



BIOFIN

The Biodiversity Finance Initiative



Guidance on Participatory, Inclusive and Gender-Responsive Processes for Developing National Biodiversity Finance Plans (BFPs)



Belgium
Partner in Development



In partnership with
Canada



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Flanders
State of the Art



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Norway



Schweizerische Eidgenossenschaft
Confédération suisse
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Background

Given the need for a comprehensive and strategic multi-stakeholder approach to resource mobilization, Target 19 of the KMGBF requests all countries to develop Biodiversity Finance Plans (BFPs). These BFPs are expected to assess the root causes of biodiversity loss, develop a catalogue of existing finance mechanisms for biodiversity, estimate national expenditures and identify national biodiversity finance gaps, and articulate strategies to reduce these gaps through a suite of finance solutions that can reduce harmful resource flows, generate additional resources, and enhance resource efficiency.

To support this call to action, the Biodiversity Finance Plans Umbrella Programme -implemented with support from UNDP through BIOFIN and funding of approximately \$314,000 USD per country—will assist 91 GEF-eligible countries in developing their national BFPs by 2028. This will be achieved through the BIOFIN methodology, which guides countries in conducting baseline diagnostics, policy and institutional assessments, national biodiversity expenditure reviews, and financial needs assessments. The programme supports governments to craft a transformative BFP that enables resource mobilization at scale.

Stakeholder engagement is central to the success and legitimacy of this process. The Kunming-Montreal Global Biodiversity Framework (KMGBF) recognizes stakeholder engagement as fundamental to achievement of all its four goals and 23 action-oriented global targets. Participatory, inclusive, and gender-responsive engagement ensures that BFPs reflect national realities and contribute to sustainable, equitable, and widely supported finance strategies. The project's gender strategy requires every BFP to include at least one finance solution with a tangible gender-positive impact, ensuring that the voices and needs of women, Indigenous Peoples, youth, and marginalized groups are fully integrated.

BIOFIN will ensure full and culturally appropriate participation of local and indigenous communities in any possible intervention in their territory or area. UNDP's Social and Environmental Standards (SES), in particular Standard 6 on Indigenous Peoples, set the mandatory policy requirements for Free, Prior and Informed Consent (FPIC). Guidance from other frameworks, such as the [UN-REDD+ Guidelines on FPIC](#), may be used to complement implementation where relevant, but UNDP's SES Standard 6 takes precedence. For further reference, see the [UNDP Supplemental Guidance Note on Indigenous Peoples \(Standard 6\)](#).

In line with GEF and UNDP requirements, this guidance document on Inclusive, Participatory and Gender-Responsive Stakeholder Engagement provides a consistent and structured approach to ensure that all relevant stakeholders are actively and meaningfully involved in every stage of BFP development. It complements the [UNDP Guidance Note on Stakeholder Engagement](#). The document also includes a Gender & Social Inclusion Checklist with guidance on how to ensure a gender responsive approach throughout the implementation of the project.

BIOFIN Stakeholder Engagement Template

This template is designed to help countries identify, assess, and engage stakeholders in a structured and inclusive way throughout the development of their BFP. It serves as a working tool and reference document throughout BIOFIN implementation. It integrates stakeholder mapping, institutional analysis, tracking of engagement across BIOFIN phases, and a Gender & Social inclusion Checklist.

Section 1: Stakeholder Mapping

➡ **Step 1: Assess each main institution for its interest, influence, and capacity related to biodiversity finance.**

➡ **STEP 2: List key stakeholders and assess their power and interest (1 = low, 4 = very high).**

While this tool supports structured stakeholder analysis, engagement should not be determined solely by matrix position. In line with a rights-based and inclusive approach, ensure meaningful participation of women's groups and Indigenous Peoples and local Communities in consultations and decision-making.



You may access
the Worksheet 1
(Stakeholder
mapping) here.

Guidance on Applying Power and Interest Ratings

To ensure consistent and objective assessments across BIOFIN projects, use the following criteria when assigning ratings:

1

Awareness raising: (Low influence /low interest) Stakeholder with low influence and interest in biodiversity finance

2

Empowerment: (Low influence and high interest) Stakeholders with high interest but low influence, requiring targeted support to strengthen their participation.

