Council Secretary |
|  | Ama D. Addo | Chilanga Town Council | District Planning Officer |
|  | Sophie Kandandu | Chilanga Town Council | Deputy Director of Works |
|  | Patricia Kaliya M | Chilanga Town Council | Education Standards Officer |
|  | Kingford Kalobi | Chilanga Town Council | Deputy Treasurer |
|  | Sydney Mwamba | Kafue Town Council | Human Resource Officer |
|  | Nkumbu Nangoyi | Kafue Town Council | Health Inspector |
|  | Vincent Siakalambwa | Kafue Town Council | District Forestry Officer |
|  | Perfecto Buyamba Kabanshi | Kafue Town Council | Director Forestry  |
|  | Monica Mulenga | Kafue Town Council | Assistant Director Aquaculture |
|  | Mwanji Chellah | Kafue Town Council | Director of Agriculture |
|  | Idah Katongo | Kafue Town Council | Socio – economic Planner |
|  | Maseka Mwamba | Kafue Town Council | Environmental Planner |
|  | Suzyo Nyirenda | Kafue Town Council | Architect |
|  | Maximilian M. Mwansa | Kafue Town Council | Assistant Commercial Manager |
|  | Maambo Chilepa M | Kafue Town Council | Senior System Analyst |
|  | Samson Mwanza | Kafue Town Council | Water & sanitation Coordinator |
|  | Vannesa Kasongo | Kafue Town Council | Procurement Officer |
|  | Kabwe Chileshe | Kafue Town Council | Acting Director of Works |
|  | Joseph Chirwa | Kafue Town Council | District Accountant |
|  | Mwansa Susan Makungo | Kafue Town Council | Chief Administration Officer |
|  | Mwape Mupeta | Kafue Town Council | Data Entry Operator  |
|  | Jayne K. Bwalya | Kafue Town Council | Community Development Officer |
|  | Namoonga Mweene | Kafue Town Council | Chiefs & Traditional Affairs Officer |
|  | Ole Krach | GIZ/GFA | Team Leader |
|  | Basil Mweempwa | GIZ/PIP | Senior Governance Advisor |
|  | Lackson Daka | GIZ/GFA | Advisor Fiscal Decentralization |
|  | Michelle Wilson | GIZ/MoLG | Advisor |
|  | Jean Knoedel-Keaue | GIZ/LGAZ | Advisor |
|  | Leonie Schmitz | GIZ/GFG | Component Coordinator |
|  | Rhudo Masasi | GIZ/D4D | Junior Advisor |

* + - 1. **Composition of the World Bank Mission Team**

|  |  |  |
| --- | --- | --- |
| 1. | Ramakrishnan Venkateswaran | Lead Governance Specialist & Task Team Leader (TTL) |
| 2. | Shomikho Raha | Senior Public Sector Specialist & Co-TTL |
| 3. | Miki Matsuura | Public Sector Specialist & Co-TTL |
| 4. | David W. Wachira | Public Sector Specialist |
| 5. | Lourdes Linares | Senior Financial Management Specialist |
| 6. | Lingson Chikoti | Financial Management Specialist |
| 7. | Wedex Ilunga | Senior Procurement Specialist |
| 8. | David W. Wachira | Public Sector Specialist |
| 9. | Njavwa Chilufya | Social Development Specialist |
| 10. | Mwansa Lukwesa | Environmental Specialist |
| 11. | Krishna Pidatala | Senior Operations Officer |
| 12. | Zivanemoyo Chinzara | Country Economist |
| 13. | Charity Mbangweta | Program Assistant |
| 14. | Sipiwe Chihane | Program Assistant |
| 15. | Jumbe Ngoma  | Communication Consultant |
| 16. | Baison Banda | Financial Management Consultant |
| 17. | Shadreck Shawa | Procurement Consultant |
| 18. | Elliot Kalinda | Procurement Consultant |
| 19. | Shuller Habeenzu | ICT Consultant |
| 20. | Francis Zulu | PFM Consultant |

