



MAZABUKA MUNICIPAL COUNCIL

STAKEHOLDER ENGAGEMENT PLAN

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LIST OF ACRONYMS

AIDS	Acquired Immunodeficiency Syndrome
CCPC	Competition and Consumer Protection Commission
CIDR	Centre for Infectious Disease Research
CIHEB	Centre for International Health, Education and Biosecurity
CSO	Civil Society Organization
DDCC	District Development Coordinating Committee
ESMP	Environmental and Social Management Plan
ESIA	Environmental Social Impact Assessment
HIV	Human Immunodeficiency Virus
KASCO	Kaleya Small Holders Corporation
MMC	Mazabuka Municipal Council
NAPSA	National Pension Scheme Authority
NCC	National Construction Commission
SEP	Stakeholder Engagement Plan
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
RATSA	Road Transport and Safety Agency
RDA	Road Development Agency
WDC	Ward Development Committee
WWF	World Wide Fund for Nature
YWCA	Young Women's Christian Association
ZANIS	Zambia News and Information Services
ZCCP	Zambia Centre for Communication Program
ZESCO	Zambia Electricity Supply Corporation
ZDSP	Zambia Devolution Support Programme
ZRA	Zambia Revenue Authority

1. INTRODUCTION

The Stakeholder Engagement Plan (SEP) has been prepared by Mazabuka Municipal Council to ensure guidance and a roadmap of community engagement when implementing various projects in the district. The SEP outlines the engagement process that will be undertaken during the implementation of projects. Suffice to mention that the SEP is a live document and will be updated and refined regularly.

2. OBJECTIVE OF THE STAKEHOLDER ENGAGEMENT PLAN

The objectives of the Stakeholder Engagement Plan are as follows;

- Create an open, inclusive and transparent process of engagement and communication to ensure that stakeholders are well informed about the proposed development in the district.
- Establish and maintain a productive relationship between Mazabuka Municipal Council and the stakeholders by supporting open dialogue
- Create a mechanism for understanding and maintaining stakeholder and community expectations

3. STAKEHOLDER MAPPING

Stakeholder identification and analysis is an essential component of effective and meaningful stakeholder engagement. The objective of this step was to provide a general overview of all stakeholders in the district who are instrumental in the implementation of various projects.

Key stakeholder groups that were preliminary identified and mapped include the following;

Table 1: List of Stakeholders

STAKEHOLDER CATEGORIES	STAKEHOLDERS
Government	<ul style="list-style-type: none"> • Ministry of Local Government and Rural Development • Ministry of Finance • Councillors • Ward Development Committee • Zambia Environmental Management Agency • Southern Water and Sewerage Company • ZESCO • Department of Agriculture • Department of Fisheries and Livestock • Food Reserve Agency • Road Development Agency • Road Transport and Safety Agency • Department of Water Resources Development • Citizen Economic Empowerment Commission • Zambia Bureau of Standards • National Construction Commission • Competition and Consumer Protection Commission • Department of Infrastructure • District Education Office • Department of Social Welfare • National Pension Scheme Authority • Drug Enforcement Commission • Anti Corruption Commission • National Youth Development Council • District Gender Sub Committee • District Child Protection Committee • District Nutrition Committee • District HIV/AIDS Committee • Forestry department • Department of National Parks • Disaster Management and Mitigation Unit • Zambia Statics Agency • Zambia Revenue Authority • Zambia Police • Zambia Correctional Services • Meteorological Department
Non-Governmental Organisations	<ul style="list-style-type: none"> • GIZ • People's Action Forum • World Wide Fund for Nature • UNICEF • World Vision • Solidaridad • Self Help Africa

	<ul style="list-style-type: none"> • Red Cross • Circle of Hope • World Food Programme • SNV • Center for International Health, Education and Biosecurity (CIHEB) • Project Concern Zambia • USAID • Centre for Infectious Disease Research Zambia • Zambia Centre for Communication Programme – Kwatu • Development Aid from People to People- Total Control of Epidemic • AIDS Healthcare Foundation
Faith Based Organization	<ul style="list-style-type: none"> • Young Women Christian Association • Pastors Fellowship • Muslims Community
Media Institutions	<ul style="list-style-type: none"> • Byta Fm • Mazabuka Radio • Wave Fm • South Power radio • Zambia News and Information Services (ZANIS)
Business Community	<ul style="list-style-type: none"> • Zambia Sugar • Nanga Farms • Delta Farms • Chamber of Commerce • ZANACO Bank • FNB Bank • ABSA Bank • Stanbic Bank • Munali Nickel Mine • GS Finance • Shoprite • Choppies • Hungry Lion • Kaleya Small Holders Corporation

