

---

## **RESOURCE MOBILIZATION POLICY**

---



**Wildlife Research and Training Institute**

**P.O. Box 842-20117, Naivasha, Kenya**

**Telephone: (+254) 050 2020577**

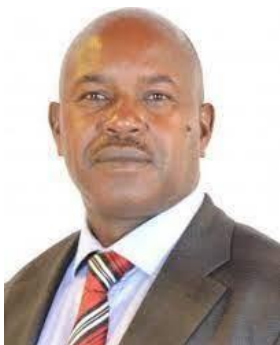
**Mobile: (+254) 0700 000321 / 0731 919 465**

**Website: [www.wrti.go.ke](http://www.wrti.go.ke)**

**Email: [director@wrti.go.ke](mailto:director@wrti.go.ke), [wrti@wrti.go.ke](mailto:wrti@wrti.go.ke)**

**© 2024**

## FOREWORD



The Resource Mobilisation Policy was methodically crafted to help the Institute meet its commitments under the Wildlife Conservation and Management Act.

This Policy provides extensive guidance on the processes and documents required for resource mobilisation. The major goal is to assist the Institute in obtaining enough funding. The Policy's primary aims include the construction of a strong framework to guide research partnerships and collaborations, the integration of sustainable resource mobilisation strategies, and the facilitation of effective financing in support of the Institute's mission.

Furthermore, the Policy seeks to strengthen domestic resource mobilisation activities, extend the range of resource channels, and investigate alternate funding sources to lessen reliance on specific development partners. Importantly, the development of this Resource Mobilisation Policy is closely aligned with the Institute's Strategic Plan for 2023-2027 and the Bottom-Up Economic Transformation Agenda (BETA).

The full execution of the policy is expected to improve wildlife research and development at the institutional, national, and international levels, establishing the Institute as a leading centre for innovation in wildlife research and training.

We are grateful to the Institute's staff for their essential contributions and continuous support throughout the preparation of this Policy.

.....  
**DR DAVID NKEDIANYE**  
**CHAIR, BOARD OF THE INSTITUTE**

**DATE:** 16<sup>th</sup> May, 2025

## PREFACE



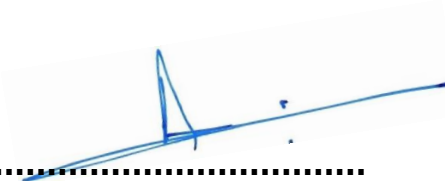
The Institute is mandated to spearhead wildlife research and capacity building the country. To effectively deliver on this mandate, the Institute requires sustainable and diversified resources to support its programmes, infrastructure, human capital, and strategic initiatives.

This Resource Mobilization Policy provides a structured framework for identifying, securing, and managing financial and non-financial resources necessary for the Institute's growth and impact.

It outlines clear strategies for engaging stakeholders, strengthening partnerships, and aligning resource mobilization efforts with national development priorities, including the Bottom-up Economic Transformation Agenda (BETA) and the Institute's Strategic Plan (2023–2027).

The importance of this policy lies in its role in ensuring that the Institute remains proactive and self-reliant in the face of dynamic funding landscapes. It promotes accountability, transparency, and innovation in resource generation while reinforcing the Institute's commitment to sustainable wildlife research, training, and conservation.

By implementing this policy, the Institute positions itself to not only meet current demands but also to anticipate future opportunities that will enhance its contribution to national and global wildlife conservation efforts.



.....  
**DR PATRICK OMONDI, OGW**  
**DIRECTOR/CEO**

**DATE:** 16<sup>th</sup> May, 2025

## EXECUTIVE SUMMARY

The Institutes' Resource Mobilisation Policy acknowledges the Institute's responsibilities and functions under Section 50 of the Wildlife Conservation and Management Act. It informs staff members about what is expected of them in terms of the Institute's resource mobilisation activities. In the context of this policy, resource mobilisation refers to all activities involving the acquisition of new and additional resources for projects or activities. It also entails making greater use of and maximising current resources. Resource mobilisation is important to the Institute's ability to continue providing services and carry out its mandate.

