

NAP GLOBAL NETWORK – COUNTRY SUPPORT HUB

TERMS OF REFERENCE

Short-Term Consultancy: Development of Saint Lucia’s Second Progress Report on the implementation of the Country’s National Adaptation Plan (NAP) process

March 2025–September 2025

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes and help accelerate adaptation efforts around the world. It connects more than 2,700 participants from 170 countries involved in developing and implementing NAPs. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development.

The NAP Global Network delivers support through a mechanism called the **Country Support Hub**, which provides expert advice and technical support on specific issues related to the NAP process or its implementation.

Saint Lucia’s NAP process

Saint Lucia’s NAP is structured as a **10-year process (2018–2028)** that outlines cross-sectoral and sector-specific adaptation measures in eight priority areas: i) water, ii) agriculture, iii) fisheries, iv) infrastructure and spatial planning, v) natural resource management/resilient ecosystems (terrestrial, coastal, and marine), vi) education, vii) health, and viii) tourism. These measures are supplemented by a segment on “limits to adaptation,” and additional sectors may be added through subsequent cycles of the NAP.

To date, Saint Lucia has finalized **five Sectoral Adaptation Strategies and Action Plans (SASAPs)** covering water, agriculture, fisheries, natural resource management, and health. The remaining three (tourism, education, and infrastructure) are being developed through Green Climate Fund (GCF) NAP Readiness support. The NAP process is further strengthened by strategies focusing on private sector engagement, financing, research, and communications.

Saint Lucia’s **Monitoring and Evaluation (M&E) Plan**, tailored to national priorities, tracks the implementation of the NAP and SASAPs, as well as the core elements of the Climate Change Adaptation Policy (facilitation, implementation, and finance). This system ensures that adaptation efforts remain responsive to evolving national needs and aligned with international commitments.

Second NAP Progress Report

In 2022, Saint Lucia submitted its first NAP Progress Report and Adaptation Communication covering progress from 2018 to 2021. Six years into NAP implementation, there is a need to measure and document the next phase of progress—**from 2022 to 2024**—to maintain momentum, showcase achievements, and identify persistent barriers. The second **NAP Progress Report** will

- **track and assess** progress in implementing climate adaptation measures;
- **highlight key achievements** and identify ongoing challenges;

- **recommend actionable strategies** for improvement, emphasizing data-driven M&E;
- ensure **alignment** with national, regional, and global climate adaptation goals, including the global goal on adaptation (GGA);
- strengthen **quantitative data collection**, introduce a **“traffic light” system** for measuring progress, and **categorize** achievements in key areas such as data, awareness, research, capacity, institutions, policy, and implementation; and
- design a simplified NAP M&E Framework.

Objective of the Assignment

The overall objective of this assignment is to **assess, document, and communicate** the progress made in implementing Saint Lucia’s NAP for the period **2022–2024** while incorporating recommendations for

1. enhanced **quantitative data collection** and analysis,
2. a “traffic light” or other qualitative system for **progress measurement**, and
3. **categorizing** progress in areas such as data, awareness, research, capacity, institutional, policy, and implementation.

The final output will be a comprehensive second **NAP Progress Report** that guides stakeholders in refining and prioritizing adaptation interventions.

Activities Related to the Assignment

The Consultant will undertake the following tasks in close coordination with the **Government of Saint Lucia** and the **NAP Global Network Secretariat**.

1. **Desk Review**
 - Review the first NAP Progress Report (2022) to understand the methodology used, lessons learned, and recommendations.
 - Review the national M&E framework developed under the NAP process.
 - Review international best practices for NAP progress reporting.
2. **Inception Phase**
 - Develop an **Inception Report** that includes
 - objectives and scope of the second NAP Progress Report,
 - a list of relevant documents, policies, and frameworks to review,
 - a stakeholder engagement plan (institutions, communities, and individuals to consult) emphasizing inclusive participation (women’s groups, youth, vulnerable communities, etc.),
 - a proposed revised and simplified M&E framework to track NAP implementation, and
 - a proposed revised methodology for progress reporting, data collection, and analysis tools, including
 1. the development of a set of quantitative and qualitative indicators aligned with the UAE-Belém Work Programme and Saint Lucia’s priorities;
 2. cross-cutting indicators for gender equality, vulnerable populations, and ecosystem resilience;
 3. a “traffic light” or similar system to categorize progress;
 4. clear criteria defined for each status;

