Methods for National Adaptation Plan Progress Reporting

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Authors

Patrick Guerdat

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About the NAP Global Network

The NAP Global Network was created in 2014 to support developing countries in advancing their NAP processes, and help accelerate adaptation efforts around the world. To achieve this, the Network facilitates South-South peer learning and exchange, supports national-level action on NAP formulation and implementation, and generates, synthesizes, and shares knowledge. The Network's members include individual participants from more than 155 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). For more information, visit www.napglobalnetwork.org.

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Contact Information

NAP Global Network Secretariat
c/o International Institute for Sustainable Development (IISD)
111 Lombard Avenue, Suite 325
Winnipeg, Manitoba, Canada R3B 0T4

Phone: +1 (204) 958-7700
Email: info@napglobalnetwork.org

Methods for National Adaptation Plan Progress Reporting

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About These Practice Briefs

Practice briefs are action-oriented guides that translate the National Adaptation Plan (NAP) Global Network's more detailed toolkits and guidance notes into step-by-step instructions practitioners can use right away.

Aimed at NAP teams and decision-makers, these briefs focus on methods countries can use to report on the progress of their NAP processes. They distill into clear "how-to" steps various proven approaches countries use to monitor, evaluate, learn from, and communicate progress on NAP implementation.

These briefs serve as a deep dive to complement the overview on progress reporting in the Toolkit for Monitoring, Evaluation, and Learning (MEL) for NAP processes (Beauchamp et al., 2023).

How to Use These Practice Briefs

Use this document like a menu rather than a report. Dip in and choose the method you need.

Sections 1 and 2 provide the context and present the what, why, and how of progress reporting.

Section 3 describes the three main objectives of progress reporting (monitoring progress on the NAP, evaluating its performance, and learning from and communicating results on progress), along with key principles and considerations for getting started.

Section 4 lists examples of methods associated with the three main objectives. In it, you will find:

- A one-page overview of methods
- Objective 1 – Monitoring methods
- Objective 2 – Evaluation methods
- Objective 3 – Learning & Communication methods

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1
Introduction

What is a national adaptation plan progress report, and why does it matter?

Progress reports are a core element of national adaptation plan (NAP) processes. They consolidate into one document the information gathered through various monitoring, evaluation, and learning (MEL) exercises and synthesize actionable insights that drive improvement in both the NAP process and its MEL system (Guerdat et al., 2023). A NAP progress report tells a country's adaptation story, providing governments with evidence to answer critical questions: What have we achieved? Are we on track? Are our adaptation efforts working? Who benefits, and what can we do better?

The content and format of progress reports vary depending on the objectives. Countries can use them to track the status of NAP activities, assess the effectiveness of the NAP process, or evaluate how well climate risks are integrated into development plans. They can also highlight achievements and challenges while strengthening reporting capacity. There is no one-size-fits-all template. Countries can report progress at any stage and are encouraged to start early. Each reporting cycle builds on the last, refining the process over time and reinforcing a "learn-by-doing" approach (Beauchamp et al., 2024).

By showing how much has been done, what works, and what doesn't work, progress reporting steers dialogue among key actors to shape future adaptation priorities and informs how funds are mobilized and used. Done transparently, it strengthens decision making and builds public trust. As of July 2025, 84% of countries have committed to reporting progress in their NAPs (NAP Global Network, 2025).

How does it link to other reporting processes?

A country may tell its adaptation story through multiple instruments and reports. For example, a monitoring report emphasizes outputs and early outcomes, or an evaluation report assesses effectiveness and impact. Countries can also consolidate different findings into one progress report. Whatever the format, the goal is the same: use the evidence from MEL activities and other sources, like climate risk assessments and research findings, to communicate progress and inform future action.

A progress report can fulfill domestic reporting needs and international commitments. Specifically, Article 7 of the Paris Agreement calls on countries to monitor and evaluate adaptation, while Article 13's Enhanced Transparency Framework requires most countries to include a summary of those efforts in their Biennial Transparency Reports (Qi & Beauchamp, 2023).

Table 1. How a NAP progress report links to international reporting

Framework	Report	Status/Frequency
Paris Agreement	Biennial Transparency Report	Mandatory – every 2 years
	National Communication	Mandatory – every 4 years
	Adaptation Communication	Voluntary – anytime
Sendai Framework	Sendai Framework Monitoring	Voluntary – every 3 years
2030 Agenda/Sustainable Development Goals (SDGs)	SDG Voluntary National Review	Voluntary – every 4 years
Convention on Biological Diversity	Global Biodiversity Framework	Mandatory – every 5 years

Source: Author.

2
Principles and Considerations for Effective NAP Progress Reporting

For progress reporting to be useful, it needs to be grounded in a few principles and practical considerations that can be tailored to each country's circumstances.

