

Stakeholder Engagement Plan for the Terms of Reference of DFC's Independent Accountability Mechanism

May 9, 2024



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Background

U.S. International Development Finance Corporation (DFC)¹ is America's development finance institution. The Independent Accountability Mechanism (IAM), presently known as Office of Accountability, is an independent office within DFC that addresses concerns, complaints, or conflicts about environmental or social issues that may arise around DFC-supported projects. The IAM provides project-affected communities, workers, and project sponsors or clients an opportunity to have their concerns independently reviewed and addressed.

On September 9, 2020, the DFC Board of Directors (Board) approved the implementation document: Independent Accountability Mechanism for the U.S. International Development Finance Corporation². It instructs the Director of the IAM to develop its Terms of Reference (TOR) for DFC Board approval.

Stakeholder Engagement Plan

This plan is intended to:

- Outline the objective and approach to engagement and consultation for the TOR.
- Identify the stakeholders to be engaged.
- Describe how the outcome of the consultation process will be utilized.
- Highlight approximate schedule of key activities.
- Provide contact details so interested stakeholders can submit comments.

Objective

The objective of the stakeholder engagement activities is to facilitate consultation with those groups whose interest in DFC's IAM's activities are clear and demonstrated. The results of the consultation process, which will be summarized and published, will help inform and improve the TOR prior to its approval by the DFC Board.

¹ [DFC | Investing in Development](#)

² [BDR\(20\)45 IndependentAccountabilityMechanism.pdf \(dfc.gov\)](#)

Stakeholders

In addition to DFC-internal stakeholders, key stakeholders include:

- **Affected Stakeholders:** Members of project-affected communities and workers at DFC-supported Projects.
- **Civil Society Organizations (CSOs) and other representatives:** Individuals or organizations which follow DFC’s activities, represent project-affected communities or workers, or promote accountability at DFIs.
- **Clients:** Current or prospective recipient of DFC support, including Financial Intermediaries.
- **Other IAMs:** Independent accountability mechanisms of other Development Finance Institutions (DFIs) active in DFC’s countries of operation.

General Process

The IAM will **publish a Draft TOR and a Concept Note** to inform and enable interested stakeholders to provide comments during a **60-day public consultation** period.

Two facilitated webinars will be planned and announced via social media, published on the DFC website, or other means. These webinars will be conducted approximately midway through the 60-day consultation period. Additional consultation may be conducted at events or webinars hosted by third parties. **Comments are invited via electronic mail.**

The **results of the public consultation will be collated, summarized, and published.** The Director of the IAM will use the results obtained during the public consultation process to **finalize the TOR**, which will subsequently be submitted for DFC Management and Board review, and Board approval.

Once Board approved, the TOR will replace the 2014 Operational Guidelines Handbook for Problem-Solving and Compliance Review Services for the Office of Accountability³.

How to Comment

In addition to participating in webinars (see further below), interested **stakeholders are invited to submit their comments via email** to: accountability@dfc.gov. Emails can also be submitted confidentially to the external facilitators (consultants) via jr@johnriordan.com. Please include in the subject line of all emails: “IAM TOR Comments”, and, if preferred, “Keep Identity Confidential”. All comments received will be reviewed, summarized, collated, and addressed. They will be presented in a matrix-style summary report. The resulting input will be used to finalize the TOR before submitting it to DFC Management and Board for review and approval.

³ [Office of Accountability Handbook.pdf \(dfc.gov\)](#)

Language

The draft TOR, Concept Paper, webinars, and summary reports will be in English language. Over time, the Board-approved TOR will be translated into additional languages, as needed.

Schedule

The estimated public consultation schedule is tabulated below and subject to change.

Date	Cum. Days	Activities
Friday, May 31, 2024	1	Publish Draft TOR, SEP, Concept Note
Wednesday, June 12, 2024	12	IAM Director at regional CSO outreach event in Nairobi
Thursday, June 20, 2024	20	Conduct facilitated webinar #1 (9AM EST)
Friday, June 21, 2024	21	Conduct facilitated webinar #2 (4PM EST)
Tuesday, July 30, 2024	60	End of 60-day public consultation period
Monday, August 19, 2024	80	Publish summary of comments, responses
Tuesday, September 3, 2024	95	Complete engagement with Management & Board
Wednesday, September 18, 2024	110	Submit TOR for Board Review and approval

Note: Cum. Days – Cumulative Days, SEP – Stakeholder Engagement Plan, TOR – Terms of Reference