

**TEMPLATE**

# STAKEHOLDER CONSULTATION REPORT

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PUBLICATION DATE **05.05.2022**

VERSION **v. 2.0**

RELATED SUPPORT

**TEMPLATE GUIDE Stakeholder Consultation Report v.2.0**

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This is a report template to be used for filling the information pertaining to Local Stakeholder Consultation and Stakeholder Feedback Round conducted in line with the [Stakeholder Consultation and Engagement Requirements](#).

This document contains the following Sections

[Key Project Information](#)

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[SECTION A - Information made available to Stakeholders](#)

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[SECTION D - Continuous input / Grievance mechanism](#)

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## KEY PROJECT INFORMATION

|                                      |   |
|--------------------------------------|---|
| <b>GS ID of Project</b>              | GS12389   |
| <b>Title of Project</b>              | GS12118 GS12138 VPA-2 Improve the Environment, Use Clean Cookstoves                 |
| <b>Version number of this Report</b> | 2.0   |
| <b>Completion date of version</b>    | 12/05/2025  |
| <b>Time of First Submission Date</b> | To be inserted.   |
| <b>Start Date of the Project</b>     | 10/04/2025  |
| <b>Date of Meeting (s)</b>           | 1 <sup>st</sup> meeting: 01/02/2023<br>2 <sup>nd</sup> meeting: 05/02/2025          |
| <b>Project Cycle:</b>                | <input checked="" type="checkbox"/> Regular<br><input type="checkbox"/> Retroactive |

## GROUPED CONSULTATION INFORMATION

|   |   |
|---|---|
| <b>GS ID of Real Case VPA</b>                         | GS 12138  |
| <b>Title of Real Case VPA</b>                         | GS12118 VPA-1 Protect the Environment, Use Clean Cookstoves |
| <b>Geographical Boundary of Grouped Consultation</b>  | Dodoma Region   |
| <b>Technology covered by the Grouped Consultation</b> | Distribution of improved cookstoves                         |
| <b>Validity Period</b>                                | 05/02/2027  |
| <b>Anticipated number of VPAs</b>                     | 5   |

## SECTION A. INFORMATION MADE AVAILABLE TO STAKEHOLDERS

### A.1. Preliminary agenda for the meeting

>>

OffgridSun is developing Programme of Activities: "Green Tanzania Cookstove Programme" under the Gold Standard and seeks to obtain Verified Emissions Reductions (VER). The project activities will distribute improved cookstoves in rural Tanzania. The stakeholder consultation for the project activities is done both at PoA and real case VPA level on 20/01/2023.

First stakeholder consultation meeting for Dodoma region was done on 01/02/2023. However, the start of the project is postponed to early 2025 and number of stoves was increased from 10,000 to 23,000. The geographical coverage is also extended from 5 wards to 8 wards in Chamwino district. The cookstove technology type has also been changed to Jiko Makini to Jiko Rafiki that has a similar design with a better efficiency. The cookstoves were planned to be sold at an affordable price in the first design and this has been changed to free distribution.

As per paragraph 5.7.3 (b) of GS PoA Requirements; the regular VPAs shall be submitted for inclusion within two years of the grouped physical meeting. Therefore, a second stakeholder meeting was held on 05 February 2025 in order to comply with stakeholder consultation requirements and to present recent design changes to the project activity. This meeting served as a refresher session, as the project proponents and the overall objectives of the project had already been introduced to the community during the initial round of stakeholder meetings. The focus of this second meeting was to ensure continued transparency, gather community feedback on the proposed modifications, and reaffirm the project's alignment with local priorities and expectations.

The agenda of the **first meeting** was established as follows:

| Time         | Agenda   |
|--------------|--|
| 09:30-10:00  | Welcoming and registration of the participants   |
| 10:00- 10:30 | Opening of the meeting: <ul style="list-style-type: none"> <li>Objective of the meeting</li> </ul> |

|              |  |
|--------------|--|
|              | <ul style="list-style-type: none"> <li>• Introduction of stakeholders</li> <li>• About Off-grid Sun and local partners</li> </ul>  |
| 10:30- 11:00 | <p>Presentation of Project Design</p> <ul style="list-style-type: none"> <li>• Objectives of the project and location</li> <li>• Implementation plan</li> <li>• Description of technology and demonstration</li> <li>• Benefits and safeguards of efficient cookstoves</li> </ul>  |
| 11:00 -11:20 | Questions and Answers  |
| 11:20- 11:50 | Coffee Break   |
| 12:50- 13:20 | <p>Presentation of carbon projects and carbon credits</p> <ul style="list-style-type: none"> <li>• Role of Gold Standard</li> <li>• About carbon projects and transfer of carbon rights</li> </ul>   |
| 13:20-14:20  | <p>Sustainable Development Goals &amp; Safeguarding Principles</p> <ul style="list-style-type: none"> <li>• Discussion of sustainable development outcomes</li> <li>• Safeguarding principles assessment and discussion of mitigation plan</li> <li>• Discussion of monitoring SDGs</li> <li>• Continuous input/grievance mechanism</li> </ul> |
| 14:20- 15:50 | Questions and Answers  |
| 15:50- 16:30 | <ul style="list-style-type: none"> <li>• Next steps</li> <li>• Stakeholder comments</li> <li>• Evaluation of the meeting</li> </ul> <p>(Evaluation forms to be filled by attendees)</p>  |
| 16:30- 17:40 | <p>Closing remarks</p> <ul style="list-style-type: none"> <li>• Follow up actions</li> <li>• Information on stakeholder feedback round</li> </ul>  |
| 17:40        | Lunch  |

The **second meeting** agenda is as follows:

| Time          | Agenda  |
|---------------|---|
| 08:30- 08:50  | Arrival and registration  |
| 08:50- 09:00  | Arrival of guest of honor   |
| 09:00 - 09:30 | Introduction and session objectives   |
| 09:30- 09:45  | Presentation of the "Green Tanzania Cookstove Programme" Project  |
| 09:45 – 10:15 | Tea session   |
| 10:15 10:30   | Presentation on ACC, CAST and the "Improve the Environment, Use Improved Cookstove" Project   |
| 10:30 11:00   | Discussion  |
| 11:00 – 11:30 | Speeches from <ul style="list-style-type: none"> <li>• REA</li> <li>• Office of the Vice President</li> <li>• Director of TAMISEMI</li> </ul> |
| 11:30 – 12:00 | Speech from guest of honor (RAS Dodoma)   |
| 12:00 – 12:15 | Closing remarks   |
| 12:15- 13:00  | Lunch   |

## A.2. A non-technical summary of the project

>>

A short non-technical summary of the project activity was made available to the stakeholders along with the invitation prior to the consultation meeting in Swahili:

Action for Community Care (ACC) and CAST NGO in collaboration with OffgridSun Srl is organizing an Environmental Improvement project related to environmentally safe cooking energy in Chamwino district. The project aims to raise the standard of living of the residents of the project area and protect the environment by enabling citizens to get safe and efficient stoves that use little wood or charcoal in rural areas.

The project is expected to be implemented in 8 Wards of Chamwino district namely *Mlowa Barabarani, Makang'wa, Mvumi Mission, Iringa Mvumi, Mlowa Bwawani, Fufu, Manzase and Idifu*<sup>1</sup>. All the villages within those wards will be reached. About 23,000 households will benefit from this project. We rely on the project to bring positive results to the environment and people's health by reducing the use of wood and charcoal energy and the production of charcoal air (Carbon credit). Also, the use of efficient and standardized stoves will reduce deforestation. The project will be implemented in compliance with international standards for reducing carbon emissions. During the implementation period, there will be an exercise to verify the carbon dioxide that will be diverted in daily use.

Detailed information regarding the technology, contribution to SDGs and carbon rights have been provided with a presentation in Swahili. Some of the selected slides are shared below:

Translated to English

## Technology of the project- JIKO RAFIKI

Features of the stove to be used in the project

- ❖ It works with wood or charcoal
- ❖ It cooks a lot of food in a short time
- ❖ It uses a small amount of charcoal or wood
- ❖ Inside the stove there is clay that can withstand temperatures up to 1,200°C
- ❖ Wood dust has been used to create a barrier to heat loss
- ❖ The stove's energy efficiency is more than 40%
- ❖ The stove's lifespan is more than 5 years
- ❖ The stove will help reduce between 50%-70% of the use of wood or charcoal

<sup>1</sup> Number of target wards were 5 in the first meeting and the number of cookstoves planned to be distributed were 10,000. This has been extended to 8 wards and 23,000 cookstoves. This information shared with the stakeholders during the second meeting.



## Positive Results of the Project

1. To improve health : Project you will improve situation of health and environment of to live especially for women , children and girls who use time a lot kitchen and collect wood . By going through consumption of Kitchen Pay attention smoke time of to cook will decrease along with time of collect wood or cost of to buy wood .
2. Decrease for destruction of forests resulting from cutting for trees for for of energy of cooking . Amount of wood or charcoal what is needed to cook food through Kitchen Pay attention it is a little than three livers or stoves of charcoal of usually , kwahihio to use Kitchen Pay attention it will help reduce cutting of trees and care forests .
3. Decline production of air of carbon (Co2) for to use Kitchen Pay attention harmless \_ \_ for environment and health . Reduce consumption of firewood and charcoal with quality \_ of Kitchen Pay attention it will help reduce production of air stay caused by fire .
4. Reduce consumption of money from purchases \_ of wood or charcoal .

