

Annex 8: Stakeholder Engagement Plan

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LIST OF ACRONYMS

AE	Accredited Entity
CRVA	Climate Risk and Vulnerability Assessment
CSO	Civil Society Organization
DCC	Department of Climate Change
DPF	Department of Planning and Finance
DMH	Department of Meteorology and Hydrology
DWR	Department of Water Resources
DOL	Department of Land
DPC	Department of Planning and Cooperation
DOA	Department of Agriculture
DALAM	Department of Agriculture Land Management
DLF	Department of Livestock and Forestry
DOI	Department of Irrigation
DOF	Department of Forestry
DHUP	Department of Housing and Urban Planning
DOR	Department of Road
DOT	Department of Transport
DOW	Department of Waterway
DWS	Department of Water Supply
DOP	Department of Planning
DIC	Department of International Cooperation
DHHP	Department of Hygiene and Health Promotion
DSB	Department of State Budget
EPF	Environment Protection Fund
EIA	Environment Impact Assessment
GGGI	Global Green Growth Institute
GCF	Green Climate Fund
GoL	Government of Lao PDR
GEF	Global Environment Facility
GESI	Gender Equality and Social Inclusion
Lao PDR	Lao People's Democratic Republic
LNMCS	Lao National Mekong Committee Secretariate
LNCCI	Lao National Chamber of Commerce and Industry
LWU	Lao Women's Union
LYU	Lao Youth Union
NAP	National Adaptation Plan
NSEDP	National Socio-Economic Development Plan
NDC	Nationally Determined Contribution
NDA	National Designated Authorities
NAFRI	National Agriculture and Forestry Research Institute
MONRE	Ministry of Natural Resources and Environment
MAF	Ministry of Agriculture and Forestry
MPWT	Ministry of Public Works and Transport
MPI	Department of Planning and Investment
MOF	Ministry of Finance
PIU	Project Implementation Unit

PWTI	Public Works and Transport Institute
SEP	Stakeholder Engagement Plan
TOR	Terms of Reference
ToT	Training of Trainer
UNEP	United Nations Environment Programme
UN-Habitat	United Nations Human Settlements Programme
UNDP	United Nations Development Programme

1. INTRODUCTION

The Green Climate Fund (GCF) approved the project titled “*Support for Mainstreaming Climate Change Adaptation into Sectoral Planning in Lao PDR*” in 2022 with an aim is to enhance climate resiliency in Lao PDR by integrating adaptation at the sector level by developing sectoral adaptation plans for key vulnerable sectors namely agriculture and forestry, urban development and transport, and water resources; and concept notes featuring gender analyses for priority adaptation project to access GCF funding. This GCF funded project will run from 2023-2025 and be implemented by the Global Green Growth Institute (GGGI) Lao Country Office as the Delivery Partner in close cooperation and partnering with the Ministry of Natural Resources and Environment (MONRE) as the implementing entity. Under the Ministry, the Department of Climate Change (DCC) is the key office acting for coordination and the implementation of the project.¹ Refer to the table 3 for more details on project outcomes, outputs and activities.

This Stakeholder Engagement Plan (SEP) has been developed to ensure that the project has clearly identify all relevant stakeholders and plan to effectively engage them during the project implementation including planning and designing adaptation strategies for adaptation plan.

Therefore, this SEP has been developed as a guiding document for ensuring proper coordination and engagement of all the relevant project stakeholders’ interests and concerns in a prompt, transparent and well-coordinated structure. The SEP is developed as a “living document” and will be continuously updated and refined throughout the duration of the project implementation. The SEP is organized in the following subsequent chapters:

- Chapter 2 – states the overall objectives of and methods used for the SEP development;
- Chapter 3 – describes the stakeholder mapping, identification and analysis;
- Chapter 4 – provides the stakeholder engagement undertaken to date under this project;
- Chapter 5 – outlines the Stakeholder Engagement Plan and Gender Action Plan, and methods of the engagement;
- Chapter 6 – presents responsibilities and resources that will be used for the stakeholder engagement activities; and
- Chapter 7 – provides an overview of how stakeholder engagement plan will be monitored and reported.

2. OBJECTIVE AND METHODOLOGY

2.1 Objective

The main objective of this SEP is to facilitate successful project outcomes by fostering an open and transparent two-way engagement within key sectors and summarize all key stakeholders from line government ministries, development partners, civil society organizations, etc. to be included and engaged in the planning and design of the climate change adaptation mainstreaming into key sectoral plans. The SEP is also to outline the strategies in which the project will communicate with stakeholders and includes a mechanism by which stakeholders can provide feedback about project and any activities related to the

¹ GGGI (2022). Project Document: *Support for Mainstreaming Climate Change Adaptation into Sectoral Planning in Lao PDR*

project as well as the sectoral adaptation planning process. The stakeholder consultation and engagement processes are relevant to all activities of the project. However, this SEP will focus on activities that are related to capacity building needs assessment and training, climate vulnerability assessment, sectoral adaptation plan development and investment project pipeline development for which ownership and buy-in by focal sectoral stakeholders is particularly important. The specific objectives of the SEP are to:

- Identify and map stakeholders who are indirectly or directly affected by and/or interested in the project to determine appropriate levels of engagement during project implementation;
- Promote and provide means for effective and inclusive engagement with project-affected parties throughout the project life on issues that could potentially create an impact and enhance ownership of Project implementation among key stakeholders, focusing on gender and socially inclusiveness approach;
- Develop straightforward, effective, and culturally relevant stakeholder engagement strategies and mechanisms to enable active collaboration and multi-directional communication between the technical team and other stakeholders throughout the Project.
- Define the roles and responsibilities of different actors to implement and monitor these activities including gender-related stakeholders; and

2.2 Methodology and Definition

The SEP has been prepared since February 2024 and the methods used for the preparation of the SEP include the following steps:

- i. Review of relevant documents related to the project: The main documents reviewed included, but not limited to: approved project documents, annual progress reports, project inception workshop reports, other stakeholder consultation related reports, gender and social inclusion strategies of the GGGI and GCF, project annual work plans, etc.;
- ii. Gather information from consultation workshops with sectoral government entities, development partners, private sectors, and other key stakeholders relevant to the project – who have been identified to play roles during project implementation or have interest in project activities were consulted;
- iii. Compilation the information gathered and develop the SEP.

3. STAKEHOLDER MAPPING AND ANALYSIS

3.1 Stakeholder Identification and Analysis

The stakeholder identification and analysis process, also known as stakeholder mapping is described as follows:

- Identifying relevant project stakeholders and describing their roles.
- Categorizing stakeholders based on their levels of interest and influence in the project.
- Identifying the specific engagement needs of each stakeholder.
- Grouping stakeholders into project roles based on the aforementioned categories.

Stakeholder Mapping and Engagement Definitions

Interest and influence of stakeholders are defined as follows in the context of stakeholder mapping:

Interest and Influence

- **Stakeholders' interest**- refers to the stakeholders' level of concern, needs, and expectations about the project or their desire to be involved.
- **Stakeholders' influence**- refers to either the potential to influence the Project itself or the potential to affect outcomes beyond the project's duration, for instance, the medium and long-term implementation of the climate sectoral adaptation plan.

Engagement Needs

- **High power, highly interested organization (Cooperate with and Manage Closely)**- It applies to stakeholders with a strong interest and significant influence on the Project. They require a high level of interaction throughout the project and fall within the Project implementation team, Decision-making group, or technical support group.
- **High power, less interested organization (Keep Satisfied)** - It applies to stakeholders that potentially have a high influence but low interest in the project and fall under the Information Sharing Group. Hence, it is important to keep them satisfied and informed throughout the project implementation.
- **Low power, highly interested organization (Keep well-informed)**- It applies to stakeholders that tend to have a high interest but low level of influence on the Project and are categorized as part of the Consultation Group. The Project Implementation Team should ensure that these stakeholders are kept informed and seek their feedback on important milestones and partnerships when it is mutually beneficial.
- **Low power, less interested organization (Monitor)**- It applies to stakeholders that potentially have a low influence and low level of interest in the development of a sectoral adaptation plan. This stakeholder group falls within the information-sharing Group. It is important to keep them informed and actively engage in the development of the Project.

3.2 Stakeholder Mapping

Identifying and understanding needs and expectations of potential stakeholders is crucial to successfully implement the project. It is important to take into account the various interests and influences that different stakeholders bring to the table, especially when it comes to integrating climate change adaptation into sectoral plans. By recognizing and respecting the unique perspectives and requirements of each stakeholder group, it becomes possible to create engagement strategies that are tailored to their specific needs and expectations. This approach not only fosters a more inclusive and effective dialogue, but also ensures that the integration of climate adaptation into sectoral plans truly reflects the diverse array of voices and concerns within the stakeholder community.

Based on stakeholder analysis, the key stakeholders under the project include; i) Government ministries, departments and agencies with mandates for climate change; agriculture and forestry; urban development and transport; water resources; and planning and finance ii) civil society organization (CSOs) such as Lao Women Union and Lao Youth Union iii) Private sector, iv) Research and academia institutions, v) National and international NGOs, including Development Partners in climate change, and development sectors.

Stakeholder mapping is an important step in managing the overall stakeholder engagement process. It reduces the risk of a narrow stakeholder group dominating the consultation process. Within the scope of the project stakeholder mapping and participation studies, the stakeholders can be defined as groups that have an interest in the project activities, and have been classified and grouped as follow:

- **Project Implementation Team (PIU):** This group includes the Department of Climate Change (DCC), Ministry of Natural Resource and Environment (MONRE), Global Green Growth Institute (GGGI), and the individual consultants and consulting firms, which provides strategic guidance, oversight, and technical assistance for the project implementation.
- **Decision-Making Group (NAP Projects Steering Committee):** This group comprises of department-level decision makers from line ministries with key roles are to provide supports on high-level decisions during the implementation of the project activities of the NAP projects of UNEP, GGGI and UN-Habitat. Refer to section 3.3 for more details.
- **Project Coordination Group:** This group includes division and technical level officials from various departments of line ministries which provides technical support to the project implementation. Details of Project Coordination Group, including roles and responsibilities are further described in section 3.4

Specifically, development of adaptation planning for Lao PDR as a whole is expected to fall under the mandate of the various agencies and stakeholders, such as the Ministry of Natural Resources and Environment (MONRE), Ministry of Forestry and Agriculture, Ministry of Public Works and Transport, Ministry of Energy and Mines and other sectors, academic institutions, CSOs, International Organizations, and private sectors. The roles of these agencies and stakeholders are to provide policy direction and strategic direction in the particular sector of interest. The roles may also include policy formulation, coordination of the thematic activities; monitoring, reporting and verification of project activities, capacity building, resource mobilization as well as the endorsement of the sectoral adaptation planning documents. Particularly, the MONRE holds responsibility for coordination of the implementation of the adaptation planning process, and for coordination of required follow up actions. The specific expected roles and responsibilities of the various stakeholders involved in the project as well as the adaptation planning process for Lao PDR are described in table below.