Principles

- **make it a priority:** Dedicate time, political support, and resources for progress reporting. Plan for it (e.g., in your NAP implementation roadmap) and commit to it, treating it as an essential part of NAP processes, not an afterthought.

- **start early, start simple:** Don't wait for the perfect system or for the end of the implementation period to see if things are on track. You'll miss valuable lessons. Begin with manageable objectives and methods, expanding complexity over time as capacities are strengthened.

- **use what you already have:** You might not have a fully functional MEL system for your NAP processes, but useful information may be available elsewhere (e.g., sectoral or subnational levels, non-government actors, or in other national plans). The reporting process helps identify existing data sources, methodologies, and connect the dots.

- **align with national and international requirements:** Link your progress report with other reporting commitments to reduce duplication and reporting fatigue.

- **develop capacities along the way:** Use the reporting process to raise awareness of NAP processes, clarify roles, and strengthen the capacities of actors involved. This will improve engagement and the quality of information you collect.

- **be inclusive:** Bring in sector ministries, civil society, the private sector, and make sure marginalized voices are heard. Explicitly integrate gender equality and social inclusion (GESI) in both how you engage with key actors and what you report on (Dazé & Church, 2019).

- **seek feedback, learn, and iterate:** Treat progress reporting as a two-way dialogue by inviting feedback and reflection to improve the implementation, reporting, and future NAP updates.

- **think of the audience and share broadly:** Adjust the level of detail, and use various format and language so results resonate with policy-makers, funders, communities, and the wider public.

Considerations

- **mandates and ownership:** Institutional mandates, roles, and responsibilities should be clearly defined. Accountability lines must also be established to ensure oversight.
- **resource allocation:** Progress reports can take from 2 months to a year, depending on scope. Ensure sufficient time, staff, and budget are in place to support the process.
- **coordination:** Assign a lead coordinating body, like an inter-ministerial committee or technical working group, and use focal points to support reporting across sectors and government levels.
- **data collection:** Offer various ways for people to contribute, including online questionnaires, interviews, focus groups, workshops, or reflection sessions. Combine quantitative data with qualitative insights to provide a more comprehensive picture of progress.

Box 1. Steps for NAP progress reporting

Progress reporting can be done annually or every few years, and it usually follows five core steps. This brief focuses on Step 3, "Select methods," as this step determines how the whole process unfolds in practice.

1. Define objectives
Be clear about what you want to monitor, evaluate, learn, and communicate. Define the key questions, target audience, and how the results will be used.

⬇

2. Assess available resources and capacities
Assess what's already in place (e.g., MEL systems, data sources), who will be involved, the timeline, and any support needed. This determines how ambitious you can be.

⬇

3. Select methods
Choose the methods that match your objectives and available resources.

⬇

4. Collect and analyze data
Gather information, interpret, and validate the findings. Identify successes, challenges, and lessons to inform actions.

⬇

5. Communicate results
Write the report, present the results in an engaging and accessible way, and share them with various audiences.

Remember: Engagement with key and diverse actors is important throughout all steps. Involving them early and often helps you gather richer insights, build ownership, and make the whole process more transparent and inclusive. For more on engaging different actors in your MEL process, see the _Toolkit for MEL for NAP Processes_ (Beauchamp et al., 2024).

3
The Three Main Objectives for NAP Progress Reporting

A 2023 review of over 20 country NAP progress reports (Guerdat et al., 2023) revealed a wide variety of objectives that tend to fall under three broad categories: monitoring progress on the NAP, evaluating its performance, and learning from and communicating results on progress. Each category has a distinct yet complementary role, addresses specific questions, and is supported by various methods that can be tailored to national contexts. The methods presented here are not meant to be comprehensive but rather reflect the current practices of countries examined, along with suggested emerging approaches. Section 4 describes how each method works, when to use it, and what benefits it offers, along with tips and country examples.

🔍 Objective 1: Monitor the status of activities, outputs, and outcomes

Purpose	Track the implementation of planned adaptation activities, budgets, and timelines.
Key questions	Are we on track? Which activities have been completed, and what still needs to be done? How are output and outcome indicators changing? Are there delays, bottlenecks, or funding gaps?
Examples of associated methods	Checklist, traffic light system, completion criteria, completion percentages, indicator tracking tables, budget and investment tracking, results framework, timelines and Gantt charts, scorecard reporting.

☰ Objective 2: Evaluate the performance, outcomes, and impacts

Purpose	Assess whether NAP processes and adaptation measures are effective in advancing national goals and reaching priority groups.
Key questions	Are measures achieving their intended outcomes and contributing to increased resilience? Are we prioritizing the right activities? Does the enabling environment support implementation, and how can it improve? Is adaptation integrated into development plans and budgets? Who benefits from the adaptation activities, and who is still left out? What are the strengths, challenges, and opportunities for improvement?
Examples of associated methods	Implementation feasibility assessment, alignment matrices, evaluation criteria, enabling environment analysis, output and outcome indicator analysis, cost-benefit analyses, contribution analysis.