4. APPROACH TO STAKEHOLDER ENGAGEMENT

Mazabuka Municipal Council will employ a different approach to stakeholder engagement depending on the specific stakeholder and the particular project being implemented. This will ensure that information is delivered to the stakeholders in a manner that they can easily understand. Therefore, for community members, MMC will use community meetings and focus group discussions. For other

stakeholders, one-on-one interviews will be used. MMC will also ensure that an open-door policy is adopted to enable all stakeholders to feel free to walk into Council offices and enquire about anything on projects being implemented in the district.

5. MONITORING AND REPORTING

The stakeholder engagement plan will be monitored by MMC throughout the life cycle of any proposed development in the district by ensuring that the following activities are conducted;

- List of stakeholders is updated
- Records of all consultations
- Records of all grievances reported
- Minutes of all the meetings held

6. STAKEHOLDER ENGAGEMENT MATRIX

Table 2: Stakeholder Engagement Matrix

Stakeholder	Interest <i>How much interest do they have on the projects? (Low, Medium, High)</i>	Influence <i>How much influence do they have over the projects? (Low, Medium, High)</i>	Activity	What is important to the stakeholder?	Strategy for engaging the stakeholders	Engagement method	Frequency of engagement/ When?
Ministry of Local Government and Rural Development	High	High	<ul style="list-style-type: none"> • Consultation on the implementation of projects in the district 	Successful implementation of projects	Continued reporting and consultation on each stage of any project being implemented	Correspondences, reports and meetings	Quarterly
Zambia Devolution Support Unit	High	High	<ul style="list-style-type: none"> • Consultations on the implementation of ZDSP projects 	Successful implementation of the project	Continued reporting and consultation on each stage of the project implemented under ZDSP	Correspondences, reports and meetings	Quarterly
Zambia Environmental Management Agency	Low	High	<ul style="list-style-type: none"> • Approval of ESMPs 	Successful preparation of Environmental and Social Management Plans	Continued reporting and consultation during the preparation of	Correspondences and reports	Quarterly

					an ESMP, EPB and ESIA		
Southern Water and Sewerage Company Limited	Low	Medium	<ul style="list-style-type: none"> • Connection of water and sewer to the facilities 	Successful connection of water to the project site as well as proper handling of wastewater	Continued consultation throughout the project life cycle	Correspondences and round table meetings	Quarterly
ZESCO	Low	Medium	<ul style="list-style-type: none"> • Connection of facilities to the National grid 	Successful connection of power to the project site	Continued consultation throughout the project life cycle	Correspondences and round table meetings	Quarterly
Councillors	High	High	<ul style="list-style-type: none"> • Budget consultation meeting • Project implementation updates 	Successful implementation of projects	Continued consultation throughout the project life cycle	Round table meetings	<ul style="list-style-type: none"> • Q3 and Q4 • Monthly
Ward Development Committee	High	High	<ul style="list-style-type: none"> • Budget consultation meeting • Feedback on budget • Project implementation updates 	Successful implementation of projects	Continued consultation throughout the project life cycle	Round table meetings	<ul style="list-style-type: none"> • Q3 and Q4 • Q1 yearly • Monthly
Chamber of Commerce	Low	Low	<ul style="list-style-type: none"> • Budget consultation 	Successful involvement of local businesses in the	Continued consultation during the	Round table meetings	<ul style="list-style-type: none"> • Q1 and Q4 • Quarterly

			• Project implementation updates	implementation of projects	implementation of projects		
District Administration	Medium	High	• Budget consultation • Project implementation updates	Successful implementation of the project	Continued consultation during the implementation of projects	Correspondences and round table meetings	<ul style="list-style-type: none"> • Q3 and Q4 • Quarterly
Alliance for People Living with Disability	Medium	Low	• Project implementation updates	Successful involvement of people living with disabilities in the implementation of projects	Continued consultation during the implementation of projects	Correspondences and round table meetings	Quarterly
Government Agencies (RATSA, RDA, CCPC, NAPSA, ZRA, NCC)	Medium	High	• Project implementation updates	Adherence to guidelines and regulations during project implementation	Continued consultation during the implementation of projects	Correspondences and round table meetings	Monthly
Non-Governmental Organisation (GIZ, PAF, WWF, UNICEF, World Vision, Solidaridad, Red Cross, SNV, CIDR, CIHEB, ZCCP)	High	Low	• Project implementation updates	Successful implementation of the project and efficient utilisation of resources	Continued consultation throughout the project life cycle	Round table meeting	Monthly
Mazabuka youths	High	Medium	• Project initiation and	Successful implementation	Continued consultation	Public announcement	Quarterly