Table 1 below identifies and describes the specific mandates, roles and involvements in the project as well as adaptation planning process of key stakeholders based on stakeholder categories and types.

Table 1: Stakeholder mapping and identification

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
National Government/ Project Implementing Entity	Department of Climate Change (DCC), Ministry of Natural Resources and Environment (MONRE)	MONRE's mandate is to act as a secretariat and regulator for natural resources and environment including the management of water, air, biodiversity, minerals, climate change, meteorology and hydrology. Its responsibilities also include developing the natural resources and environment policy and regulatory framework, formulating and implementing projects, and enhancing capacity building from central government to local levels. Key MONRE department for climate change is the Department of Climate Change (DCC), which has a mandate on macro-developing and implementing policy frameworks related to climate change, including the National Climate Change Strategy (NCCS), the NDC, the National Adaptation Plans, etc.	Under the project, DCC is the Implementing Entity of a small sub-grant and focal point for the project. This project is designated to be managed by the Division of Information Management within DCC who is responsible for the overall coordination within MoNRE and with other line ministries, oversight, and implementation the project as well as planning the adaptation mainstreaming process into key sectoral strategies and national socio-economic development plan (NSED). Specifically, it contributes its roles to the project, including but not limited to: i) facilitating inter-agency coordination and engagement; ii) identifying the members of the Steering Committee and Project Coordination Group as well as facilitating their appointment and regular engagement and drafting the TOR of the sectoral adaptation team; iii) supporting the individual consultant and consulting firms with data collection, surveys, meetings; iv) coordinating for the Inception and validation Workshop, country missions and other stakeholder meetings; v) reviewing and providing inputs into the adaptation planning process development of the key sectors including mainstreaming; vi) assisting in	High	High	3.1, 3.2 and 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
			data collection relating to climate change, capacities, CRVA M&E, etc. DCC has been preparing a draft National Adaptation Strategy supported by UNEP. This draft will be submitted for Government endorsement in June 2024 and provides further guidance on key sectoral adaptation priorities and strategies that will be closely linked to this project.			
Development Partners/ Project Delivery Entity	Global Green Growth Institute (GGGI)	GGGI is an inter-governmental organization dedicated to supporting and promoting strong, inclusive and sustainable economic growth in developing countries and emerging economies including Lao PDR. GGGI is supporting the Government of Lao PDR on the development of National Green Growth Strategy (NGGS), the updated NDC document in 2020 and the NDC Implementation Plan. More recently, GGGI is working with DCC in the development of the open and sustainable carbon market in Lao PDR including supporting the Government in the development of Carbon Market Decree and National Carbon Strategy. It also supports the Department of Planning, Ministry of Planning and Investment	Specifically for the project, GGGI acts as the delivery entity responsible for the overall execution and implementation of the project and provides oversight, technical support and strategic direction to ensure the achievement of the Technical Assistance's objective. In particular, GGGI will monitor the effective and efficient implementation of the project including the use of subgrant by DCC, facilitating the engagement between DCC- MONRE and other stakeholders as required throughout the project lifecycle. GGGI is responsible for preparing GCF Annual Progress and Financial Reports for submission to the GCF through GCF portal.	High	High	3.1, 3.2 and 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
		in the mainstreaming of green growth in the 10 th NSEDP.				
National Government	Department of Planning and Finance (DPF), MONRE	DPF acts as a coordinator of the MONRE responsible for the overall direction, macro-management of regulation of the environment and natural resources within the whole country. It is also responsible for preparing and consolidating plans and budgets annually and five years at the ministerial level and developing of the directives, policies and plans of the government relating to the natural resources and environment.	DPF also serves as the National Designated Authority (NDA) for GCF together with DCC who provides overall guidance in country on GCF reporting requirements, monitoring the implementation of project progresses and support DCC/GGGI in resolving challenges related to GCF. Under the project, apart from acting as GCF NDA, DPF can play a key role on supporting DCC to integrate climate change adaptation priorities into MONRE's annual and five years strategies; providing the baseline reports and participate in the consultation and capacity development activities related to the climate change, especially providing inputs into the climate change adaptation planning process of the key sectors including mainstreaming.	High	Medium	3.1, 3.2 and 3.4
National Government	Department of Meteorology and Hydrology (DMH), MONRE	DMH has mandates on developing and implementing laws and resolutions, decrees, agreements, orders, notices and instructions on meteorological and hydrological work. Regarding climate change, it is in charge of weather-related, climatic, and hydrological data, monitoring frameworks, and early warning systems. ²	DMH is one of key departments in water resources sector. In this project, DMH can play a role on providing the climatic information and inputs to the baseline situation relating to meteorology and hydrology, capacities, and other activities needed to consolidate the climate change support functions of DMH where required, as well as participating in capacity development, mainstreaming and	High	High	3.1, 3.2 and 3.4

² MONRE (2023). Mandates of DMH. <http://dmh.monre.gov.la/index.php/2018-07-09-15-05-58/2018-07-09-16-00-28>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
			consultation activities of the adaptation planning process. As the work of the DMH is directly related to climate change, it has developed several policy documents, including the development of a Roadmap on Climate Change and the Five-year Development Plan for Meteorology and Hydrology, derived from the Five-year Development Plan of MONRE.			
National Government	Department of Water Resources (DWR), MONRE	DWR is a key department responsible for the developing of the laws, regulations, strategies and policies related to the water and water resources, covering surface water, wetlands, reservoirs, ground water, storage for water supply and water zoning; and researching and studies on water resources. The department mandate also focuses on strengthening the national capacity for water resource management and developing of regulations on water use of development activities. ³	Under the project, DWR will lead the CRVA for water resources sector under a sub-grant in coordination with the consulting firm who will prepare CRVA for the remaining 2 sectors namely agriculture and forestry; urban development and transport. In particular, providing inputs into the adaptation planning process of the water resources sector at the national and sub-national (basin levels) including mainstreaming, and participating in the project activities, such as capacity development and the relevant consultation meetings. In terms of legal and policy framework, DWR has been proactive in crafting and updating the Law on Water and Water Resources (1990, 2017, 2020, and 2022). It has also developed a Decree on River Basin and Water Reservoir Management, aligning with the Law on Water and Water Resources.	High	High	3.1, 3.2 and 3.4

³ MONRE (2023). Mandates of DWR. <http://dwr.monre.gov.la/>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
			Additionally, DWR recently received an approval from the National Assembly on the National Water and Water Resource Management Strategy (NWWRMS) towards 2030. Regarding projects, DWR has been implementing two adaptation related projects – one is the “Integrated Water Resource Management and Ecosystem-based Adaptation (EbA)” project, funded by GEF, which aims to promote integrated management of wetland sites in the Mekong River Basin to increase climate resilience in vulnerable communities; and the other is the “Enhancing Integrated Water Management and Climate Resilience in Vulnerable Urban Areas of the Mekong River Basin” project, implemented in collaboration with the UNDP. Both projects emphasize capacity development, awareness-raising about climate change adaptation, knowledge sharing, and hydrology database management within Lao PDR. Please refer to Annex 5 of the Capacity Needs Assessment report for more details. For capacity needs assessment, it will provide the baseline situation, gaps and needs regarding climate change adaptation in the water resource sector. DWR also serves as the focal point for the water sector in the Project’s Sectoral Coordination Group.			

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
			The Sectoral Coordination Group (SCG) acts as a communication hub, fostering collaboration and coordination on sectoral adaptation planning, providing technical expertise and mainstream adaptation consideration into broader development strategies and plans of each sector.			
National Government	Environment Protection Fund (EPF), MONRE	EPF has a mandate under the MONRE to strengthen environmental protection, sustainable natural resources management, biodiversity conservation and community development. It is an autonomous national entity, both financially and administratively and currently channels financial resources from World Bank, UNDP and domestic sources. The Minister of MoNRE is the Chairperson of the EPF Board of Directors and Vice-Minister of MEM is a Vice Chairperson. Vice Ministers of MPI, MAF, MPWT, MOIC are members of the EPF BOD.	Under the project, the EPF can play a main role in participating in the project activities, especially the capacity development workshops and consultation meetings related to climate change adaptation planning process and adaptation finance related activities.	Medium	Low	3.1, 3.2 and 3.4
National Government	Department of Planning and Cooperation (DOPC), Ministry of Agriculture and Forestry (MAF)	MAF has the role on the macro-management of policy, economic integration, investment, project management related to agricultural and forestry work including crop, livestock, fisheries and forestry sectors. Particularly, the DOPC has specific mandates on implementing laws, decrees, other legislation of the upper level and various	MAF departments can play a role on providing information specifically regarding: i) the forestry and agriculture programs; ii) the baseline situation relating to climate change knowledge and information, capacities, mainstreaming in the main MAF Departments; iii) the gaps in those same areas; and iv) the activities that are needed to build the capacity to	High	High	3.1, 3.2 and 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
		legislation of the MAF, and integrating the policies of the party and the government on agriculture, forestry and rural development into specific plans and projects of the ministry as well as to manage, monitor and evaluate the related activities. ⁴	enable better climate change mainstreaming within MAF, participating in the relevant consultation meetings, as well as acting as the project related committees and providing inputs into the adaptation planning process of the agriculture and forestry sector.			
National Government	Department of Agriculture (DOA), MAF	DOA has a mandate in managing of crops and crop processing to promote the production of food crops, commercial crop production, domesticate supply and export following safe and clean agriculture and environmentally friendly policy. ⁵	Under the project, DOPC will act as the main focal point for MAF in coordinating with line departments in the Project's Sectoral Coordination Group. More importantly, DOPC will play a key role in assessing the recommendations for climate change adaptation mainstreaming in the next MAF's 5 years plan. Notably, MAF, especially DOPC has developed the Plan of Action for Disaster Risk Management in the Agriculture and Forestry Sector (2022-2025), which is the first policy framework developed for disaster risk management and climate resilience enhancement. Several priority actions and measures related to climate change adaptation have been reported, including the integration of climate change adaptation into the agriculture development plans at all levels within the sector.	High	High	3.1, 3.2 and 3.4
National Government	Department of Livestock and Fisheries (DLF), MAF	DLF is responsible for the protection, promotion, and sustainable production as well as use and management of aquatic resources. It carries out regulatory and enforcement functions, proposes and implements policies and strategies, provides extension services, as well as collects and disseminates information related to livestock and fisheries in the country.		High	High	3.1, 3.2 and 3.4
National Government	Department of Irrigation (DOI), MAF	DOI has the role in macro-management regarding the development of various irrigation systems by using surface water,		High	High	3.1, 3.2 and 3.4

⁴ MPWT (2017). Mandates of DPC. <https://dopc.maf.gov.la/%e0%ba%97%e0%ba%b5%e0%bb%88%e0%ba%95%e0%ba%b1%e0%bb%89%e0%ba%87-%e0%bb%81%e0%ba%a5%e0%ba%b0-%e0%ba%9e%e0%ba%b2%e0%ba%a5%e0%ba%b0%e0%ba%9a%e0%ba%bb%e0%ba%94%e0%ba%9a%e0%ba%b2%e0%ba%94/>

