



**ACCELERATING IMPACTS OF CGIAR CLIMATE RESEARCH FOR AFRICA (AICCRA)
(P173398)**

STAKEHOLDER ENGAGEMENT PLAN (SEP)

FOR

GHANA CLUSTER ACTIVITIES

PREPARED BY

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ACRONYMS

ABC	Alliance Bioversity-CIAT
ACDEP	Association of Church Development Project
AICCRA	Accelerating Impacts of CGIAR Climate Research for Africa
BIMAF	Biorisk Management Facility
CABI	Center for Agriculture and Bioscience International
CCAFS	Climate Change, Agriculture, and Food Security
CIAT	Center for International Tropical Agriculture
CIFOR-ICRA	Center for International Forestry Research and World Agroforestry
CIS	Climate Information Service
CRI	Crop Research Institute
CSA	Climate smart agriculture
CSIR	Center for Scientific and Industrial Research
CSVs	Climate Smart Villages
E&S	Environmental and Social
ESF	Environmental and Social Framework
ESS	Environmental and Social Standards
FBOs	Farmer Based Organizations
GBV	Gender Based Violence
GC	Grievance Committee
GCIC	Ghana Climate Innovation Center
GIAP	Ghana Agricultural Employment Pool
GIAP	Ghana Agriculture Insurance Pool
GM	Grievance Mechanism
GMA	Ghana Meteorological Agency
IDA	International Development Assistance
IITA	International Institute of Tropical Agriculture
IRI	International Research Institute for Climate and Society
ISC	Independent Steering Committee
IWMI	International Water Management Institute
MMDAs	Metropolitan, Municipal and District Assemblies
MoFA	Ministry of Food and Agriculture
NABOCADO	Navrongo-Bolgatango Catholic Diocesan Organization
NARS	National agriculture research system
NFCS	National Frameworks for Climate Services
NIBIO	Norwegian Institute of Bioeconomy Research
NYEP	National Youth Employment Program
PAI	Project Area Influence
PARED	Partners in Rural Empowerment and Development
PAS	Presbyterian Agricultural Station
PFAG	Peasant Farmers Association of Ghana
PPRSD	Plant Protection and Regulatory Service Directorate
PWDs	People with Disability
RAINS	Regional Advisory and Information Services
SARI	Savanna Agricultural Research Institute
SEA/SH	Sexual Exploitation and Abuse/Sexual Harassment
SEP	Stakeholder Engagement Plan

SMA	Single Mothers Association
UDS	University for Development Studies
YHF	Youth Harvest Foundation

GLOSSARY OF KEY TERMS

Consultation - The process of gathering information or advice from stakeholders and taking these views into account when making project decisions and/or setting targets and defining strategies.

Engagement - A process in which a company builds and maintains constructive and sustainable relationships with stakeholders impacted over the life of a project. This is part of a broader “stakeholder engagement” strategy, which also encompasses governments, civil society, employees, suppliers, and others with an interest in the Project.

Grievance Mechanism - a process for receiving, evaluating, and addressing project-related complaints from citizens, stakeholders, and other affected communities.

Stakeholders - Persons or groups who are directly or indirectly affected by a project, as well as those who may have interests in a project and/or the ability to influence its outcome, either positively or negatively; workers, local communities directly affected by the project and other stakeholders not directly affected by the project but that have an interest in it, e.g., local authorities, neighboring projects, and/or nongovernmental organizations, etc.

Stakeholder Engagement Plan - A plan which assists investors with effectively engaging with stakeholders throughout the life of the project and specifying activities that will be implemented to manage or enhance engagement.

Complainant- An individual, group, association, or organization that submits a verbal or written complaint.

Grievance/Complaint - An expression of dissatisfaction that stems from real or perceived issues, typically referring to a specific source of concern and/or seeking a specific solution. For the purpose of this GRM, real and perceived impacts are treated equally and given the same due process. The term grievance and complaint are used interchangeably in this document.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

Sexual Abuse - Any unwelcome sexual advances, request for sexual favors, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might be reasonably expected or perceived to cause offense or humiliation to another when such conduct interferes with work; is made a condition of employment; or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment- Any unwelcome sexual advances, request for sexual favors, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might be reasonably expected or perceived to cause offense or humiliation to another when such conduct interferes with work; is made a condition of employment; or creates an intimidating, hostile, or offensive work environment.

Survivor - A survivor is a person who has experienced the SEA/SH incident in the context of this GM.

Vulnerable Groups- individuals and groups, who by virtue of gender, ethnicity, age, physical or mental disability, economic disadvantage, sexual orientation and gender identity, or social status may be more adversely affected by a Project than others and who may be limited in their ability to claim or take advantage of development benefits.

1.0 INTRODUCTION/PROJECT DESCRIPTION

1.1 Introduction

This Stakeholder Engagement Plan (SEP) has been prepared to identify the key stakeholders of the Accelerating Impact of CGIAR Climate Research for Africa (AICCRA) Ghana Cluster, define information disclosure and stakeholder engagement measures, and design a grievance mechanism (GM). The SEP outlines how, when, and ways in which the project team will inform, communicate and consult with stakeholders including vulnerable groups and a mechanism by which people can raise concerns, provide feedback, or make complaints about project and any activities related to the project. The SEP has been prepared according to Environmental and Social Standard 10 (ESS-10) on Stakeholder Engagement and Information Disclosure of the World Bank's Environmental and Social Framework (ESF) and the overall AICCRA SEP prepared by Center for International Tropical Agriculture (CIAT). It will cover the whole life of the Project. This SEP is a living document and might be updated anytime during project implementation to capture issues that could arise due to address changing circumstances and uncertainties.

The overall objectives of SEP as stated in the ESS-10 are to:

- Identify all stakeholders and ensure their participation in all stages of the project cycle;
- Establish a systematic approach to stakeholder and citizen engagements that will help to identify stakeholders and build and maintain a constructive relationship with them, in particular project-affected parties;
- Assess the level of stakeholder interest and support for the project and to enable stakeholders' views to be considered in project design and environmental and social performance;
- Promote and provide means for effective and inclusive engagement with project-affected parties throughout the project cycle on issues that could potentially affect them;
- Ensure that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders, especially to the vulnerable individual and groups, in a timely, understandable, accessible, and appropriate manner and format taking special consideration for the disadvantaged or vulnerable groups and address their concerns and feedback during subproject activities implementation;
- Provide project-affected parties, including vulnerable persons and groups, with accessible and inclusive means to raise issues and grievances and allow the Project Implementing Entity and its Project Implementation Unit to respond to and manage such grievances, especially, those coming from the vulnerable persons and groups.

1.1 The Project and its Components

The World Bank-funded project AICCRA supports CGIAR Climate Change, Agriculture and Food Security (CAAFS) programs and activities that are targeted specifically to Africa and aims to help scaling the most strategic and impactful CCAFS-Africa programs, promoting resilience to climate change and improved food security in target countries. The Project Development Objective is to strengthen the capacity of participating CCAFS partners and stakeholders, and to enhance access to climate information services and validated climate-smart agriculture technologies in the World Bank's International Development Association (IDA)-eligible countries in Africa. AICCRA will fill a critical gap by making cutting-edge CGIAR research and

innovation available to National Agricultural Research Systems (NARS) and other key stakeholders in Africa. It will support knowledge creation and capacity building activities to enable regional and national-level stakeholders to take Climate-Smart Agriculture (CSA) innovations to scale. It will achieve that by fostering partnerships between CGIAR and local research institutes, universities, civil society organizations, farmer organizations, and private firms. AICCRA will facilitate the development of Climate-Informed Services (CIS) and promote the adoption of CSA solutions across sub-regions within Africa that are extremely vulnerable to climate change. The Project will also support on-the-ground activities in selected countries where CGIAR science has the greatest chance of success in delivering catalytic results, which can be adopted by other countries in the region.

The **Project Development Objective** is to strengthen the technical, institutional, and human capacity needed to enhance transfer of climate-relevant information, decision-making tools, and technologies in support of scaling efforts in IDA-eligible countries in Africa. Based on this overall objective, the Project is structured into four components:

Component 1. Knowledge generation and sharing: Supporting generation and sharing of knowledge products and tools designed to address critical gaps in the design and provision of agricultural climate services, enable climate-informed investment planning, and contribute to the design of policies to promote uptake of climate smart agriculture (CSA) practices at the regional, sub-regional and national levels.

Component 2. Strengthen partnership for delivery: Strengthening the capacities of key regional and national institutions in Sub-Saharan Africa along the research-to-development continuum for anticipating climate effects and accelerating identification, prioritization, and uptake of best-bet adaptive measures.

Component 3. Validating Climate-Smart Agriculture Innovations through Piloting: Supporting testing and validation (including gender and social inclusion) of CSA technologies in research stations and in farmers' fields; linking of validated CSA technology packages to technology transfer systems; and improving access by farmers and other value chain actors to climate-informed agricultural advisory services to inform decision-making about choice of technology and enterprise management.

Component 4. Project Management: Supporting day to day implementation, coordination, supervision and overall communication and management (including, procurement, financial management, monitoring, and evaluation, environmental and social risk management, carrying out of audits and reporting) of Project activities and results, all through the provision of goods, consulting services, non-consulting services, training and workshops, operating costs, and payment of staff salaries for the purpose.

1.2 Ghana Cluster Activities

AICCRA-Ghana, led by the International Institute of Tropical Agriculture (IITA), will focus on bridging the gap between the research institutes that produce improved technologies and the development organizations that promote the adoption of improved technologies including digital Climate advisories, for the purpose of enhancing the resilience of the country's agriculture and food systems in the face of climate change while improving livelihoods of hundreds of thousands of farmers.

AICCRA-Ghana will mutualize existing expertise to strengthen the technical, institutional, and human capacity needed to move CGIAR innovations off the shelf and achieve impacts in the country. The project will specifically launch a "One-health platform for climate-driven pests and diseases." It is an advanced climate-

informed One-health innovation that builds on CGIAR's track records in this area, framing the nexus of crop, livestock, soil and water health for improved human and ecosystem health, food safety and nutrition, and climate change as a complex public health issue.

The project is anchored to CGIAR's multi-stakeholder platform of the Biorisk Management Facility (BIMAF) hosted by IITA's station in Benin and includes the following partners: CGIAR Climate Agriculture & Food Security (CCAFS) Research Program, International Water Management Institute (IWMI), Alliance Bioversity-CIAT, World Agroforestry (CIFOR-ICRAF), International Crop Research Institute for Semi-Arid Tropics (ICRISAT), Center for Agriculture Biosciences International (CABI), Norwegian Institute of Bioeconomy Research (NIBIO), Crop Research Institute (CRI), Ministry of Food and Agriculture (MoFA), Ghana Meteorological Agency (GMA), Climate Change & Agriculture Department of the University of Development Studies (CCAD/UDS).

AICCRA Ghana will use the CGIAR's scaling Readiness Tool to undertake assessment of CSA options for accelerated uptake of innovations. The National Framework for Climate Services (NFCS) and innovation platforms including private sector, Nourishing Africa network and farmers will be capacitated towards identification, promotion and implementation of suitable CIS and best-bet CSA and One-health innovations. Media and mass campaign awareness will be launched while developing business models and engaging champion women-and youth-led enterprises. Pilot sites will be identified, and training provided to farmers for successful implementation of One-Health and CSA technologies. Key Activities include:

1. 2.1 Development of ag-data hubs and decision support systems;
- 1.2.2 Strengthening digital climate advisory services;
- 2.2.1 Support strengthening of national meteorological real-time services;
- 2.2.3 Build capacity of public and private sectors users to support implementation of CSA technology packages;
- 2.2.4 Develop existing or strengthening new National Frameworks for Climate Services (NFCS);
- 3.2.1 Identify and prioritize climate and gender and social inclusion smartness of CSA packages;
- 3.2.2 Create awareness and identify scaling mechanism for best-bet CSA options;
- 3.2.3 Integrate climate-smart options and tailored CSI advisory systems for specific value chains.

2.0 BRIEF SUMMARY OF PREVIOUS STAKEHOLDER ENGAGEMENT ACTIVITIES

In preparation for AICCRA implementation, IITA and other implementing partners have held several engagements with stakeholders in Ghana Cluster. Before these meeting, letters accompany with a brief description of the AICCRA Ghana Project including Environment and risk management and expected benefits have been disclosed with all stakeholders. The table below summarizes the key engagements held up to date.

