Annex 9: Stakeholders Engagement Plan for the Implementation Phase

1. Introduction

The purpose of the Stakeholder Engagement Plan (SEP) is to support the identification of key stakeholders and undertake the consultations required throughout the project cycle, i.e. project design during the Project Preparation Grant (PPG) stage, and project implementation during its 4 years' duration. The development and implementation of the SEP is also part of the UNDP Social and Environmental Safeguards (SES) requirements (i.e. Annex 6 in the ProDoc). Hence, the presented SEP will be reviewed and updated during the course of the social and environmental assessment processes required for the development of the project's Environmental and Social Management Framework (ESMF) that is given in Annex 10 in the ProDoc. It is also pointed out that the Nigeria child project design is accompanied by a detailed gender analysis and Gender Action Plan that is given in Annex 11 in the ProDoc.

1.1. Project Description

The child project under the GEF Africa Minigrid Programme (AMP) is designed to increase access to clean energy by increasing the financial viability and promoting scaled-up commercial investment in minigrids in Nigeria. The project is expected to directly support the implementation of the policy of the Federal Government of Nigeria as stipulated in the National Renewable Energy and Energy Efficiency Policy (NREEEP) of 2015, the National Energy Policy (2003) and the Rural Electrification Strategy and Implementation Plan (2016). Details of these policies and plans are given in Annex 13 of the ProDoc.

The business environment in Nigeria is conducive for scaling up private investments in off-grid electrification. The Nigeria child project will contribute towards this goal in terms of supporting the integration of solar PV minigrids in the agriculture value chain (productive energy uses). The commercially oriented business delivery model will be underpinned by cost reduction levers to increase the affordability to renewable electricity, including reducing financing and hardware costs through a derisking approach. This will be achieved through three outcomes: (i) operationalizing innovative business models to strengthen private sector participation in low-carbon mini-grid development; (ii) putting in place an innovative financing mechanism to incentivize private sector financing; and (iii) knowledge management through stakeholder networking and capturing lessons learned for scaling-up of project results within Nigeria and the regional AMP Community of Practice.

1.2. Project Location

The AMP Nigeria project will support investments in 17 solar PV-battery minigrids that will be embedded within agricultural value chains in two major agro-ecology zones. Although, the exact project sites will be determined at implementation, the potential locations have already been mapped in a recent baseline study that is summarized in Annex 13 in the ProDoc. The potential project sites are given in Annex 3 in the ProDoc.

1.3 Potential social and environmental issues

The benefits of providing access to clean energy in rural areas are multiple. Access to electricity can improve socio-economic conditions through its influence on key components of poverty namely health, education, income and environment. Electricity access provides avenues for participation in the economy, providing information access, increased connectivity and communication, access to banking and credit systems and local opportunities for skilled and educated workers. Rural electrification is generally associated with improved gender equity and women empowerment, creating opportunities for girls to access to education and, for women

more generally, improved safety and income diversification along with the opportunity to engage in microenterprise creation and other income-generating activities.

Clean energy solutions ensure these benefits are achieved with limited impact on the environment and by active displacement of more harmful fuel sources.

While rural electrification programs are crucial to improve living conditions and promote development, they may also have unintended adverse impacts. These may include changing cultural or social practices, localized impact on the environment where construction occurs, increased light pollution, increased usage of water for economic activities, among other.

The SESP has identified the following potential areas of risk arising from the implementation of the project:

Overarching Principle 1: Leave No One Behind
Programming Principle 2: Human Rights
Programming Principle 3: Gender Equality and Women's Empowerment
Programming Principle 4: Sustainability and Resilience[2]
Programming Principle 5: Accountability
Project- level Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management
Project- level Standard 2: Climate Change and Disaster Risk
Project- level Standard 3: Community Health, Safety and Security
Project- level Standard 4: Cultural Heritage
Project- level Standard 5: Displacement and Resettlement
Project- level Standard 6: Indigenous Peoples
Project- level Standard 7: Labour and Working Conditions
Project- level Standard 8: Pollution Prevention and Resource Efficiency

The number of direct project beneficiaries is expected to be around 70,063 persons, of which approximately 34,559 women. The lifetime global environmental benefits that will accrue from the adoption of off-grid solar technologies is estimated at 74.2 ktCO2e. Consequential emission reductions amounting to ~4.1 MtCO2e are expected between 2021 and 2030 predominantly through the replication of the sustainable technology value chain. The project yields a GEF abatement cost of 1.4 USD/tCO2e.

The monitoring of identified impacts will form part of the project. Pilot projects are particularly important for understanding and quantifying impact including unexpected impacts. Stakeholders are key to this process. Active stakeholder engagement is therefore a priority and the focus of this plan.

2. Regulations and Requirements

At the time of developing this SEP, there were no legally binding policies or explicit regulations in the country identified as pertaining to stakeholder engagement as a legal requirement. UNDP will take a lead role in coordination between stakeholders in the mini-grid sector throughout the project duration by means of this SEP.

3. Identification of Project Stakeholders

Stakeholders relevant to the minigrid space in Nigeria were identified at the early stage of the PPG Phase. Based on the study that was done from previous GEF projects, a list of these stakeholders was drawn, and input was also requested from the REA Team. The PPG Team was only able to conduct few face-to-face meetings due to the COVID-19 Pandemic. Most meetings were conducted virtually. Information and data collected from the stakeholder's engagements were incorporated into the Project Document. Table 2 below shows the summary of stakeholders' interests, their degree of importance and influence in relation to the project.