⁵ MAF (2023). Mandates of DOA. <https://doa.maf.gov.la/about/1>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
		underground water, using renewable energy to pump water where there are conditions and building the infrastructure of the drainage system to prevent droughts, floods and use irrigation water to be highly efficient in relation to the development of agriculture in the direction of sustainable and modern industrial transformation. It is also responsible for creating, updating, publicizing and evaluating the implementation of laws, legislations, policies, strategic plans, programs and projects related to the irrigation. ⁶	While DOA, DLF and DOI will play a main role in participating in the project activities, especially the capacity development workshops and consultation meetings related to climate change adaptation planning process and adaptation finance related activities. It will also provide guidance and recommendations on the climate change adaption mainstreaming process into the agriculture and forestry plan, especially the next 5-year development plan of agriculture and forestry sector, focusing on livestock, fisheries and irrigation.			
National Government	National Agriculture and Forestry Research Institute (NAFRI), MAF	NAFRI is mandated to undertake integrated agriculture, forestry and fisheries research in order to provide technical information, norms and results which help to formulate strategy in accordance with government policies. NAFRI also has other roles on carrying out adaptive research, developing methods, tools and information packages, providing policy feedback, and coordinating and managing research covering land-use planning and assessments of changes in forest cover and biomass.	In terms of policy framework, DOA notably developed the Strategy on Agriculture Development 2025 and the Vision towards 2030, which define relevant adaptation measures in the Strategy. Furthermore, the DOA has also developed the National Policy on Crop Production Promotion of the Lao PDR, which was recently endorsed in 2023 and emphasizes the importance of climate change adaptation. Apart from capacity development activities, NAFRI will play a key role in providing recommendations and feedback on the climate change adaptation mainstreaming into the development plan of the agriculture	High	High	

⁶ MAF (2023). Mandates of DOIR. <http://doir.maf.gov.la/pdf/legal07.pdf>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
			and forestry, especially matters related to climate resilience research and studies. It will also participate in the consultation workshops and data collection activities related to CRVA studies. In terms of policy development, NAFRI has developed a policy framework related to climate change adaptation titled 'Policy on Research Promotion on Climate Resilient Crop'.			
National Government	Department of Planning and Cooperation (DPC), Ministry of Public Works and Transport (MPWT)	MPWT is responsible for the overall direction, macro-management and regulation of road and air transport, railways, housing, urban planning and water supply within the whole country. DPC of the MPWT, in particular, is responsible for developing of the directives, policies and plans at the ministerial level and of the government relating to the public works and transport nationwide. ⁷	Under the project, MPWT departments can play a role on providing information specifically regarding: i) the public works and transport programs; ii) the baseline situation relating to climate change knowledge and information, capacities, mainstreaming in the main MPWT departments; iii) gaps in those same areas; and iv) the activities that are needed to build the capacity to enable better climate change mainstreaming	High	High	3.1, 3.2 and 3.4

⁷ MPWT (2023). Mandates of MPWT. <https://www.maf.gov.la/%e0%ba%9a%e0%ba%b1%e0%ba%99%e0%ba%94%e0%ba%b2%e0%ba%81%e0%ba%bb%e0%ba%a1/>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
National Government	Department of Waterway, MPWT	DOW has mandates on developing and implementing the policies, laws, regulations, technical standards of the government as well as the Ministry of Public Works and Transport regarding waterway works. Specifically, the Department's roles cover the macro-managing, improving and promoting water transportation as well as issue licenses. It also manages the construction, maintenance and repair of coastal defenses, urban flood prevention, improvement of navigation channels along the Mekong River and other rivers, and manages of minerals and sand along the rivers that are related to various activities and construction projects of the Mekong River. ⁸	within MPWT. More importantly, participating in relevant capacity building training workshops, acting as the project related committee, and providing inputs and feedback into the adaptation planning and mainstreaming process for the public works and transport sector. Particularly, DPC will act as the main focal point for MPWT in coordinating with line departments in the Project's Sectoral Coordination Group. More importantly, DPC will play a key role in assessing the recommendations for climate change adaptation mainstreaming in the next MAF's 5 years plan. While DHUP will play a key role in participating in project activities covering capacity development, sectoral plan consultation, CRVA workshops and data collection activities. It will also play the role in providing technical views and guidance on the project concept note development, focusing on urban development sector.	High	High	3.1, 3.2 and 3.4
National Government	Department of Road (DOR), MPWT	DOR has the role of supporting the MPWT in the macro-management of road and bridge related works in the country, including developing and implementing laws, decrees, legislation, policies, programs and projects of the Ministry related to road and bridge.	With regard to policy framework, DHUP has recently approved the Strategy on Housing and Urban Planning (2023-2030) and the Vision towards 2035.	High	High	3.1, 3.2 and 3.4
National Government	Department of Housing and Urban Planning (DHUP), MPWT	DHUP is responsible for the developing of the laws, regulations, strategies and policies related to the urban development sector,		High	High	3.1, 3.2 and 3.4

⁸ MPWT (2017). Mandates of DOW. <https://www.mpwt.gov.la/en/department-of-waterways>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
		including implementing of urban development strategy, policies, projects and programs at the national level. Regarding climate change adaptation, the Department has a mandate on managing wastewater design and construction including stormwater management and drainage system development in urban areas, and issuance the relevant regulations and technical standards.	This strategy includes the development of checklists and guidance for urban development throughout the country. More importantly, disaster risk and climate resilience aspects have been considered in the strategy. Moreover, the short-term Development Plan for Housing and Urban Planning (2023-2025) has also been approved in 2023, indicating the inclusion of climate change adaptation in Strategy 3 of the Plan.			
National Government	Public Works and Transport Research Institute (PWTRI), MPWT	PWTRI is a department-equivalent office under MPWT responsible for planning, studying, researching, evaluating, and disseminating its scientific, technical, technological and research studies as well as being a scientific advisor to the Public Works and Transport sector. ⁹	Although DOW, DOR and PWTI will not act as the main focal point for MPWT under this project, these technical department will play a main role in participating in the relevant activities, including consultation workshop on climate change adaptation mainstreaming into the sectoral plan, capacity development activities as well as CRVA studies and concept note development process.	High	High	3.1, 3.2 and 3.4
National Government	Department of Transport, MPWT	DOT is a key department responsible for the transport related work including the development of the related policies, strategies and regulation, looking after the registrations of the vehicles as well as the road safety system and standard development across the country.	Despite DOT is not a key focal point under this project, it can be potentially engaged in the project activities such as training workshops and consultation meetings where relevant.	Low	Low	3.1, 3.2 and 3.4

⁹ MPWT (2023). Mandates of PWTRI. <https://www.mpwt.gov.la/en/public-works-and-transport-research-institute>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
National Government	Department of Energy Policy and Planning (DEPP), Ministry of Energy and Mines (MEM)	MEM oversees the management of all energy-related activities in Lao PDR including hydropower; and the investment in the mining projects. It is specifically responsible for developing policies and strategies, supervising electricity company businesses and implementing laws and regulations. Department of Energy Policy and Planning, in particular, is responsible for macro-policy planning and developing of energy related strategies and policies.	MEM departments can play a role in supporting and providing the information relating the energy investment and development projects, the baseline situation relating to climate change knowledge and information under the energy sector, and importantly participating in the capacity building, adaptation planning and mainstreaming activities of the energy sector. Under the project, DEPP will be a key entity participating in the project activities, especially ones related to water sector studies for the project such as CRVA and concept note development. It will also play a role in providing technical point of views on water resource and river basin management under the energy sector.	Medium	High	3.1, 3.2 and 3.4
National Government	Department of Energy Management (DEM), MEM	DEM is responsible for drafting energy laws, guidelines, safety standards and regulations. DEM also acts as a monitoring body over government agencies, private entities, and state-owned enterprises to ensure they are following all rules and regulations developed by MEM.	Apart from DEPP, DEM and DEB will also be engaged in the project activities by providing input into the policy development related to dam safety operations and management, where relevant such as capacity development activities and consultation workshops.		Medium	3.1, 3.2 and 3.4
	Department of Energy Business, MEM	For energy sector, DEB is responsible for the project investment proposal and review of the technical feasibility study reports, environmental assessment and mitigation plans, and other project documents, it's also in charge of the financial analysis conducting on project feasibility studies, drafting and negotiating project agreement including concession agreements and power		Medium	Medium	3.1, 3.2 and 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
		purchase agreement with relevant parties.				
National Government	Department of Planning (DOP), Ministry of Planning and Investment (MPI)	MPI is the government agency responsible for the government administration of planning and investment, researching strategies, Master Plans, planning for National Socio-Economic Development Plan (NSED), developing mechanisms and policies related to economic management, statistics, the promoting and managing of domestic and foreign private investment of Lao PDR. ¹⁰ Department of Planning, in particular, is responsible for developing of ministerial- and national level plans, including drafting the national development plans of Lao PDR, and managing investment related budget.	MPI departments can play a role on providing inputs into the project policy development and participating in the relevant project activities, such as capacity development training and consultation meetings and workshops on adaptation planning process of key sectors. DOP will play a key role in participating in the consultation workshops on the climate change adaptation mainstreaming into three key sectors of the project as well as providing input and recommendation on this mainstreaming process.	Low	High	3.1 and 3.4
National Government	Department of State Budget, Ministry of Finance (MOF)	MoF is the final decision maker for government resource allocation, and has a mandate on managing the recurrent budget directly. MoF is also responsible for the allocation of budget across all levels and sectors. Particularly, the Department of State Budget is responsible for the budget for the national expenditure, financial tracking and reporting.	Under the project, the Department of State Budget can play a role on providing inputs and recommendations on the national budget allocation for climate change adaptation as well as the financial mechanism to be taken place for the adaptation planning, mainstreaming and financing process as well as participating in the capacity development activities.	Medium	High	3.1 and 3.4

¹⁰ MPI (2017). Mandates of MPI. <https://investlaos.gov.la/about-us/ministry-of-planning-and-investment/>

