

Interested Parties Engagement Plan for [Project Name]

INTERNAL

This template should be used in conjunction with the [Interested Parties Engagement and FPIC Guidance document](#). Read that document before proceeding.

This Interested Parties Engagement Plan (IPEP) outlines the measures [Project Name] will take to ensure the effective and equitable engagement of people who may be impacted by or interested in the project. It defines the objectives, participants, activities, outcomes, and documentation for each of the three initial phases of interested party engagement. It is accompanied by an Engagement Plan Budget.

Section 1: Project Information

Project Name	
Project Lead Name & Contact Info	
Project Start and End Date	
Project Documentation	<i>Include links to project PIN and/or Feasibility Assessment</i>
Social Risk Assessment	<i>Include a link to your completed social risk assessment here</i>
Interested Parties Mapping	<i>Include a link to your Interested Parties Mapping exercise here</i>
IPEP Development Process	<i>Briefly describe the process you undertook to create this plan. Include names and titles of people who participated in the process, any external parties involved, basic desk research performed, experts consulted, and any participation of interested parties themselves.</i>

Section 2: Previous Relationship and Engagement

Please use the table below to describe the pre-existing relationship you have with each interested party and any previous engagement that you have undertaken with that party, prior to developing this plan. Include a row for every interested party that you plan to engage, even if you have not engaged them in the past (indicate “none” in the appropriate columns in that case). Add and delete rows as necessary.

Interested Party Organization <i>List the organization, entity, agency, association, community, etc.</i>	Name and Title <i>List names and titles of specific people you have engaged within that organization. Use multiple lines if there are multiple people with whom we have different engagements and relationships.</i>	Previous Engagements <i>Describe any previous engagements with that person – workshops, meetings, interviews, conferences, etc. Include dates when possible. Provide links to documentation, where available (e.g., agendas, participant lists, etc.).</i>	Overall Relationship Status <i>Provide a general indication of the status of your relationship – none, adversarial, poor, neutral, good, excellent, etc. Are they a close partner, donor, governing authority, contractor we’ve worked with before, etc.</i>
Government (local, state/province/department, national)			
NGOs/Associations/Civil Society			
Indigenous Peoples			
Local Communities			
Landowners or land managers			
Private Sector			

Academia/Contractors			
Others (add sectors as needed)			

Assessment: Describe any insights you had from completing this table. Use the questions below to guide your reflection.

- Are there any interested parties with whom you have no prior relationship? Why have you left them out to date?
- How accessible are the interested parties, and how will that influence anticipated timelines or co-design expectations?
- Are there any red flags – any interested parties with whom you have a poor relationship, or any poor relationships between interested parties? What is the cause of these relationship issues? Are there any existing conflicts of interests between parties?
- Are there any excellent relationships that you can tap into to build relationships with others?
- What engagements have gone really well in the past? Which ones have not gone well? What can you learn from those?

Section 3: Phase 1 Engagement Plan – Relationship, Capacity, and Interest

The first phase of interested party engagement focuses on building relationship, capacity, and interest of the main actors in the project.

Phase 1 Objectives

[Project Name] defines the following objectives for this phase:

- **Relationship building:** *define your objectives for building relationships – relationships between whom? What values/principles guide your relationship building? Are there particular people/groups to whom you need to pay special attention?*
- **Capacity building:**
 - *Define the capacities that the project developers/proponents and/or implementing partners will build in this phase and why*
 - *Define the capacities that the interested parties will build in this phase and why*
- **Building Interest:** *define your objectives for building interest. Do you have a target number of interested communities, farmers, landowners, etc.? How will you ensure that the expressions of interest are genuine and informed?*

Phase 1 Key Considerations

1. **Respectful Process:** *Describe any relevant local laws, customs, norms, protocols, etc. that you need to understand and respect during this process.*

2. **Inclusive Participation:** *Describe vulnerable or marginalized groups that you identified in your Interested Parties Mapping exercise. Describe specific ways you will design your engagements during this phase to ensure equitable participation of all actors, including women, youth, vulnerable, or marginalized actors, considering how availability may differ (e.g., work or school schedules, childcare, etc.)*

3. **Efficiency and Effectiveness:** *Describe any concerns about workshop or interview fatigue and describe ways to alleviate or minimize that risk. Describe priority audiences and/or targeted themes/outcomes that you will focus on.*

4. **Others:** *Describe any other guiding principles or considerations relevant to your project for this phase.*

Section 3: Phase 2 Engagement Plan – Co-design

Phase 2 of engagement is focused on co-designing the project through a participatory process with interested parties.

While you will want to have an idea of what this phase will entail from the outset so you can cost it out as part of the feasibility process, you will want to adapt your initial plan based on what you heard from participants during Phase 1 to make sure you are tailoring this next phase to their needs.

Phase 2 Objectives

[Project Name] defines the following objectives for this phase: *(adapt the objectives below to your specific project)*

- To improve the **equity and effectiveness** of the project by designing the major aspects of the project through a participatory process that incorporates the ideas, perspectives, interests, and needs of interested parties.
- To ensure the project has **long-term buy-in** and provides **sufficient incentives** to be successful.

Phase 2 Key Considerations

1. **Targeted Topics:** *Describe the major elements of project design that you will discuss and develop together with participants, the main decisions that will need to be taken throughout the process, data and information you need to collect, and priority questions you would like to discuss with interested parties.*
2. **Representative Participation:** *Describe how you will ensure that the participants in this phase are representative of the broader set of interested parties. Describe how you will ensure the voices and perspectives of women, youth, vulnerable, and marginalized groups are heard and respected during this process.*
3. **Broader Communication:** *Describe what elements of the design process will be communicated back out to the broader set of interested parties, when that information will be communicated, and how their feedback can be incorporated into the process.*
4. **Decision-making norms and conflict resolution:** *Define how decisions will be made – e.g. voting, consensus, discussion followed by one person making the decision, etc. We recommend defining who is the decider for various decisions, versus who needs to be consulted or informed. Describe the process for conflict resolution for this phase. There will likely be culturally established decision-making and conflict resolution processes in the project area that you will want to understand and consider.*

Section 4: Phase 3 Engagement Plan - Consent

The third phase of engagement is focused on consolidating the necessary consent and agreements for the project to move forward as agreed in the co-design phase.

Phase 3 Objectives

[Project Name] defines the following objectives for this phase: *(adapt the objectives below to your specific project)*

1. To ensure the main actors in the carbon project **consent to the terms** of the project **and their role** within it.
2. To define a plan for **on-going communication and consent** going forward, which is critical to project monitoring and adaptive management.

Phase 3 Key Considerations

1. **Legal requirements:** *Describe any legal requirements in your country related to FPIC and project consent. Describe any TNC legal requirements, overall and specific to your BU, that you need to consider (your lawyer should provide this).*
2. **Customary laws and protocols:** *Describe any local customs or protocols that need to be followed in this phase. Does the broader community need to be present to witness the signing of the agreement? Are there practices or norms around signing documents that need to be followed? In communities that follow more of an oral tradition, how can you adapt the process to ensure oral consent is provided in addition to (or instead of) any signed documentation? Should you mark this occasion with a celebration?*
3. **Documentation:** *Documentation is particularly important in this phase. Describe how you will document consent and where that document will be stored so that it is accessible to all parties. See guidance document for details.*

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