Table 1: Summary of Previous Stakeholder Engagements

Center Leading the Consultation	Stakeholder Name	Method of Consultation	Date of Consultation	Purpose of Consultation
University for Development studies	Association of Church Development Projects (ACDEP), Tamale	Emails, Workshop, Person-to-person	5 March 2021	Assessed past and current food security, food security and Agricultural interventions in Northern Ghana.
CSIR-Crops Research Institute	Department of Agriculture	Using Research Extension Linkage Committees	March 2021	Enabled selection of project intervention communities
University for Development studies	Savanna Agricultural Research Institute (SARI)	Emails, Workshop, Person-to-person	9 March 2021	Climate Smart Villages (CSVs) and the way forward for research students.
CSIR-Crops Research Institute	Farmer based organizations (Techiman North, Kintampo North, and South)	Using Innovation Platform model	April 2021	Introduce the project to stakeholders
University for Development studies	Regional Advisory and Information Services (RAINS)	Emails, Workshop, Person-to-person	5 May 2021	Assessed current Climate change, food security and Agricultural interventions; discussed ways of scaling up local dictionary on CSA into other local dialects in Ghana.
University for Development studies	Meta Foundation	Emails, Workshop, Person-to-person	9 May 2021	Assessed current Climate change, food security and Agricultural interventions in Northern Ghana.
University for Development studies	Single Mothers Association (SMA), Bolgatanga	Emails, Workshop, Person-to-person	9 May 2021	Explored their capacity to adapt to Gender based CSA practices
University for Development studies	Navrongo-Bolgatanga Catholic Diocesan Organization (NABOCADO)	Emails, Workshop, Person-to-person	10 May 2021	Assessed current Climate change, food security and Agricultural interventions in Northern Ghana.
University for Development studies	Youth Harvest Foundation	Emails, Workshop, Person-to-person	10 May 2021	Assessed current Climate change, food security and Agricultural interventions in Northern Ghana.

Center Leading the Consultation	Stakeholder Name	Method of Consultation	Date of Consultation	Purpose of Consultation
University for Development studies	Ministry of Food and Agriculture (MoFA)- Bolgatanga	Emails, Workshop, Person-to-person	11 May 2021	Assessed current Climate change, food security and Agricultural interventions in the Upper East region.
University for Development studies	Presbyterian Agricultural Station (PAS)-Garu	Emails, Workshop, Person-to-person	12 May 2021	Assessed current Climate change, and food security interventions
University for Development studies	District Ministry of Food and Agriculture (MoFA), Tolon	Emails, Workshop, Person-to-person	20 May 2021	Discussed intervention site selection and CSA prioritization.
University for Development studies	Partners in Rural Empowerment and Dev't (PARED)- Nalerigu	Emails, Workshop, Person-to-person	12 May 2021	Assessed past Climate Information Services (CIS) interventions and ways to sustain the CIS intervention in the Saglani in the North East region of Ghana.
University for Development studies	Presbyterian Agricultural Station- Tamale	Emails, Workshop, Person-to-person	15 June 2021	Assessed current Climate change, food security and Agricultural interventions in the Northern region
University for Development studies	Peasant Farmers Association of Ghana (PFAG)	Emails, Workshop, Person-to-person	4 August 2021	Assessed the strategies for advocacy and campaign interventions in Ghana.

3.0 STAKEHOLDER IDENTIFICATION AND ANALYSIS

Project stakeholders are defined as individuals, groups, or other entities who:

- (i) are impacted or likely to be impacted directly or indirectly, positively, or adversely, by the Project (also known as ‘affected parties’); and
- (ii) may have an interest in the Project (‘interested parties’). They include individuals or groups whose interests may be affected by the Project or may benefit from the project implementation, and those who have the potential to influence the Project outcomes in any way.

For the purposes of effective and tailored engagement, stakeholders of the proposed project can be divided into the following core categories: affected parties, interested parties, and disadvantaged/vulnerable individuals or groups.

3.1 Affected Parties

Affected Parties refers to persons, groups, and other entities within the Project Area of Influence (PAI) that are directly influenced (actually or potentially) by the project and/or have been identified as most susceptible

to change associated with the project. Affected parties need to be closely engaged to identify impacts and assess their significance, as well as participate in decision-making on mitigation and management measures. Activities under **Ghana Cluster will involve pilot of CSA technologies through demonstration farms with some selected farmers. These on-farm activities are expected to pose moderate to low occupational health and safety risks to farmer groups and impact on the environment.** There could also be a possible risk of excluding vulnerable or disadvantaged groups from accessing and benefiting from the CSA innovations demonstration.

All partners and collaborators as well as clients and end users will be positively affected in some way. Partners and collaborators will have opportunities to enhance their knowledge and skills, making them more effective in their respective roles. Institutional capacities will be strengthened. Private firms will have greater opportunities to benefit either from sales of equipment and inputs or from more and higher quality produce reaching the market. End users (farmers) will potentially have higher and more stable production and incomes, while consumers will have a more reliable food supply. Governments will benefit from more rapid and predictable agricultural growth, fewer people facing hunger and destitution because of crop failures, and lower levels of migration and conflict over resource use.

The stakeholders that are expected to directly benefit from the AICCRA Ghana project include:

- Center for Scientific and Industrial Research (CSIR), Crop Research Institute (CRI);
- Center for Agriculture and Bioscience International (CABI);
- University for Development Studies (UDS);
- Ghana Metrological Agency (GMA);
- Regional Advisory and Information Services (RAINS);
- The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF);
- Meta Foundation;
- Savanna Agricultural Research Institute (SARI);
- Navrongo-Bolgatango Catholic Diocesan Organization (NABOCADO);
- Ministry of Food and Agriculture (MoFA);
- Single Mothers Association (SMA);
- Degas;
- Fintech;
- Ghana Climate Innovation Center (GCIC);
- International Water Management Institute (IWMI);
- Plant Protection and Regulatory Service Directorate (PPRSD);
- Savanna Agricultural Research Institute (SARI);
- Commercial farmers, especially those into the production of yam, maize, sweet potatoes, and rice;
- Smallholder farmers including youth and persons with disabilities (PWDs);
- Women farmers;
- Animal Research Institute;
- Directorate of Crop Services;
- Environmental Protection Agency (EPA);
- Veterinary Services Directorate;

- Ghana Health Service.

3.2 Other Interested Parties

Interested Parties include stakeholders who may not experience direct impacts from the project but who may benefit from the project innovative technology, or who consider or perceive their interests as being affected by the project and/or who could affect the project and the process of its implementation in some way.

This category will include the following individuals and groups:

- Policy makers;
- Metropolitan, Municipal and District Assemblies (MMDAs);
- Association of Church Development Project (ACDEP);
- Government Ministries, Department and Agencies;
- Women in agricultural commodity trading;
- Sandema Presbyterian Agricultural Station;
- Partners in Rural Empowerment and Development (PARED);
- Garu-Presbyterian Agricultural Station (PAS);
- PhD/Masters female candidates at UDS;
- Investors in the agricultural sector;
- Agricultural Sector Working Group (ASWG);
- National Youth Employment Program (NYEP);
- Ghana Agriculture Insurance Pool (GIAP);
- Peasant Farmers Association of Ghana (PFAG);
- National Council for Persons with Disabilities
- Northern Development Authority;
- Ghana Developing Communities Association/Community Livelihood Improvement Program;
- Youth Harvest Foundation Ghana;
- Agricultural Women focused organization such as Regional Advisory Information Network (RAINS), norsaac, Tumu Deanery Integrated Development Program;
- Ghana Federation of Disability Association;
- The local population who can benefit indirectly from improved agriculture and food security in Ghana;
- Professionals involved in international development or climate change adaptation initiatives.

3.3 Disadvantaged/Vulnerable Individuals or Groups

Disadvantaged or vulnerable individuals or groups refers to those who may experience disproportional adverse impacts or exclusion, who often do not have voice to express their concerns or understand and benefit from this project at the same level as others, thus exacerbating social and economic inequality.

Given the digital divide between rural and urban areas in Ghana, using digital platforms to disseminate climate information services will likely disadvantage women farmers, and illiterate smallholder farmers that are unable to use digital technology including mobile phones. Existing gender inequalities in access to and

control over resources could also exclude women, youth, and persons with disability (PWDs) from being consulted and accessing information on CSA. Gender norms, traditional power structure, and division of labor in traditional households could also prevent women farmers and youth from meaningfully participating in stakeholder consultations at the community level. Women and youth are less able than men to participate in decisions that affect their lives and livelihoods because women and youth are brought up to respect and submit to the leadership of men. Traditional practices on patrilineal inheritance, land access, and control over resources in northern part of Ghana can also exclude widows from participating in the project.

Therefore, the disadvantaged/vulnerable groups on Ghana AICCRA cluster will include:

- Peasant farmers;
- Women farmers;
- Youth;
- Persons with disability, fewer revenues etc.;
- Widows.

To overcome these constraints, AICCRA Ghana project design include activities that seeks to identify and develop gender specific CSA, improve women and other vulnerable groups access to CSA, and overall advancement of women in agriculture. The Ghana Cluster is working with PhD female student from University of Development Studies to identify and pilot CSA innovations that vulnerable groups particularly women can access and adopt to improve their farming practices around the targeted value chains.

AICCRA Ghana is also collaborating with RAINS, an organization focused on advancement of vulnerable groups, to convert information on CSA into both written local languages and video documentaries. Video documentaries in particular will be used to highlight CSA innovations in local languages during knowledge sharing and learning events. Ghana also has activities that focuses on working with local community radio stations to disseminate climate-smart information on selected value chains and other project related information. As part of the project collaboration with GMA and PARED, the project will support these partners to work with several local radio stations to offer free weather information every morning in various local languages to all citizens including the disadvantage groups identified. During these sessions, a phone-in segment will be opened for farmers to share their feedback on the regular weather updates offered in local languages.

Organization of meetings will also be sensitive to local culture. Meetings will not be organized in market and funeral days as most women will not be available to attend meetings in these days. Separate consultation sessions will be held with women, youth, and person with disabilities as a way of creating an assured atmosphere to embolden frank conversations with these vulnerable groups. Relevant pictures and illustrations on climate change and other project activities will be used to facilitate understanding of the illiterate farmers.

Farmer field school approach¹ was also embedded in the design of AICCRA Ghana project activities. Farmer field school approach is the established practice in Ghana for transmitting farming skills and knowledge to

¹ A participatory learning method where a group of farmers meets regularly in a local field setting to learn under a trained facilitator.

rural farmers that are mostly illiterate. In this regard, IITA is collaborating with a range of farmer-based organizations that works directly with rural farmers including women, youth, and farmers with disability to set up farmer demonstration fields. These fields are expected to provide avenues for disadvantage groups identified to access project benefits and information in their local language, and through engagement practices and locations suitable to their context.

Within the PWD group, the project will focus on promoting the inclusion of persons with physical and hearing disabilities as these are the PWD sub-groups often come across as farmers. When needed, mobility support will be provided with persons with physical disabilities whilst sign language interpreter will be engaged to facilitate communication with hearing impaired farmers. In Ghana’s socio-cultural context, persons with visual impairment and intellectual disability rarely engages in farming. However, if the project come across such situation during implementation, the project will strive to make accommodation for such groups and update the SEP accordingly. Detailed methods of engagement with vulnerable groups are provided in section 4.2.

Potential vulnerable groups that may be affected by the project activities are not known at this stage. They will be confirmed through screening and consulted through dedicated means as appropriate.

3.4 Summary of Stakeholder Needs at the Cluster Level

The assessment of stakeholder needs was based on the institutional design and stakeholder chain for the implementation of AICCRA Ghana Project. By this, we distinguished the needs of: 1) direct partners, i.e. CGIAR research institutions that will receive funds directly from the project implementing agency (CIAT); 2) indirect partners, i.e. those institutions that will receive funds through sub-contracts from ILRI 3) collaborating partners, i.e. those institutions receiving technical support, training opportunities, and workshop invitations but not directly funded by AICCRA; 4) clients, i.e. those institutions that will be responsible for making AICCRA solutions and technologies available to 5) end users, i.e. farmers and vulnerable groups. The table below provides the summary of engagement needs for the following categories of operational stakeholders.