Table 2. Stakeholder interests, importance, and influence on project

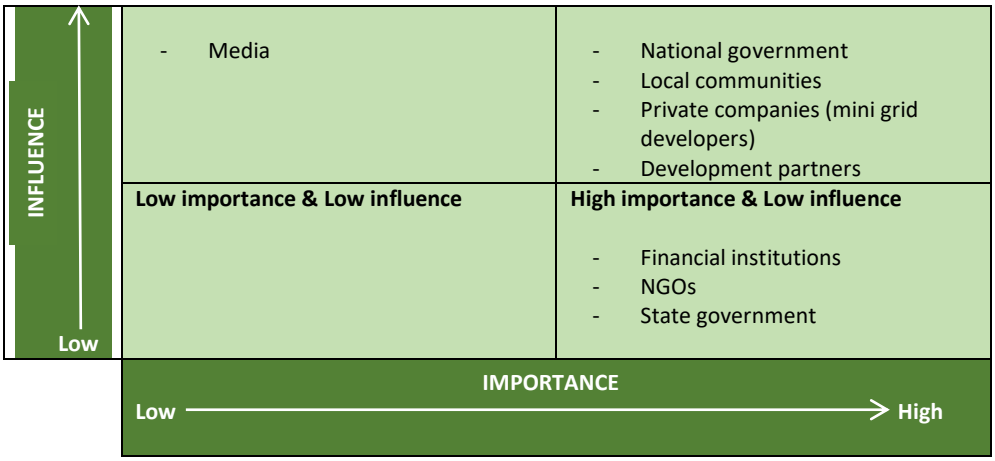
9Stakeholders	Interest of stakeholders in relation to project	Effect of interest on Project (- 0 +)	Importance of stakeholders for success of Project =Little/No Importance 2=Some Importance 3=Moderate Importance 4=Very Important 5=Critical player	**Degree of Influence Degree of influence of Stakeholder over Project** 1=Little/No Influence 2=Some influence 3=Moderate Influence 4=Significant Influence 5=Very Influential
Federal Government (ministries)	Increasing access to energy in rural areas	+	5	5
	Socio-economic development of rural areas	+		
	Climate change mitigation to meet NDC's target	+		
State Governments	Increase access to energy	+	4	2
	Boost economic development of local communities	+		
	Reduce rural-urban migration	0		
Local Communities	Access to modern energy services	+	5	5
	Increase economic activities through job creation	+		
	Increase access to primary health care	+		
	Enhance agricultural productivity and storage	+		
	Enhance educational activities and increase access to information	+		
Private Companies	Technical design	+	5	5

(mini grid developers)	and financial modelling of the mini grid			
	Engineering, procurement, installation, and operation of the mini grid	+		
	Ensure community participation and the interest of every group adequately mainstreamed in project implementation	+		
	Development of payment system to ensure cost recovery	+		
Financial Institutions	Provision of financing instruments (debt) for developing mini grid projects	+	5	2
	Supporting cost recovery through different electronic payment options	+		
NGOs	Support in community mobilization	+	4	2
	Support in stimulating demand for productive use	+		
Media	Support visibility of project	+	2	4
	Contribute to the project outreach activities	+		
	Critical appraisal of project impacts (positive or negative)	+		
Development partners (WB, AfDb, GIZ)	Capacity for minigrid market transformation	+	5	5
	Emphasis on innovative business models centred on cost reduction levers	0/+		
	Leverage on minigrid policies and enabling environment	+		
	Minigrid business development facilitation	+		

From Table 2 above, the stakeholders' importance and influence has been graphically summarized in Table 3

Table 3: Summary of stakeholders importance and influence

High	**Low importance & High influence**	**High importance & High influence**



Based on that, the stakeholders given in Annex 19 were identified across the country.

4. Stakeholder Consultation and Engagement during PPG Development

Prior to the Inception Workshop, a list of stakeholders relevant to the minigrid sector in Nigeria was prepared to guide the PPG Team in their engagement. Some of the stakeholders were visited in their offices while most meetings were conducted virtually due to the COVID-19 pandemic, coupled with the guidelines to reduce the spread of the virus. The Inception Workshop was organized virtually. It was however difficult to conduct virtual meetings with some of the targeted stakeholders such as community-based organizations (CBOs), women groups and local community members. For these categories of stakeholders, the PPG Team identified a contact person in the community who supported in engaging stakeholders and collected required information as summarized in Annex 19 accompanying the ProDoc. This annex also summarizes the outcomes of the validation workshop.

Table 1. Stakeholders engagement activities during the PPG Phase.