Annex C2

**List of officials met and composition of the World Bank team**

**List of Officials Met**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **NAME** | **ORGANISATION** | **DESIGNATION** |
|  | Emmanuel Pamu Mulenga | MoF | Permanent Secretary Budget |
|  | Mushuma Mulenga | MNDP | Permanent Secretary – M&E and Development Cooperation |
|  | Amos Malupenga | MoLG | Permanent Secretary |
|  | Davison Mendamenda | Office of Auditor General | Acting Auditor General |
|  | Alfred S. Sakwiya | Decentralization Secretariat | Director |
|  | Elizabeth M. Choseni | Decentralization Secretariat | Assistant Director |
|  | Nswana Movens | Decentralization Secretariat | Assistant Director |
|  | Coreen C. Mvula | Cabinet Office (DS) | Assistant Director |
|  | Betty Musonda | Cabinet Office (DS) | Assistant Director |
|  | Desmond Banda | MoF - Budget Office | Assistant Director |
|  | Chitalu Mulenga | MoF-Budget Office | Acting Assistant Director |
|  | Victoria Y. Kaulung’ombe | MoF - Budget Office | Senior Economist |
|  | Kapema G.N. Hangoma | MoF - Budget Office | Acting Principal Economist |
|  | Emmy S. Chenguluka | MoF – Treasury Services | Director  |
|  | Brighton Simutowe | MoF – Treasury Services | Principal Accountant |
|  | Maggie Sisya | MoF – Treasury Services | Principal Accountant |
|  | Eddie Mulenga | MoF – Treasury Services | Senior Accountant |
|  | Mumba Chanda | MoF - Accountant General | Director LG Finance and Projects |
|  | Brian Mwiya | MoF - Accountant General | Senior Accountant |
|  | Joyce Sundano  | MoF Internal Audit | Controller of Internal Audit |
|  | Martha Ndhlovu | MoF Internal Audit | Principal Internal Auditor  |
|  | Chikapa Kazuma | MoF Internal Audit | Senior Internal Auditor |
|  | George Chibwe | MoF Internal Audit | Assistant Director |
|  | Phales C. Phiri | Office of Auditor General | Acting Deputy Auditor General  |
|  | Sally Ross | Office of Auditor General | Acting Deputy Auditor General  |
|  | Francis Mbewe | Office of Auditor General | Director  |
|  | Renniah S. Zulu | Office of Auditor General | Director  |
|  | Wycliff Sakala | Office of Auditor General | Acting Assistant Director  |
|  | Shadreck Chitumbo | Office of Auditor General | Acting Assistant Director  |
|  | Francis Chewe | Office of Auditor General | Principal Auditor |
|  | Eng. Fanizani Phiri | MoLG | Acting Director |
|  | Nancy Mwamba | MoLG - Finance | Acting Director |
|  | Constance Musonda | MoLG - Finance | Senior Accountant |
|  | Nkumbu Siame | MoLG - DHID | Director |
|  | Ngoza Munthali | MoLG - Planning | Director |
|  | Shadreck M. Kambafwile | MoLG - Planning | Principal Planner |
|  | Mweembo Changula | MoLG - Planning | Principal Planner |
|  | Chilombo M. Hamabwe | MoLG - Planning | Senior Planner |
|  | Margret C. Kapanda | MoLG - LG Administration | Director |
|  | Kelvin Syabeene | MoLG - LG Administration | Principal Local Government Officer |
|  | Numeral Banda | MoLG - Physical Planning | Director  |
|  | Mwelwa A. Munsaka | MoLG - ICT | Principal Planner |
|  | Frank Kunda | MoLG - LGTI | Principal |
|  | Pondani Daka | MoLG - LGTI  | SSTO |
|  | Mukupa Tembo | MoLG - LGTI | SSTO |
|  | Isaac Kaputo | MoLG - Procurement | Chief Purchasing & Supply Officer |
|  | Kelvin Syabeene | MoLG | PLGO |
|  | Richard Kangwa | MoLG | Principal Engineer |
|  | Brian Siakabeya | MoLG | Principal SWMO |
|  | Amos M. Musonda | LGSC  | Commission Chairperson |
|  | Lazarous Mulenda | LGSC | Commission Secretary |
|  | Bwalya.E Banda | LGSC | CHROM |
|  | Michelle Sinda | MNDP | Principal Planner |
|  | Bob Chiyombwe | MoF – PFMRP | Procurement Specialist |
|  | Mpongwe Ndebele Shawa | MoF – PFMRP | M&E Specialist |
|  | Sally.C. Chama | MoF – PFMRP | Senior Accountant |
|  | Samson Mwale | MoF – PFMRP | Principal Accountant |
|  | Caiphas Phiri | MoF – PFMRP | Principal Accountant |
|  | Jane Mvula | MoF – PFMRP | Accountant |
|  | Kennedy Chilumbi | ZPPA  | Principal Compliance Officer |
|  | James Paipi | CLGTI/MLG | HOD-AMS |
|  | Basil Mweempwa | GIZ/PIP | Senior Governance Advisor |
|  | Martin Phillip | GIZ/MoF - Budget Office | Budget Adviser |
|  | Lackson Daka | GIZ/GFA | Fiscal Decentralization Advisor |
|  | Michelle Wilson | GIZ/MoLG | Advisor |
|  | Jean Knoedel-Keaue | GIZ/LGAZ | Advisor |
|  | Leonie Schmitz | GIZ/GFG | Component Coordinator |
|  | Rhudo Masasi | GIZ/D4D | Junior Advisor |