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
National Government	Ministry of Labour and Social Welfare (MLSW)	MLSW has mandates on micro-management and development of policies, strategic plans, law and regulations on labor and social welfare as well as translating the relevant policies and strategic plans into work programs, projects and activities. Under the MLSW, the Department of Social Welfare (DSW) has a mandate to support the implementation of policies, strategies, laws, regulations, plans, programs, and projects related to disaster risk management. It is also the Secretariat and served as the national focal point for Disaster Management Committee.	Under this project, DSW can play a role in participating in relevant activities including capacity development, CRVA conducting and so on where possible. It will also play a role in providing technical views and guidance during the consultation workshops regarding the project studies, especially the CRVA.	Low	Low	3.1 and 3.4
Civil Society Organizations (CSOs)	- Lao Women Union (LWU) - Lao Youth Union - Lao Front for National Construction	CSOs in the Lao PDR has a role in engaging in awareness raising, and advocacy for various thematic areas, including sustainable development, food security, natural resource management, climate change, human rights, gender inclusive and education. Specifically, the CSOs are importantly strategic partners in climate change, as they work mainly with the local communities. Especially, LWU is a mass organization and key institution working for promoting gender equality and preventing discrimination against women, which represents and advocates for the rights of women and children at all levels.	The key CSOs for the engagement of the Project will be the Lao Women Union, Lao Youth Union and Lao Front for National Construction. They can play roles on participating in the consultation activities and providing substantial inputs and feedback to the project activities such as climate change related capacity development, climate change adaptation planning and mainstreaming process.	High	Medium	3.1, 3.2 and 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
Private Sector	- Lao National Chamber of Commerce and Industry (LNCCI) - Banks and Micro-finance Institutes - Burapha, SilviCarbon, Mekong Timber Plantation, and Green Discovery Laos	The private sector, particularly the banking sector, small and medium enterprises and private sector representatives play an important role in driving the country's climate change policy development, and mainstreaming activities.	There are very few private companies delivering quality services for climate change adaptation. Their participation in the consultation meetings can provide substantial input for the project. They also can create a conducive environment to support the private sector through activities such as the provision of data for robust decision-making, and facilitating access to affordable financing during the climate change mainstreaming and planning process.	Medium		3.1 and 3.4
National Government	Academia Institute, National University of Laos (NUOL)	Undertaking studies and research in related fields	NUOL, in particular, can play a role on providing the information about studies and research, as well as participating in the developing of climate studies such as the studies of climate vulnerability, modelling, prediction and scenarios, and seasonal forecasts in Lao PDR, which can serve to populate some resilient activities indicators, through data base on impact of climate change for each key/vulnerable sector.	Low	Low	3.1
Development Partners	Development Partners: - UN Agencies (UNEP, UN-Habitat, UNDP, etc.) - World bank - ADB	The development partners have a role in participation in the consultation activities and can provide inputs which provided orientation on linkages for the project with past, present and future donor sponsored climate change activities.	Development partners are expected to be engaged in roles that suit their specific strengths and capabilities. Many development partners such as UNDP, UNEP, UN-Habitat and ADB have been developing and implementing a number of climate change projects in the last decades. Especially, it is the key implementor for the climate change	Medium/High	Medium	3.1, 3.2 or 3.4

Stakeholder Type	Stakeholder Institution	Stakeholder Mandates	Role and Interest in the Project and Adaptation Planning Process	Level of Interest	Level of Influence	Project Outcome
	- GIZ - MRC - Etc.		adaptation planning in Lao PDR. The UN-Habitat, in particular, can pararellly provide capacity development activities to the key stakeholders involved in the project.			
Consortium of partner	Individual Consultants	Individual Consultant is an individual person who is responsible for providing specific services and engages by contract for a defined period	The individual consultant will be in charge of providing services as defined in the terms of reference (TOR). For example, the climate capacity adaptation development consultant is required to perform key roles on undertaking capacity gaps and needs assessment of sectoral adaptation teams and prepare report to identify gaps and recommendations for capacity building program and based on assessment results, design and deliver capacity building program for sectoral adaptation teams under Activity 3.1.1.5	High	Low	3.1
Consortium of partners	Consulting Firms	Consulting firm is a business or private company comprises of specific experts who provides technical services including professional advice, guidance, technical report development and so on.	Under the project, both national and international consulting firms are expected to be hired, including two distinct consulting firms form the technical team, offering facilitative and technical support across all stages of project implementation. One firm is anticipated to undertaking CRVA, while the other is responsible for conducting the feasibility studies and preparing concept notes based on the outcomes of the former form.	High	Low	3.2 and 3.4

Source: Author, based on the reviews of the documents and reports related to the project, and mandates of ministries and departments

3.3 NAP Projects Steering Committee

On 31 March, 2022, the Vice Minister of MONRE signed and issued Decision No. 1243/MONRE on establishing of the Project Steering Committee for the GEF NAP project titled “Building the Capacity of the Lao PDR Government to advance the National Adaptation Planning Process Project”. As this project is developed to be used for the Lao PDR NAP related projects it was guided by DCC that this approved Steering Committee will be used for this GCF NAP project as well. The Steering Committee is a key mechanism to ensure inter-agency coordination and support high-level decisions during the development of the national adaptation plan as well as the sectoral adaptation plans of key sectors. Main duties and roles of the Steering Committee include the followings:

- Providing overall supervision of the implementation of all activities related to the NAP projects;
- Reviewing and approving related project plans and reports;
- Approving and modifying activities, budgets and workplans of the project;
- Participating in the meetings at least once a year with UNEP, GGGI and UN-Habitat as the joint implementing partners of the NAP projects.

Designated Director General and Deputy Director General level officials are appointed within the Steering Committee. A list of departments below represents the Steering Committee Members appointed from different departments in line ministries:

1. Director General of Department of Climate Change, MONRE as a chair of the committee;
2. Deputy Director General of Department of Planning and Finance, MONRE as a member;
3. Deputy Director General of Department of Meteorology and Hydrology, MONRE as a member;
4. Deputy Director General of Department of Water Resources, MONRE as a member;
5. Deputy Director General of Department of International Cooperation, MPI as a member;
6. Deputy Director General of National Agriculture and Forestry Research Institute, MAF as a member;
7. Acting Director of Division of Department of Housing and Urban Planning, MPWT as a member;
8. Director of Division of Department of Labor and Social Welfare, MLSW as a member;
9. Deputy Director of Division of Department of State Budget, MOF as a member.

3.4 Project Coordination Group

The Project Coordination Group is under approval by the MONRE which consists of members representing the relevant departments in line ministries and will be chaired by the Director General of Department of Climate Change, MONRE. Overall, the Group is a key mechanism to ensure inter-agency coordination and provides technical support to the implementation of the project activities. Particular roles and responsibilities of the group are as follows:

- Act as a focal point to coordinate with both internal and external organizations of the government, donors, project implementation unit and all relevant parties at both national and local levels as well as development partners and international organizations involved in the project implementation;
- Facilitate and cooperate with project consultants/specialists in the implementation of the project framework, data collection and provision, conducting trainings on capacity development and other relevant meetings of the project;
- Promote the effective implementation of the project in accordance with the roles and mandates, strategies and priorities of their sectors.

Members appointed within the Project Coordination Group for the GGGI NAP project are as follows:

1. Director General of Department of Climate Change (DCC), MONRE as a chair of the group;
2. Director of Policy Division, DCC, MONRE as a vice chair;
3. Director of Adaptation Division, DCC, MONRE as a member;
4. Director of Planning and Cooperation Division, Department of Planning and Finance, MONRE as a member;
5. Director of Socio-Economic Development Planning Division, Department of Planning, Ministry of Planning and Investment;
6. Deputy Director of Policy Division, Department of Water Resources, MONRE as a member;
7. Deputy Director of Planning Division, Department of Planning and Cooperation, Ministry of Agriculture and Forestry as a member;
8. Deputy Director of Planning and Statistics Division, Department of Planning and Finance, Ministry of Public Works and Transport as a member.

Day-to-day coordination between the Project Coordination Group and project implementation unit will be facilitated by Focal Points/Contacts that were nominated by key governmental agencies during the project inception phase (see Annex 2: List of GGGI NAP Project Coordination Group Members and Annex 3: List of Focal Points appointed). The Focal Points play a crucial role in facilitating project coordination and the exchange of information between this Group and other stakeholder groups which includes but not limit to government agencies, development partners, donors, private sector, civil society organizations and academia. The group also plays key roles in participating in project related meetings or activities as well as sharing information on their programs and projects implementation with this project and providing technical inputs and feedback to the design of priority climate adaptation actions and plans of key sectors, and recommendations on the development feasibility studies, and concept notes. Detailed roles are indicated in the above table 1.

4. SUMMARY OF PREVIOUS STAKEHOLDER ENGAGEMENT ACTIVITIES

The project implementation unit (PIU) has engaged in a series of information sharing and consultation activities with a range of project stakeholders throughout the project implementation since 2023. A wide range of stakeholders at the national/sectoral levels was consulted on the project implementation, including most directly government actors involved in climate change, natural resources and environment, agriculture and forestry, urban development and transport, and water resources. Additionally, a range of stakeholders from financial and social sectors was invited in the Inception Workshop, including planning, finance and representatives of Civil Society Organizations (CSOs), including Lao Women Union and Youth Union, private sector and institutional actors in the research and education sectors (including those in academia). These consultations and the stakeholders involved are summarized in table 2 below:

Table 2: Summary of previous stakeholder engagement activities to date¹¹

Date of Meeting	Meeting Title	Location	Stakeholder Invited/Engaged	Responsible Parties	Objective
22 Sep 2023	Pre-inception Workshop	Vientiane Capital	Project implementation team and line ministries including representatives from MONRE, MAF and MPWT were invited in this workshop	DCC, MONRE and GGGI	To introduce the overview of the project and discuss the preparation on the formal inception workshop as well as project activities and plan
06 October 2023	Inception Workshop	Vientiane Capital	Project implementation team, line ministries, Development Partners and CSOs were invited. Especially, there have been 36 representatives in total with 16 are female attended this workshop, including MONRE (DCC, DPF, DWR, DMH, DOL, and LNMCS); MPWT (DOT, DPF, DOW, DWS, PWTRI, DOR, and DHUP); MAF (DOF, DPC, NAFRI, DLF, and DOI); MPI (DOP, and DIC); MOH (DHHP, and DPC); MEM (DEPP, and DEM); LWU; LFNC; GGGI; UN-Habitat; FAO; ADB; UNRCO; MRC; and Australia Embassy.	DCC, MONRE and GGGI	To officially launch and present the project objectives, outcomes, outputs, and activities, etc.
16 and 19 Feb 2024	Follow-up Meeting with MAF and MPWT	Vientiane Capital	Project implementation team and line ministries including representatives from MONRE, MAF and MPWT. There have been 20 participants attended this meeting with 6 are females.	DCC, MONRE and GGGI	To discuss the establishment of the sectoral adaptation team/Project Coordination Group
29 Feb 2024	Kick-off Meeting with National Consultant (Capacity Development)	Vientiane Capital	Project implementation Team includes GGGI staff and DCC-MONRE staff, and national capacity development consultant. Five participants in total with two are female presented in the meeting.	GGGI and DCC, MONRE	To discuss capacity development activities including roles and responsibilities of and deliverables to be delivered by the consultant, including work plan and data collection approach.