## Funding of projects of carbon emissions reduction

### ■ Project will :

- *Reduce consumption rate of wood or charcoal for cooking*
- *Reduce indoor air pollution and required time of to cook*
- *Generate carbon credits equal to the amount of reduction.*



### ■ Carbon income will be used to :

- *To implement project and management of project activities*
- *Expand the project to reach them people many more*
- *To make sure to be stoves are distributed for cost possible for society*
- *Contribute development of society of villages destination where the project you are done*

## Funding of projects of carbon emission reduction







- Project will allow every household get one cookstove only to keep the cost low and reach many households as possible .
- Agreement will be signed between and project and household to transfer the carbon rights associated with the use of cookstove. In return, the carbon finance will be used to get more stoves
- The household will own the stove and keep it for the inspection.

## SDGs



- *Reduce carbon emissions\_ Project you will enable the household to get stoves standardized and standardized that use wood a little This will reduce consumption of wood for for of cooking .*
- *Reduce destruction of forests ; Traditional cooking ( three stone) uses a lot of wood . Project you will have results positive for forests for reduce harvesting rate of trees for for of energy of cooking .*



|  |   |
|--|---|
|  | <p style="text-align: center;"><b>SDGs</b></p>  <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <p><b>Improved for health ;</b><br/>Cooking for stoves standardized and standardized will reduce pollution of air of inside and outside , and reduce burning accidents</p> </div> <div style="display: flex; align-items: center;">  <p><b>Empowerment of Women ;</b><br/><i>The time of to search wood will reduce . Women they will have time of relax and do business activities to add income.</i></p> </div> </div> |
|  | <p style="text-align: center;"><b>SDGs</b></p>  <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <p><b>No poverty : A household will save money from reduced wood consumption that will be used for other needs like food , clothing , housing and education .</b></p> </div> <div style="display: flex; align-items: center;">  <p><b>Jobs created for Company that makes stoves here in Tanzania</b></p> </div> </div>   |

### A.3. Contact details to get further technical detail and project information

>>

For further technical details and project information the following methods has been provided the stakeholders:

|   |  |
|---|--|
| <p><b>Valentina Quaranta</b><br/>Project Manager-OffgridSun<br/><a href="mailto:projects@offgridsun.com">projects@offgridsun.com</a><br/>OffgridSun</p> | <p><b>Pendo Maiseli</b><br/>Director-Action for Community Care<br/><a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a><br/>ACC<br/>Tel. +255 682701460<br/>Or +255 784 889886</p> |
|---|--|

**A.4. Summary of economic, social and environmental impacts of the Project**  
>>

The economic, social and environmental impacts of the project is summarized above in non-technical summary.

**A.5. Other relevant information to help stakeholders understand the project**  
>>

During the stakeholders consultation meeting a presentation has been made to the attendees by the project owners and consults to provide a more in depth information on the project activity as well as on climate change, its impact and carbon credits.

## SECTION B. INVITATIONS MADE TO STAKEHOLDERS

### B.1. Invitation tracking table

| Category Code | Stakeholder Type/Organisation (if relevant)             | Name of invitee       | Male/Female | Method of invitation | Date of invitation (>30 days before Meeting) |
|---------------|---|-----------------------|-------------|----------------------|--|
| C             | Regional Community Development Officer, Dodoma          | Hilda Lauwo           | F           | Official Letter      | 24/01/2023<br>28/01/2025                     |
| C             | Regional Environmental Officer, Dodoma                  | Isaac Mlay            | M           | Official Letter      | 24/01/2023<br>28/01/2025                     |
| C             | District Community Development Officer, Chamwino        | Harold Mabwe          | M           | Official Letter      | 24/01/2023<br>29/01/2025                     |
| C             | District Environmental Officer, Chamwino                | Zena Ibrahim          | F           | Official Letter      | 24/01/2023<br>29/01/2025                     |
| C             | Ward Executive Officers (WEO), for Ward: Mlowe Barabani | Winibester Shinatu /A | F           | Official Letter      | 24/01/2023<br>29/01/2025                     |
| C             | Ward Executive Officers (WEO), for Ward: Makangwa       | Judith Adolph         | F           | Official Letter      | 24/01/2023<br>29/01/2025                     |
| C             | Ward Executive Officers (WEO), for Ward: Mvumi Mission  | Winfrida Lupindu      | F           | Official Letter      | 24/01/2023<br>29/01/2025                     |
| C             | Ward Executive Officers (WEO), for                      | Deodatus Lwize        | M           | Official Letter      | 24/01/2023<br>29/01/2025                     |

|   |  |                      |     |                 |                          |
|---|--|----------------------|-----|-----------------|--------------------------|
|   | Ward: Iringa<br>Mvumi                                    |                      |     |                 |                          |
| C | Ward Executive<br>Officers (WEO), for<br>Ward: Idifu     | Victor<br>Hawle      | M   | Official Letter | 24/01/2023<br>29/01/2025 |
| A | Village Executive<br>Officers                            | N/A                  | N/A | Official Letter | 24/01/2023<br>29/01/2025 |
| A | Representatives of<br>women group for<br>each Ward       | N/A                  | N/A | Official Letter | 24/01/2023               |
| A | Representatives of<br>religious leaders for<br>each Ward | N/A                  | N/A | Official Letter | 24/01/2023               |
| A | Representatives of<br>businesses for each<br>Ward        | N/A                  | N/A | Official Letter | 24/01/2023               |
| A | Representative<br>from the ministry-<br>TAMISEMI         | N/A                  | N/A | Official Letter | 24/01/2023               |
| C | Office of Vice<br>President, Dodoma                      | Secretary<br>General | N/A | Official Letter | 03/02/2025               |
| C | Rural Energy<br>Agency                                   | Director<br>General  | N/A | Official Letter | 03/02/2025               |

### B.1.1. Appropriateness of methods

>>

Category A: The project targets to the communities in Dodoma Region, Tanzania. The local representatives are invited by official letters in Swahili on 24/01/2023 for the first meeting. The second meeting invitation was sent on 29/01/2025.

Category B: There are no stakeholders whose land-tenure rights will be affected by the implementation of the project.

Category C: Local policy makers and representative of local authorities related with the project (Category C) invited by official letters in Swahili.

Designated National Authority (Category D), international and local Nongovernmental Organizations (Category E) were all accessed by email for the announcement of PoA that covers Tanzania as a country and the first VPA on 16/12/2022.

Gold Standard representative (Category F) and the Gold Standard NGO supporters (Category G) are not invited and will be included during the stakeholder feedback round.

#### **B.1.1. Gender Sensitivity**







>>

Representatives of women from the target communities have been invited to the meeting.

#### **B.1.2. Evidence proving invites took place as stated**

>>

Official invitation letter in Swahili sent to Executive Director for Chamwino District and Executive Secretary for Dodoma Region on 24/01/2023:

|   |  |
|---|--|
| <div data-bbox="300 190 647 235">   </div> <div data-bbox="188 237 424 271"> <p>MKURUGENZI MTENDAJI<br/>HALMASHAURI YA WILAYA YA CHAMWINO</p> </div> <div data-bbox="188 286 360 320"> <p>KUMB. NA: 20230113/058/PM<br/>24.01.2023</p> </div> <div data-bbox="201 331 756 380"> <p><b>YAH: MWALIKO WA WARSHA YA WADAU WA MRADI WA BORESHA MAZINGIRA HUSUSANI KWENYE MATUMIZI YA NISHATI SALAMA YA KUPIKIA KWA AJILI YA KUZUIA MABADILIKO YA TABIA NCHI TANZANIA</b></p> </div> <div data-bbox="188 392 770 519"> <p>Tafadhali rejea somo tajwa hapo juu<br/>Shirika la Action for Community Care (ACC) ikishirikiana na kampuni ya OffgridSun Srl linaandaa mradi wa Roresha Mazingira unaohusiana na nishati ya kupikia iliyo salama kwa Mazingira katika wilaya ya Chamwino. Mradi una lengo la kuisua hali ya misha ya wakazi wa eneo la mradi na kulinda mazingira kwa kuwezesha wananchi kupata majiko salama na bunifu yanayotumia kuni au mkaa kidogo katika mwenyeji ya vijijini. Shirika la ACC kwa kushirikiana na OffgridSun ambaye ni mfidhili wamefanikiwa kuandaa sehemu kubwa ya andiko. Ili kukamilisha andiko hilo, shirika limeandaa kikao cha wadau kwa ajili ya kupata mawazo na maoni yao kuhusiana na mradi.</p> </div> <div data-bbox="188 521 770 645"> <p>Mradi unatarajiwa kutekelezwa kwenye Kata 5 za wilaya ya Chamwino nazo ni Mlowo Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi na Idifu. Vijiji vyote ndini ya hizo kata vitafikiwa. Takribani kaya 10,000 zitafikiwa na mradi huu. Tunategemea mradi ulete matokeo chanya kwa mazingira na afya za watu kwa kupunguza matumizi ya nishati ya kuni na mkaa na uzalishaji wa hewa ya ukaa (Carbon credit). Pia, matumizi ya majiko bunifu na sanifu yatafunguza uvunaji wa misitu. Mradi utatekelezwa kufuata viwango vya kimataifa vya upunguzaji wa hewa ya ukaa. Katika kipindi cha utetelezaji, kutakuwa na zoezi la kuthibitisha hewa ya ukaa itakayokutwa imepunguza katika matumizi ya kila siku.</p> </div> <div data-bbox="188 649 770 705"> <p>Ili kupanga mradi kwa kuzingatia mahitaji ya wanufaika, wadau wanaalikiwa kutoa maoni yao katika warsha itakayo kucayia maoni na mapendekezo kwa pamoja. Warsha hiyo itafanyika tarehe 1 Februari 2023 katika ukumbi wa St. Gaspar Conference Center Dodoma kuanzia saa 3:00 asubuhi.</p> </div> <div data-bbox="188 707 756 752"> <p>Kwa heshima na taadhima tunalomba ofisi yako iwaruhusu Maafisa wafuatao ili waweze kushiriki warsha hii muhimu:</p> </div> <div data-bbox="217 748 756 871"> <ol style="list-style-type: none"> <li>1. Afisa Maendeleo ya Jamii Wilaya,</li> <li>2. Afisa Mazingira Wilaya</li> <li>3. Maafisa Watendaji Kata kutoka kata za Mlowo Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi na Idifu</li> <li>4. Maafisa Watendaji wa Vijiji kutoka katika vijiji vyote vya kata zote 5 zilizochaguliwa</li> <li>5. Maafisa Maendeleo ya Jamii Kata kutoka kata za Mlowo Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi na Idifu</li> </ol> </div> <div data-bbox="188 882 775 956"> <p>Shirika la ACC litagharimia posho kulingana na mwongozo wa serikali. Tunatanguliza shukrani zetu za dhiti kwa ushirikiano. Kwa mawasiliano zaidi piga simu nambari +255 784 889886 au +255 682701460 au kwa barua pepe <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a> au <a href="mailto:projects@offgridsun.com">projects@offgridsun.com</a></p> </div> <div data-bbox="188 967 408 1005"> <p>Wako katika kutoa huduma kwa jamii,<br/>Pendo Maseeli</p> </div> <div data-bbox="188 1023 416 1043"> <p>Mkurugenzi-Action for Community Care</p> </div> <div data-bbox="300 956 472 1090">  </div> <div data-bbox="533 978 676 1039"> <p>Valentina Quaranta<br/>Meneja Mradi-OffgridSun</p> </div> | <div data-bbox="941 190 1289 235">   </div> <div data-bbox="833 237 1069 271"> <p>MKURUGENZI MTENDAJI<br/>HALMASHAURI YA WILAYA YA CHAMWINO</p> </div> <div data-bbox="833 286 1005 320"> <p>KUMB. 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Ili kukamilisha andiko hilo, shirika limeandaa kikao cha wadau kwa ajili ya kupata mawazo na maoni yao kuhusiana na mradi.</p> </div> <div data-bbox="833 521 1422 645"> <p>Mradi unatarajiwa kutekelezwa kwenye Kata 5 za wilaya ya Chamwino nazo ni Mlowo Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi na Idifu. Vijiji vyote ndini ya hizo kata vitafikiwa. Takribani kaya 10,000 zitafikiwa na mradi huu. Tunategemea mradi ulete matokeo chanya kwa mazingira na afya za watu kwa kupunguza matumizi ya nishati ya kuni na mkaa na uzalishaji wa hewa ya ukaa (Carbon credit). Pia, matumizi ya majiko bunifu na sanifu yatafunguza uvunaji wa misitu. Mradi utatekelezwa kufuata viwango vya kimataifa vya upunguzaji wa hewa ya ukaa. 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Maafisa Watendaji wa Vijiji kutoka katika vijiji vyote vya kata zote 5 zilizochaguliwa</li> <li>5. Maafisa Maendeleo ya Jamii Kata kutoka kata za Mlowo Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi na Idifu</li> </ol> </div> <div data-bbox="833 882 1425 956"> <p>Shirika la ACC litagharimia posho kulingana na mwongozo wa serikali. Tunatanguliza shukrani zetu za dhiti kwa ushirikiano. Kwa mawasiliano zaidi piga simu nambari +255 784 889886 au +255 682701460 au kwa barua pepe <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a> au <a href="mailto:projects@offgridsun.com">projects@offgridsun.com</a></p> </div> <div data-bbox="833 967 1053 1005"> <p>Wako katika kutoa huduma kwa jamii,<br/>Pendo Maseeli</p> </div> <div data-bbox="833 1023 1061 1043"> <p>Mkurugenzi-Action for Community Care</p> </div> <div data-bbox="941 956 1114 1090">  </div> <div data-bbox="1171 978 1323 1039"> <p>Valentina Quaranta<br/>Meneja Mradi-OffgridSun</p> </div> |
|---|--|

Official invitation letter in Swahili sent to Executive Director for Chamwino District and Executive Secretary for Dodoma Region on 29/01/2025 and 03/02/2025:



|  |  |
|--|--|
|  <p><b>ACTION for<br/>COMMUNITY CARE</b></p> <p>P.O. Box 127 Dodoma Tanzania<br/>Telephone: (+255) 026 23 52 397<br/>(+255) 0788 36 30 36<br/>Address: Zuzu Ring Road Plot no.1 Block 31.<br/>Area C, Dodoma<br/>Email: <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a><br/>Website: <a href="http://www.actionforcommunitycare.org">www.actionforcommunitycare.org</a><br/>Registration Number: OONGO/0222</p>  |  <p><b>ACTION for<br/>COMMUNITY CARE</b></p>  <p><b>OffgridSun</b></p>   |
| <p>Kumb. Na. 20250128/05b/PM<br/>Dodoma, 29-01-2025</p> <p>Mkurugenzi Mtendaji<br/>Halmashauri ya Wilaya ya Chamwino</p> <p><b>YAH: MWALIKO WA MKUTANO WA KUTAMBULISHA MRADI WA "BORESHA MAZINGIRA TUMIA JIKO BANIFU"</b></p> <p>Tafadhali rejea somo tajwa hapo juu</p> <p>Shirika la Action for Community Care (ACC) likishirikiana na kampuni ya OffgridSun Srl limeandaa kikao cha kutambulisha mradi wa <b>"Boresha Mazingira-Tumia Jiko Banifu"</b> unaohusiana na matumizi ya majiko banifu yanayotumia kuni na mkaa kidogo, na upandaji wa miti. Mradi huu una lengo la kutunza mazingira kwa kupanda miti na kupunguza uzalishaji wa hewa ukaa.</p> <p>Mradi huu unatarajiwa kutekelezwa kwenye kata 8 za wilaya ya Chamwino na vijiji 23 ambapo inatarajiwa kaya 23,000 zifikiwe. Orodha ya kata na vijiji imeambatanishwa.</p> <p>Mkutano huu umepangwa kufanyika tarehe 5 Februari 2025 kuanzia saa tatu kamili asubuhi (3.00) hadi saa saba kamili mchana (7.00) katika ukumbi wa Parklane Resort uko Area C karibu na Ukumbi wa vijana wa K/Ndege barabara ya kuelekea nyumbani kwa Waziri Mkuu.</p> <p>Tafadhali naomba uwaruhusu Maafisa wafuatao ili washiriki kwenye mkutano huu muhimu:</p> <ul style="list-style-type: none"> <li>Afisa Maendeleo ya Jamii wa Halmashauri</li> <li>Afisa mazingira wa Halmashauri</li> <li>Maafisa Watendaji kata 8 kutoka kwenye kata ambazo mradi utatekelezwa</li> <li>Maafisa Watendaji wa vijiji 23 ambavyo mradi huu utatekelezwa.</li> </ul> <p>Orodha ya kata na vijiji imeambatanishwa</p> <p>Kwa mawasiliano zaidi napatikana kwa simu nambari +255 784 889886 au kwa barua pepe <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a></p> <p>Asante sana kwa ushirikiano.</p> <p>Wako katika kutoa huduma kwa jamii,</p> <p><b>Pendo Maiseli</b><br/>Mkurugenzi, Action for Community Care</p> | <p>Kumb. Na. 20250128/05c/PM<br/>Dodoma, 03-02-2025</p> <p>Katibu Mkuu<br/>Ofisi ya Makamu wa Rais<br/>Mji wa Serekali,<br/>S.L.P. 2502,<br/>40406 DODOMA</p> <p><b>YAH: MWALIKO WA MKUTANO WA KUTAMBULISHA MRADI WA "BORESHA MAZINGIRA TUMIA JIKO BANIFU"</b></p> <p>Tafadhali rejea somo tajwa hapo juu.</p> <p>Shirika la Action for Community Care (ACC) likishirikiana na kampuni ya OffgridSun Srl limeandaa kikao cha kutambulisha mradi wa <b>"Boresha Mazingira-Tumia Jiko Banifu"</b> unaohusiana na matumizi ya majiko banifu yanayotumia kuni na mkaa kidogo, na upandaji wa miti. Mradi huu una lengo la kutunza mazingira kwa kupanda miti na kupunguza uzalishaji wa hewa ukaa. Mradi huu unatarajiwa kutekelezwa kwenye kata 8 za wilaya ya Chamwino na vijiji 23 ambapo inatarajiwa kaya 23,000 zifikiwe. Mradi unafadhiliwa kupitia mfumo wa biashara ya kaboni na umesajiriwa katika mfumo wa National Carbon Monitoring Centre.</p> <p>Mkutano huu umepangwa kufanyika tarehe 5 Februari 2025 kuanzia saa tatu kamili asubuhi (3.00) hadi saa saba kamili mchana (7.00) katika ukumbi wa Parklane Resort uko Area C karibu na Ukumbi wa vijana wa K/Ndege barabara ya kuelekea nyumbani kwa Waziri Mkuu.</p> <p>Shirika la ACC na washirika wake linachukua fursa hii kukualika katika kikao hiki muhimu. Kwa mawasiliano zaidi wasiliana nasi kwa simu nambari +255 784 889886 au kwa barua pepe <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a></p> <p>Asante sana kwa ushirikiano wako.</p> <p><b>Pendo Maiseli</b><br/>Mkurugenzi, Action for Community Care.</p> <p style="text-align: right;"><b>Valentina Quaranta</b><br/>Afisa Mradi, OffgridSun S.r.l.</p> <p>P.O. Box 127 Dodoma Tanzania<br/>Telephone: (+255) 026 23 52 397<br/>Address: Zuzu Ring Road Plot no.1 Block 31.<br/>Area C, Dodoma<br/>Email: <a href="mailto:info@actionforcommunitycare.org">info@actionforcommunitycare.org</a><br/>Website: <a href="http://www.actionforcommunitycare.org">www.actionforcommunitycare.org</a><br/>Registration Number: OONGO/0222</p> <p>P.O. Box 23238 Dar Es Salaam Tanzania<br/>Telephone: (+255) 786309782<br/>Address: Maji Mengi Street, Dar Salaam<br/>Email: <a href="mailto:v.quaranta@offgridsun.com">v.quaranta@offgridsun.com</a><br/>Website: <a href="http://www.offgridsun.com">www.offgridsun.com</a></p> |