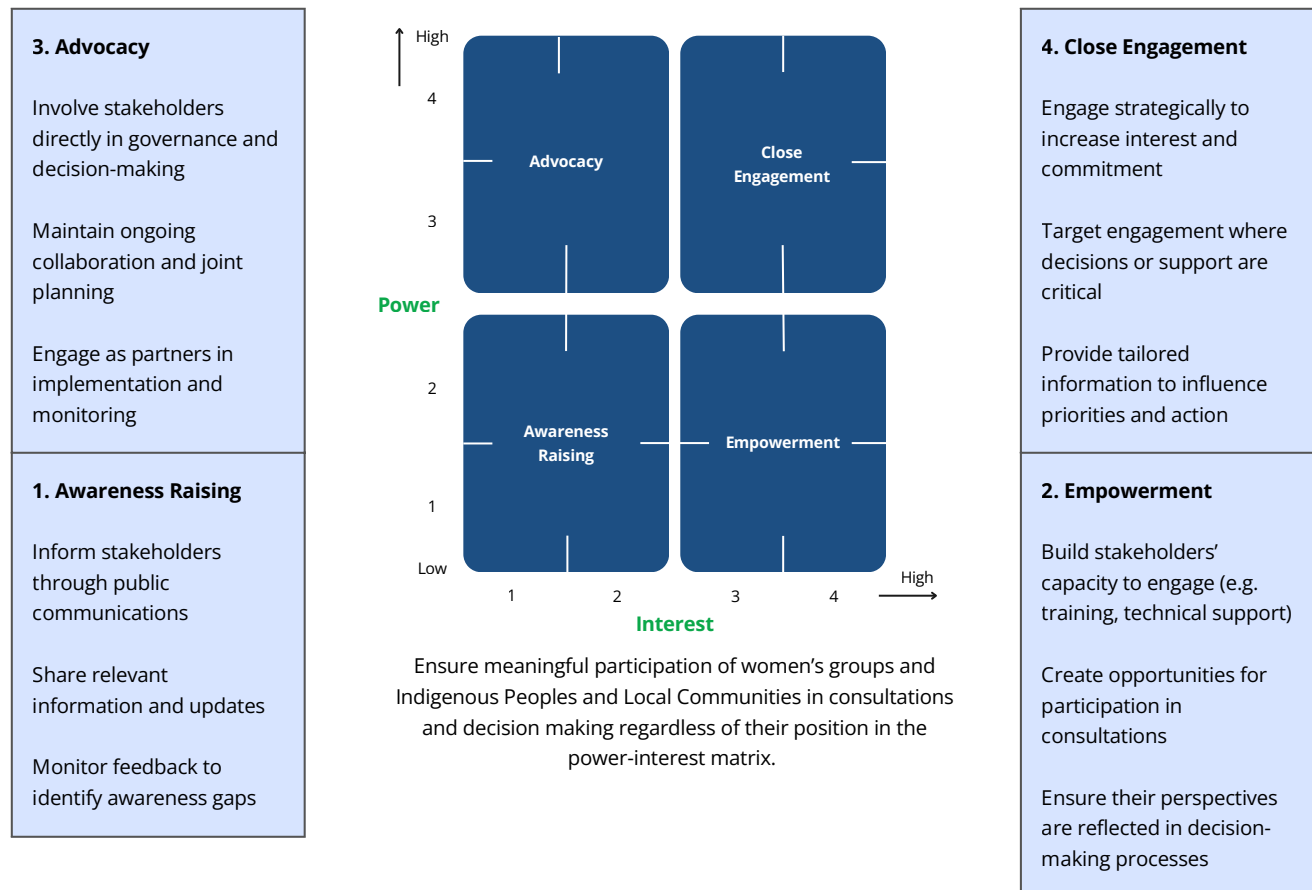
3

Advocacy: (High influence/low interest) Stakeholders with low interest and high influence requiring strategic engagement to increase buy-in.

4

Close Engagement: (High influence high interest) Stakeholders with significant institutional or political authority, who can set priorities, approve budgets, or shape national policies related to biodiversity finance.