Table 2: Stakeholder Needs

Stakeholder group	Key characteristics	Financing	Language needs	Preferred notification means	Specific Needs
Direct implement Partners: including IITA, Alliance Bioversity-CIAT, IWMI, CIFOR-ICRAF	CGIAR centers holding budget on the project.	Yes	English	Emails, Meetings, phone calls	Financial support to enable engagement with stakeholders
In-country Collaborators: PPRSD, CABI, UDS, PPRSD, SAR), GMA, Single Mothers Association, RAINS.	Institutions engaged in research and knowledge generation, dissemination and implementation, and resource mobilization.	Yes	English	Meetings; policy briefs, reports, emails	Financial support to enable consultations with stakeholders
Clients/interested parties: Policy Makers, Metropolitan, Municipal and District Assemblies (MMDAs), Famer	Agri-service providers, value chain actors, SMEs, cooperatives and unions involved in supporting	No	English, local language	Emails, Workshops, reports	Sensitization on AICCRA project and its output products

Stakeholder group	Key characteristics	Financing	Language needs	Preferred notification means	Specific Needs
Based organization, Commercial farmers, agricultural investors, financial institutions, Women, and vulnerable groups focused organizations, Radio Stations, Agricultural commodity traders including women traders.	crop and livestock value chains.				including CSA innovations
Peasant farmers	Small scale rural farmers farming to feed the family and selling the surplus farm products, including men and women farmers.	Yes	Local language	Phone Calls Community radio announcement In-person visitation	Cater for transport expenses to attend meetings, when necessary, Organize meeting in local language Adjusting meeting schedule to local cultural events.
Vulnerable groups or persons	Smallholder women, youth, and PWDs farmers	Yes	Local language, Sign language interpretation	Phone calls Community radio announcement In-person visitation	Using female facilitators, sign language interpreters Cater for transport expenses to attend meetings, when necessary, Organizing meetings in local languages Adjusting meeting schedule to local cultural events.

4.0 STAKEHOLDER ENGAGEMENT PROGRAM

4.1 Proposed Strategy for Information Disclosure and Consultations

The stakeholder engagement process during the project preparation phase was mainly done through virtual meetings and a few in-person consultations with government and other in-country collaborators. AICCRA Ghana will use this same strategy for many of the consultations with implementing partners and collaborators. Additionally, emails, IITA website, blogs, periodic reports and workshops will also be used to target other stakeholders that can easily be reached through these channels.

Going forward, it will be important to ensure that the different consultation and information disclosure activities are inclusive and culturally sensitive, thereby ensuring that the disadvantaged and marginalized groups identified at section 3.3 will have the chance to participate and benefit from the project. AICCRA Ghana will have different strategies for reaching out to disadvantaged/vulnerable groups, which will include

use of local language, tailored focus groups discussions, use of community radios, and in-person visitations. Subsection 4.2 provides further details on these strategies. Given the risk of COVID-19 transmission during in-person meetings, protocol to minimize such transmission is provided at annex 1.

Table 3: Methods of Stakeholder Engagements and Consultations

Engagement Technique	Ways technique will be used
Correspondence (Phone, Emails)	<ul style="list-style-type: none"> • Invite stakeholders to meetings and follow up • Distribute information to implementing partners, government officials, academic, and national research institutions
One-on-one meetings	<ul style="list-style-type: none"> • Seeking views and opinions • Enable stakeholders to discuss confidential and tailored conversation on project outputs especially with government and other national institutions • Record meeting discussions
Virtual meetings	<ul style="list-style-type: none"> • Explore for public meetings in light of COVID-19 related restrictions on public meetings • Present project information to larger group of stakeholders • Build relationships with stakeholders • Allow stakeholders to share their views and provide feedback • Record discussions, comments, and questions
Periodic reports, blogs, newsletters, flyers, technical briefs	<ul style="list-style-type: none"> • Present project information and progress updates including results • Keep stakeholders informed of climate smart agriculture innovations, models, and technologies
Project website	<ul style="list-style-type: none"> • Present project information and progress updates • Disclose SEP, grievance redress mechanism and other relevant project documentation • Seeking feedback, information request and complaints
National Newspaper	<ul style="list-style-type: none"> • Daily Graphic will be used to disclose key project documents including SEP, Grievance Mechanism (GM) and Environmental and Social Management Plan (ESMP)
Focus Group Discussion	<ul style="list-style-type: none"> • Follow this approach to create safe space and hold group focused engagements with women farmers, youth and PWDs
Community Radio	<ul style="list-style-type: none"> • Use to host local language discussions on CSA innovations and elicit feedback and questions in local languages • Use to disclose key project documents and provide daily updates on climatic weather conditions to farmers • Key radio stations considered include, Radio Savannah and Justice FM in Northern Region, UURA Radio and Radio A1 in Upper East Region, Adepa Fm and Kings FM in Bono East Region, Radio Upper West and Radio Progress in Upper West, and Castle and Cape FM in Central Region.

4.2 Proposed Strategy to incorporate Views of Vulnerable Groups

The principle of inclusiveness will guide stakeholder engagements in Ghana Cluster, particularly with respect to vulnerable groups identified at Subsection 3.3. IITA and other implementing partners of AICCRA Ghana have considered the following measures to ensure equal representation of vulnerable groups in the consultation and decision-making process associated with the Project.

- **Consultations in local language:** Most smallholder farmers in localities targeted for CSA pilot demonstrations do not speak English, therefore, the Project will hold all meetings with vulnerable

groups identified by using the local languages spoken in their communities. When necessary, an experienced facilitator with a deep knowledge of the local language and context will be engaged to facilitate the consultation process. The project team will explain printed disclosure material in local language for people who are not literate or have problem in reading and understanding English. Sign language interpreters will be used as and when persons with hearing disabilities are encountered during stakeholder engagements.

- **Maintain sensitivity to local culture during consultations:** Meetings will not be organized in market and funeral days as most women will not be available to attend meetings in these days. Separate consultation sessions will be held with women, youth, and person with disabilities as a way of creating assured atmosphere to embolden frank conversations with these vulnerable groups. In addition, the team will make sure that the vulnerable groups are informed about the consultations at least one week prior to the schedule date.
- **Identify and connect with local agencies working with vulnerable groups:** AICCRA Ghana has identified Single Mothers Association, Youth Harvest Foundation, and Rains as some of the farmer-based organizations (FBOs) the cluster will work with to reach-out and organize consultations with women farmers, youth, persons with disabilities, and widow farmers. RAINS, for instance, has been engaged to convert information on CSA into both written local languages and video documentaries.
- **Diversify means of communication and rely more on community radio:** Community Radio Stations in local languages are highly used by peasant farmers in Ghana and are highly effective in conveying relevant information to vulnerable groups and allowing them to provide their feedback and suggestions. AICCRA Ghana will collaborate with GMA to work with local radio stations to offer free weather information every morning in various local languages to all citizens including the disadvantage groups identified. During these sessions, a phone in segment will be opened for farmers to share their feedback on the regular weather updates offered in local language.
- **Women focused groups:** AICCRA Ghana will facilitate formation of focus groups for women during consultation and information disclosure. This will particularly ensure that women farmers have the opportunities and safe space to participate in and benefit from the project. When necessary, the project team will hire a woman as the facilitator and will keep record of issues discussed and ensure that genuine concerns are addressed.
- **Focus group discussions with youth and PWDs:** AICCRA Ghana will give priority to tailored consultations with youth groups, and PWD to ensure that their concerns are factored into the design and selection of farms to benefit from CSA demonstrations.
- **In-person meeting invitation visits to peasant farmers including women, youth and PWDs:** Given the peculiar challenges of reaching out to this group through formal letters and sometimes through phone calls, AICCRA Ghana will consider using a community facilitator to send in-person invitations to these groups.
- **Knowledge sharing and learning events:** Such events will be organized to highlight CSA innovations in local languages. During such events relevant pictures and illustrations on climate change and other project activities will be used to facilitate understanding of illiterate farmers.

AICCRA Ghana Safeguard Focal Person will closely monitor the consultation process to ensure vulnerable groups access and awareness of the equal access to the consultation process and to guarantee that their voice is taken into account in order to find and implement solutions to some specific situations or issues.

4.3 Proposed Strategy for Information Disclosure

All information requested including the project SEP with the Grievance Mechanism, E&S risks and mitigation measures, CSA knowledge products and innovations produced by the Ghana Cluster will be in the public domain. The table below provides the information disclosure plan of AICCRA Ghana.

Table 4: Information Disclosure Plan

Project stage	List of information to be disclosed	Methods proposed	Timetable: Locations/ dates	Target stakeholders	Percentage reached	Responsibilities
Project Preparation	Project SEP including Grievance Mechanism (and SEA/SH complaints handling)	AICCRA Emails, virtual meetings, face to face meetings & IITA website. Face to face community meetings, focus group discussions and radio announcements	October 2021	Implementing Partners, collaborators, clients Farmers at the rural areas include women, youth, and persons with disability	Emails, virtual and face to face meetings will reach 100% of implementing partners, collaborators, and key clients Website will reach other indirect stakeholders - NGOs, CSOs and research institutions Face to face community meetings, focus group discussions and radio announcements are expected to reach 100 farmers	Implementing partners -IITA, ABC, IWMA, CABI, CSIR, UDS,
Project Implementation	Biannual and Annual reports	Soft copies of reports through emails Face to face community meetings, focus group discussions	Once every 6 months	Implementing partners Farmers including	100% reach through emails to collaborators and indirect partners Face to face community meetings,	IITA, country partners.

Project stage	List of information to be disclosed	Methods proposed	Timetable: Locations/ dates	Target stakeholders	Percentage reached	Responsibilities
Project Closure				vulnerable groups	focus group discussions will reach 100% of farmers	
	Policy briefs, Discussion papers, journal articles	Virtual meetings, one-on-one meetings, soft copies published through website, emails, and newsletter	Throughout implementation	Collaborators, clients, and other NGOs	100% through one-one meeting and emails to collaborators and clients.	Implementing partners -IITA, ABC, IWMA, CABI, CSIR, UDS,
	CSA innovations and information services	Soft copies of reports through emails, information dissemination events Face to face community meetings, focus group discussions	Throughout implementation	Implementing Partners, collaborators, clients Farmers including vulnerable groups	100% reach through emails and face to face meetings with collaborators and indirect partners Face to face community meetings, Learning and sharing events, focus group discussions will reach 100% of farmers	Implementing partners -IITA, ABC, IWMA, CABI, CSIR, UDS,
	Project achievements, lessons learnt, recommendations.	Websites, emails, virtual or in-person meetings Face to face community meetings, focus group discussions	July/August 2023	Collaborators, clients, and other NGOs Farmers including vulnerable groups	100% through meetings and emails to collaborators and clients. Face to face community meetings, focus group discussions will reach 100% of farmers	Implementing partners -IITA, ABC, IWMA, CABI, CSIR, UDS,

4.4 Proposed Strategy for Consultations

The design of AICCRA Ghana cluster activities involves considerable number of planned consultations to facilitate implementations. The table below provides a summary of all planned consultations with stakeholders. During face-to-face consultations, a precautionary approach will be taken to mitigate the risk of COVID-19. Detail protocol consistent with national requirements is provided at Annex I.

Table 5: Stakeholder Consultation Plan

Center leading the consultation	Stakeholder name	Stakeholder type	Method of consultation	Date of consultation	Purpose of consultation
PPRSD	Potential partners of the One-health platform (Animal Research Institute, Directorate of Crop Services, Environmental Protection Agency, G Met, Veterinary Services Directorate, Ghana Health Service etc.)	Ministries, Departments and Agencies	Face to face meetings, emails, telephone calls, webinars	January – February 2022	To receive input on the setting up of One-health platform
PPRSD	Departments of Agriculture in the project intervention districts	Local Government Service	Face to face meetings	December 2021 – January 2021	To enable Departments of Agriculture to be aware of the purpose of the pest surveillance system
GMet	Operationalizing Climate-smart Advisories, National Framework for Climate Services	Ministries, Departments, Agencies	Face to face meetings, Emails, WhatsApp messages, social media	November 2021	What tailor-made products they will like
Alliance Bioersity International and CIAT	Agricultural Sector Working Group	Government Ministry	Face to face meetings, virtual meetings	November 2021	Introduce AICCRA to ASWG for buy in and co-develop TORs for collaboration on the NFCS in Ghana
Alliance Bioersity International and CIAT	Various (Degas, GAIP, FinTech)	Private Sector Partners	Face to face meetings, virtual meetings	October - November 2021	To share insights and learnings on capacity development needs for climate change adaptation for partners and plan joint activities in target Regions
Alliance Bioersity International and CIAT	UDS, KNUST (WASCAL)	Civil Society entities	Face to face meetings, virtual meetings	November -December 2021	Technical, institutional, and human capacity development through participation in CSA prioritization