Those are two samples from the invitation letters for Category A and Category C stakeholders.

### B.1.3. Sample content of invites (for each Method above)

>>

#### The invitations sent for the first meeting:

ADMINISTRATIVE SECRETARY

DODOMA REGION

Ref. NO: 20230113/5/PM

24.01.2023

### **INVITATION TO THE STAKEHOLDER WORKSHOP OF THE ENVIRONMENTAL IMPROVEMENT PROJECT IN PARTICULAR ON THE USE OF SAFE COOKING ENERGY TO PREVENT BEHAVIORAL CHANGE IN TANZANIA**

Action for Community Care (ACC) and CAST NGO in collaboration with OffgridSun Srl is organizing an Environmental Improvement project related to environmentally safe cooking energy in Chamwino district. The project aims to raise the standard of living of

the residents of the project area and protect the environment by enabling citizens to get safe and efficient stoves that use little wood or charcoal in rural areas.

The ACC organization in collaboration with OffgridSun who is a sponsor have managed to prepare a large part of the text. To complete the document, the organization has organized a stakeholder meeting to get their ideas and opinions related to the project. The project is expected to be implemented in 5 Wards of Chamwino district namely *Mlowa Barabarani, Makang'wa, Mvumi Mission, Iringa Mvumi and Idifu*. All the villages within those wards will be reached. About 10,000 households will benefit from this project. We rely on the project to bring positive results to the environment and people's health by reducing the use of wood and charcoal energy and the production of charcoal air (Carbon credit). Also, the use of efficient and standardized stoves will reduce deforestation. The project will be implemented in compliance with international standards for reducing carbon emissions. During the implementation period, there will be an exercise to verify the carbon dioxide that will be diverted in daily use.

In order to plan the project based on the needs of the beneficiaries, stakeholders are invited to give their opinions in a workshop that will collect opinions and suggestions together. The workshop will be held on February 1, 2023 in the hall of St. Gasper Conference Center Dodoma starting at 3.00 am.

With respect and dignity, we ask your office ***to allow the Development Officer and the Regional Environment Officer*** to participate in this important workshop.

The ACC organization will cover the allowance as per the government guidelines.

We express our sincere thanks for the cooperation. For more information call +255 784 889886 or +255 682701460 or email [info@actionforcommunitycare.org](mailto:info@actionforcommunitycare.org) or [projects@offgridsun.com](mailto:projects@offgridsun.com)

They are in providing services to the community,

Pendo Maiseli

Director-Action for Community Care

Valentina Quaranta

Project Manager-OffgridSun

## **INVITATION TO THE STAKEHOLDER WORKSHOP OF THE ENVIRONMENTAL IMPROVEMENT PROJECT IN PARTICULAR ON THE USE OF SAFE COOKING ENERGY TO PREVENT BEHAVIORAL CHANGE IN TANZANIA**

Action for Community Care (ACC) in collaboration with OffgridSun Srl is implementing the Boresha Mazingira project related to environmentally friendly cooking fuel in Chamwino district. The project aims to improve the living conditions of the residents of the project area and protect the environment by enabling citizens to access safe and efficient stoves that use less wood or charcoal in rural areas.

ACC in collaboration with OffgridSun who is the sponsor have successfully prepared a large part of the document. To complete the document, the organization has organized a stakeholder meeting to get their ideas and opinions regarding the project. The project is expected to be implemented in 5 wards of Chamwino district, namely Mlowa Barabarani, Makang'wa, Mvumi Mission, Iringa Mvumi and Idifu. All villages within these wards will be reached. Approximately 10,000 households will benefit from this project. We expect the project to bring positive results for the environment and people's health by reducing the use of wood and charcoal and carbon emissions (Carbon credit). Also, the use of smart and standardized stoves will reduce deforestation. The project will be implemented in accordance with international standards for carbon reduction. During the implementation period, there will be an exercise to verify the carbon emissions that will be avoided in daily use.

In order to plan the project based on the needs of the beneficiaries, stakeholders are invited to provide their opinions in a workshop that will collect comments and suggestions together. The workshop will be held on 1 February 2023 at the St. Gasper Conference Center Dodoma starting at 3.00 am.

We respectfully request your office to allow the following Officers to participate in this important workshop:

1. District Community Development Officer,
2. District Environment Officer
3. Ward Executive Officers from Mlowa Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi and Idifu wards
4. Village Executive Officers from all villages in all 5 selected wards
5. Ward Community Development Officers from Mlowa Barabaran, Makang'wa, Mvumi Mission, Iringa Mvumi and Idifu wards

ACC will cover the expenses as per government guidelines.

We sincerely thank you for your cooperation. For further information, please call +255 784 889886 or +255 682701460 or email [info@actionforcommunitycare.org](mailto:info@actionforcommunitycare.org) or [projects@offgridsun.com](mailto:projects@offgridsun.com)

**The invitations sent for the second meeting:**

ADMINISTRATIVE SECRETARY  
DODOMA REGION

**INVITATION TO THE STAKEHOLDER WORKSHOP OF THE ENVIRONMENTAL IMPROVEMENT PROJECT IN PARTICULAR ON THE USE OF SAFE COOKING ENERGY TO PREVENT BEHAVIORAL CHANGE IN TANZANIA**

Action for Community Care (ACC) in collaboration with OffgridSun Srl has organized a meeting to introduce the “Improve the Environment – Use Improved Cookstove” project related to the use of improved cookstoves that use less wood and charcoal, and tree planting. This project aims to protect the environment by planting trees and reducing carbon emissions.

This project is expected to be implemented in 8 wards of Chamwino district and 23 villages where 23,000 households are expected to be reached. The project is funded through the carbon trading system and has been registered with the National Carbon Monitoring Centre.

This meeting is scheduled to be held on 5 February 2025 from 9am to 1pm at the Parklane Resort located in Area C near the K/Ndege Youth Hall on the road to the Prime Minister's residence.

ACC and its partners take this opportunity to invite you to this important meeting. For further information, please contact us at +255 784 889886 or by email at [info@actionforcommunitycare.org](mailto:info@actionforcommunitycare.org).

Thank you very much for your cooperation.

Pendo Maiseli  
Director-Action for Community Care

## **INVITATION TO THE STAKEHOLDER WORKSHOP OF THE ENVIRONMENTAL IMPROVEMENT PROJECT IN PARTICULAR ON THE USE OF SAFE COOKING ENERGY TO PREVENT BEHAVIORAL CHANGE IN TANZANIA**

The Action for Community Care (ACC) organization in collaboration with OffgridSun Srl has organized a session to introduce the project "Improve the Environment - Use Improved Cookstove" related to the use of improved cookstoves that consume less wood and charcoal, and tree planting. This project aims to protect the environment by planting trees and reducing carbon emissions. This project is expected to be implemented in 8 wards of Chamwino district and 23 villages where 23,000 households are expected to be reached.

This meeting is scheduled to be held on 5th February 2025 from 9.00 am to 1.00 pm at the Parklane Resort located in Area C near the K/Ndege Youth Hall on the road to the Prime Minister's residence.

Please allow the following Officers to participate in this important meeting:

- Council Community Development Officer
- Council Environment Officer
- 8 Ward Executive Officers from the wards where the project will be implemented
- 23 Village Executive Officers where the project will be implemented.

For further information, please call +255 784 889886 or email at [info@actionforcommunitycare.org](mailto:info@actionforcommunitycare.org).

Thank you very much for your cooperation.

