



LUSANGAZI TOWN COUNCIL

ANNUAL STAKEHOLDER ENGAGEMENT PLAN

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1.0 Introduction

This Stakeholder Engagement Plan (SEP) sets out the approach to communicating, consulting and partnering with stakeholders for effective service delivery, sustainable development and transparent governance. The plan strives to build a system of engagement on Constituency Development Fund (CDF) projects, local economic development and council financial planning/budget processes as well as any developmental agendas in Lusangazi district. The annual plan is be living to speak to the realities of engagement and dynamics of the district.

2.0 Purpose of the Plan

The purpose of this document is to have a structured way of engaging with the citizens of Lusangazi district in the course of 2026 on the various developmental activities that will be taking place and the best approaches to have a well-informed citizenship.

3.0 Stakeholder Identification

1. Councillors
2. Headmen and traditional leaders
3. Market traders, business men and women
4. Ward Development Committee members
5. Government departments
6. Transporters
7. Market committees
8. CDF committee members
9. Timber producers
10. Farmers
11. Faith based Organizations
12. Youths and Women
13. Traders
14. Church leadership
15. People Living With Disability Groupings
16. Regulatory bodies
17. Contractors
18. Donors/investors

4.0 Engagement Methods

- Public notices and community posters
- Local authority committee meetings and full council platforms
- District Development Coordinating Committee (DDCC)
- Social media platforms like Facebook and online engagement
- Community gatherings and public engagement meetings
- Radio programs and call in platforms
- Focus group discussions and stakeholder forums as well as mobile outreach activities

- Collaborative efforts with quasi-government, central government and non-governmental organizations
- Public relations published notices, newsletters and press releases
- Suggestion Boxes
- Printed Materials

5.0 Quarterly Engagement Activities

5.1 First Quarter (January to March)

- Conduct citizens' engagement meetings in all 11 wards
- Conduct a radio program in the quarter
- Engage with citizens on social media to grow participation and keep citizens informed
- Give feedback to the various citizens through WDCs and at centralized meetings in both chiefdoms on approved budget.

5.2 Second Quarter (April to June)

- Conduct budget hearings with citizens in Nyamphande and Sandwe chiefdom
- Collect feedback from citizens in various wards □
Analyze citizen feedback

5.3 Third Quarter (July to September)

- Conduct budget meetings to present draft budget to citizens
- Conduct at least 1 radio program in the quarter
- Engage WDC's and other stakeholders on the applications of various CDF components

5.4 Fourth Quarter (October to December)

- Approve and adopt annual budget
- Provide updates on project implementation

6.0 Stakeholder Analysis

Stakeholders	Interest	Influence	Engagement priority	Notes
WDCs	High	High	High	Keep satisfied
Community Members	High	Low	Moderate	Keep informed
Traditional Leaders	High	High	Moderate	Keep satisfied
Councillors	High	High	High	Keep satisfied

Business Community	Moderate	Low	Moderate	Keep informed
CSOs & NGOs	Moderate	Low	Low	Keep informed
Government Departments	Moderate	High	Moderate	Keep informed
CDF Committee	High	High	High	Keep satisfied
Market Committees	High	Low	Low	Keep informed
Youths & Women Groups	High	Low	High	Keep satisfied
Faith-Based Organization	High	Low	Moderate	Keep informed
Education Institutions	Moderate	Low	Moderate	Keep informed
Transport Associations	Low	Low	Moderate	Keep informed
Media Houses	Low	Low	Moderate	Keep informed
Environmental Groups	Moderate	Moderate	Moderate	Keep informed

7.0 Implementation timelines

ACTIVITY	OBJECTIVE	FREQUENCY	LEAD UNIT
Announce stakeholder meetings	Enhance participation	2 weeks before each meeting	Planning
CDF Sensitization Meetings for women, youths and people living with disability	Communicate to the general public any updates concerning CDF	1 for each group in March and 1 for each group in August.	Public Relations
Ward Budget Consultations	Collect zone and ward preference for development focus	Annually (Aug—Sep)	Finance & Planning
Business Forum Engagement	Engage the business community	To be held in September.	Finance
Social Media Updates	Keep citizens updated on the go	Weekly	Public Relations
Financial Literacy/Trainings	Capacitate community members	To be held in March and June	Planning & Finance
District Development Stakeholder Engagement Forums	Encourage continuous input	Quarterly	Planning
Share outcomes of engagements and progress made on developments through newsletters, radio programs and bulk dissemination through WDCs	Close feedback loop	Quarterly	Planning Dept.
Collect ongoing feedback	Get citizen opinions	Quarterly	Public Relations
Update stakeholders on project progress	Maintain transparency	Monthly	Public Relations / Planning

8.0 Sources of Resources

Engagements are very necessary but often have costs attached. The resources for the engagement activities will be sought from different programs within the local authority programming. The main sources are under listed below.

- Government grants (CDF administration components)
- Local Authority revenue (various levies, licenses, bus station fees, market fees) ➤ Council budget allocation
- Partner support through CSO's and Development agencies where possible

SN	ITEM	ESTIMATED COST
1	Radio airtime (1 per quarter of the year)	(K2, 500. 00 X 4) K10, 000.00

2	Transport for outreach teams (Fuel in litres)	(250 litres of diesel X K40) K10, 000.00
3	Printing (flyers, posters)	K2, 000.00
4	Meeting costs (refreshments, transport refunds, stationery) in 11 wards	(K1, 500 X 11) K11, 500.00
5	Monitoring and evaluation	K1, 500.00
6	Contingency	K1, 000.00
	TOTAL	K35, 100.00

9.0 Monitoring and Evaluation

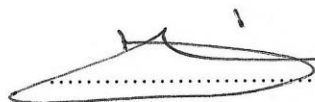
The process of monitoring and evaluation ensures that the citizens are informed and made aware of the various activities in the district. The monitoring will reveal the stakeholder participation rates as well as give citizen feedback and quality of engagement. This will reflect real time reflection on the level of engagement achieved through the course of the day.

SN	Indicator	Target
1	Communication meetings held	Quarterly communications
2	Business forums held	Bi-annual
3	Budget consultation sessions	Bi-annual
4	Media releases/social media updates	As often as possible on available platforms
5	Quarterly reports produced	4 reports produced
6	Individual Citizen engagement walk through	Monthly basis

10.0 Conclusion

The Stakeholder Engagement Plan ensures that the goals of the engagement are met by making communication **inclusive**, **timely**, and **actionable**. It will help build stronger relationships between Lusangazi Town Council and its people, leading to more responsive governance and greater public trust. It further helps to build the element of transparency and accountability in the population as well as giving development to be generated from the people that actually need the services and infrastructure in the district. This kind of engagement ensures citizens, traditional leaders, institutions and development partners.

Approved by



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COUNCIL SECRETARY