The Institute's financial resource mobilisation policy is divided into three (3) chapters. The first chapter (1) discusses the institute's background and mandate, as well as the reasoning and objectives of the Resource Mobilisation Policy, guiding principles, and legal framework. Chapter two (2) describes the roles and responsibilities of the Board Members, including the Director/Chief Executive Officer, Management, Head Planning, Partnership and Resource Mobilisation, Policy Development Approach, Strategies, Policy Outcomes, and Stakeholders. The third (3) chapter describes the Resource Mobilisation Policy's monitoring, evaluation, reporting, and review.

The methods outlined in the Resource Mobilisation Policy are based on the institute's functions, the Public Finance Management Act<sup>2</sup>, the National Treasury Circular No.16/2019, and the Medium-Term Expenditure Framework (MTEF).

*Discover Beyond*

## ACRONYMS

|          |  |
|----------|--|
| BETA:    | Bottom-up Economic Transformation Agenda             |
| CEO:     | Chief Executive Officer                              |
| EU:      | European Union                                       |
| Gok:     | Government of Kenya                                  |
| H-PP&RM: | Head –Planning Partnership and Resource Mobilization |
| JICA:    | Japan International Cooperation Institute            |
| M&E:     | Monitoring and Evaluation                            |
| MTEF:    | Medium Term Expenditure Framework                    |
| PFM:     | Public Finance Management                            |
| TPF:     | Tourism Promotion Fund                               |
| WCMA     | Wildlife Conservation and Management Act             |
| WRTI     | Wildlife Research <b>and Training Institute</b>      |



WILDLIFE  
RESEARCH  
& TRAINING  
INSTITUTE

*Discover Beyond*

## Table of Contents

|  |    |
|--|----|
| FOREWORD.....  | 2  |
| PREFACE .....  | 3  |
| EXECUTIVE SUMMARY.....   | 4  |
| ACRONYMS .....   | 5  |
| DEFINITION OF TERMS .....  | 7  |
| CHAPTER ONE: INTRODUCTION.....   | 8  |
| 1.1 MANDATE AND FUNCTIONS OF THE INSTITUTE .....                           | 8  |
| 1.2 Vision.....  | 8  |
| 1.3 Mission.....   | 8  |
| 1.4 Core values .....  | 8  |
| 1.5 Policy Statement.....  | 9  |
| 1.6 Scope of Policy .....  | 9  |
| 1.7 Management of resources Acquired .....                                 | 9  |
| 1.8 Policy Justification.....  | 9  |
| 1.9 Rationale.....   | 9  |
| 1.10 Objectives of the Resource Mobilization Policy .....                  | 9  |
| 1.11 Guiding Principles.....   | 10 |
| CHAPTER 2: LEGAL FRAMEWORK AND GOVERNANCE.....                             | 11 |
| 2.1 GOVERNANCE.....  | 11 |
| 2.1.1 Establishment of a Resource Mobilization (RM) Advisory Committee ... | 12 |
| 2.3 Functions of RM Advisory Committee .....                               | 12 |
| 2.5 Conduct of meeting of Resource Mobilization advisory committee.....    | 13 |
| CHAPTER 3: POLICY FRAMEWORK.....   | 14 |
| 3.1 Overview of Institutes Resource Mobilization Management Framework..... | 14 |
| 3.2 Policy Development Approach .....                                      | 14 |
| 3.2.1 Strategies .....   | 14 |
| 3.2.2 Sociological .....   | 14 |
| 3.2.3 Technological .....  | 15 |
| 3.3 Resource Mobilization Strategies .....                                 | 15 |
| 3.4 Policy Outcomes .....  | 17 |
| 3.5 Stakeholders.....  | 18 |
| 3.5.1 Objectives of Stakeholder Engagement.....                            | 18 |
| 3.6 Key Priorities .....   | 18 |
| CHAPTER 4: IMPLEMENTATION FRAMEWORK AND MONITORING & EVALUATION ...        | 20 |
| 4.1 Roles and Responsibilities .....                                       | 20 |
| 4.1.1 Board of the Institute .....   | 20 |
| 4.1.2 /Director Chief Executive Officer.....                               | 20 |
| 4.1.3 Management.....  | 20 |
| 4.1.4 Head-Planning, Partnership and Resource Mobilization .....           | 20 |
| 4.1.5 Heads of Divisions and Department.....                               | 20 |
| 4.1.6 Staff and relevant stakeholders .....                                | 20 |
| 4.1 Monitoring Framework.....  | 20 |