Pendo Maiseli

Director-Action for Community Care

### **B.1.1. Description of other Means and methods to provide feedback for those who are not able to join the consultation meeting**

>>

Those who do not attend the local stakeholder consultation meeting can report their opinions to e-mails and phone numbers provided or fill in our input/grievance logbook.

## SECTION C. REPORT OF THE CONSULTATION PROCESS

### C.1. Date of Meeting

>>

First meeting: 01 February 2023

Second meeting: 05 February 2025

#### C.1.1. Justification of why consultation took place after the project start date (retroactive projects only)

>>

N/A

### C.1.2. List of participants

|               |                   |          |                                |
|---------------|-------------------|----------|--------------------------------|
| Date and Time | 01/02/2023, 14:30 | Location | Saint Gaspar Conference Center |
|---------------|-------------------|----------|--------------------------------|

| Category Code | Name of the participant, job / position in the community | Male / Female | Contact details | Organisation (if relevant) | Signature |
|---------------|--|---------------|-----------------|----------------------------|-----------|
| A             | Justin Masawe  | M             | Phone Number    | Kongwa                     | Yes       |
| C             | Judith Adolph, WEO                                       | F             | Phone Number    | Makangwa                   | Yes       |
| C             | Matrona Amni, CDO  | F             | Phone Number    | Mimisheni                  | Yes       |
| C             | Winfrida Lupindu, WEO                                    | F             | Phone Number    | Mvumi                      | Yes       |
| C             | Juvana Mujih, CDO  | F             | Phone Number    | Mvumi                      | Yes       |
| A             | Clotilda Maduma, Accountant                              | F             | Phone Number    | MV-Mission                 | Yes       |
| C             | Johanes Mvula, CDO                                       | F             | Phone Number    | Idifu                      | Yes       |
| A             | Happynes Amos  | F             | Phone Number    | Mvumi                      | Yes       |
| A             | Grace Ashery   | F             | Phone Number    | Mvumi                      | Yes       |
| A             | Athumani Shabani   | M             | Phone Number    | Barabarani                 | Yes       |
| A             | Shida Kisidi   | F             | Phone Number    | Barabarani                 | Yes       |
| A             | Meema Killepo  | F             | Phone Number    | Makangwa                   | Yes       |
| C             | Ester Ntandu, VEO  | F             | Phone Number    | Chita                      | Yes       |



|   |                         |   |              |            |     |
|---|-------------------------|---|--------------|------------|-----|
| C | Deodatus Lwiza, WEO     | M | Phone Number | Mvumi      | Yes |
| A | Honoratha Rwegasira     | F | Phone Number | RS-DOM     | Yes |
| A | Julius Nzenje           | M | Phone Number | Makangwa   |     |
| C | Alexander Mkasanga, WEO | M | Phone Number | Chiwona    | Yes |
| A | Munga Madeje            | M | Phone Number | Idifu      | Yes |
| A | William Yohana          | M | Phone Number | Makangwa   | Yes |
| A | Raphaelly Gilibati      | M | Phone Number | Mvumi      | Yes |
| C | Petro Sago, WEO         | M | Phone Number | Miganga    | Yes |
| A | Faraja Shadrack         | F | Phone Number | Mlowa      | Yes |
| C | Andrew Spilu, WEO       | M | Phone Number | Mvumi      | Yes |
| A | Venanre Manyika         | M | Phone Number | Mvumi      | Yes |
| C | Christina Gombo, CDO    | F | Phone Number | Barabarani | Yes |
| A | Winnie Ndahani          | F | Phone Number | Mlowa B    | Yes |
| A | Kelvin Mwaigombe        | M | Phone Number | Mvumi      | Yes |
| A | Samson Mnyamhala        | M | Phone Number | Chiwona    | Yes |
| A | Damalis Sadala          | F | Phone Number | Makangwa   | Yes |
| A | Selemani Dalidi         | M | Phone Number | Miganga    | Yes |
| A | Norma Matonya           | F | Phone Number | Mvumi      | Yes |
| A | Olipa Muungi            | F | Phone Number | Mvumi      | Yes |
| A | Anna Chiwanga           | F | Phone Number | Mvumi      | Yes |
| A | Omari Malilo            | M | Phone Number | Mvumi      | Yes |
| A | Damas Bagowe            | M | Phone Number | Mvumi      | Yes |
| A | Elizabeth Richard       | F | Phone Number | Chamwino   | Yes |
| A | Sophia Mhila            | F | Phone Number | Idifu      | Yes |
| A | Najati Ally             | F | Phone Number | Mlowa      | Yes |
| A | Pius Elias              | F | Phone Number | Mvumi      | Yes |
| A | Tausi Magomelo          | F | Phone Number | Mvumi      | Yes |

|   |                         |   |              |              |     |
|---|-------------------------|---|--------------|--------------|-----|
| A | Bertha Muhibu           | F | Phone Number | Barabarani   | Yes |
| A | Sabaha Ramadhani        | F | Phone Number | Barabarani   | Yes |
| A | Vailent Udoba           | F | Phone Number | Magbwe       | Yes |
| C | Victor Hawle, WEO       | M | Phone Number | Idifu        | Yes |
| C | Salvatory Mashamba      | M | Phone Number | Dodoma       | Yes |
| A | Hawa Mwerhala           | F | Phone Number | Tamisemi     | Yes |
| C | Linus Kahemdaguza       | M | Phone Number | Tamisemi     | Yes |
| C | İbrahim Athuman, WEO    | M | Phone Number | Makanigwa    | Yes |
| A | Enjerina Ligoha         | F | Phone Number | Idifu        | Yes |
| C | Mwajuma Songoro, WEO    | F | Phone Number | Mdebwe       | Yes |
| C | Kudra Burrah, WEO       | F | Phone Number | Musheni      | Yes |
| C | Winibester Shinatu, WEO | F | Phone Number | Barabarani   | Yes |
| A | Aidan Kudagana          | M | Phone Number | Idifu        | Yes |
| C | Benigna Gama, WEO       | F | Phone Number | Idifu        | Yes |
| A | Godius Johnas           | M | Phone Number | Chamisino DC | Yes |
| A | Lister Mwano            | M | Phone Number | Bababarani   | Yes |
| A | William Fuime           | M | Phone Number | ACC          | Yes |
| A | Ruth Chiduo             | F | Phone Number | ACC          | Yes |
| A | Valentian Quaranta      | F | Phone Number | OffgridSun   | Yes |
| A | AdamsOmondi             | M | Phone Number | OffgridSun   | Yes |
| A | Ricardo Panluh          | M | Phone Number | CAST         | Yes |
| A | Pendo Maiseli           | F | Phone Number | ACC          | Yes |

Date and Time 05/02/2025, 14:30

Location

Parklane Resort

| Category Code | Name of the participant, job / position in the community | Male / Female | Contact details | Organisation (if relevant) | Signature |
|---------------|--|---------------|-----------------|----------------------------|-----------|
|---------------|--|---------------|-----------------|----------------------------|-----------|

|   |                                    |   |              |                             |     |
|---|------------------------------------|---|--------------|-----------------------------|-----|
| A | Enock Santa,Afisa<br>Murulamuzi    | M | Phone Number | OFISI YA<br>Makamumiza Rais | Yes |
| C | Happines S.<br>Nakembetwa,VEO      | F | Phone Number | WILIKO                      | Yes |
| C | Faustine Joseph,Numiratos          | F | Phone Number | NALA                        | Yes |
| C | Swirtbert Beda,Enuminator          | F | Phone Number |                             | Yes |
| C | Emmanuel Malimi,CAMPIGA<br>PICHA   | F | Phone Number | ARDA C                      | Yes |
| A | Frank M.<br>OBERES,Enuminator      | F | Phone Number | ACC                         | Yes |
| C | Jonosch G<br>Gerighausen,volunteer | F | Phone Number | ACC                         | Yes |
| A | Morite Weith,volunteer             | F | Phone Number | ACC                         | Yes |
| A | Leona Helmer,volunteer             | F | Phone Number | ACC                         | Yes |
| A | Raphaella<br>Masonda,DIRECTOR      | M | Phone Number | OFFGGRIDSUN                 | Yes |
| A | Aurelian Mhagama,POM               | F | Phone Number | OFFGGRIDSUN                 | Yes |
| A | Everius G.<br>Jackub,Enumerator    | F | Phone Number | ACC                         | Yes |
| C | Erick E.<br>MATURO,Enumerator      | F | Phone Number | ACC                         | Yes |
| C | Salvatory S. Mashamba,RFO          | M | Phone Number | RS- Dodoma                  | Yes |
| A | Clement M. Mukama,VEO              | F | Phone Number | MANZASE                     | Yes |
| A | Emakulafa M. KANANA ,WEO           | M | Phone Number | Fufu                        |     |
| C | Isaya Silungwe,DIRECTOR            | M | Phone Number | ARR Youth<br>Forum          | Yes |
| A | Abdulbady M Salum,WEO              | M | Phone Number | MANZASE                     | Yes |
| A | Gerald Tandila,Enumerator          | M | Phone Number | ACC                         | Yes |
| A | Miano E Goseph,VEO                 | M | Phone Number | Niganga                     | Yes |