Objective 3: Learn and communicate progress	
Purpose	Synthesize and disseminate adaptation results in ways that build transparency, learning, and informed decision making across government and society.
Key questions	What are the success stories that should be highlighted? What are the challenges and lessons that need to be shared? How aware are key actors of the NAP and their roles in implementing it? What next steps should we recommend? Are we reaching the intended audience? How can we communicate our progress effectively to decision-makers, funders, and the public?
Examples of associated methods	Narrative report, case studies, NAP awareness survey, reflection forum, digital platform.

4
Methods for NAP Progress Reporting

Below is a list of methods for each of the three main objectives of progress reporting, presented in a standardized table for easy understanding and comparison. The methods included in this section represent existing practices of countries used in their progress report, rather than emerging approaches. The level of effort reflects the required implementation needs (staff, data, and tools). Practitioners can therefore select the approaches and methods based on their reporting objectives, resource levels, and available data.[1] Table 2 provides an overview of all the methods presented in this brief. You may click on each method to access its detailed sheet.

Table 2. Overview of all the methods presented in this brief

Objective	#	Method	Effort	What it is
1. Monitor the status of activities, outputs, and outcomes	1.1	Checklist	L	Yes/no checklist of planned actions.
	1.2	Traffic-light system	L	Colour code for quick visual status.
	1.3	Status of completion	M	Agreed qualitative levels (e.g., completed / ongoing / not started).
	1.4	Completion %	M	Calculates % of activities completed per sector/program.
	1.5	Alignment matrix	M	Tracks climate change adaptation integration in policies, plans, and budgets.
	1.6	Budget & investment tracking	M	Table of cost, funds secured, gaps, and source mix.
	1.7	Indicator tracking tables	H	Trends in outputs, outcomes, or processes.

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[1] Note: Many of the methods from Objectives 2 and 3 depend on information generated first under Objective 1. This is described in the relevant detailed sheets.

Objective	#	Method	Effort	What it is
2. Evaluate the performance, outcomes, and impact	2.1	Feasibility assessment	M	Assesses measures by complexity, cost, and expected impact.
	2.2	Criteria-based assessment	H	Assesses the NAP against a set of criteria.
	2.3	Enabling environment analysis	H	Assesses wider conditions that enable or hinder implementation.
	2.4	Outcome indicator analysis	H	Compares baseline and current outcome data to assess resilience.
3. Learn and communicate progress	3.1	Narrative report	L	Summary of MEL findings.
	3.2	Case studies	L	Story boxes to spotlight adaptation action results and key actors.
	3.3	NAP awareness survey	M	Questionnaire on NAP knowledge & roles.
	3.4	Reflection forum	M	Multistakeholder event to reflect, validate findings, and discuss next steps.
	3.5	Digital platform	H	Public website with graphs, maps, and documents on NAP progress.

Level of effort: L=low, M=medium, H=high

Source: Author.

🔍 Objective 1. Monitor the status of activities, outputs, and outcomes

🔍 **Method 1.1**	Checklist
Level of effort	Low
Description	A yes/no list of planned activities used to confirm whether each has been completed.
When to use	To track the implementation status of activities using binary evidence.
How to use (step-by-step)	1. List each planned activity. 2. Group activities by sector/theme/program. 3. Create a "Completed/Not completed" (yes/no, ✓/✗) column. 4. Go through each activity and tick it based on evidence (e.g., data, report, interview). 5. Add a comment column for completion dates, evidence, issues, or next steps.
🛠 **What you'll need**	• People: One focal person per sector/theme/program to verify status. • Data: Binary evidence (activity completed, contract signed, report delivered). • Tools: Paper form, spreadsheet, or mobile checklist app.
⊘ **Benefits**	• Quick to set up. • Clear accountability for each activity. • Works offline in low-tech settings.
⚠ **Things to consider**	• Doesn't say how well or when activities get done.
💡 **Tips**	• Can be combined with completion percentages by sector/theme/priority (e.g., 15/20 = 75%). • Add a column to check if GESI was considered.

Country example   Saint Lucia used this method in its first [NAP progress report](#) (2022)

Major outcome	Nature of the measure	Work initiated and/or completed (Y/N)	Highlights to date
Outcome 1	Research and development of climate-resilient agriculture	Y	Capacity building of farmers and technicians in water use efficiency methods and protected agriculture (greenhouses). Validation of appropriate crop cultivars (drought tolerance and tolerance to waterlogging).