## DEFINITION OF TERMS

**"Policy"** means a statement of intent, and is implemented as a procedure.

**"Policy Priorities"** means the areas of programmatic growth that are most critical to the vision and mission of the organization such as increasing the resources for training, research, and development of Works.

**"Resource Mobilization Strategy"** means the management will organize the processes of prioritizing, planning, selecting projects, monitoring, and broadening the resource channels as well as coordinating with Member States and ICPs for mobilizing and effectively utilizing resources.

**"Strategy"** means setting goals and priorities, determining actions to achieve the goals, and mobilizing resources to execute the actions.

**"Institute"** means Wildlife Research and Training Institute.



**WILDLIFE  
RESEARCH  
& TRAINING  
INSTITUTE**

*Discover Beyond*

## CHAPTER ONE: INTRODUCTION

The Wildlife Research and Training Institute (WRTI) was formed under Section 50 of the Wildlife Conservation and Management Act. On July 17, 2020, Gazette Notice No. 4862 was issued, making it active. The Institute was founded on the belief that wildlife research should be more concentrated in order to provide credible scientific information on rising wildlife conservation and management issues.

### 1.1 MANDATE AND FUNCTIONS OF THE INSTITUTE

Section 51 of the WCMA demands that the Institute conduct and coordinate wildlife research and training. The precise functions are described in Section 52. Section 59 also requires the Institute to provide wildlife research permits, and Section 60 directs the Institute to create a comprehensive wildlife database in partnership with the KWS and other relevant lead agencies and stakeholders.

### 1.2 Vision

A globally competitive wildlife research and training Centre.

### 1.3 Mission

Conduct and organise wildlife research and training through innovation, knowledge, and technology transfer to ensure long-term wildlife conservation and management.

### 1.4 Core values

The key values that guide the Institute's operations are as follows:

- (i) **Integrity:** We uphold honesty and transparency in all our operations.
- (ii) **Professionalism:** We uphold high standards of conduct, competence and accountability in all activities to foster trust and credibility.
- (iii) **Stewardship:** We nurture and foster environmental sustainability and responsible management of public resources.
- (iv) **Innovation:** We endeavor to explore and adopt new ideas, approaches and technologies.
- (v) **Partnership:** We create an environment that will deliver competitive scientific output through collaborative research, capacity building and service delivery initiatives.
- (vi) **Quality:** We offer excellent research and training outputs and services.
- (vii) **Teamwork:** We uphold the spirit of working together to create synergy and cohesiveness towards common goals.
- (viii) **Inclusivity:** We embrace gender and social diversity, equity, fairness, respect and community engagement.



### **1.5 Policy Statement**

The Institute is committed to acquiring new resources and improving the efficiency of existing assets. This approach is critical to sustaining the Institute's purpose and meeting ongoing obligations.

### **1.6 Scope of Policy**

The policy governs the Institute, its sub-centers, Development Partners, and other stakeholders. The Partnership Memoranda of Understanding (MoUs)/Agreements will govern the Institute's resource mobilisation efforts. Resources shall be sought through proposal development, partnership with public and private organisations, and other internal income-generating activities and methods as specified from time to time by the Board of Institute.

### **1.7 Management of resources Acquired**

All assets and revenue acquired by the Institute through resource mobilisation must be managed in compliance with the asset management policy and partnership MOUs/Agreements. Where there is a dispute between the Institute's asset management processes and the partnership MoU/Agreement, the Institute MoU/Agreement takes precedence.