5. the organization of achievements and challenges into key categories: data, awareness, research, capacity, institutions, policy, and implementation; and
6. at least one case study per sector to illustrate sector-specific adaptation progress and lessons.
 - a timeline and work plan; and
 - **a preliminary outline** of the Progress Report structure.
- Present the Inception Report to key stakeholders for feedback.
3. **Stakeholder Consultations**
 - Conduct consultation meetings, workshops, or focus groups with **public, private, and civil society** stakeholders, ensuring the representation of **vulnerable populations**, women's groups, youth organizations, and other relevant groups.
 - Collect input on
 - achievements in adaptation measures since 2022,
 - challenges, gaps, and lessons learned,
 - capacity-building needs in each sector, and
 - sector-specific recommendations for the next phase of NAP implementation and revision.
4. **Data Collection and Analysis**
 - Undertake a **stock-taking** of the status of NAP implementation (including SASAPs and cross-sectoral measures) to
 - assess progress made, including completed and ongoing adaptation actions;
 - compare findings and baseline data from the previous Progress Report to identify trends;
 - assess current knowledge and understanding of the NAP process and the capacity of each sector to implement adaptation measures; and
 - analyze how the NAP and SASAPs align with national policies, regional frameworks, and the GGA.
 - Synthesize data from primary and secondary sources, including interviews and surveys.
5. **First Draft of the NAP Progress Report**
 - Prepare a **First Draft** (up to **40 pages**, not including images and tables) detailing
 - methodology, scope, and objectives;
 - analysis of progress across priority sectors;
 - successes, gaps, barriers, and lessons learned; and
 - recommendations for enhancing sectoral adaptation capacity and for updating the NAP.
 - Share the draft with government stakeholders and the NAP Global Network Secretariat for review.
6. **Second Draft of the NAP Progress Report**
 - Incorporate initial feedback from government and the Secretariat into a **Second Draft**, adding further details where required.
7. **Validation**
 - Conduct a **validation session** with the Government of Saint Lucia, other key stakeholders, and the NAP Global Network Secretariat to present findings and gather feedback.
8. **Finalization**
 - Incorporate revisions from the validation session into the Revised Draft.
 - Produce a **Final NAP Progress Report**, integrating all feedback received.

- Prepare an **Executive Summary** or **Summary Version** of the report for broader dissemination.
- 9. Dissemination and Outreach**
- In collaboration with the Government of Saint Lucia, support communications efforts (summary posts, snapshots) to disseminate the final report findings.
 - Coordinate the **printing of final copies** for distribution.

Anticipated Timeline

Task	Output	Timeline
Prepare an inception report that includes objectives, scope, outline, methodology, stakeholder engagement strategy, and a detailed work plan.	Inception report	April 1, 2025
Document consultation meetings, participant lists, key discussion points, and recommendations.	Stakeholder consultation summary	May 15, 2025
First draft of the NAP Progress Report: - Up to 40 pages (excluding images/tables).	First draft of Progress Report	June 15, 2025
Second draft of the NAP Progress Report: - Incorporate initial feedback from government and the NAP Global Network.	Second draft of Progress Report	July 15, 2025
Organize and facilitate a validation workshop for the progress report.	Validation session materials: - Presentation - Workshop report - Photos - List of participants	July 30, 2025
Final NAP Progress report	Final NAP Progress Report	August 31, 2025
Consultancy report	Consultancy report: - All meetings held - List of all stakeholder forms	August 31, 2025
Executive summary or short version of the report	Printed copies of the report and short version	September 15, 2025

For all deliverables, the estimated time requirement is **40 days** over an estimated period of 6 months.

The cost for the workshops and related costs will be covered by the NAP Global Network.

Required qualifications:

- Master’s degree in a relevant field (e.g., public policy or other related social science discipline).
- Demonstrated expertise in climate change adaptation and the NAP process. Experience in climate adaptation in Small Island Developing States, and particularly Saint Lucia, is a strong asset.
- Strong research and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in English (spoken and written).

- Experience with stakeholder engagement.

Reporting and work arrangement:

- The Consultant will work closely with the Department of Sustainable Development, Government of Saint Lucia, and with the NAP Global Network, who will provide technical guidance for the project.
- The Consultant(s) must have his/her/their own computer equipment, as well as the appropriate software to carry out the activities provided for in these Terms of Reference. The Consultant is expected to work remotely but must be available for meetings and workshops as required.

Application Process

To apply for this consultancy, please submit a cover letter, CV, and your financial proposal to: info@napglobalnetwork.org

In your application, please clearly demonstrate how you meet the criteria outlined above.

Application deadline: March 19, 2025

Start date: March 24, 2025

Location: Saint Lucia



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