			implementation updates	and inclusion in the project	throughout the project life cycle	and community meetings	
Faith-Based Organisations (YWCA, Pastors Fellowship, Muslim Community)	Medium	Low	<ul style="list-style-type: none"> Project implementation updates 	Successful implementation of the project	Continued consultation throughout the project life cycle	Round table meeting	Quarterly
Forestry Department	High	Medium	<ul style="list-style-type: none"> Consultation on forestry and tree species 	Successful implementation of the project with minimal cutting down of trees	consultation during the implementation of the project	Round table meeting	Monthly
District HIV/AIDS Committee	High	Low	<ul style="list-style-type: none"> Sensitisation of contractors on HIV/AIDS matters 	Successful implementation of the project without an increase in disease transmission	Continued consultation throughout the project life cycle	Round table meeting	Monthly
Media institutions (Byta fm, Mazabuka Radio, Wave fm, South Power fm, ZANIS)	Medium	Medium	<ul style="list-style-type: none"> Budget consultation dissemination Project implementation updates 	Successful implementation of the project and information dissemination to the public	Continued consultation throughout the project life cycle	Round table meeting	<ul style="list-style-type: none"> Q3 and Q4 Weekly

Business community (Kasco, Zambia Sugar, Nanga farms, Delta farms, Zanaco, ABSA, Stanbic bank)	Medium	Low	<ul style="list-style-type: none"> • Corporate branch 	Business opportunities from the implementation of the project	Continued consultation throughout the project life cycle	Round meeting table	Q4
Contractors	High	High	<ul style="list-style-type: none"> • Environmental Social Risk Management Activities • Procurement process sensitisations • HIV/AIDS sensitisations 	Successful implementation of projects and inclusion of environmental and social issues as well as HIV/AIDS issues	Continued consultation throughout the project life cycle	Round meeting table	Monthly

7. COMMUNICATION PLAN

To effectively ensure citizen participation in Council activities and project implementation, there is need to have effective communication of all Council activities. Mazabuka Municipal Council, through the Public Relations office, will ensure that the SEP, budget cycle and project implementation is widely circulated to all stakeholders to enhance their participation. Table 3 below shows a summary of the communication plan which Mazabuka Municipal Council will employ.

Table 3: Summary of Communication Plan

Activity	Target stakeholders	Frequency	Proposed timeline/ date	Responsibility	Communication method	Comments	Cost (ZMK)
Dissemination of SEP	WDCs, CSOs, Media, Traditional Leaders & Citizens	Once at launch with periodic reminders	1 quarter 2026	Public Relations Manager	Printed copies, radio announcement, media, Council Website	SEP will be widely circulated to all wards	50,000
Procurement process training with contractors	Contractors	Quarterly	Q1 to Q4	Procurement Officer	Meeting	Contractors to be sensitised on e-procurement and other criteria	5,000
Budget consultation meetings	WDCs, CSOs, Media, Traditional	Twice	Q3 and Q4 yearly	Public Relation Manager.	Community meetings, radio programs, town hall meetings	Ensure efficient communication prior the meetings	30,000


	Leaders & Citizens			Director Finance			
Feedback on budget approval	WDCs, CSOs, Media, Traditional Leaders & Citizens	Once after approval	Q1 yearly	Public Relation Manager. Director Finance	Council website, radio announcement, circular to WDCs, community meetings	Highlight community priorities in the budget	20,000
HIV/AIDS sensitization with contractors	Contractors and workers	Monthly during the project life cycle	Q1 – Q4	District AIDS Coordination Advisor	Site meetings	Incorporate STIs and GBV	2,000
Media briefings and Press release	Media	When need arises	Q1 – Q4	Public Relations Manager	Social media posts, radio, Press conference	Amplify Council updates	1,000
Grievance Redress Mechanism operations	All stakeholders	Daily	Q1 to Q4	Public Relations Manager, Town Clerk	Suggestion box, WDC reports	Complaints register maintained and reviewed monthly	2,000
Environmental Social Risk Management activities	Contractors	Monthly	Q1 – Q4	Environmental Planner, Social Economic Planner	Site meetings, site reports	Ensures environmental sustainability	2,000
Corporate branch engagement	Business community	Once	Q4 yearly	Public Relations	Meeting	Ensures continuous	200,000