### **1.8 Policy Justification**

The government is unable to completely fund the institute due to conflicting demands for resources. This may impair the Institute's capacity to carry out its mandate. It is consequently appropriate for the institute to begin on resource mobilisation to close the financing shortfall. These resources are intended to raise funds for physical facilities and infrastructure for teaching, research, and extension; address low levels of automation; increase funds for research and related activities; increase office space; and address recruitment and retention programs for qualified staff to promote the spirit of innovation and creativity among staff and students.

### **1.9 Rationale**

The Institute receives the majority of its financing from the Treasury. Invariably, competing demands from Government Ministries, Departments, and Agencies (MDAs) have made it difficult for the Institute to obtain enough budgetary allocation from the exchequer. This Policy will aid the Institute in identifying new sources of funding and expanding its resources.

The Institute recognises the importance of a well-structured resource mobilisation policy framework in boosting its efforts in this area, as it serves as a catalyst for better resource mobilisation practices and outcomes.

### **1.10 Objectives of the Resource Mobilization Policy**

The Policy's overarching goal is to guarantee that the Institute has a consistent, coordinated approach to seeking, acquiring, using, monitoring, and managing cash inflows and development cooperation support.

**The specific objectives of the policy are to:**

- (i) Explore alternative funding sources to reduce reliance on the exchequer.
- (ii) Improve relationships and dialogue with development partners.
- (iii) Improve financial management structures and systems.
- (iv) Align foreign development partners' support with the Institute's shared agenda, priorities, processes, structures, and procedures.

**1.11 Guiding Principles**

***The funding will be based on the following general principles:***

- (i) **Alignment:** Ensure that the amount of projected resources shown in the budget, including available funds and the funding gap, is in line with programmatic objectives.
- (ii) **Predictability:** The resource mobilisation model should have clear and consistent principles, which will result in predictable outcomes and allow for successful planning throughout.
- (iii) **Transparency:** Building development partners' trust and confidence by increasing transparency about resource flows to the Institute's programme and budget.
- (iv) **Diversification of development partners:** Reducing the reliance on a small number of development partners by involving new partners, developing partners, and the private sector.

*Discover Beyond*

## **CHAPTER 2: LEGAL FRAMEWORK AND GOVERNANCE**

The Policy on Resource Mobilisation is based on the following provisions:

### **The Constitution of Kenya 2010**

Article 69 of the Kenyan Constitution outlines the state's obligations regarding the environment, emphasising sustainable exploitation, utilisation, management, and conservation of natural resources; it also requires the protection and enhancement of biodiversity and genetic resources; and it establishes systems for environmental impact assessment and monitoring. These provisions are mainly found in Chapter Five (Land and Environment), and more specifically in Part 2: Environment and Natural Resources, which is relevant to WRTI's mandate of wildlife research and training.

Additionally, Article 60 emphasises the fundamentals of land policy, including the abolition of gender discrimination in relation to land and property, sustainable land resource management, and fair access to land. By promoting ecologically sustainable development, safeguarding biodiversity, and encouraging sustainable exploitation and management of natural resources, the implementation of this policy thereby allows WRTI to help achieve the goals of the Constitution.

### **Public Finance Management Act (Cap.412A)**

In compliance with Section 68(g) of the Public Finance Management Act, the Institute will create a strategy plan for the organisation that takes into account the medium-term fiscal term framework and the national government's fiscal policy aim.

According to Government Financial Regulations and Procedures on Budgets of Parastatal Organisations clause 15.26, the Institute is required to create a three-year forward budget every year, which must be approved by the National Treasury and the Parent Ministry. The Institute's subsequent yearly budgets will be based on the forward budget, which should include both operating (recurrent) and capital (development) budgets.

### **Relevant Circulars from The Nation Treasury and parent Ministry, Ministry of Wildlife and Tourism.**

Circulars are periodically released by the Ministry of Tourism and Wildlife and the National Treasury to direct different resource mobilisation initiatives.

## **2.1 GOVERNANCE**

The management team is charged with the vital duty of creating an extensive Resource Mobilisation Policy in order to support efficient governance within the Institute. The aims, tactics, and procedures for resource mobilisation are described in this policy, which makes sure they complement the Institute's mission and objectives. It also contains a well defined term of reference that

outlines the roles, duties, and procedures for all parties participating in resource mobilisation initiatives. The goal of this methodical approach is to improve responsibility inside the company and allocate resources as efficiently as possible.