Method	Activity	Location	Date
Workshop	Inception workshop (the outcomes of the workshop and the list of participants is given in **Annex 19.**	Virtual	28 October 2020
Engagement of community stakeholders	The PGG Team could not physically meet with stakeholders in rural communities. However, through a contact person, the Team was able to engage these stakeholders and collected information from one of the communities hosting solar PV minigrid in Cross River State in southern Nigeria.	Umon Island, Cross River State	2nd February 2021
Bilateral meetings	Energy Commission of Nigeria; Rural Electrification Agency; and Policy Research and Statistic Department, Federal Ministry of Environment (*national government)*	Abuja	8th October 2020 to 3rd February 2021
	Community Research and Development Centre (NGO) ; Havenhill Synergy (minigrid developers)	Abuja	21st January to 4th February 2021

	Africa Development Bank (AFDB); EU-Delegation and Nigeria Energy Support Programme (NESP)/GIZ (*multilateral development partners*)	Abuja	21st January to 17th March 2021
NGOs	Renewable Energy Association of Nigeria (REAN), International Centre for Energy, Environment and Development (ICEED)	Lagos and Abuja	15th to 20th January 2021
DREI analysis interviews	DREI interviews conducted with minigrid developers	5 interviews conducted virtually	20 October to 9 December 2020
Workshop	Validation workshop	Abuja	28th January 2021

5. Stakeholders Engagement Strategy during Implementation Phase

4.1 Objectives and Principles

The overall objective of the Stakeholder Engagement Plan (SEP) is to ensure that the interest and priorities of the different stakeholders in the minigrid value chain are adequately mainstreamed into the project development and implementation stages. The specific objectives of the SEP are as follows:

- to inform stakeholders of the project objectives and implementation modalities to enhance their knowledges of the project;
- identify strategies for a successful project implementation based on the needs, interests and lessons shared by stakeholders;
- identify opportunities for institutional collaboration; and
- validate the intervention strategy of the project.

To achieve the above objectives, the design and implementation of the SEP was carried out based on the following principles:

Inclusiveness: At the onset of the project preparation phase, all the key stakeholders in the mini grid subsector in Nigeria were identified. The appropriate machinery was put in place to engage these stakeholders and ensure that their feedback was incorporated into the project design.

Participation: All stakeholders were given equal opportunity to participate and make their views known to the PPG Team through the different mechanisms summarized in Annex 19. Besides the stakeholder engagements summarized in Annex 19, and also captured in the MG DREI report given in Annex 17 in the ProDoc, care was exerted to make the Inception and Validation Workshops (see summary and list of attendance in Annex 19) as inclusive and participatory as practicable given the ongoing COVID-19 pandemic.

Gender equity: Gender mainstreaming was factored into the stakeholders' consultation process. The only women social entrepreneur (SOSAI Renewable Ltd) in the minigrid sector was identified and engaged during the design stage. The detailed gender analysis and gender action plan (GAP) is given in Annex 11 of the Project Document.

Effective communication and transparency: In order to ensure that the stakeholders' engagement was fruitful with representatives of the national government, an effective communication channel was established at the early stage of the project design process with the REA. The REA established a dedicated team composed of Dr Kabir Salihu, Ms Simisola Sobowale and Mr Lukman Amin. Other REA/REF colleagues were roped into the discussions on a needs basis.

Synergy with ongoing initiatives: As one of the outcomes of the consultation meetings with stakeholders, the PPG Team was able to understand the previous and on-going initiatives of the government in the minigrid space (in collaboration with development partners) and identify possible areas where the UNDP-GEF Project could complement these initiatives. A summary of these parallel initiatives are given in Annex 13.

4.2 Communication

Having the appropriate communication strategies is integral to realizing the success of this project. To achieve the project objective will require putting in place a communication plan and strategy, well-orchestrated to cater for all categories of stakeholders. The strategies for communication during the project implementation will be considered in this Stakeholder Engagement Plan. Nigeria is a country with relatively high population that is highly diverse. Considering the diversity of the Nigerian stakeholders, their socioeconomic and education background, cultures and native languages, all communications will be adapted to provide the optimum level of understanding to the target audience. The means for sharing information that are best suited to different target audiences and topics are explained below (Table 4). Special attention will be given to gender-related issues in communications.

In-person meetings: The project will support three forms of face-to-face meetings:

(1) *Townhall/Village meetings:* The main beneficiaries of this project are stakeholders in rural communities (Output 1.1). The success of the project will require continuous engagement with these critical stakeholders. The communication activities with local communities will be directly led by the developers, and this will involve organizing specific meeting (or a small series of meetings) with a large part of the respective community (for example, in the form of town hall meetings). During such meeting, the key messages shall be delivered making sure that the Community understands them well and members of the community are given the opportunity to ask for additional questions. It is expected that the messages are spread to the rest of the population that did not attend the meeting by word-of-mouth;
(2) *Consultation workshops*: These workshops will have a pre-structured agenda which will be designed to present a specific result/report and discuss with stakeholders the best way forward. These workshops will also be an opportunity to gain consensus from stakeholders on a specific action plan prior to proceeding with implementation. Therefore, stakeholder consultation meetings and workshops are included in the project design as part of the main activities to be carried out by the consultants in charge of each output; and
(3) *Interviews and focus group*: These will be conducted with different groups of indirect beneficiaries, with special attention to ESPs and NGOs, to overcome their generally low participation capacity and ensure that their input is integrated in the different stages of project implementation. The Project Manager will be responsible for ensuring that these interviews and focus groups have been conducted by the responsible consultants, as appropriate.

Flyers and Posters: In parallel to the village meetings, information will also be communicated through flyers and posters. These should be handed out to all potential customers summarizing the key messages in well-adjusted manner. This requires the "translation" of the key messages into pictorial and/or local languages easily understandable to illiterate members of the community.

