**RMI Multisectoral Early Childhood Development Project**

**Phase I (ECD-I) and Phase II (ECD-II)**

**Stakeholder Engagement Information Sheet**

**Purpose**

This form is intended to ensure an accurate record of all stakeholder engagement and consultation events held during the implementation of the Multisectoral Early Childhood Development Project Phase I (ECD-I) and Phase II (ECD-II). It is intended to provide summary level information with emphasis on identifying any environmental or social risks or negative impacts related to the Project as well as follow-up actions required. This Information Sheet is part of the monitoring and reporting system for implementation of the ECD Stakeholder Engagement Plan (SEP). See: <https://www.ciudidasafeguards.com/ecd-stakeholder-record-form>

**Instructions**

This form should be completed by the CIU Staff, ECD PIU Staff or ECD Consultants responsible for conducting the consultation and a copy provided (electronic or hard copy) to ECD Project Manager within 5 working days following the event. The Project Manager will then: i) ensure follow-up actions are carried in a timely manner, ii) file the Information Sheet in the Project Stakeholder Engagement Registry housed at the PIU, and iii) forward a copy to the CIU Safeguards Team.

CIU Safeguards personnel will compile contained information into a separate report as input to ECD 6-monthly reporting.

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| 1. **Stakeholder Group Consulted:**
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| 1. **Purpose of Consultation:**
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| 1. **Date and Time of Consultation:**
 |
| 1. **Location of Consultation:**
 |
| 1. **Total Number of Participants Present: # of Men # of Women**

 *Please attach attendance sheet and photos of consultation session* |
| 1. **Were all expected groups of stakeholders present at this consultation, includng vulnerable and marginalized groups of people ? Yes No**

*If no, which groups of people were not adequately represented?* |
| 1. **Consultation Approach and Methods**
 |
| 1. **Name of Organization and Persons Facilitating Consultation**
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| 1. **Names of Project and Government staff present at Consultation**
 |
| 1. **Were project information materials provided at consultation? Yes No**

 *If yes, please attach copy of PPT or written material* |
| 1. Was the consultation session recorded? **Yes No**

 *If yes, where is the recording stored?* |
| 1. **Main topics covered at consultation:**
 |
| 1. **Where participants provided with information about the project Grievance Redress Mechanism, including contact information? Yes No**

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| 1. **Were any specific complaints or concerns raised at the consultation about any aspect of the project? Yes No**

 *If yes, please process this issue using the Project GRM.* |
| 1. **Is a separate report on this consultation being prepared? Yes No**

 *If yes, when is separate report being prepared and by whom?* |
| 1. **Summary of stakeholder feedback:** *Please attach additional pages as needed*
 |
| *Include feedback on i) perceived benefits of project activity; ii) potential negative or harmful impacts on people (including vulnerable and marginalized groups), the environment, the culture or the economy, and iii) suggestions to address negative impacts and/or enhance benefits* |
| 1. **Follow-up Action Required**

*Specify when each follow-up will be undertaken and by who* |
| **Name of Person who completed this from:****Position:****Date:** |

**ECD Stakeholder Consultation: Attendance Sheet**

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| --- | --- | --- | --- |
| **Name** | **Male (M)****Female (F)** | **Organization****and Position** | **Contact Information****(phone and email)** |
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