Figure 3.3: Power/Interest matrix for determining methods of stakeholder engagement



Tips for Stakeholder Scoring



Involve representatives from the stakeholder organization - ideally from management - in the scoring process. This encourages transparency, accuracy, and ownership of their role and influence in biodiversity finance planning.



Assess the organization's past influence in biodiversity-related processes, not only their formal role or stated interest. This ensures a realistic view of their potential to contribute to or affect the implementation of finance solutions.



Discuss perceptions and preferences. Ask each stakeholder how they perceive their role, interest, and influence, and what format of engagement they find most appropriate and productive.

Section 2: Institutional Review (Close Engagement Only)

Complete this table only for stakeholders classified as 'Close Engagement'.

This category refers to stakeholders who are:

- Informed and consulted through formal communication channels such as meetings, written correspondence, or shared documents.
- Actively involved in governance structures and decision-making processes related to the initiative.
- Continuously engaged through regular collaboration and joint activities in areas of shared or mutual interest.

Describe their mandate, links to finance mechanisms, capacity, and their role in the BFP process. Involve these institutions in all four phases of the BIOFIN Project.

Where Indigenous Peoples are affected, please identify these groups specifically (rather than listing them generically as "Indigenous Peoples" or "IP&LCs"). Ensure that Indigenous Peoples are not conflated with heterogeneous local communities who may have different development histories, aspirations, and governance structures.



Click here to see an example of Egypt's Institutional Review.



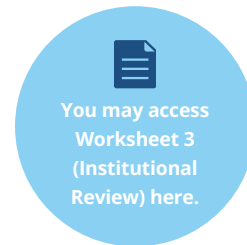
You may access
Worksheet 2
(Institutional
Review) here.

Submit worksheet 1 and 2 as part of your PIR.

No	Stakeholder	Role and/or function, capacity, role in the BFP process
1		
2		
3		
4		
5		
6		
7		
8		

Section 3: Stakeholder Engagement Tracking

Track whether close engagement stakeholders have been engaged in each major BFP phase. Use this table to reflect their participation and identify any gaps.



No.	Stakeholder	BER (Biodiversity Expenditure Review)	FNA (Financial Needs Assessment)	BFP Design	Validation	Notes/GAPS
1	Ministry of Environment	☐	☐	☐	☐	
2	Ministry of Finance	☐	☐	☐	☐	
3		☐	☐	☐	☐	
4		☐	☐	☐	☐	
5		☐	☐	☐	☐	
6		☐	☐	☐	☐	
7		☐	☐	☐	☐	
8		☐	☐	☐	☐	
9		☐	☐	☐	☐	
10		☐	☐	☐	☐	

Section 4: Tips



Tips for Meaningful and Inclusive Stakeholder Engagement



Representation & Participation

- Ask institutions to **nominate consistent and relevant representatives** to ensure continuity.
- Ask each stakeholder how they perceive their role, interest, influence and establish what they would find the most appropriate and productive format for engagement.
- **Bilateral meetings** help gather views from stakeholders less comfortable in large group settings.



Awareness & Ownership

- Begin each consultation with a short presentation on the **importance of biodiversity conservation** to build momentum.
- Use consultation events strategically to raise awareness and **build ownership**.
- **Ensure the participation of local communities and Indigenous Peoples** and applying The Guidelines on Free, Prior and Informed Consent



Communication & Feedback

- **Translate communication materials** into local languages to ensure inclusive participation.
- **Maintain a feedback log** to track what stakeholders shared.
- **Close the feedback loop** by informing stakeholders how their input was used.



Indicators & Influence

- When developing indicators, **consult stakeholders** on their relevance and feasibility.
- Consider **past actions** of stakeholders when assessing their influence.
- During scoring, **engage management-level representatives**, and invite **self-assessment** in bilateral meetings.

Section 5: Tools

To support countries in engaging stakeholders meaningfully and inclusively throughout the BFP process, the **following low-cost tools** may be used to plan, track, and document engagement activities. These tools can help ensure inclusive participation across gender, Indigenous Peoples, youth, and other groups.