|   |                              |   |              |             |     |
|---|------------------------------|---|--------------|-------------|-----|
| C | Mary S. MUHOZCT,CDO          | M | Phone Number | CHAMKLINO   | Yes |
| A | Blandina Matagi,VEO          | F | Phone Number | M/BWAWANI   | Yes |
| C | Restuta Aden Kessy,VEU       | M | Phone Number | I LEVELO    | Yes |
| A | Honoratha Rwegasia,PEDO      | M | Phone Number | Rs- Dom     | Yes |
| C | Yustina Amo,DNRECO           | F | Phone Number | Chamwino DC | Yes |
| A | Ladislaus M. Chilewa,VEO     | F | Phone Number | Fufu        | Yes |
| A | Rachel B. Shelemb,VEO        | M | Phone Number | LUGIA LA.   | Yes |
| A | Yasinta E Wiilliam,VEO       | M | Phone Number | MAKAMCIWA   | Yes |
| A | Alexander N. Mkasanga,VEO    | F | Phone Number | CHIWONA     | Yes |
| A | Claudia Mocci,Member CAST    | M | Phone Number | CAST        | Yes |
| A | Hilda G. Mgani,WEO           | F | Phone Number | M/BKUDMANI  | Yes |
| A | Wimbestar Eshilasu,VEO       | F | Phone Number | M/BARARARAO | Yes |
| A | Bertha C. Muhibu,WEO         | F | Phone Number | M/BARARARAO | Yes |
| A | Violeth M. Nyeupe,VEO        | M | Phone Number | MLOWA B     | Yes |
| A | Winnie C. NDAHANI,VEO        | M | Phone Number | MLODA       | Yes |
| A | Fredrick C. Mwalongo,VEO     | F | Phone Number | IDIFU       | Yes |
| A | Victor. A Haule ,WEO         | F | Phone Number | IDIFU       | Yes |
| A | Alex Damiel Mushi,VEO        | F | Phone Number | SASAJILA    | Yes |
| A | Ndahani T. Kwanga,VEO        | F | Phone Number | KAZAROHO    | Yes |
| A | Michael S Kisoka,WEO         | F | Phone Number | MAKANGIWA   | Yes |
| A | Norma J. Matonya,WEO         | F | Phone Number | M/MISHENI   | Yes |
| A | Julieti T Shirima,VEO        | F | Phone Number | CHICHEMBE   | Yes |
| A | Mulatuma Songoro Ibrahim,VEO | F | Phone Number | MDEBWE      | Yes |
| C | Olipa Hatib Muungi,VEO       | M | Phone Number | MITA        | Yes |
| C | Kudra R. Burrah,VEO          | M | Phone Number | M/MISHENI   | Yes |
| A | Claud S. Simon,WEO           | F | Phone Number | PRINGAMUM   | Yes |

|   |                       |   |              |                   |     |
|---|-----------------------|---|--------------|-------------------|-----|
| C | Issa H. Rwabasora,VEO | M | Phone Number | IR<br>MVUMIRAMANI | Yes |
| C | Ladislaus Lobuyo,VEO  | M | Phone Number | CHITA             | Yes |
| A | Amos Y Ndahani ,VEO   | F | Phone Number | IR/Mvumimpyo      | Yes |
| C | David Tengenezo,VEO   | F | Phone Number | SULI              | Yes |
| C | Pendo Maiseli,ED      | F | Phone Number | ACC               | Yes |
| C | Mavy Mashine,PA       | F | Phone Number | ACC               | Yes |
| A | Upando Mwunuka,BM     | M | Phone Number | ACC               | Yes |

### C.1.3. Pictures from the physical meeting(s) (best practice)

>>

First meeting on 01 February 2023













Second meeting on 05 February 2025:







## C.2. Minutes of physical meeting(s)

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The meeting took place in Saint Gaspar conference Center in Dodoma on 1<sup>st</sup> February 2023 and 62 participants attended.

The meeting opened by introductions by Pendo Maiseli from Action for Community Care NGO. Everyone in the meeting introduced himself/herself explaining their position and roles in the community. The representatives of the project partners also introduced themselves and their roles in the project shortly. The Representatives of the President's Office, Regional Administration and Local Government of Tanzania, Ms Hawa Mwechaga and Mr. Linus Kahendaguza, who were the guests of honour, officially opened the meeting with a speech each. The speakers highlighted the importance of the projects to be developed in the region and their positive impact on climate change and deforestation. They also added that The Government of Tanzania has introduced a program to sensitize the population in planting trees to combat deforestation. Each year, according to Ms Mwechaga, about 496 hectares of forests disappear because of deforestation due to agriculture activities, firewood collection and charcoal production. Therefore initiatives like these projects should work in synergy with the program by providing also tree plants to the population and sensitize them on the importance of environment conservation. Tanzania has released a law on the Carbon Finance which has the main aim to regulate all the projects implemented in Tanzania within the carbon credits framework and describe which are the rules that the project developers should respect and how the benefits generated by the project should also be re-distributed among the population. OffgridSun as project developer is committed to work in synergy with such regulatory framework.

All presentations and discussions were interpreted in local language Swahili. The first presentation was done by Adams Omondi from OffgridSun who explained general and specific objectives of the project and introduced the Jiko Makini stove<sup>2</sup> that uses both firewood and charcoal. He further gave details of project implementation including the villages at the initial phase of the program with a possible extension to other villages in the region as well. Women and youth groups will be used as agents for the distribution of cookstoves. They will receive trainings about effects of climate change, how to

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<sup>2</sup> This has changed to Jiko Rafiki at the final design of the project.

distribute the cook stoves to the end users and how to effectively use the improved cook stove for better performance and increased life span. Education will also be done for residents of the target area to promote the use of improved cookstoves instead of traditional three stone fire. Tree planting campaigns will be conducted for people who will be sensitized on the importance of planting trees and also will receive saplings to plant in their fields to help to reduce the problem of deforestation. A short demonstration of the project stove is presented afterwards.

The second presenter, Valentina Quaranta from OffgridSun explained the positive impacts of the project including improved state of health due to less smoke, reduced deforestation and GHG emissions as less fuel would be used and savings on the money spent on fuel. She further presented the implementation plan for the project. The development of the project will be completed until June 2023. A baseline survey will be carried for data collection and the project documents will be prepared and submitted to Gold Standard afterwards. The project will also be registered to Vice-President Office of Tanzania. Until December 2023; the production of the cookstoves, education and training of the distributors will start. The cookstoves are planned to be distributed and education to the community on the importance and benefits of using the improved cook stove will be done during this period. After the project stoves are distributed and become operational, the monitoring phase to follow up the use of stoves will begin. Data will be collected from beneficiary households on the performance of the stoves.

The following questions were asked from the public and the answers given by the presenters:

**Question1:** In the Kitchen performance test that you will perform before the project implementation, will you take in consideration the fact that different types of food are cooked and the number of household members?

**Answer:** The selected households will be monitored for at least four days and the consumption of firewood will be measured. The households can continue to cook as their normal practice. We aim to measure average firewood consumption per person per day, which is the key indicator to calculate emission reductions by each households for cooking practices.

**Question 2:** Which will be the topics that the distributors will be taught during the training?

**Answer:** The distributors will be trained on environment conservation, climate change, clean cooking practices benefits, communication skills. Once trained they will then sensitize the population to plant trees and use Jiko Makini.

**Question 3:** How many tree plants will be distributed and which kind of trees?

**Answer:** Currently the project is under the design phase therefore it is not defined yet the number and type of tree plants that will be distributed, also it depends on the budget available. According to the Regional Environment Officer presented at the meeting, who intervened on this point, the Government of Tanzania is advertising a program to sensitize the citizens to plant at least 5 trees for household.

Ms Pendo Maiseli from ACC presented on the climate change, causes and effects after a short break. She briefly explained the causes of climate change including uses of fuels and cutting down the forest. She mentioned possible effects of climate change on the sea levels and water availability. Then, Valentina Quaranta from OffgridSun continued by explaining the role of the Gold Standard and how the project will reduce GHG emissions to achieve certification. She added that the carbon finance would be used for:

- Recovering the initial investment used in executing the project.
- Conducting project monitoring activities.
- Expanding the project to a wider geographic area and reach more people.
- Reducing the price of the improved cook stove significantly to ensure every household within the target area can afford<sup>3</sup>.
- Conducting other development projects within the area that the project is being executed.

The participants to the local stakeholder meeting are informed that an agreement would be signed with the users for transferring the ownership of the carbon credits to

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<sup>3</sup> The cookstoves will be distributed free in the final design. Please see the Section C.2.1 for the minutes of refresher meeting done.



project implementers. In return, the project implementers commit to do the necessary expenditures to produce and distribute cookstoves. Valentina then highlighted the cook stove agreement document issued when purchasing the cook stove. The agreement will include terms covering the following issues:

- Transfer of the carbon credit to the project developer.
- Each household is allowed to buy only one improved cook stove.
- Each household is to use the cook stove provided and not the traditional cook stove.
- Each household members should be willing to avail themselves and show the cook stove when the project developer needs to make periodic visits to confirm use of the cook stove.

The present stakeholders were then given another opportunity to asks questions:

**Question 4:** How much will be the price that the cookstoves will be sold?

**Answer:** The price for each cookstove will be 10,000 TZS (around 4 USD), this is the subsidized price to make sure that all the interested people, also the poorer ones, will have the possibility to buy the cookstoves. The cookstoves are produced at much higher price, but thanks to the carbon credit framework it will be possible for the people to access the cookstoves at lower price.