Project website and social networks: The project will develop a dedicated website to inform stakeholders with access to internet under Outcome 3. All the technical information, progress of implementation, partners, and news will be available and accessible to the public. Social networks such as Twitter or Facebook should be considered if they are managed and kept up to date appropriately.

Brochures, bulletins, press releases: Designed to communicate on innovations, strategies, and progress of the project and on topics that the project needs to promote with stakeholders. This can be disseminated also electronically via email lists serve. In this case, the role of the media that were engaged at PPG stage will be invaluable.

Policy briefs: This is essentially designed to target policy makers and decision makers and inform them of the strategies and action plans developed by the project as well as lessons learnt which will eventually guide policy formulation. The technical advisory services of the AMP regional project will be sought in formulating policy briefs. It is pointed out that the AMP regional project that be developing knowledge products to the benefit of national child projects, and it will have the technical competencies in developing policy briefs.

Project monitoring reports: Official reports to be shared with the Steering Committee, Technical Working Groups, UNDP Country Office, UNDP Regional Technical Adviser (RTA) and GEF Secretariat. The monitoring reports are the object of Outcome 3, and will be carried out as per the guidance contained in section VI of the ProDoc.

Table 4. Stakeholders and means of communications

Stakeholders /Information formats	**Town Hall/Village Meeting**	Flyers and Posters	Website and Social Networking	Brochures, bulletins, press release	Policy Briefs	Project monitoring reports
Federal Government		X	X	X	X	X
State Governments		X	X	X	X	X
Local communities	X	X				
Private companies	X	X	X	X	X	
Financial institutions		X	X	X	X	X
NGOs		X	X	X		

4.3. Methods of Engagements

The different methods of engagement with stakeholders will depend on the type of stakeholders. A good knowledge and understanding of these different stakeholders will help to shape the communication method.

General Workshop: A general workshop that will bring together all relevant stakeholders should be organized at the onset of any national project. The workshop, among others, will sensitize stakeholders on the objectives, components, outcomes, timeline, and responsible parties of the project. The workshop will also provide platform for stakeholders to ask questions and seek clarity on any aspect of the Project. Another general workshop should be organized at the end of the project to evaluate achievements and impacts of the Project.

Specific Workshop: During the implementation of the Project, specific workshop can be organized toward achieving the goals of the different components and outputs of the project. Such workshop could serve as a platform for capacity development or engagement to clarify any issue that may arise. Specific workshops could also be organized to validate policy documents, reports, or official processes.

Strategic Meeting: This will include bilateral meeting with specific stakeholders to address specific issues. It may also involve meeting with targeted groups of stakeholders.

Expert Meetings: These are meetings that will be organized to discuss the technical issues related to the Project. For example, meetings to validate the technical design of the mini grid as well as cashflow plan will involve experts in mini grid design and financial modeling. Other technical issues may include designing a monitoring, reporting and verification (MRV) system for tracking GHG emission reductions and sustainable development benefits of off-grid solar technologies.

Field visits: Field visits to project area are fundamental for engaging with rural actors. They are also required for monitoring project activities. As most of the project activities will be carried out in rural areas by developers that will be selected through a bidding process, field visit will be a vital tool for the Project Team to monitor the activities in the benefiting communities.

Interviews and surveys: For some of the project activities, such as Derisking Renewable Energy Investment (DREI) analyses and carrying out market intelligence to identify viable mini grid sites, it will be more efficient and effective to incorporate the information and opinions of those involved through structured or semi-structured surveys, which will be applied both in the field and in electronic format, according to the corresponding actor.

Project Committees: From time to time, the Project Management Team will be expected to interact with partners and stakeholders, and they therefore play a key role in stakeholder engagement. Whereas the Steering Committee has a political mandate of promoting the project and meets up to twice yearly, Technical Working Groups will handle technical issues related to day-to-day implementation.

Table 4: Mapping of stakeholder engagement methods

	General Workshop	Specific Workshop	Strategic Meetings	Expert Meeting	Field Visit	Interview and Surveys	Project Committees
National Government	×	×	×				×

State Government	×	×	×		×	×	×
Local Communities	×	×	×		×	×	
Private Companies	×	×	×	×		×	×
Financial Institutions	×	×	×	×		×	×
NGOs	×	×	×	×			

4.4 Public disclosure of information

Project-affected, marginalized, and disadvantaged stakeholders at the pilot location will be identified during site selection and assessment, including persons with disabilities and other disadvantaged groups as per the list of stakeholder groups provided above. For each group, the following assessments will be conducted as part of the stakeholder engagement, taking into account their involvement in each project component:

- Identify limitations for understanding project information and participating in consultation process (e.g. language differences, lack of transportation, accessibility of venues, disability)
- Develop measures to support and accommodate engagement (e.g. provide information in accessible formats, choose convenient locations for consultations, ensure venues are accessible, provide transportation to meetings, change time of meetings to accommodate needs, provide facilitation and explain complex issues and terminology, provide support workers for assisting participants with disabilities, provide simultaneous interpretation (including sign language).

The ESMF given in Annex 10 in the ProDoc will be applied during MG site selection.

