**Gold Standard for the Global Goals**

**Stakeholder Consultation Report**



**Version 1.1 – July 2020**

**KEY PROJECT INFORMATION**

|  |  |
| --- | --- |
| GS ID of Project |  |
| Title of Project |  |
| Version number of the SCR |  |
| Time of First Submission Date  (the PDD and SCR must be submitted for Preliminary Review within 3 months of the consultation date) |  |
| Start Date of the Project |  |
| Project Cycle: | Regular  Retroactive (1st Round of Stakeholder Consultation conducted after the Project Start Date) |

* 1. INFORMATION MADE AVAILABLE TO STAKEHOLDERS
     1. **A non–technical summary of the project**
     2. **Contact details to get further technical detail and project information**
     3. **Summary of economic, social and environmental impacts of the Project**
     4. **Other relevant information to help stakeholders understand the project**
  2. INVITATIONS MADE TO STAKEHOLDERS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category Code** | **Stakeholder Type/Organisation (if relevant)** | **Name of invitee** | **Male/Female** | **Method of invitation** | **Date of invitation**  **(>30 days before Meeting)** |
| A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |
| E |  |  |  |  |  |
| F | Gold Standard representative | [help@goldstandard.org](mailto:help@goldstandard.org) | N/A | Email |  |
| G |  |  |  |  |  |

* + - 1. Appropriateness of methods
      2. Gender Sensitivity
      3. Evidence proving invites took place as stated
      4. Sample content of invites (for each Method above)



* + - 1. Description of other Means and methods to provide feedback for those who are not able to join the consultation meeting



* 1. REPORT OF THE CONSULTATION PROCESS
     1. **Date of Meeting**



* + - 1. List of participants

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date and time: | |  | | | Location: |  | | |
| Category Code | Name of participant, job/ position in the community | | Male/ Female | Contact details | | | Organisation (if relevant) |  |
|  |  | |  |  | | |  |  |
|  |  | |  |  | | |  |  |
|  |  | |  |  | | |  |  |

* + - 1. Pictures from physical meeting(s) (best practice)
    1. **Minutes of physical meeting(s)**
       1. Minutes of other consultations
    2. **Assessment of comments from all consultations above**

|  |  |  |
| --- | --- | --- |
| **Stakeholder comment** | **Was comment taken into account (Yes/ No)?** | **Explanation (Why? How?)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* + - 1. Evaluation forms (best practice)

|  |  |
| --- | --- |
| Name |  |
| Gender – Male/Female: |  |
| What is your impression of the meeting? |  |
| What do you like about the project? |  |
| What do you not like about the project? |  |
| Signature |  |







* + 1. **Summary of alterations based on comments**















* 1. CONTINUOUS INPUT / GRIEVANCE MECHANISM

|  |  |  |
| --- | --- | --- |
|  | **Method Chosen (include all known details e.g. location of book, phone, number, identity of mediator)** | **Justification of Choice (best practice)** |
| Continuous Input / Grievance Expression Process Book (mandatory) |  |  |
| Telephone access (optional) |  |  |
| Internet/email access (optional) |  |  |
| Nominated Independent Mediator (optional) |  |  |
| Other |  |  |

* 1. STAKEHOLDER FEEDBACK ROUND

Please check this box if the project is retroactive and has done only 1 consultation with a physical meeting intergrated into the SFR.

* + 1. **Length of the Feedback Round**

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder Feedback Round | | Planned | Actual |
| Start Date |  |  |  |
| End Date |  |  |  |

* + 1. **Summarise how all stakeholders were invited to provide feedback**
    2. **Summarise Feedback received, including if any changes in project design were made**

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date | Remarks |
| 1.1 | xx | Inclusion of Key Project Information  Restructure, new headings and reorder to better match the steps a developer will follow in consultations.  Removal of some non-mandatory template tables (Blind Sustainable Development Assessment). Clarification of best practice steps that are non mandatory processes, clarification of mandatory discussion points. Clarification regarding publishing names and that original evaluation forms (optional) and attendance lists (mandatory) should be separate documents.  Improved clarity on Stakeholder Feedback round section and procedures for retroactive projects  Guidance included in Annex. |
| 1.0 | 14th August 2017 | Original |