¹¹ This table is expected to be quarterly updated

Date of Meeting	Meeting Title	Location	Stakeholder Invited/Engaged	Responsible Parties	Objective
28 March 2024	Kick-off Meeting Sectoral Coordination Group (SCG)	Vangvieng, Vientiane Province	Project implementation Team, related government agencies and a national capacity development consultant. There were 32 participants involved with 14 females including MONRE (DCC, DPF, DWR, DMH, DOL, DoE, DPF, DOP and LNMCS); MPWT (DOT, DPF, DOW, PWTRI, DOR, and DHUP); MAF (DOF, DPC, DOA, NAFRI, DLF, and DOI); MEM (DEPP)	GGGI and DCC, MONRE	To seek input and consensus from the key participants on the agreement of SCG and ToR and discuss the way forward for the project coordination mechanisms and activity implementation.
29 March 2024	Data Collection for Capacity Needs Assessment	Vangvieng, Vientiane Province	Project implementation Team, related government agencies and a national capacity development consultant. There were 32 participants involved with 14 females including MONRE (DCC, DPF, DWR, DMH, DOL, DoE, DPF, DOP and LNMCS); MPWT (DOT, DPF, DOW, PWTRI, DOR, and DHUP); MAF (DOF, DPC, DOA, NAFRI, DLF, and DOI); MEM (DEPP)	GGGI and DCC, MONRE	To identify and analyze the main capacity gaps, challenges and deficiencies of sectoral government stakeholders in adaptation planning, targeting gender-related capacity weaknesses and challenges.

Source: Author, based on the reviews of documents and reports related to the project

5. STAKEHOLDER ENGAGEMENT PLAN AND METHODS

5.1 Stakeholder Engagement Plan and Gender Action Plan

Successful implementation of the project hinges on effective stakeholder engagement, which is why a diligent stakeholder consultation process will be followed. To date, several stakeholder consultations have been held with key stakeholders as mentioned in the section 6. The purpose of the SEP under this section is, thus, to identify approaches to promote the involvement of stakeholders in the project's decision making and execution, and to inform all relevant stakeholders in the implementation of the project activities, ensuring that they understand the means of engagement in general context of the project. Relevant stakeholders will include representatives from sectoral government agencies, CSOs, private sector and development partners.

The project's broader stakeholder engagement will inform the project through consultations and participation during the implementation (2023-25), e.g., key government representatives will participate in i) the implementing of the project interventions; ii) supporting information and data collection process; iii) development of project related assessment reports and capacity building activities; iv) adaptation planning and mainstreaming process and other relevant activities required by the project. The detailed SEP and Gender Action Plan are summarized in the table 3 and table 4 below:

Table 3: Summary of Stakeholder Engagement Plan

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
Outcome 3.1: Adaptation planning governance and institutional coordination strengthened • Output3.1.1: Gender-balanced teams operationalized to coordinate the adaptation planning at the sector level	3.1.1.1: Organize an inception workshop	DCC-MONRE, GGGI	- National government - CSOs and Private Sector - Development partners	- DCC and GGGI in cooperation with UN-Habitat led this activity by conducting the inception workshop on 06 October 2023. The DCC, in particular, led on the coordination work with key government stakeholders and CSOs, while the GGGI worked on coordinating with key development partners. - The workshop was organized as a joint workshop with UN Habitat, aiming to present the GCF readiness project activities of both GGGI and UN-Habitat, implementation arrangement, timeframe, expected outputs and outcomes as well as consult with key stakeholders on the way forward for the project coordination mechanism and activity implementation; - The workshop was physically conducted in Vientiane Capital and participated by different groups of stakeholders in Lao PDR, which was not limited to the wider sectoral government agencies, but private sector, development partners, and CSOs especially, the Lao Women Union, was also invited to the workshop in order to ensure the gender-inclusiveness is considered in the project activities in a socially appropriate manner in the early stage; - There were 35 participants in total attended the workshop with 16 were female.	M8-M10		
	3.1.1.2: Review the mandate of government ministries and agencies	DCC-MONRE, GGGI	- National government - CSOs and Private Sector - Development partner	- The review of the mandates of the relevant government stakeholders will be conducted and led by GGGI and DCC, in order to develop the TOR on the coordination mechanism for the gender-balanced sectoral adaptation team. - The TOR and concept note will be developed through stakeholder consultation workshop with the sectoral government agencies and CSOs, including MONRE, MPWT, MAF, MPI, MEM, LWU - which some of them will be identified as the lead agency and focal point. - The sectoral adaptation teams will be established according to the developed TOR which include the steering committee	M11-M12	M1	

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				and project coordination group. Each team is also expected to feature between 10-15 members from relevant government agencies, sectoral associations and civil organizations. The teams will have equal number of men and women members. Lessons learned from gender mainstreaming in Lao PDR will also be applied to climate mainstreaming process.			
	3.1.1.3: Organize bi-annual meetings of sectoral adaptation teams	DCC-MONRE, GGGI	- National government - CSOs and Private Sector	- The bi-annual meetings of sectoral adaptation teams are anticipated to be organized and led by DCC and GGGI and will be participated by relevant government agencies, NDA, CSOs and private sector as well as donors and development partners following the TOR developed in the activity 3.1.1.2 with an aim to seek inputs, feedback and recommendations on the adaptation planning process as well as requesting the current updates/progress on the relevant project implementation of each agency. - Around 50 participants are anticipated for this workshop with targeting 50% women participation.	M12	M1-M2	
	3.1.1.4: Undertake capacity needs assessment of sectoral adaptation teams	DCC-MONRE, GGGI, Consultant	- National government - CSOs and Private Sector - Development partners	- GGGI and DCC will lead the conducting of the Capacity Needs Assessment study regarding climate change adaptation planning of the key sectors. The study will be conducted by the external consultant through the consultation activities including a validation workshop with the relevant stakeholders, including MONRE, MAF, MPWT, MPI, MOF, MEM, MLSW, LWU LYU and private sector. These key stakeholders will support providing information related to climate change adaptation for data collection activities as well as assist in review and feedback provision on the assessment report. - GGGI and DCC will also be in close coordination with the UN-Habitat and UNEP as the delivery agencies of the NAP projects working on lessons and experience sharing sessions on NAP implementation, in particular, the capacity development components and activities.		M1-M5	

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				The baseline system tool on monitoring the capacity enhancement progress will also be developed under this sub-activity in consultation with the UN-Habitat and UNEP ensuring the alignment.			
	3.1.1.5: Design training modules on adaptation planning based on 3.1.1.4	DCC-MONRE, GGGI, Consultant	- National government - CSOs and Private Sector - Development partners	- GGGI and DCC in cooperation with the UN-Habitat will develop the training modules to build human and technical capacity related to climate change adaptation planning, including climate risk and vulnerability assessment (CRVA), and mainstreaming process. This activity will include the training workshop provisions i.e., training of trainers' capacity building program for selected sectors in order to enhance the better understanding about the climate change, and strengthen capacity on sectoral adaptation planning, which focuses on both policy making- and working-level officials; - The relevant stakeholders will be provided with training sessions, which is not limited to the sectoral governments and policy makers, but private sector, civil society organization, especially the Lao Women Union, will be invited, in order to ensure the gender-inclusiveness is considered in the training activities in a socially appropriate manner as well as ensure gender balanced participation in each training and session. While the UN Habitat's capacity development consultant will also be invited as a resource person to deliver session on CRVA (where required) to ensure greater alignment and avoid replicating of the training.		M4-M10	
	3.1.1.6: Map stakeholders including those representing women and develop engagement plan for a gender	GGGI, Consultant	- National government - CSOs and Private Sector - Development partners	- GGGI in cooperation with DCC will develop the stakeholder mapping with consultation with the relevant line ministries, including MONRE, MAF, MPWT, MPI, MOF, MEM. Moreover, the CSOs and private sector such as LWU and LNCCI will be engaged in this sub-activity. These key stakeholders will play a main role in providing the relevant information such as their ministry and department mandates for the mapping analysis. - The consultation workshop with key stakeholders will be opted to be organized for validating the analysis results. The		M2	

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				development partners such as UN-Habitat and UNEP will be invited for the workshop. Their project output such as the Roadmap for the Stakeholder Engagement to Advancing the NAP process of the UNEP will also be reviewed under this analysis to ensure the alignment.			
Outcome 3.2: Evidence produced to design adaptation solutions for maximum impact • Output 3.2.1: Agriculture, forestry, urban development, and water sectoral adaptation action plans developed and disseminated	3.2.1.1: Review relevant available climate information including past and planned studies and assessments	GGGI, DCC-MONRE	• National government • CSOs and Private Sector • Development partners	• DCC and GGGI will lead conducting of the review of the relevant climate information and drafting the situation analysis report, including past and current assessments to identify gaps and needs of three sectors of agriculture and forestry, urban development, and water resources. The study will be conducted by the external consultant through the consultation activities with the national stakeholders for the data collection activities such as interviews or workshops where required. Specifically, the government departments such as Department of Meteorology and Hydrology, Department of Water Resources, National Agriculture and Forestry Research Institute will play the direct role in providing the relevant information/reports related to the climate change conducted by the projects or their offices to the GGGI and DCC. • While UN Habitat and UNEP are looking at spatial CRVA, the results and findings under their project components can be critical inputs for GGGI in terms of collating existing evidence and determining needs for sectoral climate change and vulnerability risk assessment including the right methodology and approaches.		M2-M7	
	3.2.1.2: Conduct sectoral climate change vulnerability and risk assessment,	GGGI, DCC-MONRE, Firm	• National government • CSOs and Private Sector • Development partners.	• GGGI and DCC will lead the study on sectoral climate change vulnerability and risk assessment (CRVA), including gender analysis by hiring the external firm to conduct this assignment. • The data collection activities and validation workshop will be carried out through the consultation meetings, interviews, site visits and survey with key informants and participated by the relevant stakeholders including MONRE, MAF, MPWT, MPI, MOF, MEM, MLSW; Particularly, the Department of		M7-M11	

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				Meteorology and Hydrology of MONRE will play a key role in providing the relevant climatic information and data needed for this study, such as temperature, humidity, rainfall, etc. While other relevant departments under line ministries will also be requested to provide the information about the hazards and climatic related impacts under their sectors as the study will primarily focus on key sector of urban development, agriculture and forestry, and water resources. While CSOs and private sector private, especially the Lao Women Union and Lao Youth Union, will also be engaged to this sub-activity through the consultation workshop in order to provide the data for the gender analysis section as well as to ensure the gender inclusiveness and consideration.			
	3.2.1.3: Prepare guidelines on identifying and prioritizing adaptation options based on 3.2.1.1	GCCI, DCC-MONRE	- National government - CSOs and Private Sector - Development partners	DCC and GCCI in collaboration with UN-Habitat will lead the development of the guidelines on identifying and prioritizing adaptation options including identifying adaptation actions for the private sector by hiring the external consultant. The process on developing this guideline will be engaged by various government stakeholders, including MONRE, MAF, MPWT, MEM, MPI, MOF, LWU, etc. for providing both primary data and inputs/feedback. The data collection activities will involve different consultation workshops, interviews and discussions. These stakeholders will play a role in providing relevant data, feedback and recommendations through the consultation and meeting activities.		M10-M12	
	3.2.1.4: Organize workshop with sectoral adaptation teams to initiate the formulation of the adaptation action plans	GCCI	- National government - CSOs and Private Sector - Development partner	- DCC and GCCI will lead conducting the workshop with sectoral adaptation teams to initiate the formulation of the adaptation action plans in order to introduce the guideline prepared in activity 3.2.1.3 to the relevant stakeholders. These stakeholders will also be requested to provide comments and feedback to the guideline prior to the approval by the project. - Around 50 participants are anticipated for this workshop with targeting 50% women participation.		M12	M1