4.5 Diversity and gender-balance

The inclusion of women and other relevant groups will be made possible through enhancing opportunities, improving access to resources, making their voice heard and respect for their rights as per the gender action plan (GAP) given in Annex 11. Nevertheless, the gender attributes at each project site will have to be established at implementation. The process begins with appropriate identification of these groups and/or representatives and engaging them through the various project activities using the following two approaches:

1) Conducting context specific gender analysis using gender and mini-grid analysis framework and develop participatory action plans at community level at locations where pilot projects and productive use will be supported. The analysis will be sensitive in scheduling community level meetings selecting appropriate time and location, give deliberate attention to the participation of diverse groups to listen to their voice and apply appropriate language that fit to the audience level. It will also explore the existing status of the different groups their roles, responsibilities, opportunities, and deprivations and seek participatory solutions in their engagement as consumers and actors at various levels of the mini grid value chain.
2) At every stage of the project implementation the project team will make specific effort to make sure opportunities are created and accessed by women and other vulnerable groups while implementing institutional level capacity building trainings, policy level discussions, access to education and financial opportunities. The project team will also track progresses through routine monitoring and supervision based on a checklist of indicators which are formulated at the inception phase of the project. In addition, the project will communicate the steps for appealing grievance in and subsequent redress mechanisms in case complaints arise from this group. All efforts will be exerted to make

communications between beneficiaries which includes women and other relevant groups with the project to be built in spirit of mutual understanding, positive relationship, and partnership for successful implementation of the intervention.

5. Timetable

The timetable for implementing the Stakeholders Engagement Plan is shown in Table 6 below. The timetable is broken down into six months intervals over the 4 years project duration.

Table 6. SEP implementation timeline.

Activity	1	2	3	4	5	6	7	8
Inception workshop	X							
Communication strategy, SEP update and SEP validation with stakeholders through workshops	X	X						
Grievance mechanism in place, including responsiveness	X	X	X	X	X	X	X	X
Final selection of project sites with decision made on location of mini grid in rural communities		X	X	X	X	X		
Stakeholder engagement through capacity building processes and technical assistance (technical; planning; organizational; business)		X	X	X	X	X	X	X
Supervision of compliance of environmental and social safeguards	X	X	X	X	X	X	X	X
National Steering Committee sessions	X		X		X		X	
Technical Working Group sessions	X	X	X	X	X	X	X	X
Project monitoring with participation of rural stakeholders and government (to be carried out formally during dedicated lessons learned exercises)	X	X	X	X	X	X	X	X
Knowledge management		X	X	X	X	X	X	X

6. Resources and Responsibilities

It is the responsibility of the Project Manager (PM) supported by the Administrative Assistant (AA) to ensure the successful implementation of this Stakeholders Engagement Plan. The PM will organize the Project Team to carry out the specified stakeholders engagement activities and manage the grievances, according to the objectives and principles of the plan, and depending on the type of stakeholder (depending on the importance and influence of stakeholder on the project). As mentioned earlier, with some specific stakeholders such as vulnerable rural households and women, the project will provide technical assistance to training trainers with the required skills and expertise to facilitate stakeholder engagements. The trainers will be chosen from the rural communities.

The SEP budget is outlined in **Table 7**. The SEP budget items are fully integrated in the project design, and, therefore, form essential ingredients for project success.

Table 7. Propose budget for the Stakeholder Engagement Plan

Item	Cost (US$)
Inception workshop	5,000
Project website developed and maintained for stakeholder communications	68,000
Printing and publication of project-generated knowledge products for stakeholder dissemination	47,417
Local workshops and working group sessions (over and above Inception Workshop and workshops for disseminating results of MTR and TE)	87,400
Specific travels, meetings, and field visits due to SEP (covered under the travels of the AA and PM)	15,000
Grievance mechanism implementation (covered under the salary of PM and AA)	50,000
Lessons learned exercises (excluding mid-term review and terminal evaluation)	110,880
Total	**383,697**

The roles and responsibilities of key project stakeholders, as well as their contributions during the Project implementation is summarized in Table 8.

Table 8. Stakeholders' roles and contribution in the project.

Stakeholders	Contribution	Relevant Project Outputs
Federal Ministry of Power (FMP)	The Ministry of Power is responsible for providing policy guidance regarding rural energy access in Nigeria. The policy guidance and accompanying regulations then provide the framework for the operation of REA and REF. Consequently, the Ministry will be interested in all the outputs under several outputs of Components 1 and 2, and particularly in the development of the spatial mapping for the electrification of agricultural values chains, which can be grafted in the existing spatial maps of least cost rural energy access technologies. The mandate of the Ministry will also be leveraged to engage other line ministries such as the Ministry of Finance to support innovative financing solutions for the deployment of solar PV minigrids in agricultural value chains. The Ministry has also developed a monitoring system for off-grid technologies that will serve as foundation for the adoption of an augment QAF.	- Output 1.5: Capacity building provided to public officials (regulator, ministries) specifically to design procurement/tender processes that incorporate cost-reduction levers and innovative business models. - Output 1.6: Scaled up support for upstream equipment manufacturers and suppliers. - Output 2.1: Financial advisory committee established and operational. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 3.6: Renewable Energy and minigrid Development Associations supported and strengthened to promote minigrid development. - Output 3.7: Quality Assurance Framework augmented for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission

		reductions.
Rural Electrification Agency (REA)	The REA is the agency of the Federal Government of Nigeria with the mandate of electrifying rural and unserved communities. The mission of the REA is to provide access to reliable electric power supply for rural dwellers irrespective of where they live and what they do, in a way that would allow for reasonable return on investment through appropriate tariff that is economically responsive and supportive of the average rural customer. The REA will serve as the Implementing Partner for the project, and it will therefore implement all project activities and outputs under full NIM. The Project Management Unit will be domiciled in the REA and will be responsible for the day-to-day running of Project. Most of the communication activities and engagement with stakeholders will be coordinated by the REA. The REA is also the implementing the Energizing Agriculture Programme (EAP) together with FMARD.	All project outputs
Federal Ministry of Environment (FME)	The Nigeria Federal Ministry of Environment (FME) was established to ensure that the country's environment is protected, natural resources are conserved, and development is sustainable. The FME is the GEF focal agency for Nigeria, hosting the GEF Political Focal Point (Minister of Environment) and the Operational Focal Point (OFP). The representative of FME in the Project Steering Committee (PSC) will serve as the Chairperson of the PSC. Furthermore, the FME will be responsible for monitoring the project activities and provide the necessary guidance to ensure that the project is implemented in accordance with the Project Document. The FME will also play vital role in communicating the achievements of the project to stakeholders through policy briefing and press releases.	- Output 1.1: Pilots developed, including on productive use/innovative appliances and modular hardware/system design, leading to cost-reduction in mini-grids and sufficient growing demand for minigrid systems. - Output 3.4: Lessons learned captured and disseminated at the national level. - Output 3.7: Quality Assurance Framework augmented for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission reductions.
Federal Ministry of Agriculture and Rural Development (FMARD)	FMARD is mandated to organize and manage the agriculture sector and facilitate agribusiness for increased food security and employment along commodity value chains and agro-industrial development to earn foreign exchange and contribute to socio-economic development of the country. Agricultural development is central to government programme since it is one of the largest economic sectors in Nigeria, as well as the one generating the most jobs. FMARD is a central player in the Energizing Agriculture Programme (EAP) that is implemented in conjunction with the REA.	- Output 1.1: Pilots developed, including on productive use/innovative appliances and modular hardware/system design, leading to cost-reduction in mini-grids and sufficient growing demand for minigrid systems. - Output 1.6: Scaled up support for upstream equipment manufacturers and suppliers. - Output 2.1: Financial advisory committee established and operational. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 2.3: General market intelligence study on minigrids prepared and disseminated amongst public officials and finance community. - Output 3.4: Lessons learned captured and disseminated at the national level.

		- Output 3.5: Replication plan (including investment plan) for scaling up rural energy access developed. - Output 3.7: Quality Assurance Framework augmented and independent verification process in place for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission reductions.
Ministry of Finance, Budget and National Planning (MFBNP) and financial regulator (Central Bank of Nigeria)	The MFBNP and the CBN will be involved in developing financial schemes and mechanisms for supporting the electrification of agricultural value chains (and other productive energy uses) using renewable electricity generated by solar PV minigrids. The Ministry will also be involved in designing and implementing fiscal and economic incentives for equipment used within the energy-agriculture nexus. It is also expected that having the collaboration of the Ministry and the regulator will make it easier to advocate for policy and financial derisking instruments that will be informed by the project's derisking studies. The Ministry and the regulator will also be involved in the process of informing and training financial institutions on alternative financing schemes to promote private investments in the energy-agriculture nexus.	- Output 1.6: Scaled up support for upstream equipment manufacturers and suppliers. - Output 2.1: Financial advisory committee established and operational. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 2.5: Capacity building provide to minigrid developers and investors on measuring and reporting on impact indicators, building credibility in impact investment as an asset class. - Output 3.5: Replication plan (including investment plan) for scaling up rural energy access developed. - Output 3.7: Quality Assurance Framework augmented and independent verification process in place for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission reductions.
State Governments	The state government is responsible for developing policies, strategies and action plans in line with national policies for the development of the state. In effect, the Provincial Government carries out actions that promote the economic, social and cultural well-being of the population residing in its jurisdiction. The state governments can help to further reduce the price of electricity by supporting individual projects in their states with grants either in-kind or in-cash to developers. They can also facilitate entry into communities via the local government. Furthermore, developers can rely on the support of state governments to get importation tariff waver for major components of the MG system if they are imported as diplomatic goods.	- Output 1.1: Pilots developed, including on productive use/innovative appliances and modular hardware/system design, leading to cost-reduction in mini-grids and sufficient growing demand for minigrid systems. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 2.3: General market intelligence study on minigrids prepared and disseminated amongst public officials and finance community. - Output 3.4: Lessons learned captured and disseminated at the national level.
Local Communities / civil society organizations / non-governmental organizations	These are the direct beneficiaries of the Project. The local communities will host the mini grid system and utilized resources for socio-economic development, as well as enhance the primary health care system. The operations of other public infrastructure such schools, banks, hotels will be enhanced. Consequently, their needs, interests and perceptions about the technology value chain, as well as the off-grid solar technologies	- Output 1.1: Pilots developed, including on productive use/innovative appliances and modular hardware/system design, leading to cost-reduction in mini-grids and sufficient growing demand for minigrid systems. - Output 2.3: General market intelligence study on minigrids prepared and