* + - 1. **Composition of the World Bank Mission Team**

|  |  |  |
| --- | --- | --- |
| 1.  | Hisham Waly | Practice Manager |
| 2. | Rama Krishnan Venkateswaran | Lead Governance Specialist & Task Team Leader (TTL) |
| 3. | Shomikho Raha | Senior Public Sector Specialist & Co-TTL |
| 4.  | Miki Matsuura | Public Sector Specialist & Co-TTL |
| 5. | Abebaw Alemayahu  | Sr Urban Specialist & Co-TTL (joined remotely) |
| 6. | Luis Schwarz | Sr Finance Officer |
| 7 | Lourdes Linares | Senior Financial Management Specialist |
| 8. | Aleks Kocevski | Senior Operations Officer |
| 9. | Lingson Chikoti | Financial Management Specialist |
| 10. | Wedex Ilunga | Senior Procurement Specialist |
| 11. | David W. Wachira | Public Sector Specialist |
| 12. | Njavwa Chilufya | Social Development Specialist |
| 13. | Mwansa Lukwesa | Environmental Specialist |
| 14. | Krishna Pidatala | Senior Operations Officer |
| 15. | Zivanemoyo Chinzara | Country Economist |
| 16. | Charity Mbangweta | Program Assistant |
| 17. | Sipiwe Chihane | Program Assistant |
| 18. | Jumbe Ngoma  | Communication Consultant |
| 19. | Baison Banda | Financial Management Consultant |
| 20. | Shadreck Shawa | Procurement Consultant |
| 21. | Elliot Kalinda | Procurement Consultant |
| 22. | Shuller Habeenzu | ICT Consultant |
| 23. | Francis Zulu | PFM Consultant |
| 24. | Daniel Budny | Consultant (joined remotely) |

Annex D

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Task & Objective** |  **Required Action** | **Actions Taken** | **Responsible Person** | **Target Due Date** | **Remarks** |
|  |  |  |  |  |  |  |
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1. The World Bank (2017), The World Bank Environmental And Social Framework [↑](#footnote-ref-1)
2. The World Bank (2017), The World Bank Environmental And Social Framework [↑](#footnote-ref-2)
3. Pollet., T (2014), A Strategic Approach to Early Stakeholder Engagement [↑](#footnote-ref-3)
4. Cooperating partners supporting decentralization policy in Zambia, for exchange of ideas;lessons learned that could be added into the design of the project [↑](#footnote-ref-4)
5. Who will be identified through further engagements [↑](#footnote-ref-5)