



NATIONAL ENVIRONMENT TRUST FUND
(NETFUND)

PUBLIC PARTICIPATION GUIDELINE

2025

National Environment Trust Fund (NETFUND)

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References

The Constitution of Kenya, 2010
The Public Finance Management Act, 2012
The Access to Information Act, 2016.
County Government of Elgeyo Marakwet

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1. Introduction

The National Environment Trust Fund (NETFUND) is a state corporation under the Ministry of Environment, Climate Change and Forestry, established to mobilize, manage and avail resources for environmental management in Kenya.

NETFUND's programmatic areas include:

- Climate Change Mitigation and Adaptation
- Pollution Control and Waste Management
- Ecosystem Restoration
- Biodiversity Conservation and Protection

In executing its mandate, NETFUND collaborates with a wide range of stakeholders including government agencies, community groups, community forest associations, project implementing partners, donors, development partners, private sector actors, and civil society organizations.

This guideline provides structured guidance for ensuring meaningful public participation and stakeholder engagement in NETFUND's work. It seeks to embed inclusivity, transparency, accountability, and sustainability in all resource mobilization and programmatic activities.

2. Rationale for the Policy

The effective execution of NETFUND's mandate hinges on robust collaboration with a diverse spectrum of stakeholders, ranging from government agencies to community groups, donors, development partners, and private sector actors. This wide network of collaborators plays a vital role in ensuring the success and sustainability of NETFUND's programs and projects. Public participation and stakeholder engagement are integral to this collaborative approach, as they foster inclusivity, transparency, and accountability in all phases of resource mobilization and implementation. By involving a broad array of voices, NETFUND aims to enhance the relevance and impact of its interventions while building trust and ownership among affected communities and partners.

This guideline seeks to institutionalize structured and meaningful public participation throughout NETFUND's activities, ensuring that all stakeholders are adequately represented and their concerns addressed. By embedding these principles into every program and project, NETFUND not only aims to improve the effectiveness of its interventions but also promotes sustainability by encouraging shared responsibility. Ultimately, this approach supports NETFUND's commitment

to delivering impactful and equitable development outcomes that benefit all stakeholders, ensuring that its efforts align with national development priorities and community needs.

3. Legal and Policy Guideline

This guideline is informed by and aligned to the following legal and policy instruments:

- The Constitution of Kenya (2010), which guarantees public participation and environmental rights (Articles 10, 42, 69)
- The Environmental Management and Coordination Act (EMCA), 1999 and its amendments.
- The Climate Change Act, 2016.
- The Public Finance Management Act, 2012
- The Access to Information Act, 2016.
- National Environment Policy, 2013.
- National Climate Change Policy Guideline.

4. Purpose and Objectives of the Guideline

The purpose of this guideline is to institutionalize public participation and stakeholder engagement within NETFUND's resource mobilization and program delivery processes. It provides a consistent and transparent mechanism for engaging stakeholders in policy formulation, project design, implementation, monitoring, and evaluation.

Specifically, the guideline seeks to achieve the following objectives;

1. To standardize approaches to public participation across NETFUND programs.
2. To provide clear roles, procedures, and tools for engaging stakeholders.
3. To ensure compliance with constitutional, legal, and policy requirements on participation.
4. To enhance accountability, transparency, and inclusivity in NETFUND's resource mobilization and program delivery.

5. Guiding Principles

NETFUND's engagement is guided by the following principles:

- **Inclusivity:** Engaging all actors, including marginalized and vulnerable groups.
- **Transparency and Accountability:** Ensuring openness in resource mobilization and program management
- **Equity:** Promoting fair access to resources and opportunities
- **Partnership:** Leveraging diverse stakeholder capacities for collective impact.
- **Sustainability:** Embedding long-term environmental, social, and economic benefits.
- **Mutual Respect:** Recognizing and valuing the contributions of all stakeholders.

6. Stakeholder Mapping and Categorization

NETFUND recognizes the following categories of stakeholders:

- **Government Institutions:** Parent Ministry, relevant state agencies, county governments, and regulators.
- **Donors and Development Partners:** Bilateral and multilateral partners providing financial and technical resources.
- **Private Sector:** Businesses and industries supporting green financing, clean technologies, and corporate sustainability.
- **Community-Based Organizations and Community Forest Associations (CFAs):** Grassroots actors driving implementation at the local level.
- **Implementing Partners and NGOs:** Technical and operational partners in program execution.
- **Research and Academia:** Institutions providing knowledge, innovation, and policy insights.
- **Media:** Platforms for awareness creation and public education.
- **General Public:** Citizens and communities whose livelihoods are directly or indirectly affected by environmental outcomes.