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
	3.2.1.5: Formulate sectoral adaptation action plans	GGGI	- National government - CSOs and Private Sector - Development partner	- According to the guideline, DCC and GGGI will lead formulating the sectoral adaptation action plans including gender analysis in aligning with UNEP GEF NAP Activity 2.4.1 & 2.4.2 on sectoral adaption priorities, and Activity 4.1.1 on designing and implementing monitoring and reviewing system. The adaptation plans will be initially developed through the consultation activities or meetings with the relevant government stakeholders of MONRE, MAF, MPWT, MPI, MOF, MEM; - CSOs and private sector will also be engaged in the plan development process, including Lao Women Union and Lao Youth Union, in order to provide input, feedback and recommendations on these action plans, in particular, the gender analysis section of the plan.			M1-M4
	3.2.1.6: Provide recommendations for the effective integration of priority sectoral adaptation actions	DCC-MONRE, GGGI	- National government - CSOs and Private Sector - Development partner	Led by DCC and GGGI, the consultation workshop for this activity will be conducted with the relevant government stakeholders of MONRE, MAF, MPWT, MPI, MOF, MEM, in order to seek input, feedback and recommendations for the effective development and mainstreaming of priority sectoral adaptation actions, including the NDC updates. Particularly, the Department of Planning of MPI, Department of State Budget of MOF will be the key stakeholders in providing the input for matters related to the planning and budgeting for the sectoral adaptation actions. This activity will be carried out in aligning with UNEP GEF NAP's Activity 3.3.1 on training program regarding i) recommended revisions to policies, strategies and development plans for integrated climate change adaptation.			M4-M5
	3.2.1.7: Organize workshop to communicate sectoral adaptation action plans	DCC-MONRE, GGGI	- National government - CSOs and Private Sector - Development partner	- DCC and GGGI will lead this activity by conducting the workshop to communicate sectoral adaptation action plans to relevant stakeholders. The DCC, in particular, will lead the coordination work with key stakeholders. - The sectoral government agencies and CSOs, including MONRE, MPWT, MAF, MPI, MEM, MOF, LWU and private sector will be invited for this activity. Around 50 participants			M5-M6

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				are expected to be engaged in the workshop, targeting 50% women participation. In collaboration with the UNEP, the sectoral adaptation action plans will also be disseminated through UNEP GEF NAP's Output 2.3 on a platform for sharing information for medium and long-term adaptation to climate change			
	3.2.1.8: Consolidate sectoral monitoring and reporting systems developed under 3.2.1.5	DCC-MONRE	- National government - CSOs and Private Sector - Development partner	GGGI and DCC will lead the implementation of this activity in coordination with UN-Habitat for Activity 3.1.2a to ensure indicators and data collection methodologies are applicable at different levels (cross-sectoral reporting and vertical reporting), and with UNEP to ensure the alignment with the UNEP GEF NAP's Activity 4.1.1 on designing and implementation of monitoring and reviewing system.			M6-M7
Outcome 3.4: Adaptation finance increased Output 3.4.1: Two quality concept notes on adaptation project developed, with pre-feasibility studies conducted	3.4.1.1: Investment prioritization stemming from 3.2.1, in collaboration with UN Habitat's Activity	GGGI, DCC-MONRE	- National government - CSOs and Private Sector - Development partner	- GGGI in collaboration with DCC will lead the development of the concept idea on climate change adaptation, the relevant line ministries, including MONRE (NDA), MAF, MPWT, MPI, MOF, MEM, CSOs and private sector, such as LWU and LNCCI will be engaged in this activity. The consultation workshop will be opted to be organized in order to seek the feedback and recommendations on the proposed concept idea, in particular, the validation workshop is required for this activity. - The activity will also be implemented in collaboration with UN Habitat under the its Activity 3.2.4b and potentially with UNEP under the Activity 3.2.3 of GEF NAP. Hence, these two entities are expected to be engaged in the consultation workshop for this activity as well.			M1-M4
	3.4.1.2: Conduct technical, environmental, gender and social economic and financial analyses	GGGI, Firm	- National government, CSOs and Private Sector - Development partner	- GGGI and DCC will lead conducting technical, environmental, gender and social economic and financial analyses (pre-feasibility study) for the development of the adaptation project idea into concept note for the GCF by hiring the external firm in carrying out this assignment. - The data collection and result validation activities will be conducted through workshops, meetings, interviews and site			M4-M7

Outcome and Output	Activity	Responsible Party	Stakeholders Included	Engagement Plan Description	Timeframe (2023-25)		
					Y1	Y2	Y3
				visits, and participated by the key government stakeholders including MONRE, MAF, MPWT, MPI, MOF, MEM, MLSW. Apart from workshop participation, these key stakeholders will also play a main role in providing the relevant information/data to support the analysis process, focusing on key sectors of urban development, agriculture and forestry, and water resources; as also providing input and feedback on the studies during the validation process. • Apart from the CSOs and private sector, the Lao Women's Union and Lao Youth Union, will also be engaged in the data collection activity through joining consultation workshops and interviews in order to provide the relevant data for the gender and social analysis as well as to ensure the gender inclusiveness and consideration are mainstreamed into the sectoral strategy and plans.			
	Activity 3.4.1.3: Develop two quality concept notes for adaptation project in collaboration with UN Habitat	GGGI, DCC-MONRE	• National government • CSOs and Private Sector • Development partner	• GGGI and DCC in collaboration with UN Habitat under its Activity 3.2.4b and in close coordination with EPF as DAE, will lead the development of two quality concept notes for adaptation project in selected sectors based on the analysis conducted in the activity 3.4.1.2. • The relevant line ministries, including MONRE, MAF, MPWT, MPI, MOF, MEM, CSOs and private sector, such as LWU and LNCCI, are expected to be engaged in this activity through consultation workshops and meetings in order to provide input, feedback as well as help finalize the proposed concept notes.			M8-M11

Source: Author, based on the reviews of documents and reports related to the GCF Readiness project

Table 4: Gender Engagement and Action Plan

Purpose	Women and men involved in climate change adaptation planning process are able to participate in and benefit from the project equitably.					
Baseline	There are existing gender gaps at policy, institutional and technical levels (Details to be identified in the Gender Analysis in Activity 3.2.1.2 and 3.4.1.3)					
Guiding Principles	1. Gender balance is relatively easy to understand and measure. Achieving gender balance can create the ripple effect to trigger other changes. For instance, to achieve a certain percentage target of women in a highly technical workshop, one may need to expand its scope to include some social elements, or to invite other government units (e.g. the Lao Women's Union) and civil society organizations. In this connection, gender parity should be promoted in all activities. 2. As a rule of thumb, a 30% minimum gender target should be set for all activities at the policy level, such as workshops for government officials (Policy making level). It means that in any given workshop, at least 30% participants should be women or men. 3. A 50% gender target should be set for all activities at the national or sectoral level, such as consultation meetings on capacity development, climate risk and vulnerability assessment, etc. 4. Gender (e.g. climate change's different impacts on women and men; how to attract women's participation) should also be viewed as a strategic topic in workshops, training activities and assessment reports. 5. Finally, gender criteria (e.g. gender quota in employment, equal pay) should be included in procurement contracts, especially those under Output 3.1.1, 3.2.1 and 3.4.1					
Institutional Arrangement	1. A lead gender focal point should be appointed according to the Activity 3.1.1.2 to lead and coordinate the implementation of activity as identified in the Gender Engagement Plan. The appointment should be made formal, with 50% of her/his time devoted to this role. 2. Gender focal points should also be appointed in all sectoral government agencies/ministries that will be involved in this project. 3. A sufficient budget line should be set aside for gender engagement plan related activities. The hired specialists/consultants in relevant activities will provide the necessary technical support, such as to deliver training sessions, develop guidelines, advise on hiring practices, collect sex-disaggregated data, and support the monitoring and reporting on the Gender Engagement Plan. Good practices can be developed for the knowledge hub and to be shared with UN-Habitat, UNEP and other relevant agencies. 4. A formal partnership with the Lao Women's Union and Lao Youth Union is recommended. The Lao Women's Union, for example, can play the role of supporting the implementation of the Gender Engagement Plan with its vast network of focal points across sectors and locations.					
Outcome and Output	Activity	Activity Description	Gender Engagement Plan	Timeframe (2023-25)		
				Y1	Y2	Y3
Outcome 3.1: Adaptation planning governance and institutional coordination strengthened	3.1.1.1: Organize an inception workshop	Conduct an inception workshop to present the GCF readiness project and agree on the way forward, as well as to present on GCF gender and social inclusion policies to raise awareness among stakeholders and promote an inclusive process during implementation.	• Make early, regular and formal communication to concerned government counterparts on such gender targets • Include social issues when designing the content of the workshop • Extend invitations to non-technical experts, participants from other ministries and civil society organizations	M8-M10		

