



SUSTAINABLE ENERGY FOR ALL

Guidelines for Multistakeholder
Consultations in the SE4All
Country Action Process



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Sustainable Energy for All has identified a number of focus countries now engaged in the development of country action agendas and investment prospectuses. These outline country level priority areas encompassing the three objectives of the SE4All initiative, as well as action areas for further engagement.

Recognizing that within an extensive global public private partnership and the need for country ownership of SE4All processes and outputs, there will be many different types of stakeholders that can add value to this process, and in order to encourage a representative array of public, private and civil society sector input, a range of in-country stakeholder consultations and other multistakeholder processes are being undertaken by different sets of stakeholders, to provide input into this action agenda and priority setting process. These consultations/processes should be seen in the context of an ongoing dialogue between relevant actors on how: SE4All planning, design and implementation and monitoring can be most effectively carried out; long-term public and private sector support can be raised for these processes; and how responsibilities can best be shared to ensure the success of SE4All action in a given context.

Key principles underlying all SE4All action agenda development include: (i) Building on existing plans/programmes/strategies; (ii) Political commitment and leadership; (iii) A balanced and integrated approach; (iv) An inter-ministerial and cross-sector approach; (v) Adherence to sustainable development principles; (vi) Participation and meaningful involvement of all stakeholders; (vii) Gender equality and inclusiveness of vulnerable and marginalized groups; and (viii) Transparency and accountability .

While recognizing these consultations are being undertaken by a range of SE4All stakeholders, in order to ensure appropriately participatory processes capturing inputs of key stakeholders are undertaken, and to help assure a consistent approach, these guidelines have been developed to help ensure that in organizing such consultations several conditions are met. They are intended to help standardize how stakeholder input is provided into Action Agenda and Investment Prospectus development, as well as in broader SE4All planning and implementation processes, multi-sector country support is achieved and help to ensure that a balanced process.

Best practice in ensuring success of a multistakeholder process such as SE4All are outlined below. These guidelines will help improve the quality of consultations and other elements of the process, and also improve the commitment of stakeholders to the success of SE4All efforts, regardless of which stakeholder is taking the lead on any particular event or part of the broader process. While it is recognized that closed meetings will sometimes also be required, because SE4All is an international initiative with three pillar (government, private sector, and civil society), efforts should be made to include all three pillars whenever possible.



The best practice guidelines for multistakeholder processes are:

1. **Communication:** Establish a clear and accessible lead/focal point for each stakeholder group (government, CSOs (may need to differentiate between types of organization), businesses (again, may need to differentiate between sectors), SE4All in-country, etc.).
2. **Representation:** Consultation/event/process design should be participatory & inclusive to ensure all relevant perspectives from stakeholders across the energy value chain will be represented. There should be concerted efforts among the all three pillars of the SE4All initiative: government, the private sector and civil society to achieve this.
3. **Timeliness:** Opportunities for stakeholders to engage should be offered in a timely manner to ensure informed participation, which greatly improves outcomes.
4. **Information:** Access to information/documentation (such as draft Action Agendas or Investment Prospectuses, when public) should be ensured as early as possible to enable informed participation, follow-up, implementation and monitoring (i.e. information should flow at all stages in a process).
5. **Gender & other marginalized groups:** All aspects of the process should be gender aware and include vulnerable and excluded groups. This should include ensuring active participation by women's and marginalized groups in all components of the process listed here.
6. **Opportunities for youth to participate:** The future leaders have a big role to play at present and in the future. Hence, providing them opportunities to pitch in their perspectives and ideas as part of the consultative process is essential and inevitable.
7. **Ensuring quality:** Provide basic capacity building for stakeholders who are relevant but may not be familiar with the issues.
8. **Decision-making:** Participation in decision-making should be as broad and inclusive as appropriate.
9. **Follow-up:** Clear action plan with roles/responsibilities should result from any event/milestone in process to ensure progress.
10. **Implementation/monitoring:** A broad set of stakeholders should be involved in implementation / monitoring to ensure buy-in and support of the process, and accountability and transparency.
11. **Ensure global coherence/value:** A full-write up should be reported by the organizers back to the government and the GFT which will then share this with the broader SE4All community and – unless the host country has objections - make it available via the SE4All website.



Consultations may be divided into separate Action Agenda goals or may be led by one specific pillar of the SE4All initiative, or divided thematically, such as “electrification” or “cooking solutions” or include all of the above. In some countries where the planning and implementation of energy projects is delegated to sub-national government (region, province, country, city, town, etc.) consultation methods may differ from national level events. If an organizer (regardless of whether it is civil society, government or the private sector) plans to invite a limited set of stakeholders, for example, private sector organizations, this should be communicated clearly to other pillars of the initiative. Consultation agendas and results should be made publicly available and widely disseminated.

In order to maximize outreach to existing SE4All stakeholders, network platforms such as the online SE4All Collaboration Platform, SE4All stakeholder groups such as the Energy Access Practitioner Network, the SE4All hubs and the relevant High-Impact Opportunities should be leveraged to ensure existing stakeholder groups are informed well in advance and are able to participate.

The following official SE4All entities must be informed of plans to organize stakeholder consultations or other SE4All events as early as possible:

1. The host government SE4All focal point, who is in charge of coordinating the SE4All Country Action Process locally, and any consultants assisting national SE4All work, if they are not the original organizer, to ensure effectiveness and relevance of the event/process. Ideally, the organization of stakeholder consultations should be cleared by the country SE4All focal point.
2. SE4All regional hub contacts (African Development Bank, Asian Development Bank, Inter-American Development Bank) to ensure coherence with other SE4All related events planned in the region.
3. The SE4All Global Facilitation Team (GFT) in Vienna to ensure global tracking of the SE4All Country Action Process, advise on issues of process and provide examples and reference points as needed. The use of SE4All branding needs to be approved by the GFT.



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