Center leading the consultation	Stakeholder name	Stakeholder type	Method of consultation	Date of consultation	Purpose of consultation
IITA	Various other partners (ABC, UDS, CABI)	CGIAR and NARES	Face to face meetings, virtual meetings	October-November 2021	Baseline survey evaluation
Alliance Bioversity International and CIAT	Ghana Climate Innovation Center	NGO/Parastatal as regional private sector players	Face to face meetings, virtual meetings	October – November 2021	Introduction of AICCRA Ghana to Partner for possible partnership on CSA and Climate Information Services
IWMI	To be identified	Private sector parties	Online/in-person meetings	December 2021	Define co-design partner for digital app
PPRSD	Potential partners of the One-health platform (Animal Research Institute, Directorate of Crop Services, Veterinary Services Directorate, Environmental Protection Agency, G Met, Ghana Health Service etc.).	Ministries. Departments and Agencies	Face to face meetings, emails	February - March 2022	Meetings of One-health platform to receive and collate information on One-health and climate change. This is to enable the platform to influence policy on One-health issues
PPRSD	Departments of Agriculture	Local Government Service	Face to face meetings	December 2021	Feedback from the Department of Agriculture on the Pest surveillance system
University for Development Studies (UDS), Ghana	Regional Advisory and Information Services (RAINS)	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	Needs assessment/ CSA identification and prioritization
University for Development Studies (UDS), Ghana	Meta Foundation	Collaborators	Farmer training on CIS, Field Demon	December 2021	Needs assessment/ CSA identification and prioritization
University for Development Studies (UDS), Ghana	Savanna Agric Research Institute (SARI)	Collaborators	Shared Learning, Student Research	December 2021	CSA identification and prioritization; strategies on Climate Smart Villages (CSVs)
University for Development Studies (UDS), Ghana	Navrongo-Bolgatango Catholic Diocesan Organization (NABOCADO)	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	Needs assessment/ CSA identification and prioritization

Center leading the consultation	Stakeholder name	Stakeholder type	Method of consultation	Date of consultation	Purpose of consultation
University for Development Studies (UDS), Ghana	Youth Harvest Foundation	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	Needs assessment, CSA identification
University for Development Studies (UDS), Ghana	Ministry of Food and Agriculture (MoFA)- Bolgatanga	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	To identify potential implementation collaborators
University for Development Studies (UDS), Ghana	Presby Agric Station (PAS)-Garu	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	To assess the possibility of collaboration based on current CSA intervention
University for Development Studies (UDS), Ghana	Presby Agric Station- Tamale	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	Needs assessment/ CSA identification and prioritization
University for Development Studies (UDS), Ghana	Association of Church Development Projects (ACDEP), Tamale	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	To discuss possible areas of collaboration with respect to CSAs
University for Development Studies (UDS), Ghana	District Ministry of Food and Agriculture (MoFA), Tolon	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	To agree on intervention communities; CSA identification and prioritization
University for Development Studies (UDS), Ghana	Partners in Rural Empowerment and Dev't (PARED)- Nalerigu	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	CIS identification and scalability of local CIS intervention
University for Development Studies (UDS), Ghana	Peasant Farmers Association of Ghana (PFAG)	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	CSA identification and prioritization
University for Development Studies (UDS), Ghana	Single Mothers Association (SMA), Bolgatanga	Collaborators	Farmer training on CIS, CSA Documentation	December 2021	To identify existing gender-based CSA practices

Center leading the consultation	Stakeholder name	Stakeholder type	Method of consultation	Date of consultation	Purpose of consultation
Alliance Bioversity International and CIAT	Ghana Climate Innovation Center	NGO/Parastatal as regional private sector players	Face to face meetings, virtual meetings	December 2021 – January 2022	Follow up meeting from Oct. to foster cooperation with other private sector entities under GCIC in order to attain avenues for building capacity and scaling CSA through non-conventional partners
Alliance Bioversity International and CIAT	Various AICCRA partners (ABC, UDS, CABI)	CGIAR, NARES	Face to face meetings, virtual meetings	December 2021 – January 2022	Conduct post-prioritization analysis of stakeholder feedback
Norwegian Institute of Bioeconomy Research (NIBIO)	One-health partners including national universities, PPRSD and EPA	Farmer organizations, NARES, and other governmental agencies	In-person training workshops, virtual events	December 2021 – January 2022	Knowledge generation and promotion of one-health innovations in collaboration with IITA
IITA and Collaborating Partners	Smallholder Farmers including women, youth, and PWDs.	Disadvantaged groups	Face to face meetings, focus group discussion, In-person visits	January – March 2022	Introduction of AICCRA Ghana and follow up discussion on participation in CSA innovation pilots.
IITA and CRI	National Council for Persons with Disability (NCPD)	Representative of persons with disabilities	Face to face, in-person visits, virtual meetings	January – June 2022	Introduction of AICCRA Ghana and follow up discussions on inclusion of persons with disabilities.

4.5 Timelines

Stakeholder engagements for the Ghana cluster has been a continuous process from the project design and preparatory stage until present. As per Table 5, IITA and other implementing partners will continue to engage all relevant stakeholders throughout the project implementation process until the project closure.

4.6 Review of Comments

IITA and other implementing partners recognize feedback from stakeholders as important inputs needed for the successful implementation of the overall project. During engagements, all written and oral comments from stakeholders will be gathered, reviewed, and used to improve content of documents, design of key project manuals and climate-smart models. A summary of how comments are considered will be shared with stakeholders when reporting back with final products.

4.7 Future Phase of Project

The SEP will be periodically revised and updated as necessary during project implementation to ensure that the information presented herein is consistent and up to date, and that the identified methods of engagement remain appropriate and effective in relation to the project context. Any major changes to the project related activities and to its schedule will be duly reflected in the SEP and communicated to stakeholders.

Project stakeholders and individuals who may be affected by sites identified and screened for pilot of CSA technologies will be informed about the outcome of the screening, key risks identified, and mitigation measures considered to respond to risks identified.

Information on public engagement activities undertaken by the project during a project year will be conveyed to the stakeholders during biannual progress updates sessions with stakeholders. Information that will be shared include type of engagement opportunities given to project stakeholders, nature of participation in terms of gender and involvement of disadvantage groups, the extent to which stakeholders views were considered, and updates on project grievances.

5.0 RESOURCES AND RESPONSIBILITIES

5.1 Resources

Costs related to implementation of this plan include expenses for in-person meetings, transport, logistics, as well as staff costs related to communication and grievance management. The budget for the SEP is included in the project implementation budget. AICCRA through implementing partners will allocate funds for stakeholder engagement activities.

The table below gives the approximate budget for the SEP activities.

Table 6: Estimated Budget

Stakeholder Engagement Plan – Estimated Budget	
Activities	Total Cost (USD)
Sensitization	3000
Design of flyers	1000
Translation of communication materials into local languages for farmers	8400
Disclosure of SEP	500
GM's channels mainstreaming cost, including cost of printing materials	2000
Contingency (10%)	1490
Total	16390

5.2 Management Functions and Responsibilities

The summary of key institutions concerned about the implementation of this SEP and responsibilities cast are as follows:

Table 7: Responsibility table

Institution /Lead Person	RESPONSIBILITY
Implementation Steering Committee	<ul style="list-style-type: none"> Oversight responsibility for entire project implementation
AICCRA Project Management Unit	<ul style="list-style-type: none"> Provide technical support for the preparation implementation of this SEP and resolution of grievances
IITA	<ul style="list-style-type: none"> Overall coordination of Ghana Cluster activities and implementation of this SEP. Ensure effective implementation of GM Document the performance of SEP implementation
Implementing partners (ABC, IWMA, CABI, CSIR, UDS, ICRISAT, CIFOR-ICRAF)	<ul style="list-style-type: none"> Initiate and coordinate stakeholder engagement activities Assign staff to keep written records on stakeholder engagement activities and on grievances. Ensure the involvement of other implementing partners in the monitoring of SEP activities.

5.3 Name and Contact Details of Person Responsible

For any comment, question of feedback on the stakeholder engagement process, the following persons can be contacted. (1) Ghislain Tepas- Yotto, Email; G.Tepas-Yotto@cgiar.org and WhatsApp number only; +229 95 78 69 88) (2) Mustapha DALAA; Email; M.Dalaa@cgiar.org; Phone: 0208882296/0243076587

6.0 GRIEVANCE MECHANISM

IITA will establish and maintain a functional grievance mechanism (GM) to guide the receipt, and mediation of complaints and questions from project affected persons and stakeholders including cases linked to sexual exploitation and abuse (SEA) and sexual harassment (SH).

6.1 Objectives

The GM is intended to;

- Provide avenues for stakeholders to seek information and ask questions on AICCRA project;
- Provide project affected people with avenues for lodging concerns, complaints and resolving a dispute arising from project activities;
- Ensure that appropriate and mutually acceptable redress actions are identified and implemented to the satisfaction of complainants;
- Provide avenue for vulnerable groups and victims of SEA/SH to have equal access to grievance redress process and support;
- Avoid project-community conflicts and improve community support for the project activities.

Although project affected parties have the right to seek redress in court, the project recognizes that court cases are known to be cumbersome and time consuming. Therefore, the project, through this guide, intends to propose an alternative simple but functional first point procedure for aggrieved project affected persons to amicably seek redress to their complaints. Nonetheless, aggrieved persons would remain free to access the court system without any hindrance or retribution from the project as provided by the laws of Ghana.

6.2 Principles of the GM

The operationalization of this GM shall be guided by the following principles:

- An accessible, inclusive, and free grievance mechanism (GM), broadly disclosed, which facilitates the resolution of concerns and grievances in a safe, confidential, and timely manner;
- A grievance mechanism that allows stakeholders to file complaints by various means (face-to-face, mail, email, phone, text, website, and in person) and when necessary, in an anonymous manner;
- A grievance mechanism that provides a clear, impartial, and objective procedures for handling and responding to complaints, including timelines for acknowledgement, decisions, and appeals;
- A grievance process free of retaliation, abuse, or discrimination;
- A grievance mechanism that provides an avenue for lodging SEA/SH cases in a safe, confidential, and non-stigmatizing manner and with a referral pathway for such cases.

6.3 Types of Information Request and Grievances Anticipated

Drawing from past related projects, the grievances anticipated on this project could fall into the following categories.

- Request for information on how to:
 - access project grant;
 - access climate smart information and innovations;
 - collaborate with implementing agencies, and
 - participate in project activities and meetings.
- Community health and safety related risks and impacts;
- Selection of farmers for participation in project activities;
- Exclusion of vulnerable groups;
- Sitting of project demonstration farms;
- Sexual Exploitation and Abuse/Sexual Harassment SEA/SH.

6.4 Internal Management of the GM

The overall management of the GM will reside with the IITA Safeguard Focal Person and Country Cluster Lead with support of the AICCRA Environmental and Social (E&S) Safeguard Specialists. The Safeguard Focal Person will specifically be responsible for:

- The disclosure of the GM to project stakeholders;
- Sensitization of implementing partners and staff on the GM;
- Keeping records of all complaints received, updating, and closing complaints;
- Pre-empting and facilitating activities of Grievance Committees (GC);

- Checking if all grievances have been addressed and follow-up actions have been taken;
- Escalating cases to AICCRA PMU;
- Referring survivors of SEA/SH cases to Gender Based Violence (GBV) service providers;
- Monitoring and producing biannual performance report on the GM.

6.5 Points for Lodging Grievances and Information Request

Complaints and information requests can be made via multiple communication channels. The following compliant lodging points would be provided at the overall project level, in-country, and when applicable at the project host community level.

AICCRA Project Level

- Via a web submission form (Annex II) accessible via the AICCRA website, when it is fully developed;
- Via email to the AICCRA project (aiccra@cgiar.org), or AICCRA Senior Safeguard Specialist (Adams Kwaw, AKwaw@cgiar.org)
- Via the following phone number (Adams Kwaw, AICCRA Senior Safeguard Specialist +233245132714), (WhatsApp number only; +223 20 7957282).

Country Level

- **Phone calls to** (Name: Mustapha Dalaa, Phone number 0208882296/0243076587) and Ghislain Tepas-Yotto, (WhatsApp number only; +229 95 78 69 88)
- **Toll free number** that is under processing
- **Emails to AICCRA Country Leader** (Ghislain Tepas-Yotto, G.Tepas-Yotto@cgiar.org) Or AICCRA Ghana Safeguard Focal Person (Mustapha Dalaa, M.Dalaa@cgiar.org)
- **Letters and Walk-in to** IITA office to register complaint at CSIR Campus opp. Old Chinese Embassy Off Agostino Neto Road, Airport Residential Area Accra, Ghana. Digital Address: GA-037-5792

Community Level

For project activities that will occur at the community level, two community members/farmers (one man and one woman) involved in the project activities will be designated as a focal person for receiving complaints. When designated, the contact details of such persons shall be disclosed and made available to community members. The community focal person will be trained in how to receive and promptly lodge complaints with the Safeguard Focal Person. Community members will also be allowed to lodge complaints directly during project meetings and consultation sessions with community members.

6.6 Grievance Redress Structures

Complaints received on AICCRA Ghana cluster activities will be managed through the existing project implementation structures. In so doing, three tier bottoms up grievance redress levels will be followed. This will involve in-country grievance committee, Project Management grievance committee, and Independent Steering Committee.

Figure 1: Grievance Redress Structure



AICCRA Ghana Grievance Committee

The AICCRA Ghana Grievance Committee will comprise of a four-member committee made up of AICCRA Ghana Country Lead, Safeguard Focal Person, Gender and Social Inclusion Expert, and a representative from project implementing partners. For cases involving technicalities and/or conflict of interest with a GC member, the committee may also choose to include one or more project staff or reputable and independent third parties on the committee deliberations. The country level grievance committee (GC) is expected to handle all grievance on AICCRA Ghana activities.