### **2.1.1 Establishment of a Resource Mobilization (RM) Advisory Committee**

The RM Advisory Committee will be established and members will be appointed by the Director/CEO after consulting with management.

### **Composition of the Resource Mobilization Advisory Committee**

The Institute's directorates will make up the Resource Mobilisation Advisory Committee's membership.

Any individual may be co-opted by the committee to help it achieve its goals.

The Research Grants Management policy will be applied in conjunction with this policy.

### **2.3 Functions of RM Advisory Committee**

The Resource Mobilisation Advisory Committee's primary responsibilities will be:

- (i) Offering RM-related advice to the Institute's Board and administration;
- (ii) Creating policies and processes for RM;
- (iii) Resolving RM-related conflicts;
- (iv) creating terms of reference and managing the RM's operations;
- (v) creating yearly meeting schedules;
- (vi) creating a code of conduct to protect information during discussions;
- (vii) approving and reviewing revenue distribution;
- (viii) conducting ongoing needs assessments; and
- (ix) creating a monitoring plan and carrying out monitoring and evaluation.

### **2.4 Other Terms of Reference for the Committee**

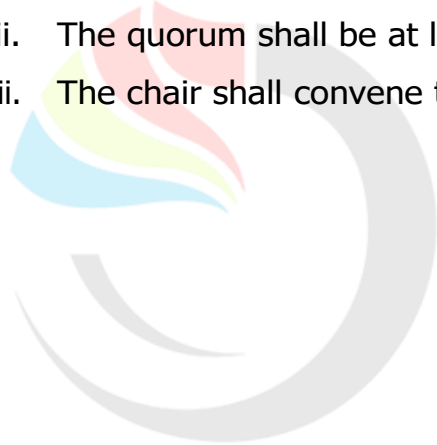
- (i) Outlining and evaluating the Institute's plans, programs, and resource gaps and needs as specified in the strategic plan.
- (ii) Locating and identifying possible collaborators for certain Institute projects.
- (iii) Crafting important messages, prospects, and correspondence with possible funders.
- (iv) Launching proposals and plans for the mobilisation of resources.

- (v) Organising and planning the creation of ideas to raise funds for the Institute's initiatives.
- (vi) Ensuring the annual development, approval, evaluation, implementation, and appraisal of the Institute's resource mobilisation work plan, strategy, and budget.
- (vii) Establishing, leading, and overseeing proposal development teams to guarantee the timely and high-quality development of proposals; and
- (viii) Reporting to the Institute's Management Board on the progress of resource mobilisation initiatives on a quarterly basis.

## **2.5 Conduct of meeting of Resource Mobilization advisory committee**

### ***The committee shall:***

- i. Hold quarterly meetings or as need arises;
- ii. The quorum shall be at least a third of the members;
- iii. The chair shall convene the meetings of the Committee



**WILDLIFE  
RESEARCH  
& TRAINING  
INSTITUTE**

*Discover Beyond*

## **CHAPTER 3: POLICY FRAMEWORK**

### **3.1 Overview of Institutes Resource Mobilization Management Framework**

Effective resource mobilisation is necessary for projects and programs to be completed successfully and to have the desired effects. The resource mobilisation policy assesses the Wildlife Research and Training Institute's (WRTI) ability to obtain resources and highlights a diversification-focused approach. This policy creates an organised framework for resource development and is based on a comprehensive SWOT analysis of the institute. A thorough resource mobilisation strategy and a workable plan to direct the Institute's fundraising activities are also included. This framework will also help the Board establish specific goals for resource mobilisation.

### **3.2 Policy Development Approach**

Key stakeholders participated in a consultative, inclusive, and participatory process that resulted in this policy. To make sure important topics in Resource Mobilisation were covered, a thematic approach was used. The following were the main theme areas:

#### **3.2.1 Strategies**

The Institute has created a resource mobilisation policy that includes the following measures to help comprehend the variety of developmental partners that fund the conservation sector:

- (i) Fundamental priorities and interests;
- (ii) Deliverable expectations;
- (iii) The amount of work necessary to oversee a program or submit a proposal; and
- (iv) The duration and range of financial contributions.