7. Public Participation Forums

NETFUND will employ diverse mechanisms to engage stakeholders, including:

- **Stakeholder Forums and Consultations:** National, sub-national and community-level engagements on project design and policy discussions.

- Information and Communication Channels: Use of media, digital platforms, publications, and workshops to share information.
- Capacity Building: Empowering stakeholders with skills and knowledge for effective participation.
- Feedback Mechanisms: Hotlines, suggestion boxes, surveys, and digital platforms for receiving and responding to stakeholder input.

8. Public Participation Process

NETFUND will undertake the following process in its public participation activities;

Stage	Objective	Activities
Planning and Preparation	Define scope, stakeholders, and approach	<ul style="list-style-type: none"> • Set goals and expected outcomes • Stakeholder mapping and analysis • Choose participation methods • Plan logistics, roles, and timelines
Information Dissemination	Inform stakeholders in a timely and accessible manner	<ul style="list-style-type: none"> • Publish public notices (media, website, chiefs) • Share background documents • Translate materials into local languages and use accessible formats
Engagement and Participation Activities	Facilitate inclusive and meaningful public engagement	<ul style="list-style-type: none"> • Conduct forums (barazas, town halls, focus groups) • Use skilled facilitators • Ensure equal participation (women, youth, marginalized groups) • Document all input
Analysis and Integration of Feedback	Process and incorporate stakeholder views	<ul style="list-style-type: none"> • Compile and categorize feedback • Conduct technical review of inputs • Revise proposals/policies based on relevant input
5. Feedback to Stakeholders	Close the loop and ensure transparency in decision-making	<ul style="list-style-type: none"> • Share summary of outcomes and how feedback was used • Publish final decisions and participation reports • Use multiple channels to report back
6. Monitoring and Evaluation	Assess effectiveness and gather lessons for improvement	<ul style="list-style-type: none"> • Conduct surveys or interviews on process • Internal review of participation quality • Document lessons learned and update future approaches
7. Continuous Engagement	Foster long-term collaboration and dialogue	<ul style="list-style-type: none"> • Establish local liaison structures • Partner with CSOs and local leaders • Provide training and build stakeholder capacity

9. Minimum Standards for Participation

NETFUND's public participation processes will abide the following minimum standards;

1. Notice of engagement at least 14 days in advance.
2. Information shared in clear, simple language.
3. Inclusion of youth, women, persons with disabilities, and marginalized groups.
4. Transparent documentation and reporting.
5. Accessible and safe engagement environments.

10. Roles and Responsibilities in Guideline Implementation

The roles and responsibilities pertaining to the implementation of this guideline will be as follows;

1. NETFUND Board of Trustees: Allocates resources, provides strategic oversight and ensures accountability.
2. Management: Integrates participation into institutional planning and resource mobilization. Approves the participation guideline
3. Corporate Communication Department: Coordinates outreach, media engagement, and knowledge sharing, awareness, and feedback
4. Program Teams: Facilitate participatory approaches in project design, implementation, and evaluation
5. Stakeholders: Contribute input, collaborate in implementation, monitor commitments, and hold NETFUND accountable.

11. Monitoring, Evaluation and Learning (MEL)

To ensure that the guideline is effective and useful, NETFUND shall;

- Develop indicators for assessing the quality and effectiveness of participation.
- Conduct periodic stakeholder satisfaction surveys.
- Ensure lessons learned are documented and inform future engagement.
- Share monitoring reports publicly for transparency.

12. Expected Outcomes

Implementation of this guideline will result in:

- Enhanced trust and collaboration between NETFUND and stakeholders.

- Increased resource mobilization for environmental initiatives.
- Stronger ownership and sustainability of projects.
- Improved program quality, relevance, and impact.
- Greater transparency and accountability in environmental financing.

13. Review and Continuous Improvement

This guideline shall be reviewed every five years, or as necessary, to align with emerging environmental challenges, evolving stakeholder needs, and changes in the legal or policy environment.

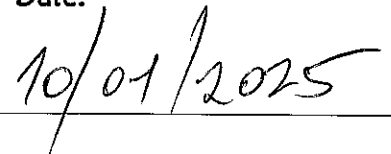
14. Approval

The Chief Executive Officer hereby confirms that the guideline has been developed consultatively considering the views of all the relevant stakeholders and in line with national and international best practices and standards and duly approves it for use by NETFUND.

Signature:



Date:



Samson Toniok

Chief Executive Officer and Secretary to the Board of Trustees

15. Annexes: Tools and Templates

1. Participation Plan Template

Purpose	Stakeholders	Method	Venue/Platform	Date	Responsible officer

2. Feedback Form

Issues raised	Suggestions for improvement	Follow-up action

3. Engagement Report Format

Event details	Participants	Key issues raised	NETFUND response	Next steps