The GC through the Safeguard Focal Person will notify the AICCRA E&S Safeguard Specialists on all cases relating to major incidents and accidents within 48 hours, and SEA/SH cases within 24 hours. Such cases would require the active involvement of AICCRA Safeguard Specialist in the resolution process and reporting to the World Bank. In addition, the country level GC will escalate project related grievances that remain unresolved at the Country level within the stipulated period to the Project Management GC for redress.

Project Management Grievance Committee

The Project Management GC will be hosted by AICCRA PMU and will comprise of the Project Director, AICCRA E&S Safeguard Specialists, Regional Project Leads and Project Gender and Social Inclusion Specialist. This committee shall mediate all unresolved complaints from the country level as well as complaints from activities of regional partners and other complaints that may be received directly at the PMU level through CIAT complaint lodging points. For cases involving technicalities and/or conflict of interest with a GC member, the committee may choose to include one or more project staff or reputable and independent third parties on the Panel. Where the Project Management GC determines a complaint to be highly significant, such cases shall be referred to the Independent Steering committee for advice.

Independent Steering Committee

Another high-level grievance redress panel that will assist in the resolution of complaints on AICCRA would be the Independent Steering Committee (ISC). The ISC is the key governance body for the project. It consists of seven members who are all independent of the project. It is responsible for oversight of AICCRA program of work, budget, and evaluations. The ISC takes all grievances seriously and will investigate all cases referred

to it. All grievances referred will be recorded and discussed in ISC meetings, bearing in mind requests for confidentiality. The ISC will require the AICCRA project management to prepare a proposed response to each grievance, which after discussion and approval, will be implemented. At subsequent ISC meetings, AICCRA management will report on the progress of implementation. Where ISC deems the grievance as highly significant, the Alliance CIAT Director General and Alliance-CIAT Board of Trustees will also be informed about their discussion and action.

6.7 The Grievance Redress Process

The general steps of the grievance process comprise:

- Registration/receipt of complaints;
- Acknowledging the complaints;
- Investigate and determine solution to the complaint;
- Implement the Redress Action;
- Verifying the Redress Action;
- Recourse or alternatives.

Registration/Receipts/Acknowledging of complaints

AICCRA Ghana will establish a register of all grievances received through the lodging points at Section 6.5 to aid monitoring of complaint resolution status and reporting on GM performance. A grievance lodging template provided at Annex VII will be used to maintain an electronic and manual database of all grievances received. Complaints can be submitted in any language applicable to the project locations either verbally or in writing to all designated lodging points.

The complainant may ask for confidentiality in the handling of the request, in which case the Project shall preserve confidentiality on aspects of the complaint where confidentiality is required. However, there could be situations where it will not be possible to resolve the complaint without revealing identity (for example, when evidence needs to be presented in court). In this case, the Project will discuss with the complainant whether and how best to proceed.

Complaints can also be raised anonymously and in such cases, complainants may be required to provide sufficient facts and data to enable the GC to investigate the matter without assistance. The GC will make every effort to evaluate anonymous complaints; however, anonymity may make it more difficult to investigate, protect the position of the complainant, offer, and implement resolution, and give feedback. All complainants who raise complaints outside the grievance lodging points to project implementing staff would be directed and advised to use the lodging points to officially register their complaint to the Project.

The Safeguard Focal Persons shall officially register all complaints received using the proposed complaint registration form at Annex II, and further inform the GC at the country level within 24 hours of any complaint lodged. The grievance submission should be dated and signed by the complainant or the representative, except when the complaint was made verbally through phone calls from a distant location or required to be anonymous. At the project management level, the AICCRA Safeguard Specialist shall also inform the Project Management GC within 24 hours after lodging any unresolved complaint escalated from the Ghana cluster.

The project will acknowledge receipt of the complaint by letter within 3 working days of receipt. Sample acknowledgement letter is provided at Annex IV. The acknowledgement letter will specify a contact person within the project and a description of what complainant can expect next including a timeline. All SEA/SH cases shall be received with the guideline provided at Section 6.9.

For each submission, the complainant is expected to at least include the following:

- Detail explanation of the complaint or information requested relating to AICCRA;
- Location related to the submission;
- Whether the complainant lives in the project area;
- Whether a similar submission has been previously filed to AICCRA;
- If known, the operational procedures that have been violated by AICCRA;
- Whether the submission concerns an individual submission or on behalf of a community;
- Whether the submission is requested to be kept confidential;
- Contact details of the complainant;
- The signature of the complainant.

Determining and implementing the redress action

When a grievance is recorded as per the above-mentioned registration procedures, the Grievance Committee will be called into action to investigate the case and further hold mediation meetings with interested parties to resolve the issue. Minutes of meetings will be recorded.

The GC will first investigate the foundation of the grievance and then determine the redress action in consultation with the complainant and concerned parties if necessary. This is expected to be completed within 7 working days after receipt/registration of the grievance. Any redress action considered after the mediation process will also be implemented within 10 working days of receipt of complaints. The Project will implement the resolution either directly or through a third party, which will be done in consultation with the complainant.

Verifying the redress action

The Project will review complaints regularly to ensure progress is being made towards resolution. The AICCRA Ghana GC will get in touch with the complainant or visit the affected site to confirm that the redress action is carried out. If the complainant is satisfied with the resolution implemented, the Safeguard Focal Person will close the case and require the complainant to sign a statement to acknowledge satisfaction using the form provided at Annex VI. However, signing the statement does not preclude the complainant from raising the issue again, or seeking other avenues for redress should the resolution not result in a permanent fix, or the issue recurs. The Project may re-open the complaint if the complainant provides new information and may also contact the complainant after closure to ensure no other problems have arisen.

Verification would be completed within 7 days of execution of the redress action. If the complainant is dissatisfied with the outcome of the redress proposal or action, additional steps may be taken to resolve the issues or the AICCRA Ghana GC may decide to escalate the complaint to Project Management GC. The committee may decide to refuse an appeal if they feel the complaint has not been presented in good faith. The decision to refuse an appeal must be reviewed and signed off by the AICCRA E&S Specialist.

Alternatively, if the complainant is not satisfied with the resolution offered, the complainant may choose to appeal the decision through the Safeguard Focal Person or seek other recourse.

Recourse or Alternatives

Two alternative or recourse actions are considered, amicable mediation and settlement or appeal to court.

2nd Tier Amicable Mediation and Settlement

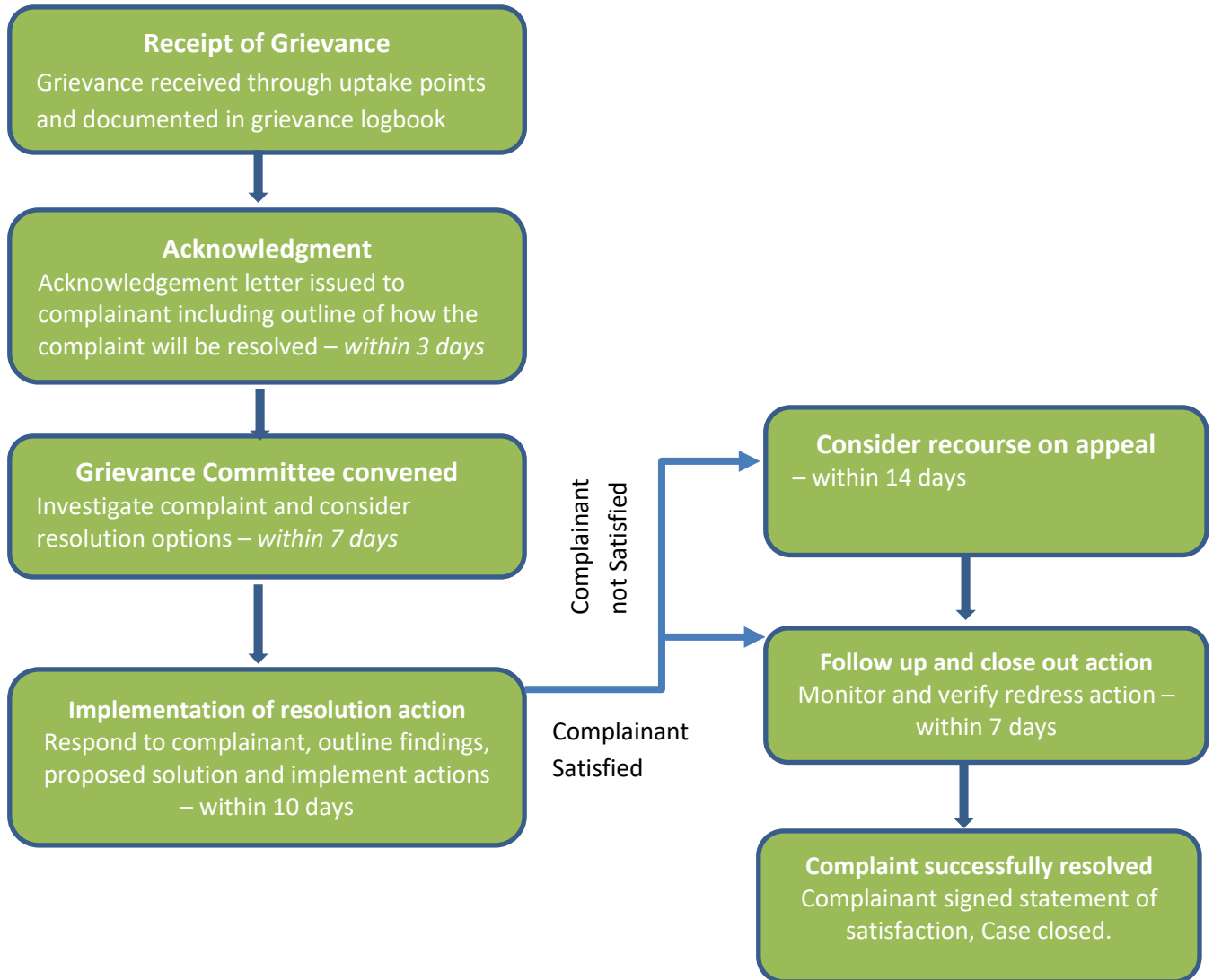
If the complainant is not satisfied with the decision of the AICCRA-Ghana GC, he/she can bring it to the attention of the Safeguard Focal Person. The AICCRA Ghana GC may remediate on the case or forward it to the Project Management GC for further action. In case of conflicts of interest, the AICCRA Ghana GC may decide to appoint an individual mediator or Independent Appeals Panel that is neutral and independent of the Project. The selection of the mediator or individuals comprising the Independent Appeals Panel will be conducted in consultation with the complainant and other key stakeholders to ensure trustworthiness of the process.

For cases escalated to the Project Management GC, the GC may also decide to resolve the complaint or set up an appropriate mediation team to resolve the issue in consultation with the Country Lead Person and the complainant. The Project Management GC will be required to resolve the issue within 2 weeks of the date of receipt of such a deferred case. If such a timeline is not possible, the AICCRA E&S Safeguard Specialist would inform the complainant through the in-country Safeguard Focal Person by giving reasons and possible new date. When new resolution measures are considered, the implementation and verification process outlined above shall be followed to close the case or determine the next line of action.

Appeal to Court

If the complainant remains dissatisfied with the mediation effort of the project grievance committee, the complainant has the option to pursue appropriate recourse via judicial process of choice. The AICCRA project will allow any aggrieved person the right of access to Court of law. Courts of law will be a “last resort” option, in view of the above mechanism.

Figure 2: AICCRA Ghana Grievance Procedure



6.8 Protocol for Handling SEA/SH Cases

The AICCRA Ghana Cluster led by IITA will follow the following procedure in handling SEA/SH related complaints.

Uptake of SEA/SH cases: All grievance lodging points outlined at Section 6.5 will be opened for uptake of SEA/SH complaints. When a survivor comes forward to report a case of SEA/SH, the recipient will record the survivors account of the incident. This is expected to be conducted in a private setting and ensure that any specific vulnerabilities are taken into consideration. To maintain confidentiality and minimize stigmatization, below is the list of elements that will be recorded on complaint forms of SEA/SH survivors. Sample SEA/SH intake form is provided at Annex III.

- Age and sex of survivor;

- Type of alleged incident (as reported);
- Location/place where the incident occurred;
- Date and time when the incident occurred;
- Whether the alleged perpetrator relates to the project, as indicated by the survivor;
- Whether the survivor was referred to a service provider;
- The need of the survivor/ what that the survivor wants to be/ regarding the case.