**Question 5:** What if a person changes his/her place of living in the meantime? Can a cookstove be moved?

**Answer:** Once the cookstoves are distributed to the targeted households, the cookstove will be monitored in order to make sure that the people effectively use them. Therefore; the cookstoves bought from one household living in a certain place in a targeted village will be discounted from the project database. In that case, the household is required to inform the project management.

**Question 6:** The project looks like it will negatively impact the charcoal producers since they will have less buyers, how does the project address this issue?

**Answer:** Some participants attending the meeting suggested to include the charcoal producers as distributors of the cookstoves. By this way, they may compensate their loss due to the reduced consumption of charcoal.

**Question 7:** How do you calculate the carbon credits generated by the project?

**Answer:** There are specific methodologies and approaches set up by Gold Standard to calculate the carbon credits generated by the project. All the documents will be accessible on the website of the institution. The most important factor is to demonstrate the reduction of firewood used by the targeted households thanks to the introduction of the Jiko Makini.

**Question 8:** How can a person who has planted trees in his/her field generate carbon credits and earn income?

**Answer:** Reforestation is a specific sector of the carbon finance in which OffgridSun has no experience since it focuses mainly on clean cooking and safe water access project. There are though other organization working on this sector in Tanzania, such CarbonTanzania, which can be consulted.

**Question 9:** How is the project going to monitoring the cookstoves distributed?

**Answer:** Each cookstove will have a specific ID number that, together with the other contact information about the end-users, will be included in a register which will be always updated with all the cookstoves functioning.

Then, the contribution of the project to each sustainable development goals clarified and then the participants are asked to discuss the SDG contributions of the project in groups. A couple of questions were asked to trigger the discussion and share comments in groups. Following comments have been received:

**Comment 1:**

The project will change the traditional cooking behaviors by:

- Providing training to the targeted households on the correct use of the improved cookstove
- Sensitizing the people on not to cut trees
- Providing improved cookstoves at affordable price so that all the households can access the technology
- Assuring that the improved cookstoves are owned by the households

**Comment 2:**

The traditional smoke affects health adversely during cooking. Smoke causes constant lachrymation and eyes of individuals who are exposed to smoke become redder in

color. Persistent coughs and respiratory problems are observed in people who are exposed to smoke continuously. This may lead to death in the long term. Using less amount of charcoal and firewood will:

- Reduce eye-diseases
- Reduce the lungs-diseases which are caused by the prolonged exposure to smoke
- Provide job opportunities for young people and women
- Reduce the destruction of the forests

**Comment 3:**

The project will change the consumption of firewood and charcoal by the following measures:

- Reducing the consumption of fuelwood as the cookstove uses less fuelwood
- Reducing the expenditure for fuelwood
- Protecting the environment
- Improving the health of the women and children
- Reducing the emission of CO<sub>2</sub>
- Reducing the time dedicated to firewood collection because the cookstove uses less wood and charcoal.

**Comment 4:**

The women benefit will benefit from the project in following aspects:

- The cost of buying firewood and charcoal will be reduced that will increase the income for the family
- Time to be dedicated to other activities related of family and house will increase.
- The eyes and respiratory diseases which affect women health will be lessened.

**Comment 5:**

The forests are being depleted at a high rate due to high number of households using firewood and charcoal, high level of activities that require wood such construction and activities related to agriculture and livestock that require the fields to be cleaned. The project will reduce the demand on charcoal and less trees will be cut.

**Comment 6:**

How the livelihood of the people would be affected by the implementation of the project has been summarized by positive and negative aspects as follows:

Positive Aspects:

The project will protect environment and contribute to stop climate change by reducing the trees cut. The rain to come in time and in good quantity to increase the agriculture production and also the livestock activities. This may also reduce the probability of landslide to occur and therefore to increase the probability to protect the infrastructures. The project will improve the health of the people in correlation to the reduction of smoke released by the three stone fire.

Negative aspects:

The charcoal sellers will lose some of their income due to the decreased consumption. The producers of gas stoves may also be affected by the introduction of the Jiko Makini stove.

The charcoal sellers will be considered to engage in the programme as the distributors of the cookstove as discussed previously. The gas stoves, on the other hand; are not very common in the region. The percentage of population who has access to clean cooking technologies is as low as 7%.

After the discussion, the meeting continued with safeguarding principles assessment and discussion of mitigation and monitoring plans. Adams Omondi from Offgridsun explained that the project will respect all the labour rights and will ensure that a favourable working condition is enabled. Those involved in distribution and selling of the cookstove will be trained and safety measures will be undertaken to prevent any injuries. He also explained that the project will have no negative impacts expected on the environment, in terms of air quality, water resources, biodiversity and forestry. He further presented the monitoring plan and explained the indicators for environmental, social and economic impacts of the project. An opportunity to ask questions was given to the audience but no one had a question.

The discussion is followed by the introduction of continuous input/ grievance mechanism options. The process book is decided to be placed in the local villages' chiefs' offices.

Before closing remarks, the participants were asked to fill down the evaluation forms. They were also informed that all project documents would be accessible on web and

another feedback round would be run for two months as a part of the project certification. It is also stated that all participants to the meeting would be informed about the start of the second feedback round. Two individuals from the audience were then given an opportunity to give remarks before the Environment Regional Officer Mr. Salvatory Mashamba gave the final speech thanking all the participants and closing officially the meeting.

### **C.1.1. Minutes of other consultations**

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Action for Community Care and CAST in collaboration with OffgridSun conducted a refresher stakeholder meeting on 5th February, 2025 at Parklane resort in Dodoma City Council. The project activities planned is a part of the Programme of Activity Green Cookstove Tanzania registered at Gold Standard with registration number GS12118. The meeting was moderated by Mrs. Pendo Maiseli, Executive Director of Action for Community Care. The participants involved were: 8 Ward Executive Officers (WEOs) and 23 Village Executive Officers (VEOs) from 8 wards and 23 villages where the project will be implemented. In addition, District Environmental Officer, and District Community Development Officer from Chamwino District, representative from the vice president office, 2 representatives from OffgridSun, representative from the ministry of community development, 6 enumerators and 7 ACC staff attended the meeting.

After introduction and opening speeches, Green Tanzania Cookstove Programme and the project activities planned in Dodoma Region has been explained to the attendees through a presentation done Offgridsun staff. The programme aims to promote adoption of clean and efficient cooking technologies in rural Tanzania and to distribute 200,000 locally manufactured cookstoves. The program replaces traditional three-stone fires with improved cookstoves to reduce firewood use and carbon emissions, generating high-quality carbon credits. It also aims to improve rural livelihoods by enhancing health, lowering fuel costs, conserving the environment, and creating jobs through local stove production and distribution.

The project cookstoves will be distributed in five years through the collaboration with local NGOs who will be actively manage the distribution and ongoing monitoring

activities. Providing tree seedlings to promote reforestation is also considered as a part of the environmental awareness activities alongside the project implementation.

The project activities under the programme will be registered under GS and reduce emissions as the households will use less firewood or charcoal for cooking thanks to the increased efficiency by project stoves. The finance from the sale of carbon credits will be used for the project expenses, monitoring and expand the project scope to a wider geographic area. The households who received the cookstoves shall waive their carbon rights to the CME (OffgridSun) through an agreement.

Then the project's contribution to SDGs has been explained and a demonstration of the cookstove use has been done. OffgridSun staff explained that Jiko Rafiki, which is a locally produced improved cookstove which functions with both firewood and charcoal and has a lifetime of 5 years with a warranty period of 2 years.

Mrs Pendo from ACC explained that implemented in the Chamwino District, within the Dodoma Region of Tanzania, reaching 23 villages in 8 wards. Total number of cookstoves to be distributed is 23,000 to highly vulnerable families with limited access to efficient cooking technologies. Mrs Pendo has also summarized the monitoring activities including awareness campaigns, house to house visit, technical support for stove maintenance and local facilitators to promote continued use of project cookstoves.

Following Mrs. Pendo's presentation, the CAST Board Member Claudia Mocci gave a brief speech about CAST NGO and how they are collaborating with ACC within the scope of this project in Chamwino District. After the presentation a question and answers session was done. Key take aways are as follows:

- The representative from the vice president office suggested the institutions like schools and prisons to be considered on the project. OffgridSun replied that the institutions will be explored whether they can be involved in the project.
- It was suggested to use various platforms and gathering like community meetings and auctions to provide awareness to the community about the project. The Offgridsun and ACC team responded that there had already been organized community meetings and gatherings. This will continue during the household registration and cookstove distribution processes along within the



project activities. The attendees agreed that WEOs and VEOs to inform the community members about the project during community meetings, to inform hamlet leaders to support the project team during the project implementation process.

- The district Community Development officer on behalf of the district team appreciated the efforts of ACC, OffgridSun, ENI and CAST for bringing the project to Chamwino district.
- The government officials expressed their willingness and commitment to support the project and provide cooperation.

Upon all the positive feedback from the stakeholders, the ACC team stated that the household registration and cookstove distribution activities are to be started soon.