	that will be promoted. These are crucial for project success.	disseminated amongst public officials and finance community. - Output 3.4: Lessons learned captured and disseminated at the national level.
Private Sector (mini grid developers and actors in agricultural value chains)	The minigrid developers will provide the technical design and financial modeling for the minigrid system. They will also be responsible for the engineering, procurement and commissioning of the power systems. Furthermore, they will have direct contact with local communities, and ensure the smooth operation of the minigrid. The developers will design the method of cost recovery which could be either by direct bank transfer or use of mobile money. In the absence of GSM network, payment could be done manually.	- Output 1.1: Pilots developed, including on productive use/innovative appliances and modular hardware/system design, leading to cost-reduction in mini-grids and sufficient growing demand for minigrid systems. - Output 1.6: Scaled up support for upstream equipment manufacturers and suppliers. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 2.3: General market intelligence study on minigrids prepared and disseminated amongst public officials and finance community. - Output 2.4: Feasibility study support provided to minigrid developers, creating a pipeline of investible assets. - Output 2.5: Capacity building provide to minigrid developers and investors on measuring and reporting on impact indicators, building credibility in impact investment as an asset. - Output 3.4: Lessons learned captured and disseminated at the national level. - Output 3.5: Replication plan (including investment plan) for scaling up rural energy access developed. - Output 3.6: Renewable Energy and minigrid Development Associations supported and strengthened to promote minigrid development. - Output 3.7: Quality Assurance Framework augmented and independent verification process in place for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission reductions.
Financial Institutions	Financial institutions will serve as providers of lower cost debt/equity during the project implementation. They could also assist the MG developer to design payment recovery method that will be suitable for the location or region where the MG is located. Since innovative minigrid business models centered on cost reduction levers are not well known to local financial institutions, this group of stakeholders will be direct beneficiaries of the capacity building activities of the project. Financial institutions are also key to the long-	- Output 2.1: Financial advisory committee established and operational. - Output 2.2: Innovative financing solutions for minigrid development are identified and implemented through the REF. - Output 2.5: Capacity building provide to minigrid developers and investors on measuring and reporting on impact indicators, building credibility in impact

	term commercial sustainability of solar PV minigrids in Nigeria.	investment as an asset class. - Output 3.4: Lessons learned captured and disseminated at the national level. - Output 3.5: Replication plan (including investment plan) for scaling up rural energy access developed. - Output 3.7: Quality Assurance Framework augmented and independent verification process in place for measuring, reporting and verification of the sustainable develop impacts of MGs, including GHG emission reductions.
Media	Several media outlets were engaged at the early stage of project design and conceptualization (Annex 19). There are trained newspaper reports in matters related to climate change and renewable energy, with whom the project will work closely to (i) increase its visibility; and (ii) communicate on its strategic outputs and results to a broad range of stakeholders. In this respect, the media can be seen as a cross-cutting type of stakeholder, therefore, potentially involved in communicating on all aspects of the project. This will happen primarily through Output 3.4.	- Output 3.4: Lessons learned captured and disseminated at the national level.

7. Grievance Redress Mechanism

In the absence of a National Grievance Redress Mechanism (GRM), a project-level GRM will be instituted. A two-tier grievance mechanism will be used to address the grievances and complaints of Project stakeholders. The first level redress mechanism will be at the level of the Project Management Unit (PMU), while the second one will be at the level of the Project Board (PB) and UNDP CO, depending on the level of grievance complexity. Even for the less complex issues that can be addressed by the PMU, the PB will be apprised of such grievances and how these were redressed. In line with UNDP standard procedures, the Project will set up and manage a grievance redress mechanism (GRM) as recommended by UNDP (2017)[1] that would address project affected persons' (PAP) grievances, complaints, and suggestions. The GRM will be managed and regularly monitored by the Project Manager (PM). It will comply with the following requirements:

Receive and register grievance: The GRM will have multiple uptake locations and channels from grassroots level up to the state and national level. A simplified system of providing information about the grievance redress system and also actual management of grievances will be developed under the project. Stakeholder grievances or complaints will initially be directed to the technical coordination level closest to the impact perceived or received. At the state government level, including field operations, complaints should be directed by any stakeholder representative of the Project Manager (PM), who will have the responsibility to coordinating all project activities and stakeholders in project sites. Similarly, at the national level, all grievances should be directed to the Project Manager (PM).

[1] UNDP (2017). Stakeholder Engagement: Supplemental Guidance – Grievance Redress Mechanisms.

Grievances will reach the assigned official via mail, email, special page of the project website, and phone. Furthermore, the PM will proactively reach out to project stakeholders during ongoing interactions to detect any grievances. These channels will be locally appropriate, widely accessible and publicized in written and verbal forms on all project communication materials, and in public locations in the project areas. Since the project will be dealing with local community members, they will be facilitated to communicate their problems through their collective platforms, and in particular through the women-led groups and Chiefs of villages.

All grievances received will be registered by the Project Management Unit (PMU). Complaints will be assigned a unique tracking number upon its submission. The PMU, under the supervision of the PM, will maintain an updated database with full information on all submitted complaints, responses taken including respective solutions. Updated data are essential to assess trends and patterns of complaints across the project sites and for monitoring and evaluation purposes. A 'Sample Grievance and Resolution Form' is given at the end of this annex for the purposes of recording any complaints and their resolution, including the identification of persons involved in the GRM process.