Where the complainant is not the survivor, the Safeguard Focal person will encourage the complainant to reach out to the survivor and explain the potential benefit of coming forward alone or with the person reporting the case. All SEA/SH cases will be reported to the World Bank within 24 hours through the AICCRA E&S Safeguard Specialist and recorded in the grievance logbook at Annex VIII.

Referral of SEA/SH Survivors: The Safeguard focal person will examine the case and seek the consent of the survivor to refer the case to AICCRA Ghana GC or depending on the case, refer to any of the external GBV service providers specified in Table 9 below. In the case of children and people with intellectual disability, this will be done with full consent of the survivor’s guardian. Depending on the case reported, the support services may include one or two of the following services.

- Health – examination or treatment, collection of forensic evidence, provision of post-exposure prophylaxis/ abortion services
- Legal/Justice – Legal advice/support to survivors and witnesses to understand benefits/barriers of taking care through legal process; support to ensure that prosecution and case closure happens with few or no delays
- Psychosocial Support – Emotional support/crisis counseling; Social/community reintegration.
- Safety/Security – protection of survivors and witnesses, investigation of the case, arrest of alleged perpetrator.

The list of GBV service providers identified for referred cases is presented in the table below.

Table 8: SEA/SH Service Providers

Health Care Service Providers	
1. Planned Parenthood Association of Ghana (PPAG) Family Health Clinic	3. Ghana Health Services
<p>Type of Organization: NGO Primary Service: Health Care Geographical coverage: PPAG operates in 44 districts across the 16 regions of Ghana. Contact Person: Abena Amoah Contact Number: 0208892721 Working Hours: 8am - 5pm Other Services: Referral system, Shelter, Childcare/Child Protection, social and economic reintegration, Legal, Psychosocial support.</p>	<p>Type of Organization: Government Agency Primary Service: Health Care Geographical Coverage: operates 9,293 health care facilities across the country Contact Number: 0302 665651 Working hours: 24 hours Other Services: Referral system, Monitoring (Follow-ups).</p>
2. Marie Stopes Ghana	
<p>Type of Organization: NGO Primary Service: Health Care Geographical coverage: 46 networks of hospitals and health center across the 16 regions of Ghana Contact Number: 0800 20 85 85 (toll-free)/</p>	

0244208585. Working hours: 24 hours Other Services: Monitoring (follow ups)	
Psychosocial Service Providers	
4. Department of Social Welfare and Community Development	5. The Ark Foundation
<p>Type of Organization: Government Agency Primary Service: Psychosocial Contact Person: Ben Armah Phone: 0244143873 Working Hours: 8am - 5pm Geographic Scope: National with sub offices in each of the 260 district capitals in Ghana</p> <p>Other Services: Legal, Health, Psychosocial Support, Social and Economic reintegration, Shelter, Childcare/Child protection; Monitoring (follow ups), coordination, Referral's system,</p>	<p>Type of Organization: NGO Primary Service: Psychosocial and Shelter Contact Person: Dr. Angela Dwamena-Aboagye Phone: +233 - 243 – 777773/ 0244-254-280 Email: thearkgh@yahoo.co.uk or info@arkfoundationghana.org Website: https://www.arkfoundationghana.org/cms/ Geographical Scope: Based in Accra with reps in all the 16 regions of Ghana Other Services: Shelter, Judicial, Social and Economic Integration, Psychosocial Support, Referral's system, Monitoring (follow ups), coordination, Referral's system,</p>
Legal/Justice Service Providers	
6. Domestic Violence and Victim Support Unit (DOVVSU)	7. Women in Law and Development in Ghana
<p>Type of Organization: Government Agency Primary Service: Legal/Justice Geographic Scope: office in Accra and all District Capitals in Ghana Helpline: 055-100-0900 Working Hours: 24 hours Website: https://police.gov.gh/en/index.php/domestic-violence-victims-support-unit-dovvsu/ Other Services: Legal, Health, Psychosocial Support, Social and Economic reintegration, Shelter, Childcare/Child protection; Monitoring (follow ups), coordination, Referral's system, Law enforcement mechanisms,</p>	<p>Type of Organization: network of women right organization Contact Person: Pastor John Segoe Phone: 0243509487/ (+233) 302 727 897 Email: kloba.samuel@yahoo.com/ info@wildaf-ghana.org Website: https://wildaf-ghana.org/ Working hours: 8am – 5pm Geographical Scope: Based in Accra with reps in all the 16 regions of Ghana Other Services: Judicial, Social and Economic Integration, Psychosocial Support, Referral's system,</p>
Legal Aid under Commission of Human Rights and Administrative Justice	
<p>Type of Organization: Government Agency Primary Service: Legal/Justice Geographical Scope: Based in Accra and all district capital in Ghana Working Hours: 8am-5pm Phone: +233-030 266 5051 Email: info@mojagd.gov.gh Other Services: Follow ups, Referral System</p>	
8. Security: Ghana Police Services	
<p>Type of Organization: Government Agency Primary Service: Security</p>	

Geographical Coverage: National, with offices across the country

Helpline: 18555 or 199

Working hours: 24 hours

Other Services: Legal, and referral support system.

These service providers will be:

- Provided with financial support to cater for expenses in the mediation process and essential services provided to the survivors. The GBV service providers will not be paid any basic fee for their services. Payment will be based on case by case, where the Project will seek the World Bank advice and approval on the maximum expense cost that can be absorbed by the project for the survivor of each case;
- Required to use their respective GBV case management procedures. The specific GBV case procedure for each of these service providers is provided in Annex IX;
- Required to maintain confidentiality, safety, and security of survivors in accordance with best practices, in particular ensuring survivor centeredness through the processes and seeking the consent of the survivor when personal data must be shared;
- Required to inform the Safeguard Focal person when a case is resolved so it is recorded in the grievance logbook.

Acknowledgment and Follow-up: After registering the case, the Safeguard Focal Person will inform the AICCRA Ghana GC and the AICCRA E&S Safeguard Specialist within 24 hours of receipt and send an acknowledgment letter to the complainant or survivor within 3 working days of receipt. A sample acknowledgement letter is provided at Annex IV.

Fact Analysis: After receiving the case, the Accra Ghana GC will analyze the facts of the allegation by determining whether (i) the allegation falls within the definition of SEA/SH; and (ii) the alleged perpetrator is an individual associated the AICCRA project. If the GC confirms these two elements, it shall proceed to handle the case or otherwise discontinue the case and write to inform the survivor or complainant. Only SEA/SH complaints allegedly committed by any individual associated with the AICCRA project may be considered by the project after referring to GBV service providers.

In the event that the survivor does not wish to pursue disciplinary action against the alleged perpetrator the case may be closed after providing referral assistance. The Safeguard Focal person shall record the survivor's preference and indicate that in the acknowledgement letter as well. However, irrespective of the survivor's choice, if the alleged perpetrator is a staff of AICCRA implementing partner, the AICCRA GC will address the case according to the implementing partner's code of conduct, sanction regime, and national legislations.

Determine recourse action: The AICCRA Ghana GC will review all cases referred to it to determine and agree upon course of action for handling and resolving the case. The appropriate institution that employs the perpetrator takes the agreed disciplinary action in accordance with the employer's code of conduct and national legislation. Disciplinary actions may include informal warning; formal warning; additional training, loss of salary, suspension, or termination of employment. A survivor may continue to receive support from the appropriate GBV service providers while the case is being handled by the AICCRA Ghana GC.

As and when necessary, a representative of the survivor or an independent reputable third party may be invited to serve on the resolution panel. To avoid conflict of interest, the composition of the GC may also

change depending on the nature and source of the allegation. The Safeguard Focal Person shall write to inform the survivor about the course of action and disciplinary action taken against the perpetrator.

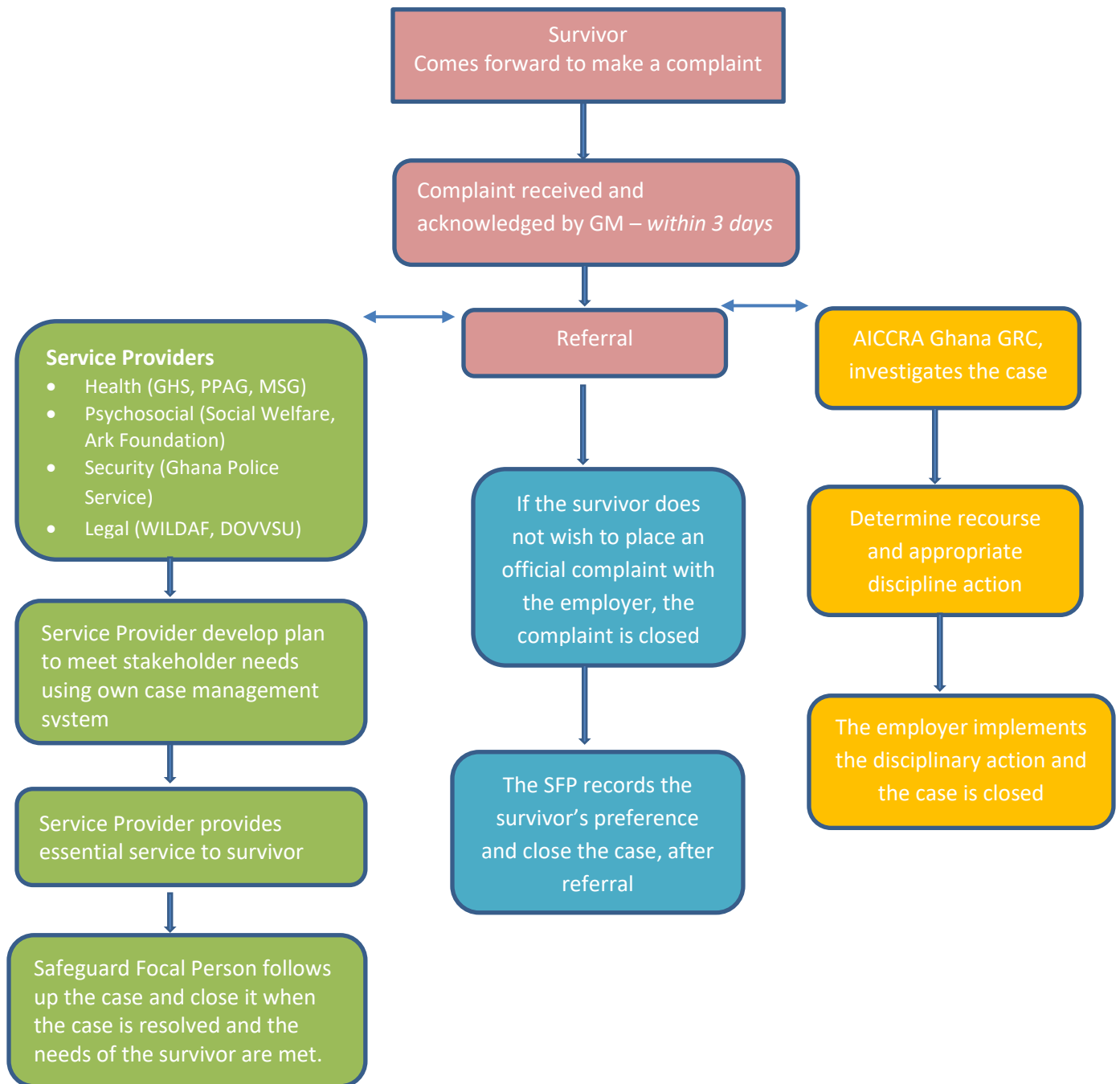
Instances where the case is being handled by a service provider, the Service Provider will work with the survivor or guardian to develop a comprehensive plan that identifies what the survivor needs and how these needs may be met. The survivor may be referred to connect with a range of service providers which correspond to their needs. The Safeguard Focal Person shall continue to track, monitor, and collaborate with service providers on all such cases until they are resolved.

Closing SEA/SH cases: Closing of SEA/SH cases will occur at these instances.

- If the survivor does not wish to place an official complain with employer;
- If after investigation, the GRC determines that the allegation does not fall within the definition of SEA/SH and the alleged perpetrator is not associated with the project;
- If when the case is pursued, and the GC confirms that the disciplinary action taken is appropriate and has been implemented conclusively;
- If a Service Provider follows its internal procedure to meet the needs of the survivor on the case.

In all these instances, the Safeguard Focal Person may require the survivor or its representative to sign a statement to acknowledge satisfaction using the form provided at Annex VII.

Figure 3: Case Management Procedure for SEA/SH cases



6.9 Procedure for Making and Handling Information Request

This section set out the procedure AICCRA Ghana will follow to receive and handle information request from stakeholders on the AICCRA project. The basic steps are as follows:

Filling an information access request: All stakeholders willing to request information on AICCRA project can do so through information request points outlined at section 6.5. Request can be made in written format or verbally, and in any language applicable to the project locations. The Safeguard Focal Person will open a file to keep records of all information requested. Stakeholders who request information directly from staff of project implementing agencies should be advised and assisted to officially make their request through the information request points at section 6.5.