The Institute will use this data to evaluate opportunities and decide if it makes sense to devote time and resources to nurturing particular donors or to responding to opportunities in light of donors' financing capacity, expectations, and areas of interest.

#### **3.2.2 Sociological**

When resource mobilisation goals are linked to the value, purpose, and significance of the Institute's participation or leadership at a certain event or meeting, networking and marketing become strategic. The goal is to improve the Institute's ability to think strategically, plan and organise meetings and events that can be used to cultivate connections with donors or people connected to donors, and, generally, increase the Institute's exposure within the donor community.

The sociological activity is intended to help the Institute find marketing and strategic networking opportunities for concept papers and funding submissions. These chances raise awareness of the Institute and highlight the worthwhile initiatives that are closely linked to its top priority.

### 3.2.3 Technological

The Institute will employ donor research techniques and the technology at its disposal to find possible donors. This will make it possible for the Institute to locate vital data that can be utilised to:

- (i) Monitor prospects from various development partners;
- (ii) Evaluate the viability and degree of work required to win over development partners; and
- (iii) Perform the required background research as part of the preparation process as a whole.

### 3.3 Resource Mobilization Strategies

In order to achieve the goals outlined in the Institute's Strategic Plan, a resource mobilisation strategy guarantees sufficient, adaptable, and predictable funding. The Institute has taken the necessary steps to ensure that resource mobilisation is successful and that all opportunities are taken advantage of. The Institute's vision, mission, and goals are closely reflected in the resource mobilisation strategy, which also includes clear targets for obtaining those resources.

The study served as the foundation for the strategies, which are based on the following four pillars:

- i. Planning, monitoring and evaluation.
- ii. Capacity for resource mobilisation.
- iii. Broadening the resource channels.
- iv. Framework of dialogue with Local and International Cooperating Partners

#### ***This policy is anchored on five (5) strategies as follows:***

- (i) Building development partner confidence through efficient delivery of the Institute's commitments;
- (ii) Ensure that the Institute has market ready concept papers and proposals;
- (iii) Undertaking strategic, regular dialogue with major development partners;
- (iv) Diversify the development partner base to new funding streams using creative approaches and innovative resource mobilization techniques; and
- (v) Engaging the national government in line with budget planning process

For the Institute to achieve financial sustainability, resources from various sources will be mobilised. The following programs will be used:



## **Government Financing**

Through the MTEF budgeting process, the Institute will vigorously seek increased government funding, highlighting the critical role its programs play in advancing the national development objectives set forth in Kenya Vision 2030, the Medium-Term Plan 2023–2027, and the BETA priorities.

## **Development Partners**

In order to obtain funds from possible development partners, such as bilateral and multilateral organisations as well as international funding agencies, the Institute is now putting together a specialised staff. This group will be in charge of creating and marketing project ideas that highlight the organization's contributions to biodiversity conservation and socioeconomic development while also taking prospective funders' interests and objectives into consideration.

## **Hospitality and Conferencing Services**

By offering conferencing and hotel services, the Institute hopes to increase its earnings by utilising its current facilities and infrastructure. To meet the demands of travellers, tourists, and researchers, this project includes the possibility of providing lodging, conference facilities, and ecotourism experiences.

## **Public-Private Partnerships**

The private sector's participation is essential for resource mobilisation, wealth creation, income generation, job creation, and innovation promotion for development. As a result, creating novel financial tools to use private funding for joint development goals becomes crucial. In order to gather resources for its range of programs and projects, the Institute will aggressively seek out opportunities for Public-Private Partnerships (PPPs). This could involve working with private sector organisations, such as foundations, corporations, and businesses, to jointly fund wildlife research and training initiatives and activities. Partnerships that benefit both parties and further the Institute's aims while also fitting in with the goals of private sector partners will be given priority.

## **Wildlife Research and Training Consultancy Services**

To find possible customers and determine the market demand for fee-based consulting services in the areas of wildlife research, training, and capacity building, the Institute plans to conduct a thorough market analysis.