• Output3.1.1: Gender-balanced teams operationalized to coordinate the adaptation planning at the sector level			• Include women's and men's caring responsibilities when deciding on the date, time, duration and location of the workshop • At least 30% participants in the workshop are women or men			
	3.1.1.2: Review the mandate of government ministries and agencies	Review the mandate of government ministries and agencies and existing coordination mechanisms to develop TOR and establish gender-balanced sectoral adaptation teams for each selected sector. The development of TOR will be conducted in the context of the Lao PDR and aligned to the established mechanism under UNEP's GEF NAP.	• Include the gender related offices, in particular, the Lao Women's Union and the Lao Youth Union in the review process as well as the TOR • At least 50% of the sectoral members from relevant government agencies should be women or men • Reach out to a wider group of female and male stakeholders to achieve such targets • Seek technical support and input from the Lao Women's Union on the TOR development, especially the gender related matters and target achieving as needed.	M11-M12	M1	
	3.1.1.3: Organize bi-annual meetings of sectoral adaptation teams	Organize bi-annual meetings of sectoral adaptation teams established through 3.1.1.2. NDA to participate in the meetings for effective coordination. This GCF readiness grant will provide the sector/adaptation experts and coordination/secretariat support needed by the adaptation teams and NDA.	• Make early, regular and formal communication to concerned government counterparts on such gender targets • Include social issues when designing the content of the meetings • Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the meetings • Include women's and men's caring responsibilities when deciding on the date, time, duration and location of the meetings • Seek support from the Lao Women's Union as needed • At least 50% participants in the meetings are women or men • Reach out to a wider group of female and male stakeholders to achieve such targets	M12	M1-M2	
	3.1.1.4: Undertake capacity needs assessment of	Undertake capacity needs assessment of sectoral adaptation teams including review of existing adaptation/ resilience policies and strategies of the key sectors to	• Recruit a national consultant to conduct the capacity needs assessment/survey • Include in the Terms of Reference (TOR) and advertisements that gender balance and gender knowledge will be selection criteria		M1-M5	

	sectoral adaptation teams	identify whether they contain clear adaptation/ resilience indicators as well as identify gaps and needs in terms of knowledge and understanding on climate risk and vulnerability assessment (CRVA) and approaches for integrating climate risks and adaptation into their sectoral policies and strategies, and provide recommendations to address them. The assessment will also include the establishing of a baseline system and tool to monitor their progresses on capacity enhancement that is measurable. The assessment will capture lessons and experiences that will have been delivered through UN Habitat's component under Activity 3.1.1b and 3.1.1c as well as activities under Output 1.3 of UNEP GEF NAP.	• Broaden promotion channels to reach out to potential female and male candidates • Include both female and male members in the selection panel, with at least 30% of either sex • Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the data collection • Conduct a quick survey to find out the training needs of the gender related offices, in particular, the Lao Women's Union on this matter • At least 30% participants in the consultation activities are women or men			
	3.1.1.5: Design training modules on adaptation planning based on 3.1.1.4	Based on 3.1.1.4, design training modules on adaptation planning e.g., vulnerability and risk assessments, integrating process, etc. The training materials will be designed in line with UN Habitat's expected deliverable under Activity 3.2.1b in terms of 18 provincial vulnerability sheet as well as Activity 2.1.1 of UNEP GEF NAP on standardized framework for CRVA.	• Design context-appropriate and interactive training materials on gender and climate change. The materials should be in the Laotian language and be made simple and practical. • Include social issues when designing the content of the meetings and a gender session should be included as part of the training workshops. It could be about climate change's different impacts on women and men, how to collect sex-disaggregated data, how to engage women's and men's participation, etc. • Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the trainings. • Include women's and men's caring responsibilities when deciding on the date, time, duration and location of the trainings		M4-M10	

			• Seek support from the Lao Women's Union on specific matters related to gender • Make the gender sessions mandatory for all the sectoral project stakeholders, male and female, especially those that will participate in the trainings. • Design messages in plain language and images • At least 30% participants in the trainings are women or men			
	3.1.1.6: Map stakeholders including those representing women and develop engagement plan for a gender	Map stakeholders including those representing women and develop engagement plan for a gender and socially inclusive approach to sectoral adaptation planning. This will be conducted in consideration of Activity 1.2.1 of UNEP GEF NAP regarding a roadmap for engaging all stakeholders to advance the NAP process to ensure complementarity.	Include the gender related offices, in particular, the Lao Women's Union and the Lao Youth Union in the process of the stakeholder mapping and gender engagement plan development as needed		M2	
Outcome 3.2: Evidence produced to design adaptation solutions for maximum impact • Output 3.2.1: Agriculture, forestry, urban development, and water sectoral adaptation action plans developed and disseminated	3.2.1.1: Review relevant available climate information including past and planned studies and assessments	Review relevant available climate information including past and planned studies and assessments to identify the gaps and needs for each of the selected sectors. The analysis will include identifying potential barriers to the planning and design of adaptation activities. The assessment will also draw the main findings and results of UN Habitat's Activity 3.1.2a, 3.2.1b and 3.1.2c on rapid national climate change vulnerability assessment in 18 provinces of Lao PDR, as well as UNEP GEF NAP's Activity 2.1.4: 18 provincial risk and vulnerability assessment and corresponding climate change adaptation measures.	N/A		M2-M7	

	3.2.1.2: Conduct sectoral climate change vulnerability and risk assessment,	Conduct sectoral climate change vulnerability and risk assessment, including gender analysis as well as private sector investment considerations. For the urban sector, the assessment will focus on expected impacts identifying relevant hazards as well as the infrastructure of cities that is at most risk. For the agriculture and forestry, the assessment will examine crops and livestock value chains, while for the water sector the assessment will investigate supply and demand scenarios.	• Recruit a national consultant to conduct the climate risk and vulnerability assessment, including gender analysis • Include in TOR and advertisements that gender balance and gender knowledge will be selection criteria • Broaden promotion channels to reach out to potential female and male candidates • Include both female and male members in the selection panel, with at least 30% of either sex • Recruit both female and male enumerators and facilitators (preferably 50/50 gender balance) to reach out to both women and men • Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the data collection activities • Organize focus groups discussion with the gender related offices, in particular, the Lao Women's Union and the Lao Youth Union on gender analysis • Conduct consultations workshops or data collection activities at times and venues convenient to both women and men • Sex-disaggregate all responses • Include a national gender specialist (if require) to design the gender-related questions • At least 30% participants in the data collection activities/workshops are women or men		M7-M11	
	3.2.1.3: Prepare guidelines on identifying and prioritizing adaptation options based on 3.2.1.1	Based on 3.2.1.1 and 3.2.1.2, prepare guidelines on identifying and prioritizing adaptation options including identifying adaptation actions for the private sector as well as appraising investment costs of such interventions in collaboration with UN Habitat's Activity 3.2.4a, appraising investment costs of interventions to guide adaptation planning for selected sectors.	• A sub-section on gender should be included in the guidelines • Recruit/include national gender specialist to develop context-appropriate content for the guidelines. The content can be extracted from the training materials developed under activity 3.1.1.5 • Design context-appropriate messages that can promote gender-equitable participation in the guidelines where possible		M10-M12	

	3.2.1.4: Organize workshop with sectoral adaptation teams to initiate the formulation of the adaptation action plans	Organize workshop with sectoral adaptation teams to initiate the formulation of the adaptation action plans by presenting the guidelines and timeframe, gathering information and recommendations.	• Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the workshops • Include women's and men's caring responsibilities when deciding on the date, time, duration and location of the workshops • The workshop materials should be in the Laotian language and be made simple and practical. • The gender and social issues should be included as part of the formulation process as well as workshop contents. • Seek support from the Lao Women's Union on these matters as needed. • At least 50% participants in the workshops are women or men • Reach out to a wider group of female and male stakeholders to achieve such targets		M12	M1
	3.2.1.5: Formulate sectoral adaptation action plans	Formulate sectoral adaptation action plans including gender analysis, results-based performance management framework with quantitative targets, monitoring plan and financial needs including identifying potential barriers to mobilizing private sector investments, taking into consideration of UNEP GEF NAP's Activity 2.1.3 & 2.1.4, and UN Habitat's Activity 3.1.2a and 3.2.4a.	• According to the adaptation action plan, design context-appropriate messages that can promote gender-equitable participation in the adaptation activities • Map out the different needs and preferred information channels of both women and men for adaptation plans • Design messages in plain language • Use multiple channels to disseminate the information, including those that can reach out to women and men • Establish a formal partnership with the Lao Women's Union, which can support monitoring the plan as well as the overall implementation of this Gender Engagement Plan. • Define clearly the role of the Lao Women's Union in supporting the monitoring plan, including gender questions and social safeguard issues where needed.			M1-M4
	3.2.1.6: Provide recommendations for the effective integration of priority sectoral	Provide recommendations for the effective integration of priority sectoral adaptation actions with relevant planning and budgeting processes, including for the NDC	N/A			M4-M5

	adaptation actions	updates scheduled in 2024, and relevant 5-year sectoral development plans.				
	3.2.1.7: Organize workshop to communicate sectoral adaptation action plans	Organize workshop to communicate sectoral adaptation action plans to relevant public, private sector including financial sector representatives and other potential private sector investors with an aim to attract private sector investment for adaptation, and civil society including women and vulnerable peoples' organizations, as identified in 3.1.1.5.	• Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the workshop • Include women's and men's caring responsibilities when deciding on the date, time, duration and location of the workshop • The workshop materials should be in the Laotian language and be made simple and practical. • Design messages in plain language and images • Use multiple channels to disseminate the information, including those that can reach out to women and men • At least 50% participants in the meetings are women or men • Reach out to a wider group of female and male stakeholders to achieve such targets			M5-M6
	3.2.1.8: Consolidate sectoral monitoring and reporting systems developed under 3.2.1.5	Consolidate sectoral monitoring and reporting systems developed under Activity 3.2.1.5 and integrate into UNEP GEF NAP's Output 2.3 on a platform for sharing information for medium and long-term adaptation to climate change.	• Establish a formal partnership with the Lao Women's Union, which can support sectoral monitoring with regard to the gender specific indicators. • Define clear role of the Women's Union in supporting the monitoring and reporting systems			M6-M7
Outcome 3.4: Adaptation finance increased • Output 3.4.1: Two quality concept notes on adaptation project developed, with pre-feasibility	3.4.1.1: Investment prioritization stemming from 3.2.1, in collaboration with UN Habitat's Activity	Validate concept idea by relevant sectoral team and NDA clearance. The ongoing accreditation application of EPF will be considered in prioritizing and developing concept notes e.g., possibly through SAP as EPF's first FP. Prioritization criteria will include eligibility to high potential funding sources as well as private sector participation.	N/A			M1-M4
	3.4.1.2: Conduct technical,	Conduct technical, environmental, gender and social economic and	• Recruit a national consultant to conduct the analyses			M4-M7

studies conducted	environmental. gender and social economic and financial analyses	financial analyses for the development of the adaptation project idea into concept note for the GCF.	• Include in TOR and advertisements that gender balance and gender knowledge will be selection criteria • Broaden promotion channels to reach out to potential female and male candidates • Include both female and male members in the selection panel, with at least 30% of either sex • Recruit both female and male enumerators and facilitators (preferably 50/50 gender balance) to reach out to both women and men • Extend invitations to non-technical experts, participants from other ministries and civil society organizations when conducting the data collection activities • Organize focus groups discussion with men and women representatives, in particular, the Lao Women's Union and the Lao Youth Union on gender analysis • Conduct consultations workshops or data collection activities at times and venues convenient to both women and men • Sex-disaggregate all responses • Include a national gender specialist (if require) to design the gender-specific questions • At least 30% participants in the data collection activities/ workshops are women or men.			
	Activity 3.4.1.3: Develop two quality concept notes for adaptation project in collaboration with UN Habitat	Develop two quality concept notes for adaptation project in selected sectors based on pre-feasibility studies on technical, financial, social (including gender analysis), environmental and economic aspects. At least one of the two concept notes should have private sector participation.	• Include the gender related offices in particular, the Lao Women's Union and the Lao Youth Union in the process of the concept notes development such as consultation workshops or meetings • Seek technical support and input from the Lao Women's Union on the concept notes, especially the gender related section as needed.			M8-M11

Source: Author, based on the reviews of documents and reports related to the GCF Readiness project

5.2 Methods for Engagement

A wide range of methods was used and will continue to be used for the stakeholder engagement as part of this Project. These may include public meeting, workshop, consultation, focus groups discussion, survey, questionnaires, key informant discussions, one-on-one meeting and so on. Stakeholder engagement will continue using these employed mechanisms as required ensuring efficient and effective engagement throughout the life of the project. However, specific methods will vary across different stakeholder groups such as consultation meeting for the sectoral project coordination group and bilateral discussion for the monthly meeting of the project team, as needed:

- *At national/sectoral level*

Consultation will take place among relevant Ministries with the coordination of DCC-MONRE as the lead agency. Besides the line agencies, other groups interested in climate change (adaptation) will be invited to consultations. Among others, development partners, private sector (mainly in climate change, natural resources and environment), Civil Society Organizations (CSOs) including international NGOs, Lao Women's Union (LWU), Lao Youth Union, and academia institutes (National University of Laos, NUOL). Consultation may take the form of face-to-face meetings and issuance of official letters (submitted at least one-two weeks ahead of the consultations) to inform affected and interested stakeholders of the purpose of the consultation event. For any possible face-to-face consultations, the PIU will ensure the consultation must be conducted in accordance with all the required safety protocols. If necessary, the online consultation using Zoom/Google Meeting may alternatively be conducted.

- *Vulnerable Group and Women Engagement*

Women's inclusion is a means to achieve gender equality in sustainable management of livelihood development activities. Women's inclusion denotes their meaningful participation that goes beyond the number of men and women and addresses the gender gaps for them to have opportunities and choices.¹² Moreover, the project has the potential to deliver several benefits to vulnerable ethnic people. From an institutional perspective, the Lao Women's Union (LWU), Lao Youth Union (LYU), and Lao Front for National Construction will be involved in the project. The LWU, for instance, will be also involved in the sectoral meetings. During consultation workshops, representative of the LWU will be invited and gender disaggregated FGD to ensure women and vulnerable groups' voices are heard and recorded.

6. RESPONSIBILITIES AND RESOURCES

6.1 Functions and Responsibilities

The DCC, MONRE is the leading agency to implement the project using existing institutions, based on their legal mandates. A Project Implementation Unit (PIU) located at the DCC in close consultation with GGGI will be responsible for planning and budgeting for stakeholder engagement, coordination with relevant stakeholders, facilitating, documenting, executing the SEP, and reporting the performance on the SEP to members of Project Steering Committee (PSC). While the GGGI is responsible for oversight and supporting

¹² Kalpana Giri, 2014. Asia-Pacific Workshop on Women's Inclusion for Sustainable Forests and Climate: What Works? Workshop Summary Report. Bangkok: USAID's Lowering Emissions in Asia's Forest (LEAF) program. <http://www.wocan.org/sites/default/files/Asia-Pacific%20Workshop%20Women%27s%20Inclusion%20in%20REDD%2B%20Summary%20Report.pdf>

the implementation of the appropriate and inclusive consulting process, ensuring the executing of the SEP following the international standard and requirements on Stakeholder Engagement.

6.2 Resources

The DCC will be in charge of organizing stakeholder engagement activities. While the GGGI will be responsible for provision of the necessary financial and human resources (consultants) to undertake stakeholder engagement activities such as trainings, consultation workshop, data collection activities, among others.

7. MONITORING AND REPORTING

Monitoring is an integral component of project management as it tracks and assesses progress towards achieving tangible development results associated with the project being implemented. It is an essential management tool which provides an opportunity to know whether results are being achieved as planned, what corrective action are needed to ensure delivery of the intended results and how they are making positive development contributions. This helps to detect problems earlier and coming up with appropriate measures to address them. Therefore, monitoring usually provides data used for analysis and synthesis prior to reporting for decision making.

Progress against the SEP will be monitored and reported on throughout implementation. The following comprises the monitoring and reporting activities to be undertaken with respect to stakeholder engagement by the PIU. Activities related to stakeholder engagement will be documented and reported by the PIU every 6 months/annually in a Project Progress Report (as part of regular reporting). The project Results Framework and Annual Work Plan and Budget will track beneficiaries of the project and activities related to the SEP. Stakeholder Engagement activities and progress will be monitored through the following activities and indicators:

Table 5: Stakeholder engagement indicators

Outcome and Output	Activity	Targets (# of participants with sex disaggregated)	Indicators				Means of Verifying	Reporting Period
			# of agencies participated ¹³	# of participants (sex disaggregated) involved ¹⁴	# of engagements conducted ¹⁵	# of grievances received ¹⁶		
Outcome 3.1: Adaptation planning governance and institutional coordination strengthened • Output 3.1.1: Gender-balanced teams operationalized to coordinate the adaptation planning at the sector level	3.1.1.1: Organize an inception workshop	- 50 - >30% (female or male)	>40	- 36 - 16 or 46% (female)	1	-	Minutes of meeting	-
	3.1.1.2: Review the mandate of government ministries and agencies	N/A						-
	3.1.1.3: Organize bi-annual meetings of sectoral adaptation teams	- 50 - 50% (female)					- Minutes of meeting - Project progress report	Biannual basis
	3.1.1.4: Undertake capacity needs assessment of sectoral adaptation teams	>30% (female or male)					- Minutes of meeting - Project progress report	Annual
	3.1.1.5: Design training modules on adaptation planning based on 3.1.1.4	>30% (female or male)						
	3.1.1.6: Map stakeholders including those representing women and develop	N/A						

¹³ Number of agencies include national government, civil society organizations, private sector, academia, NGOs and other stakeholder groups that have been involved in the project implementation

¹⁴ Number of persons/participants (sex disaggregated) that have been involved in project implementation, including consultation, capacity development and data collection activities

¹⁵ Number of engagements include meetings, workshops, consultations with stakeholders throughout the project implementation

¹⁶ Grievance handling mechanism includes number of grievances are received and results communicated to all stakeholders

Outcome and Output	Activity	Targets (# of participants with sex disaggregated)	Indicators				Means of Verifying	Reporting Period
			# of agencies participated ¹³	# of participants (sex disaggregated) involved ¹⁴	# of engagements conducted ¹⁵	# of grievances received ¹⁶		
	engagement plan for a gender							
Outcome 3.2: Evidence produced to design adaptation solutions for maximum impact • Output 3.2.1: Agriculture, forestry, urban development, and water sectoral adaptation action plans developed and disseminated	3.2.1.1: Review relevant available climate information including past and planned studies and assessments	N/A						
	3.2.1.2: Conduct sectoral climate change vulnerability and risk assessment,	>30% (female or male)						
	3.2.1.3: Prepare guidelines on identifying and prioritizing adaptation options based on 3.2.1.1	N/A						
	3.2.1.4: Organize workshop with sectoral adaptation teams to initiate the formulation of the adaptation action plans	- 50 - 50% (female)					Minutes of meeting	Annual/ Biannual
	3.2.1.5: Formulate sectoral adaptation action plans	N/A						
	3.2.1.6: Provide recommendations for the effective integration of priority	N/A						

Outcome and Output	Activity	Targets (# of participants with sex disaggregated)	Indicators				Means of Verifying	Reporting Period
			# of agencies participated ¹³	# of participants (sex disaggregated) involved ¹⁴	# of engagements conducted ¹⁵	# of grievances received ¹⁶		
	sectoral adaptation actions							
	3.2.1.7: Organize workshop to communicate sectoral adaptation action plans	- 50 - 50% (female)					Minutes of meeting	Annual
	3.2.1.8: Consolidate sectoral monitoring and reporting systems developed under 3.2.1.5	>30% (female or male)						
Outcome 3.4: Adaptation finance increased • Output 3.4.1: Two quality concept notes on adaptation project developed, with pre-feasibility studies conducted	3.4.1.1: Investment prioritization stemming from 3.2.1, in collaboration with UN Habitat's Activity	- 50 - 50% (female)						
	3.4.1.2: Conduct technical, environmental, gender and social economic and financial analyses	>30% (female or male)						Annual
	Activity 3.4.1.3: Develop two quality concept notes for adaptation project in collaboration with UN Habitat	N/A						

Source: Author

Both the PIU under DCC and GGGI will undertake annual supervision missions to ensure compliance, and report on progress against SEP annually to the GCF through Project Implementation Progress Reports. As the SEP is a living document, it will be revised and updated as necessary in the course of Project implementation in order to ensure that the information presented herein is consistent and is the most recent, and that the identified methods of engagement remain appropriate and effective in relation to the Project context and specific phases of the development. Any major changes to the Project related activities and to its schedule will be duly reflected in the SEP.

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ANNEX

Annex 1: List of NAP Projects Steering Committee Members

No.	Name	Gender		Position	Organization
		M	F		
1	Syamphone Sengchandala	✓		Director General	Department of Climate Change, MONRE
2	Souladeth Soukchaleun	✓		Deputy Director General	Department of Planning and Finance, MONRE
3	Vilanee Sengchanh		✓	Deputy Director General	Department of Meteorology and Hydrology, MONRE
4	Sengmoua Thaophialouang	✓		Deputy Director General	Department of Water Resources, MONRE
5	Sisomphone Phetdapheuang	✓		Deputy Director General	Department of International Cooperation, Ministry of Planning and Investment
6	Chanthakhone Boualaphan		✓	Deputy Director General	National Agriculture and Forestry Research Institute, Ministry of Agriculture and Forestry
7	Akom Phongpaseuth	✓		Acting Director General	Department of Housing and Urban Planning, Ministry of Public Works and Transport
8	Vimala Khounthalangsy		✓	Director of Division	Department of Social Welfare, Ministry of Labour and Social Welfare
9	Soulany Intaphom		✓	Deputy Director of Division	Department of State Budget, Ministry of Finance

Annex 2: List of GGGI NAP Project Coordination Group Members

No.	Name	Gender		Position	Organization	Status
		M	F			
1	Teuanchit Alounlay		✓	Deputy Director General	Department of Climate Change, MONRE	Chair
2	Souphaxay Komany	✓		Director of Policy Division	Department of Climate Change, MONRE	Vice Chair
3	Tavanh Kittiphone	✓		Director of Adaptation Division	Department of Climate Change, MONRE	Member
4	Bounphakone Phongphichit	✓		Director of Planning and Cooperation	Department of Climate Change, MONRE	Member
5	Pany Vorachit		✓	Director of Socio-Economic Development Planning Division	Department of Planning, Ministry of Planning and Investment	Member
6	Sengphasouk Xayyavong		✓	Deputy Director of Policy Division	Department of Water Resources, MONRE	Member
7	Kinong Keopaseuth	✓		Deputy Director of Planning Division	Department of Planning and Cooperation, Ministry of Agriculture and Forestry	Member
8	Daosadet Kingkeo	✓		Deputy Director of Planning and Statistic Division	Department of Planning, Ministry of Planning and Investment	Member

Annex 3: List of Focal Contacts

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