Acknowledgement of receipt: Upon receipt, an acknowledge letter will be sent to the requester, whilst the request is being referred to the appropriate project lead. All information requests shall be referred to the Country Lead.

Determination of response: The Country Leads or the Project Director will review the request to determine its applicability to the project, the appropriate response needed, and the right person to be consulted whilst considering the appropriate response to the request made. Where applicable, such requests may be escalated from country level to PMU level for advice and determination of response.

Preparation and release of information requested: After the Project Director or the Country Lead reviews the request and determines the appropriate response, the Safeguard Focal Person will prepare and transmit the approved response to the requester. The transmission will be done in a language and in a manner (verbally, written, in-person, email, phone etc.) suitable to the context of the requester. Irrespective of the medium of transmission, a written record shall be kept on all information released. Where applicable, the response may indicate why the information requested or aspects of it cannot be provided or released.

Deadlines and extension: After receipt of information request, the Safeguard Focal Person will relay the information to the appropriate project lead within a maximum 24 hours. The Country Lead or the Project Director will be required to decide whether to disclose information within 30 consecutive days. The 30-day period begins to run on the date the Country Lead or the Director receives the written information request. The Director or the Country Lead may in appropriate circumstances extend the 30-day deadline and shall notify the requester in writing of such extension through the Safeguard Focal Person and by stating the reasons for extension and the new deadline.

Other considerations

- ✓ Information requests will be free, and no fees will be charged for the processing of information to be provided to the requester;
- ✓ The Country Lead may deny access to requests which in the Leads view may constitute frivolous or vexatious. In such cases, the requester shall be given a written notification on the reason for which the information requested is considered frivolous or vexatious;
- ✓ The Project Director or the Country Lead may ask for clarification on the identity of the third-party requesting information if not clear;
- ✓ If the scope of information requested is not sufficiently clear or is so broad in scope that it makes it difficult to generate, the Project Director or the Country Lead may write to the requester seeking clarification before taking further steps. The requester shall have 30 consecutive days from the date of such letter to clarify the request made. If there is no response, the request will be considered abandoned, and the case closed.

6.10 Disclosure and Sensitization of the GM

The Ghana Safeguard Focal Person will proactively work with in-country project partners to introduce and create the awareness of project stakeholders about the GM. The information that will be shared will include the procedure to make a complain (where, when, and how), the investigation process, the time framework for responding to complaints, the principle of confidentiality, right to make anonymous complaints and the right to seek further redress at the Court. The awareness creation will also focus on protocol for reporting and managing SEA/SH cases. An electronic brochure with the above salient information will be designed to aid the dissemination effort.

Given the diversity of the project locations, the project will use varieties of medium to convey messages to project communities. This may include social media, newspapers, radio announcement, face to face meetings, and through community information centres.

Prior to the initiation of the grievance redress process, all key project staff that will be involved in grievance management will be trained in all aspects of this GM. New staff will receive training during the on boarding process. The training will include all aspects of the GM set out in this document. The orientation will strongly emphasis on the principle of accountability to the complainant and the shift from informal complaint resolution to formal resolution and documentation.

6.11 Reporting on the GM Performance

The Safeguard Focal Persons shall be responsible for reporting on project-related grievance and complaints to the grievance committee. Biannual grievance report will be generated and shared with the PMU. At the minimum, the report will include the following indicators:

- i. Number of open cases at the beginning of the reporting period;
- ii. Number of new cases during the period;
- iii. Number of resolved cases by the end of the reporting period;
- iv. Open cases by the end of the reporting period;
- v. Grievances by category of complaints;
- vi. Average response time from the lodging of complaint to the agreement on solutions with complainant;
- vii. Average response time from the lodging of complaint to the implementation of the agreed solution;
- viii. Percentage of true and false claims;
- ix. Number of grievances resolved;
- x. Number of grievances referred to formal court system.

7.0 MONITORING AND REPORTING

7.1 Involvement of Stakeholders

IITA will facilitate the involvement of Stakeholders on AICCRA Ghana Cluster in the monitoring of project activities and impacts associated with the Project. Stakeholder in Ghana will have the opportunity to monitor project performance and provide feedback through three project performance indicators on stakeholder feedback. They are:

IPI 1.3: Satisfaction with the quality and usefulness of climate–relevant knowledge products, decision-making tools and services received under AICCRA expressed by surveyed partners and stakeholders (Percentage);

IPI 2.4: Satisfaction with the effectiveness of the partnerships under AICCRA expressed by surveyed partners and stakeholders (Percentage);

IPI 3.3: Use or adaptation of AICCRA-funded climate-relevant knowledge products, decision-making tools and services stated and confirmed by surveyed partners and stakeholders (Percentage).

In addition, IITA will conduct regular feedback survey for local farmers including vulnerable groups on demonstration farms to be set up to pilot CSA innovations. Such surveys will be conducted in local languages and in a manner that allows the farmers to share their learning progress on the CSA innovations being piloted.

7.2 Reporting back to Stakeholders

Information on public engagement activities undertaken by the project during a project year will be conveyed to the stakeholders during biannual progress updates sessions with stakeholders. These reports will rely on the same sources of communication that were used earlier to notify stakeholders. Stakeholders will also always be reminded of the availability of the grievance mechanism. Any necessary changes made in this SEP in the course of implementation will be communicated to stakeholders. Biannual summaries and internal reports on public grievances, and enquiries, together with the status of implementation will be collated and reported to AICCRA Program Management Unit and included in regular reporting summaries.

8.0 ANNEX

Annex I: COVID-19 Response Protocols for In-person Consultations

Consistent with the requirements of Ghana's COVID-19 protocol for public events, IITA has considered the following precautionary protocols that must be observed to mitigate the risk of COVID-19 transmission during face-to-face consultations for the Ghana AICCRA Cluster.

1. Preference would be given to venues with an open airy large compound.
2. The number of participants for each meeting would not exceed one hundred (100).
3. Meetings occurring in an enclosed area will use open windows as much as possible and avoid the use of air-conditioning systems.
4. Seating arrangements would be organized in such a way that chairs are at least 1 meter away from each other.
5. Contact details including phone numbers will be kept for all participants.
6. Microphones would be sanitized immediately after each use.
7. Thermometer guns or thermal scanners would be provided for checking the temperature of participants at entry points of all venues, as necessary.
8. All participants including those vaccinated would be required to wear face mask.
9. Mandatory wearing of face masks would be enforced throughout the meeting.
10. Free face masks would be made available at the entrance for participants that come without face masks.
11. Hand washing facilities with running water and soap and/or Food and Drug Authority approved alcohol-based hand sanitizer would be provided at the entrance to the meeting venue.
12. Participants would be required to wash their hands with soap under running water or rub with alcohol-based hand sanitizer before entry.
13. Adequate waste management facilities would be provided (bins, cans, bin-liners, and single-use tissues).
14. Adequate and separate male and female toilet facilities would be provided for participants use.
15. Ensure regular cleaning and disinfection of frequently used communal places (like bathroom and toilet surfaces) and frequently touched surfaces such as doorknobs/handles, preferably every 1-2 hours depending on rate of utilization.
16. Only properly trained cleaners with the necessary personal protection equipment and cleaning items will be allowed to clean the hygiene facilities regularly and handle waste appropriately.
17. Approved health promotion materials on COVID-19 will be displaced at vantage points to remind people to keep to social distancing protocols, wearing masks, regular handwashing, coughing and sneezing etiquette.
18. Designate a holding room or area where a person who becomes sick at the premises/event can be isolated from others while deciding for evacuation.
19. Follow established evacuation procedures and call 112 or 311 for support to enable evacuation if anyone develops fever, cough, and difficulty in breathing during the gathering.
20. Participants will be required to cover their mouth and nose with tissue or bent elbow when coughing or sneezing.
21. If a participant is confirmed positive for COVID-19 after the event, IITA will collaborate with Health Authorities to trace and screen all contacts at the meeting.

Actions to be undertaken when dealing with a sick person:

- I. Obtain person's details (name/organization/contact person/immediate family member details including a phone number).
- II. Inform the person that they will be separated/ isolated due to symptoms.
- III. Minimize contact between sick person and all other persons and direct to pre-designated holding room.
- IV. The sick person will always wear a facemask and observe social distancing at all times.
- V. Organizers must call 112 or 311 or link up with local district health authorities for immediate evacuation or medical help.

Annex II: Sample complaint form for Non-SEA/SH

AICCRA GRIEVANCE/COMPLAINT FORM	
Section 1: Complaint	
1. What harm do you believe AICCRA caused or is likely to cause to you or your community? Please describe in as much detail as possible.	
2. What location is concerned with your submission? (Please include country/county name)	
3. Do you live in the project area?	
4. Have you previously reported your concerns to AICCRA management? If yes, please provide the details about those communications and explain why you are not satisfied with the action in response.	
5. If known, please list the operational procedures you believe have been violated by AICCRA.	
6. Do you expect any form of retaliation or threats for filing this complaint to the AICCRA?	
Section 2: contact information	
7. Are you filing an individual submission or representing a community? Individual: <input type="checkbox"/> Representing a community: <input type="checkbox"/>	
8. Would you like your name and contact details to be kept confidential? (AICCRA will not disclose your identities to anyone without your prior consent.) Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Submitter's Name & contact information: Name: Address: Email: Phone:	
Preferred Method of Contact:	

10. I, the undersigned, request the AICCRA Independent Steering Committee to investigate the issues described above.

11. Signature/Thumbprint

Name:

Date

NOTES:

- Please attach supporting documents, if available.

Section 3: Office Use Only

Grievance ID Number

Recorded by:

Date

Place/Method grievance was received

Annex III: SEA/SH Cases Intake Form

1- Administrative Information		
Case ID No:	Survivor Code:	
Date of Interview:	Date of Incident	
<input type="checkbox"/> Reported by the survivor or by survivor's escort and survivor is present at reporting		
<input type="checkbox"/> Reported by someone other than the survivor and survivor is not present at reporting		
2- Survivor's Details		
Date of Birth (approximate if necessary)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Location
Current civil/marital status <input type="checkbox"/> Single <input type="checkbox"/> Married/Cohabiting <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Widowed		
Is the survivor a Person with Disability? <input type="checkbox"/> No <input type="checkbox"/> Widowed <input type="checkbox"/> Mental Disability		
Is the survivor a Child? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3 -Details of the Incident		
Account of the incident/description of the incident (Summarize the details of the incident in client's own words)		
Type of Incident <input type="checkbox"/> Defilement: sexual intercourse with children (as defined by the country laws), whether with or without consent. <input type="checkbox"/> Rape: Sexual penetration against a person without their consent. <input type="checkbox"/> Physical Assault (includes hitting, slapping, kicking, shoving, etc. that are not sexual in nature) <input type="checkbox"/> Denial of Resources, Opportunities or Services <input type="checkbox"/> Psychological/Emotional Abuse <input type="checkbox"/> Non-GBV (specify)		
Were project benefits, goods, money and/or services exchanged in relation to this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Has the Survivor reported this incident anywhere else? (If yes, select the type of service provider and write the name of the provider where the client reported; select all that apply)

- NO
- Health/Medical Services _____
- Psychosocial/Counselling Services _____
- Police/Other Security Actor _____
- Legal Assistance Service _____
- Other (specify) _____

Annex IV: Sample Complaint Acknowledgement Letter (Non-SEA/SH)

[Your contact information here]

[Date]

[Complainant's name or the name of the organization submitting the complaint if the complainant wishes to remain anonymous]

[Complainant's address or "No physical address"]

Submitted _____ [in person or by mail/e-mail/telephone]

Dear Mr./Mrs./Ms. [family name of complainant]:

Re: Complaint regarding [describe briefly]

The AICCRA Project acknowledges that we received your complaint dated _____ [date]. The Project takes stakeholders' concerns seriously, and we thank you for submitting your complaint. We will make every effort to ensure that your complaint is considered quickly and fairly.

The Project has a grievance mechanism process that we follow to consider and resolve complaints. Attached is a description of the process, so you can learn more about it. In accordance with our grievance mechanism procedures, we will determine whether your complaint is eligible for our grievance resolution process and consider the next steps as relevant. We will contact you during this period should we need more information.

You can expect to hear from us within [xx] business days from the date of this letter.

Please refer to the attached grievance mechanism procedures for more information on what you can expect as we address your complaint, including timeframes, responsibilities, and your rights throughout the process.