				Manager, Town Clerk		investment in the district	
Project implementation updates	Citizens, WDCs, Monitoring Committees, CSOs	Quarterly	Q1 – Q4	Director Engineering, Public Relation Manager	Council Website, Community meetings, social media posts, notice board	Include financial updates and project timelines	20,000
Stakeholder consultations and Town Hall meetings	WDCs, CSOs, Media, Traditional Leaders & Citizens	Quarterly	Q1 – Q2	Public Relations Manager, Town Clerk	Community meetings, radio programs, town hall meetings	Ensure efficient communication prior the meetings	50,000

8. CONCLUSION

Mazabuka Municipal Council will ensure that the Stakeholder Engagement Plan is strictly adhered to. The SEP will regularly be updated to ensure that new trends and developments are incorporated. As a way of transparency, MMC will share the SEP with all stakeholders so that each stakeholder has an idea of what is expected from them.

Prepared by:

Name	Designation	Signature
Chilala Bbalo	Director of Planning	

Approved by:

Name	Designation	Signature
Judith Mukwita Maambo	Town Clerk	

APPENDIX 1: SCHEDULE OF MEETINGS



MAZABUKA MUNICIPAL COUNCIL STAKEHOLDER ENGAGEMENT PLAN 2025 CDF SENSITIZATION SCHEDULE MAGOYE AND MAZABUKA CONSTITUENCIES

S/M	WARD	LOCATION	DAY	DATE	TIME
1	NGWEZI	Magoye research primary school	TUESDAY	08/04/25	09:30
2	MWANACHINGWALA	Mbiya primary school			14:00
3	MUNJILE	Munjile shed	WEDNESDAY	09/04/25	09:30
4	MUSUMA	Maunga grounds			14:00
5	NKONKOLA	Nkonkola primary school	THURSDAY	10/04/25	09:30
6	CHIVUNA	St. Michaels primary school			14:00
7	KALAMA	Kalama Shed	FRIDAY	11/04/25	09:30
8	MUNENGA	Munenga Secondary			14:00
9	ITEBE	Itebe Primary school	TUESDAY	15/04/25	09:30
	NACHIPOMA	Kaleya West Primary school			14:00
10	MBAYA	Chifumpu primary school	WEDNESDAY	16/04/25	09:30

**CASH FOR WORK SENSITIZATION SCHEDULE
MAGOYE AND MAZABUKA CENTRAL**

S/N	WARD	LOCATION	DAY	DATE	TIME
1	NGWEZI	Magoye research primary school	Tuesday	06/05/25	09:30
2	MWANACHINGWALA	Mbiya primary school			14:00
3	MUNJILE	Munjile shed	Wednesday	07/05/25	09:30
4	MUSUMA	Maunga grounds			14:00
5	NKONKOLA	Nkonkola primary school	Thursday	08/05/25	09:30
6	CHIVUNA	St. Michaels primary school			14:00
7	KALAMA	Kalama Shed	Friday	09/05/25	09:30
8	MUNENGA	Munenga Secondary			14:00
9	ITEBE	Itebe Primary school	Tuesday	13/05/25	09:30
	NACHIPOMA	Kaleya West Primary school			14:00
10	MBAYA	Chifumpu primary school	Wednesday	14/05/25	09:30

COMMUNITY/BUSINESS STAKEHOLDER'S ENGAGEMENTS

S/N	ACTIVITY	LOCATION	DAY	DATE	TIME
01	Regulatory impact assessment stakeholder's consultative meeting	Council chamber		06/03/25	14:00
02	Launch of the USSD code	Nakambala market		01/04/25	09:00
03	Town Hall meetings on council activities	Mazabuka central and magoye constituencies		09/04/25 to 17/04/2025	
04	Corporate Brunch	Nakambala Community Hall		30/06/25	09:00

Prepared by Assistant Public Relations Manager:



Approved by Town Clerk:

