TERMS OF REFERENCE

Consultancy: Development of Training Modules for Civil Society Organizations to Support Engagement in National Adaptation Plan Processes

May – October 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. The Network's members include individual participants from more than 150 countries involved in developing and implementing National Adaptation Plans. 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 (IISD).

Background

Effective NAP processes are participatory, bringing together actors from different parts of government with non-state actors. This includes civil society organizations (CSOs), who play a critical role in strengthening capacities for adaptation, providing services that build resilience, and facilitating collective action, particularly at the local level. CSOs are essential to the successful implementation of adaptation priorities identified through NAP processes. These organizations also act as advocates for the rights of marginalized groups, bringing the voices of women and other groups that face discrimination into policy discussions. However, CSOs may lack access to adaptation decision making spaces, meaning that important perspectives are excluded from policy and planning processes.

Through our work with government actors, we aim to build their understanding of the need for broad and diverse engagement for effective NAP processes, thereby creating demand for inputs from CSOs. However, we have realized that even when the government is interested in engaging CSOs in adaptation decision making processes, there may be constraints to inclusive and meaningful participation.

In an effort to support civil society actors in acquiring the knowledge they need to more effectively engage with their country's NAP process, the NAP Global Network is looking for a team of consultants to develop a set of flexible, practical training modules for CSO engagement in the NAP process. We also recognize the importance of local private sector actors in NAP processes, who may face some of the same knowledge gaps – with this in mind, they represent a secondary target audience for the training.

Table 1. Proposed Overview of the Training Modules

The following is an overview of the training modules, including the learning objectives for each.

#	Module	Learning Objectives At the end of the module, participants will:
1	Understanding adaptation to climate change	• Understand the difference between mitigation, adaptation, and loss and damage • Be able to describe what adaptation involves and how it differs from business-as-usual development • Be familiar with good practices for adaptation
2	Introduction to the NAP Process[1]	• Be familiar with the key phases and enabling factors for the NAP process • Understand why engagement in the NAP process matters
3	Gender-responsive and socially inclusive NAP processes[2]	• Be convinced that a gender-responsive and socially inclusive approach is needed for effective NAP processes • Understand the role that civil society organizations and local private sector actors can play in advancing this
4	Identifying adaptation priorities	• Be able to link climate change adaptation with their organizational priorities and goals • Know how to translate these linkages into priorities for engaging with the NAP process
5	Developing policy engagement strategies	• Understand what makes for an effective policy engagement strategy • Be able to develop objectives for engaging with the NAP process • Be able to identify relevant approaches for advancing these objectives
6	Communicating for policy influence	• Be able to craft policy-relevant messages related to their adaptation priorities • Be familiar with tools for communicating key messages to influence the NAP process

The modules will consist of adaptable PowerPoint presentations and facilitation guidance for interactive, application-oriented training sessions. Each module should be designed to be facilitated in 1.5-2 hours, so that the full program can be delivered over a maximum of two days. The modules should stand alone, however, so that they can be delivered individually when a specific need has been identified or when a module is not needed for a particular target group (e.g. if a group already has a strong understanding of adaptation, then Module #1 would not be necessary).

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[1] This module will synthetise the NAP Global Network's work supporting National Adaptation Plan (NAP) processes. Relevant supporting material would be provided by the Network.
[2] This module will synthetise the NAP Global Network's training Mainstreaming GESI in NAP Processes, which will be provide by the Network.

The facilitation guidance for the training modules should provide options for in-person and virtual delivery.

Table 2. Deliverables

The development of the draft modules will begin in May 2025 and should be completed by the end of July 2025. Some elements will be used in a Peer Learning Forum on civil society engagement in NAP processes to be held in August, and selected initial virtual training sessions will be held in September, facilitated by the NAP Global Network. After this testing period, additional feedback will be provided and the modules will be refined and finalized, by the end of October. Templates will be provided for the PowerPoints and the facilitation guidance. The consultant (team) is responsible for formatting the materials in a way that is clear, legible, and useable for testing, however the final layout will be the responsibility of IISD.

#	Deliverable	Deadline
1	Detailed outline for the training, building on the overview provided above	May 30
2	Draft version of Modules 1 and 2 (including PowerPoint presentations and facilitation guidance)	June 9
3	Draft version of Modules 3 and 4 (including PowerPoint presentations and facilitation guidance)	June 23
4	Draft version of Modules 5 and 6 (including PowerPoint presentations and facilitation guidance)	July 7
5	Final draft version of all modules (including PowerPoint presentations and facilitation guidance), incorporating feedback from IISD	July 30
6	Refined and finalized modules, including all PowerPoint presentations and full facilitation guidance, incorporating feedback from IISD after the testing period	Oct. 30

Reporting and work arrangement

- The selected consultant(s) will work closely with the NAP Global Network on a virtual basis. Mauricio Luna Rodríguez, Senior Policy Advisor, will provide technical guidance for the project, with support from Angie Dazé, Director, Gender Equality and Social Inclusion.

Qualifications

We are looking for an individual or a team with the following qualifications:

- At least five years of work experience in a field related to climate change adaptation and sustainable development.

- Significant experience in advocacy and policy engagement in relation to climate change adaptation.

- Significant experience designing and delivering training for diverse audiences of CSOs.

- Solid technical knowledge on climate change adaptation.

- Familiarity with the NAP process and related policy frameworks under the UNFCCC would be an asset.

- A master's degree in environmental or social studies and/or other related fields is desirable.

Duty Station

Remote

Expected Start Date

June 2, 2025

How To Apply

To apply for this assignment, please provide:

- A cover letter, describing how your skills and experience align with the requirements of the position as described above (maximum two pages).
- CVs for all team members.
- A financial proposal, estimating fees for delivering the assignment.

Applications should be submitted to: info@napglobalnetwork.org

Applications are due by May 25, 2025.