Sincerely,

[Name of Safeguard Focal Person]

[Research Institution]

Enclosure: (The relevant procedures for submitting grievances)

Annex V: Complaint Acknowledgement Letter for SEA/SH

[Your contact information here]

[Date]

Submitted _____ [in person or by mail/e-mail/telephone]

Re: Complaint regarding [describe briefly]

The AICCRA Project acknowledges that we received your complaint dated _____ [date]. The Project takes stakeholders' concerns seriously, and we thank you for submitting your complaint. We will make every effort to ensure that your complaint is considered quickly and fairly.

The information provided to us will be handled confidentially, it will only be revealed to immediate staff involved in the handling of your case. Care will be taken to ensure that unauthorized individuals do not overhear any discussion of your case, and access documents containing confidential information on your case.

Regarding the referrals made, you have every right to refuse or access the support or services recommended. Refusal to access them will not in any way affect your right to request or access that services at some time in the future.

The Project has a grievance mechanism process that we follow to consider and resolve complaints. Attached is a description of the process, so you can learn more about it. In accordance with our grievance mechanism procedures, we will determine whether your complaint is eligible for our grievance resolution process and consider the next steps as relevant. We will contact you during this period should we need more information. Please refer to the attached grievance mechanism procedures for more information on what you can expect as we address your complaint, including timeframes, responsibilities, and your rights throughout the process.

You can expect to hear from us within [xx] business days from the date of this letter.

Sincerely,

[Name of Safeguard Focal Person]

[Research Institution]

Annex VI: Complainant Satisfaction Form

Grievance ID Number:	Date Received:
Recorded by:	Place/Method Grievance was Received
Proposed Action (s)	
The claimant has ACCEPTED/SATISFIED the proposed action? YES/NO	
Further Action Required? YES/NO	
Complainant Acknowledgement	
I, the undersigned, hereby confirm my satisfaction/acceptance of resolution actions implemented to address my complaint.	
Signature/Thumbprint	
Name:	Date

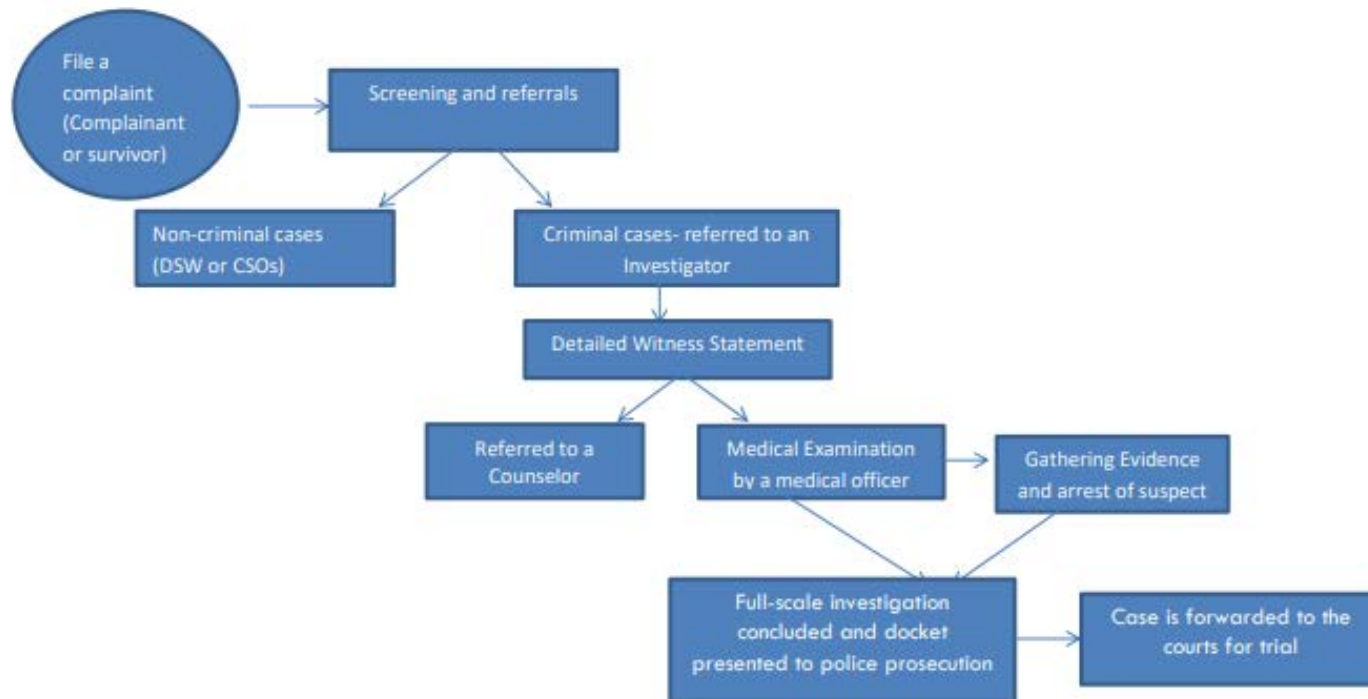
Annex VIII: Grievance log for SEA/SH cases

Case N°.	Date Claim Received	Name of Person Receiving Complaint	Where/how the complaint was received	Ref number of the complainant	Type of Incident	Was Receipt of Complaint Acknowledged to the Complainant? (Y/N – if yes, include date, method of communication & by whom)	Referral(s) provided	Did the survivor give consent to share their non-identifiable information?	Expected Decision Date	Decision Outcome (by GBV services providers and relevant services)	Was Decision communicated to complainant? Y/N If yes, state when, by whom and via what method of	Was the complainant satisfied with the decision? Y/N State the decision. If no, explain why and if	Any follow up action (and by whom, by what date)?

Annex IX: GBV case management procedure for SEA/SH Service Providers.

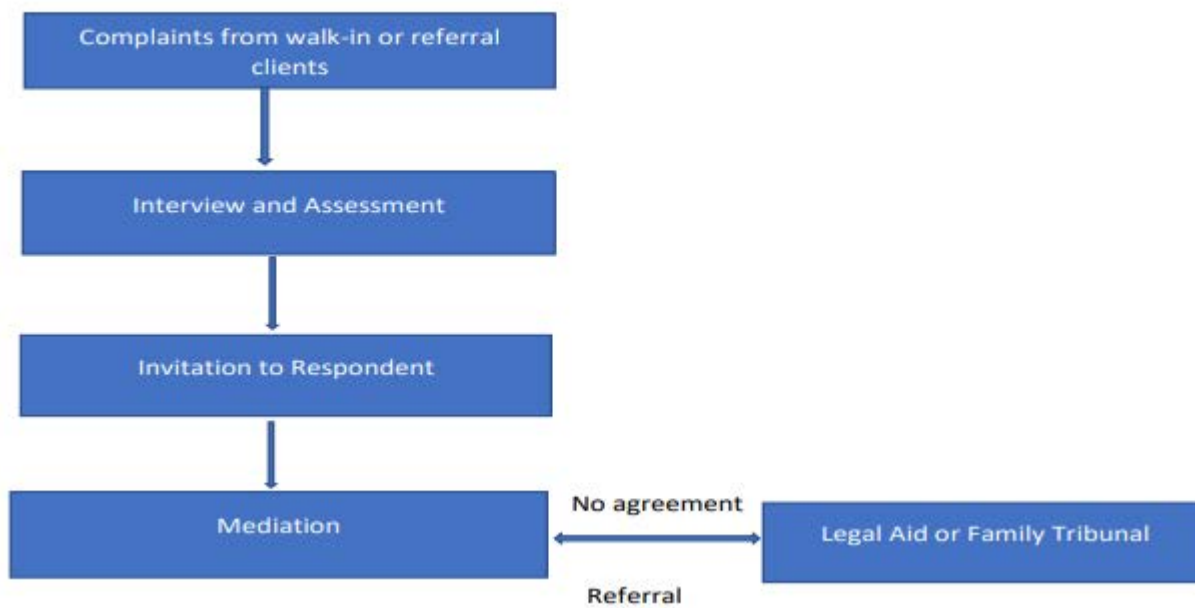
Domestic Violence and Survivor Support Unit (DOVVSU) of the Ghana Police Service Case Management Procedure

Domestic Violence and Survivor Support Unit (DOVVSU) of the Ghana Police Service



Department of Social Welfare GBV Case Management Procedure

Department of Social Welfare

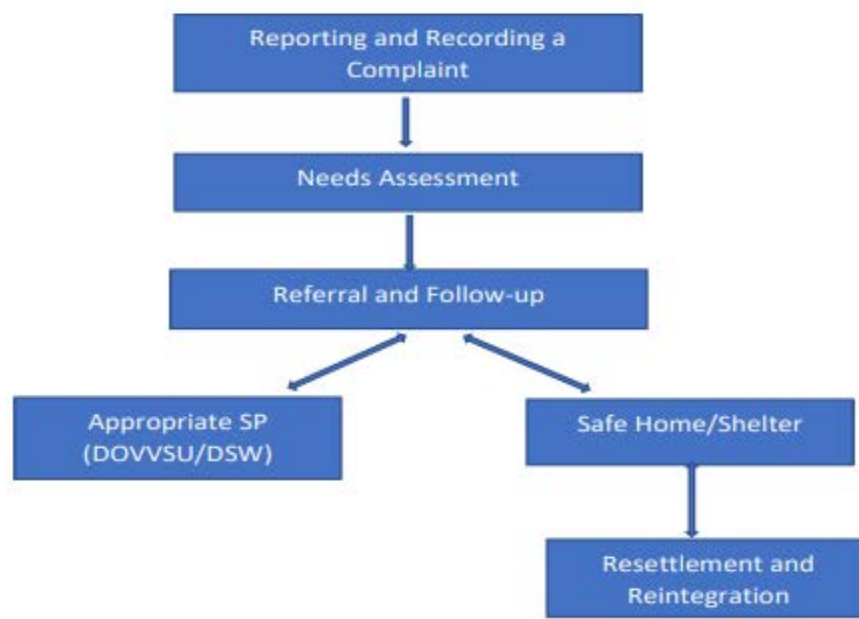


Ghana Health GBV Case Management Procedure

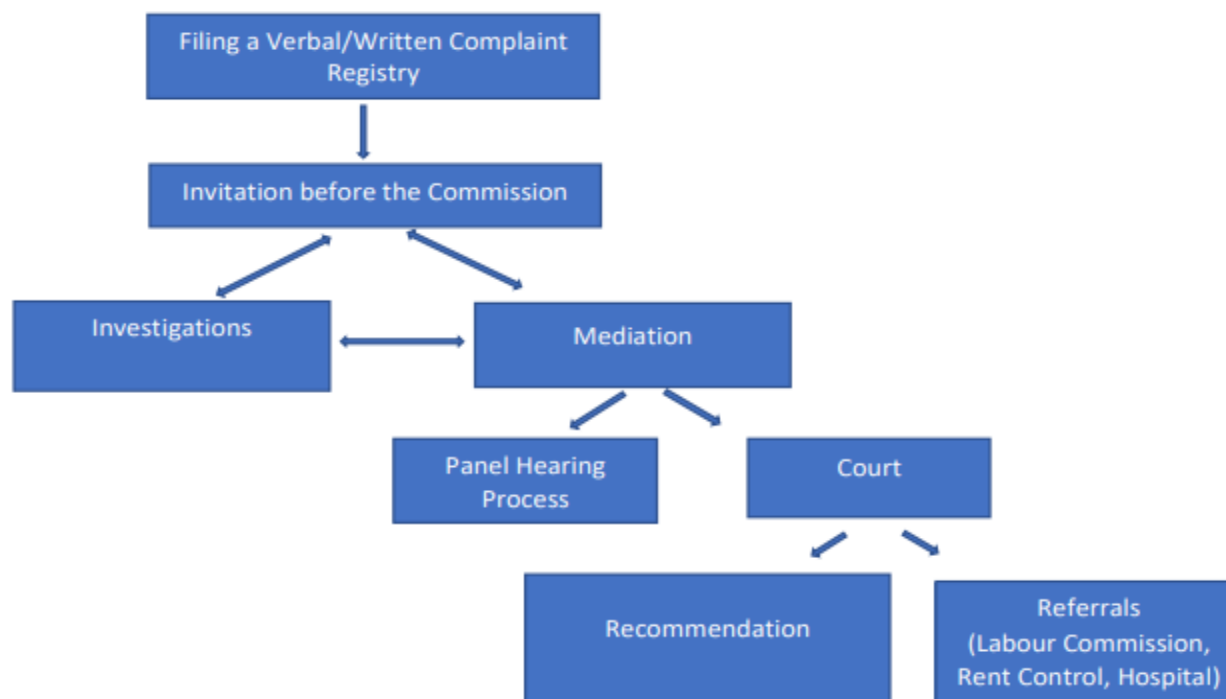
Ghana Health Service/Ministry of Health



Ark Foundation GBV Case Management Procedure



Legal Aid Organizations (Legal Aid and the Commission on Human Rights and Administrative Justice)



The Judiciary (Gender-Based Violence Courts)