## **Tuition Fees**

In order to maintain high quality and responsiveness to market demands, the institute is now evaluating and improving its training and capacity building programs to bring them



into line with modern standards. This will entail creating new courses, updating the curriculum, and incorporating cutting-edge technology and trends into wildlife instruction and research. preservation and administration.

### **Research Permitting and Support Services**

To help researchers, academic institutions, and other organisations obtain authorisation for wildlife research and related activities, the Institute offers fee-based services to streamline the permit acquisition process. The money raised from fees is used to pay for revenue generation as well as the expenses related to regulatory compliance and enforcement activities. The Institute is now thinking of creating specialised permit processing units, switching to fully digital application processes, and providing researchers and stakeholders with thorough training and support in order to increase operational efficiency and transparency.

### **Bioprospecting**

Opportunities for bioprospecting and commercialising biodiversity assets, such as genetic resources, medicinal plants, and natural products, will be investigated by the Institute. To find and evaluate possible economic uses of biodiversity resources, this may entail working with biotechnology corporations, pharmaceutical companies, and academic institutions. The protection of intellectual property rights, such as patents, trademarks, and copyrights, related to bioprospecting operations will be given top priority by the Institute. By protecting its intellectual property, the Institute will be able to negotiate attractive conditions for commercialisation partnerships with business partners and optimise the value of its biological resources.

### **Other Income-Generating Activities**

The Institute will look into other ways to make money, like selling books, merchandise, and items associated with training and wildlife research. To meet consumer demand for sustainable and eco-friendly items, this could include branded merchandise, instructional resources, and eco-friendly products.

## **3.4 Policy Outcomes**

The Institute will collect funds from a number of sources, such as public-private partnerships (PPPs), development partners, internally generated funds, and exchequer funds from the Government of Kenya (Gok), among others. By gradually creating creative, inward-looking financing solutions for infrastructure construction and rehabilitation, this policy seeks to achieve financial sustainability.

The following intended results will arise from the effective application of this policy:

- i. Coordinated and integrated approach to Resource Mobilization activities
- ii. Enhanced National Government financial support.
- iii. Institutional sustainability
- iv. Improved development partners' relationship
- v. Broadened resource channels.

### **3.5 Stakeholders**

Initiating collaborative joint fund-raising, research grant writing, and cooperative research projects, the Institute will identify stakeho

#### **3.5.1 Objectives of Stakeholder Engagement**

Stakeholder engagement's main goals are to:

- (a) Make sure that various sectors and participants collaborate and coordinate effectively.
- (b) Present a broad range of stakeholder perspectives, experiences, and knowledge that inspire the creation of enduring and enhanced resource mobilisation policies that take into account the interests of all stakeholders.
- (c) To reduce the possibility of disputes that could jeopardise the effectiveness of funding agreements, the Institute and development partners should reach an understanding.
- (d) Make the most of current connections and possibilities to improve the results of resource mobilisation.
- (e) Harmony with other development partners and conformity to governmental priorities

#### **The primary stakeholders of the Institute are:**

- The National Government (Ministries, Departments)
- Devolved units of government
- Non-Governmental Organizations (NGOs)
- Financial institutions
- Development Partners (TPF, JICA, EU, etc.)
- The General Public

### **3.6 Key Priorities**

The following key project priorities are the focus of the policy:

#### **Planning and Budgeting**

Action plans and budgets for the resources needed to accomplish each of the strategic goals must be completed in tandem with strategy planning. The goal of this policy is to provide a sustainable and coordinated strategy for resource mobilisation. Planning for

resource mobilisation will entail a thorough and exacting identification of every alternative to achieve the Institute's intended goal. To guarantee the success of the resource mobilisation plan, important stakeholders will also be identified and included in the planning phase.

### **Planning for resource mobilisation often involves the following steps:**

#### **Identify**

The Ministry of Tourism and Wildlife is consulted by the Institute to map resource partner interest and confirm that the partner is a reliable supplier.