Tool	Purpose	Tips
 Workshop Registration Forms	Track stakeholder names, institutions, gender, and group (e.g. youth, IP, private sector)	Use disaggregated fields to support reporting
 Pre- and Post-Event Surveys	Measure changes in awareness or capacity after workshops	Use paper forms or free tools like Google Forms
 Consultation Feedback Forms	Document stakeholder feedback on BFP components	Include space for gender-specific concerns
 Stakeholder Mapping Review	Revisit stakeholder engagement table after each BFP phase	Update who was engaged and identify gaps
 Photos and Attendance Sheets	Support reporting and visibility	Ensure consent for photo use
 Focus Groups / Interviews	Understand views of key stakeholder groups (e.g. women, communities)	Use inclusive language and trained facilitators

Countries are encouraged to use these tools in combination to ensure consistent documentation and reporting throughout the BIOFIN project lifecycle.

Section 6: Gender & Social Inclusion Checklist

Use this checklist to track gender integration across each phase of the BIOFIN process. Tick all that apply. Use the “Notes” column to add links to related documents (e.g., gender action plans, blogs, training records, finance solutions, M&E frameworks). For more detailed guidance click [here](#).



Component	No.	Checklist Item	Yes	No	Not Applicable	Notes/Document Link
In the Overall BIOFIN Process	1	Balanced participation of men and women in all BIOFIN activities (e.g., workshops, project boards, steering committees)	☐	☐	☐	
	2	Participation of Indigenous Peoples and local communities ensured in consultations and decision-making processes <i>Where FPIC is required, teams should identify which national or international FPIC process applies, follow the corresponding procedural steps, and document the consent agreements reached with Indigenous Peoples or their representative institutions.</i> <i>BIOFIN follows UNDP's Social and Environmental Standards (SES), where Standard 6 on Indigenous Peoples sets the mandatory policy requirements for FPIC. Guidance from other frameworks, such as UN-REDD+, may be used to complement implementation, but the UNDP SES Standard 6 takes precedence. See the UNDP Supplemental Guidance Note on Indigenous Peoples (Standard 6) for detailed instructions</i>	☐	☐	☐	
	3	Engagement with CSOs and women's groups in design, review, and validation processes	☐	☐	☐	
	4	Inclusive meeting formats (e.g., timing, language, accessibility) used to remove participation barriers	☐	☐	☐	

Component	No.	Checklist Item	Yes	No	Not Applicable	Notes/Document Link
In the Overall BIOFIN Process	5	National BIOFIN team includes a gender specialist or gender focal point	☐	☐	☐	
	6	National team participated in gender or safeguards capacity-building or training	☐	☐	☐	
	7	Gender analysis and/or gender action plan created	☐	☐	☐	
	8	Gender-related communications or knowledge product produced (e.g., blog, brief, explainer) and translated into national/local languages	☐	☐	☐	
	9	Use of gender-sensitive language in project documentation and terms of reference	☐	☐	☐	
In the Biodiversity Finance Policy and Institutional Review (PIR)	1	Gender lens applied to review of biodiversity-related policies, legislation, and institutions	☐	☐	☐	
	2	Identification of gender-related gaps in biodiversity governance frameworks	☐	☐	☐	
In the Biodiversity Expenditure Review (BER)	1	Public and private biodiversity expenditures reviewed for gender relevance	☐	☐	☐	
	2	Gender-tagged expenditures identified and assessed	☐	☐	☐	
In the Financial Needs Assessment (FNA)	1	Gender equality objectives included in prioritization of biodiversity finance needs	☐	☐	☐	
	2	Costs of implementing gender-responsive measures calculated (e.g., targeted outreach, training, disaggregated data systems)	☐	☐	☐	

Component	No.	Checklist Item	Yes	No	Not Applicable	Notes/Document Link
In the Biodiversity Finance Plan (BFP)	1	At least one gender-responsive finance solution included in the BFP	☐	☐	☐	
	2	Gender-related outcomes and benefits clearly defined in proposed solutions	☐	☐	☐	
	3	Gender-sensitive indicators formulated for selected finance solutions	☐	☐	☐	
	4	Monitoring plan includes sex-disaggregated data collection	☐	☐	☐	
	5	Finance solutions screened for potential gender-differentiated impacts and opportunities	☐	☐	☐	