The meeting was closed with remarks and presentations from invited officials. The Vice President's Office representative Mr. Enock gave a brief presentation about the land degradation and deforestation in Dodoma, and explained the advantages of using of improved cookstoves to tackle deforestation, and the importance of the carbon credit project, highlighting its economic, community, and environmental benefits

## C.2. Assessment of comments from all consultations above

Please complete the table below

| Gender of Stakeholder | Stakeholder comment   | Was comment taken into account (Yes/ No)? | Explanation/ Justification (Why? How?)   |
|-----------------------|---|---|--|
| F                     | In the Kitchen performance test that you will perform before the project implementation, will you take in consideration the fact that different types of food are cooked and the number of household members? | Yes                                       | The households selected for performance test will maintain their regular cooking practice. The sampled fuel consumptions will be averaged. |

|   |  |     |  |
|---|--|-----|--|
| F | Which will be the topics that the distributors will be taught during the training?   | Yes | Environment conservation, climate change, clean cooking practices benefits, communication skills                             |
| M | How many tree plants will be distributed and which kind of trees?  | Yes | The project will support the Government of Tanzania's program to sensitize the citizens to plant trees.                      |
| F | How much will be the price that the cookstoves will be sold?   | Yes | The cookstoves will be distributed for free. This has changed at the final design of the project.                            |
| F | What if a person changes his/her place of living in the meantime? Can a cookstove be moved?  | Yes | In that case, the household is required to inform the project management to update his address on the project database.      |
| M | The project looks like it will negatively impact the charcoal producers since they will have less buyers, how does the project address this issue? | Yes | We will consider to include them in our program as distributors.   |
| M | How do you calculate the carbon credits generated by the project?  | Yes | We will publish the final project documents and calculations in our web page. The project is developed in a transparent way. |
| M | How can a person who has planted trees in his/her field generate carbon credits and earn income?   | No  | This is not our expertise.   |
| M | How is the project going to monitor the cookstoves distributed?  | Yes | Each cookstove will have a specific ID number that, together with the other contact information about the end-users          |

### C.2.1. Evaluation forms (best practice)

You may use the table format below to collect feedback on your consultation

|   |  |
|---|--|
| Name                                    | Christina Gombo  |
| Gender – Male/Female:                   | F  |
| What is your impression of the meeting? | The meeting went well  |
| What do you like about the project?     | The project will reduce respiratory sickness among women and reduce cutting of trees |
| What do you not like about the project? | I have liked everything  |
| Signature                               | Yes  |

|   |  |
|---|--|
| Name                                    | Winnie Ndahani   |
| Gender – Male/Female:                   | F  |
| What is your impression of the meeting? | The meeting was good   |
| What do you like about the project?     | The project will help improve the environment and reduce carbon emission |
| What do you not like about the project? | -  |
| Signature                               | Yes  |

|   |   |
|---|---|
| Name                                    | Munga Madeje  |
| Gender – Male/Female:                   | M   |
| What is your impression of the meeting? | The project is good and it will bring positive changes in the target households                                   |
| What do you like about the project?     | I love the project cookstove because it has less smoke emission and uses reduced amounts of charcoal and firewood |
| What do you not like about the project? | I would like the price of the cookstove to be reduced   |
| Signature                               | yes   |

|      |                |
|------|----------------|
| Name | Venace Manyika |
|------|----------------|

|   |  |
|---|--|
| Gender – Male/Female:                   | F  |
| What is your impression of the meeting? | -The meeting went well and i was happy to see the positive impacts.<br>-The project will improve the lives of the community                |
| What do you like about the project?     | -The project will bring development and improve the state of health in the community<br>-The economic status of household will be improved |
| What do you not like about the project? | -  |
| Signature                               | Yes  |

|   |  |
|---|--|
| Name                                    | Andrew Spilu   |
| Gender – Male/Female:                   | M  |
| What is your impression of the meeting? | The project is good as it improves the environment and saves the money spent by households |
| What do you like about the project?     | The project will protect the environment and health of community members                   |
| What do you not like about the project? | The project might take long to be executed   |
| Signature                               | Yes  |

|   |  |
|---|--|
| Name                                    | Elizabeth Richard  |
| Gender – Male/Female:                   | F  |
| What is your impression of the meeting? | The meeting was good and of importance   |
| What do you like about the project?     | -The education we have recieved about the environment<br>-The project will improve the economic state of households and the health state |
| What do you not like about the project? | -The next time the meeting should be allocated more time   |

|           |   |
|-----------|---|
|           | -It would have been better if charcoal and firewood sellers were invited to the meeting |
| Signature | Yes   |

|   |  |
|---|--|
| Name                                    | Ibrahim M Athuman  |
| Gender – Male/Female:                   | M  |
| What is your impression of the meeting? | The meeting went well though I request that stakeholders meetings like this to be happening more frequently for the smooth running of the project  |
| What do you like about the project?     | <ul style="list-style-type: none"> <li>-The project will help women and children in the community</li> <li>-The project will bring a reduction in use of charcoal and firewood</li> <li>-The project will bring reduction in the rate of deforestation for firewood and charcoal harvesting</li> <li>-The produce will help save money used by households for fuels</li> </ul> |
| What do you not like about the project? | I don't have anything I don't like about the project   |
| Signature                               | Yes  |

|   |  |
|---|--|
| Name                                    | Anna Chiwanga  |
| Gender – Male/Female:                   | F  |
| What is your impression of the meeting? | The meeting went well as i have learnt alot about environment conservation and i will be a good ambassodor to others   |
| What do you like about the project?     | <p>I love the project because</p> <ul style="list-style-type: none"> <li>-It will save households income through a reduced amount of charcoal and firewood bought</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>-The project protects the environment by reducing amount of trees cut</li> <li>-The project improves health state</li> <li>-The project reduces the amount of carbon produced</li> </ul> |
| What do you not like about the project? | Nothing   |
| Signature                               | Yes   |

|   |  |
|---|--|
| Name                                    | Winbestar Isack Shilatu  |
| Gender – Male/Female:                   | M  |
| What is your impression of the meeting? | The meeting went well and i have learnt alot   |
| What do you like about the project?     | Sustainable initiatives on low consumption of charcoal energy and reducing illegal deforestation |
| What do you not like about the project? | Nothing  |
| Signature                               | Yes  |

|   |   |
|---|---|
| Name                                    | Mwajuma Songoro   |
| Gender – Male/Female:                   | F   |
| What is your impression of the meeting? | The meeting was good as we have learnt on the benefits of using less charcoal and firewood  |
| What do you like about the project?     | <p>I love the project because it will:</p> <ul style="list-style-type: none"> <li>-Help improve the state of health</li> <li>-Reduce the amount of firewood and charcoal used</li> <li>-Conserve the environment through reduced carbon emissions</li> <li>-Reduce the time spent in firewood collection</li> </ul> |
| What do you not like about the project? | The meeting was good as we have learnt on the benefits of using less charcoal and firewood  |



|           |     |
|-----------|-----|
| Signature | Yes |
|-----------|-----|

**C.3. Summary of alterations based on comments**

>>

No negative comments were received that require alteration of project activity.  
 Some of the respondents stated that the charcoal producers will be negatively affected.

## SECTION D. CONTINUOUS INPUT / GRIEVANCE MECHANISM

Please use the table below to report on the methods agreed with stakeholders

|  | <b>Method Chosen (include a Justification of Choice known details e.g. location of the book, phone, number, identity of mediator)</b>    |  |
|--|--|--|
| Continuous Input / Grievance Expression Process Book (mandatory) | A book or comment box will be available at the offices of village leaders (chiefs)   | Mandatory  |
| GS Contact (mandatory)   | help@goldstandard.org  | Mandatory  |
| Telephone access (optional)                                      | Tel (Tanzania): +255 788 363036<br>Tel (Italy): +39 351 614 2230   | A local number will be available for minor inputs and grievance that require immediate response. |
| Internet/email access (optional)                                 | <a href="mailto:projects@offgridsun.com">projects@offgridsun.com</a><br><a href="mailto:help@goldstandard.org">help@goldstandard.org</a> | Email and internet are being used by local and international NGOs.                               |
| Nominated Independent Mediator (optional)                        | No need for a nominated independent mediator is foreseen by the stakeholders   | Optional   |
| Other  | No other means has been offered by the stakeholders  | Optional   |

SECTION E. STAKEHOLDER FEEDBACK ROUND

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

E.1. Length of the Feedback Round

| Stakeholder Feedback Round |            | Planned                  | Actual                              |
|----------------------------|------------|--------------------------|-------------------------------------|
| Start Date                 | 16/05/2025 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| End Date                   | 16/06/2025 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

E.2. Summarise how all stakeholders were/will be invited to provide feedback

>>

The stakeholder feedback round is conducted for 30 days online starting on May to June 2025. The draft project design document and stakeholder consultation report are shared by both email and online at OffgridSun webpage.

All stakeholders invited to the live meeting will also be invited to stakeholder feedback round.

E.1. Summarise Feedback received, including if any changes in project design were made

>>

Will be finalized after SFR.

## Revision History

| Version | Date            | Remarks   |
|---------|-----------------|---|
| 1.2     | 5 May 2022      | Addition of grouped consultation info, preliminary agenda and section to justify retroactive consultation took place.<br>Minor edits to text.   |
| 1.1     | 14 October 2020 | Inclusion of Key Project Information<br>Restructure, new headings and reorder to better match the steps a developer will follow in consultations.<br>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.<br>Improved clarity on Stakeholder Feedback round section and procedures for retroactive projects<br>Provision of an <a href="#">accompanying Guide</a> to help the user understand detailed rules and requirements |
| 1.0     | 14 August 2017  | Initial adoption  |