#### **Engage**

Through the Ministry, the Institute will create concept notes or funding proposals and propose them to resource partners.

#### **Negotiate**

The Institute will formalise legal agreements and negotiate terms for development collaborations, including guidelines for resource use, through the Ministry.

#### **Manage and Report**

In accordance with the collaboration agreement, the Institute will guarantee effective and efficient resource management. The development partner will receive regular reports from the Institute in accordance with their needs.

#### **Communicating Results**

The resource mobilisation division pushes for ongoing support and shares the lessons learnt with the development partner.

#### **Strong Partnership**

A cooperative strategy with development partners and possible resource partners in coordination with the national government will be the foundation of a strong collaboration.

## **CHAPTER 4: IMPLEMENTATION FRAMEWORK AND MONITORING & EVALUATION**

### **4.1 Roles and Responsibilities**

#### **4.1.1 Board of the Institute**

The Board's responsibilities include:

- (i) Approval of the Board's strategic goals for resource mobilisation;
- (ii) Offering guidance and leadership to ensure the Institute's success.
- (iii) Supervising the Resource Mobilisation Policy's execution.
- (iv) Authorising the funding for the Resource Mobilisation Policy's implementation.

#### **4.1.2 /Director Chief Executive Officer**

The Chief Executive Officer shall be in charge of carrying out the Board's strategic goals for resource mobilisation and managing the resources that have been mobilised, including providing guidance and leadership to fulfil the Institute's mission.

#### **4.1.3 Management**

The Management is in charge of managing the mobilised resources as well as discussing and carrying out the Board's strategic goals for resource mobilisation.

#### **4.1.4 Head-Planning, Partnership and Resource Mobilization**

Leading and coordinating Resource Mobilisation efforts in compliance with legal and legislative obligations is the responsibility of the Head of Planning, Partnership, and Resource Mobilisation.

#### **4.1.5 Heads of Divisions and Department**

The heads of the departments are in charge of finding and obtaining funds for the Institute, utilising and optimising the resources that are already available, and disclosing this information in accordance with the law as it stands.

#### **4.1.6 Staff and relevant stakeholders**

Adhere to the appropriate rules and regulations as well as the Resource Mobilisation policy.

### **4.1 Monitoring Framework**

A thorough assessment of the policy's efficacy in achieving the desired outcomes depends on tracking its implementation. This procedure entails gathering and evaluating information about the policy's implementation in diverse settings in a methodical

manner. By keeping an eye on operations, the institute will spot any gaps, difficulties, or unanticipated problems that might come up during implementation. Early problem identification will help management tackle issues in a timely and suitable manner, maintain the policy's alignment with its goals, and allow it to adjust to changing conditions. In addition to promoting ongoing progress, regular reviews and evaluations will enable modifications and enhancements that will increase the policy's overall impact.

***The monitoring framework's objectives are as follows:***

- (i) Giving decision-makers strategic information so they may make evidence-based choices.
- (ii) Notifying the appropriate policymakers of the advancements made in accomplishing the policy's stated goals.

## **4.2 Evaluation and Reporting Framework**

By collecting and evaluating pertinent data, the evaluation process will thoroughly look at the policy's true impact. By identifying any differences between the anticipated and actual findings, this evaluation will determine the extent of variance. The evaluation will also entail the creation of suggestions for suitable corrective measures to deal with any problems found. To make sure the policy objectives are in line with the demands and expectations of the present, this may entail a careful examination and possible adjustment. To ensure a comprehensive examination of the policy's performance, the evaluation plan will act as a methodical framework for assessing the policy's overall effectiveness—how well it achieves its intended goals—and efficiency—how resources are used in its implementation.

## **4.3 Review Framework.**

Every three years, the policy will be thoroughly reviewed to guarantee its continuous applicability and efficacy. A thorough evaluation of the policy's effectiveness will be part of this review process, which will also take stakeholder input and any modifications to the regulatory landscape into consideration.

## **4.4 Contravention of Policy**

In line with the Institute's Code of Conduct and Human Resource Policy and Procedure Manual, noncompliance with the responsibilities outlined in this policy will result in disciplinary action.