Acknowledge, Assess and Assign: Once registered, the PM will formally acknowledge receipt of the grievance to the stakeholder making the complaint within 3-5 days of receiving it. The standard reply will be by email or letter and supplemented by a phone call to the village Chief in cases when the complaint arises from the local community. The latter is important because of the low-level of literacy among direct project beneficiaries in rural communities. This step is necessary to ensure that the stakeholder making the complaint and the project staff are aligned on the nature of the grievance, the context in which it arose and also to acknowledge any recurring features of the grievance.

The project team will also develop operational guidelines in order to establish the eligibility for the GRM. The criteria outlined in UNDP (2017) will be used. Attention will be paid to the threshold of eligibility so as to avoid locking out stakeholder grievances. The responsibility for redressing any complaint will rest with the PM. The PM may consider delegating the task of redressing less complex grievances to other members of the PMU.

Developing a response: The PM will first decide whether the grievance will meet the eligibility criteria for the GRM. If yes, a decision should be made on whether direct action is warranted or whether further investigation will be required. According to the Risk Register (Annex 7 in the ProDoc), the grievances that are expected from the project should not be complex, and hence warranting direct action. Nevertheless, a clear system of complaint resolution procedures will be developed to ensure timely resolution of grievances of the stakeholders. The grievances of the stakeholders will be of different types therefore the grievance will be two-tiered:

- Project implementation related problems that are not complex (PM, PMU);
- Grievances of a more complex nature that require policy decisions (Project Board, also called Project Steering Committee) or even the direct involvement of the UNDP CO.

The PM will bring complex situations and conflicts to the attention of the Project Board and UNDP CO. Complaints that are beyond the project scope will be conveyed by PMU to relevant local or regional authorities in the project areas.

Implementation of response: A system of giving feedback will be developed to give response to all registered grievances within 14-21 days. Where agreement is reached (which is expected to be the case in this project), project staff will implement the response, and complete closure if

the complaint is successfully resolved. Once some decisions/actions are taken on the complaint, the complainant will be informed about the same. If complainants are not satisfied with the proposed response to their grievance, they will be able to appeal such decisions to the Project Board (also called Project Steering Committee) and UNDP CO via mail, e-mail or the Project website.

Monitoring and evaluation: A repository of all the grievances received from the different stakeholders will be maintained by the PMU for monitoring and evaluation purposes and also for learning. All grievances and their solutions will be shared through the project website so that lessons coming out of the project are used nationally and internationally. This aspect will be facilitated through Outcome 3 relating to lessons learned and knowledge sharing. Further, this information will be used to assess trends and patterns of grievances across current and future projects, and for monitoring and evaluation purposes. The performance of the GRM will be regularly monitored. All information about the grievances and their resolution will be recorded and monitored. This data will be used to conduct in-depth analyses of complaint trends and patterns, identify potential weaknesses in the project implementation, and consider improvements. Environmental and social grievances will be reported to the GEF in the annual PIR. The full SESP screening report is included in Annex 6 in the ProDoc.

Another mechanism that can be used in the project framework is the Social and Environmental Compliance Unit (SECU) and the Stakeholder Response Mechanism (SRM). The SECU investigates alleged non-compliance with UNDP's Social and Environmental Standards and Screening Procedures from project-affected stakeholders and recommends measures to address findings of non-compliance.

The SRM helps project-affected stakeholders, UNDP's partners (governments, NGOs, businesses) and others jointly address grievances or disputes related to the social and/or environmental impacts of UNDP-supported projects. Affected people have a choice: They can ask SECU to pursue a compliance review examining UNDP's compliance with UNDP social and environmental commitments, they can attempt to resolve complaints and disputes through the Stakeholder Response Mechanism or they can ask both for compliance review and for an effort to resolve their concerns.

8. Monitoring and Reporting

The Project Manager will be responsible for the periodic monitoring and reporting of the project and the stakeholders' engagement activities will be integrated into this process. The progress in the implementation of this SEP will be part of the M&E report. This Reporting will be done annually and will involve other project stakeholders such as the Operational Focal Point, the UNDP CO representative, the Executing Agency and the RTA. The PM will be responsible for initiating and preparing the PIR which will be submitted to the GEF.

Sample Grievance and Resolution Form

Name (Filer of Complaint): _____
ID Number: _____ (PAPs ID number)
Contact Information: _____District/Community mobile phone)

Nature of Grievance or Complaint:
_____

Date Individuals Contacted Summary of Discussion
_____ _____ _____

Signature_____ Date: _____

Signed (Filer of Complaint): _____
Name of Person Filing Complaint: _____ (if different from Filer)
Position or Relationship to Filer: _____

Review/Resolution
Date of Conciliation Session: _____
Was Filer Present? Yes No
Was field verification of complaint conducted? Yes No
Findings of field investigation:
_____

Summary of Conciliation Session Discussion:
_____
_____

Issues:
_____
Was agreement reached on the issues? Yes No
If agreement was reached, detail the agreement below:
If agreement was not reached, specify the points of disagreement below:

Signed (Conciliator): _____ Signed (Filer): _____

Signed: _____
Independent Observer

Date: _____