$\mathcal{Q}$ **Method 1.2**	Traffic light system
Level of effort	Low
Description	A simple, visual approach that uses colour coding to communicate the status of adaptation activities, highlighting which actions are on track, delayed, or off track.
When to use	Ideal to provide visual quick status updates or to highlight issues.
How to use (step-by-step)	1. Define criteria for each colour category. The most commonly used are • Green: Activity completed or on track. • Amber: Ongoing implementation or has some delays. • Red: Implementation hasn't started or is off track. 2. Assess activities against these criteria. 3. Assign appropriate colour codes based on assessment. 4. Add a comments column for context and details.
⚒ **What you'll need**	• People: A team to define the criteria and do the assessment. • Data: Mainly qualitative. Can be combined with quantitative data to show completion %. • Tools: Basic spreadsheets (Excel) or dashboard.
⊘ **Benefits**	• Quick, clear communication of progress. • Highlight areas that need attention.
⚠ **Things to consider**	• May oversimplify complex situations. • Needs clearly defined criteria for each colour to ensure consistency.
⚲ **Tips**	• You can add more colours if needed. For example, grey could mean "no information." • Include a category to track GESI integration to be colour-coded for each activity. • Pair colours with symbols for colour-blind users.
Country example	Belgium used this method in their NAP evaluation (2020) to track not only the status of implementation of each measure, but also if the timeline and budget were respected, and if the objective was met.

Actions du plan	Degré de mise en œuvre	Délai respecté	Budget respecté	Objectif atteint	Commentaires et recommandations
1. Elaboration de scénarios climatiques détaillés pour la Belgique	🟩	🟩	🟩	🟩	Cordex.be a présenté ses résultats en 2017. Ces scénarios servent désormais de référence.
2. Elaboration d'une feuille de route pour un Centre d'excellence belge sur le climat	🟥	🟥	⬜	🟥	Malgré une évaluation à mi-parcours négative, il n'y a pas de changement en la matière.
3. Création d'une plateforme en ligne nationale pour l'adaptation au changement climatique	🟩	🟩	🟩	🟩	Le site a été mis en ligne au printemps 2019. Il faut continuer à faire connaître l'existence de la plate-forme.

🔍 **Method 1.3**	Status of completion
Level of effort	Medium
Description	Predefined qualitative statements that show how far each action has progressed.
When to use	To track the implementation status of completion, but with nuance.
How to use (step-by-step)	1. List each planned activity. 2. Group activities by sector/theme/program. 3. Define and validate status of completion (e.g., Completed, Ongoing, Not started) 4. Score each activity against the agreed levels. 5. Include a short comments field for evidence and transparency. 6. Aggregate scores by sector/theme/program.
✂ **What you'll need**	• People: Small team to co-design criteria. • Data: Progress evidence (reports, site visits). • Tools: Spreadsheet or simple online form.
⊘ **Benefits**	• More nuance than a binary checklist. • Encourages agencies to agree on what "completed" means.
⚠ **Things to consider**	• Consensus on criteria is key.
💡 **Tips**	• Can have six levels for more nuance (e.g., completed, near completion, ongoing, started, not started, unsure). • Can be combined with the traffic light or colour-code system for quick visuals. • Can be combined with completion percentages (e.g., 0%, < 50%, 50%, > 50%, 100%). • Add a "GESI integration" column for each activity (e.g., "mainstreamed/partial/absent").
Country example	Burkina Faso used this method in its first progress report (2021) in combination with completion percentages by sector and by strategic area.

Sector	Actions planned	✓ Actions completed	▶ Actions in progress	✗ Actions not commenced
Environment and natural resources	25	32%	64%	4%
Health	22	59%	0%	41%

Q **Method 1.4**	Completion percentages
Level of effort	Medium
Description	Quantifies progress by estimating the percentage of planned activities completed.
When to use	For sector/strategy/program/priorities within NAPs that have been implementing for many years and where partial delivery matters.
How to use (step-by-step)	1. List each planned activity. 2. Group activities by sector/theme/program. 3. Agree on weighting criteria. For example: • 0% = no implementation reported • 1%–20% = low level of implementation reported • 21%–40% = implementation reported as occurring, but not on track • 41%–60% = implementation reported on track • > 60% = implementation reported as strong 4. Track which activities and sub-tasks are completed 5. Calculate completion percentage per strategy/program/priority. 6. Visualize in charts.
✄ **What you'll need**	• People: A team to define the weighting criteria and do the assessment. • Data: Progress evidence (reports, site visits). • Tools: Spreadsheet with simple formulas.
⊘ **Benefits**	• Provides granularity (e.g., 45% complete, not just "yellow"). • Allows aggregation of program or sector implementation.
⚠ **Things to consider**	• Needs consensus on weightings.
⚡ **Tips**	• Can be combined with the traffic light or colour code system for quick visuals.
Country example	Kiribati used this method in its first implementation progress report (2020) in combination with a colour-code system.

KJIP strategy	% of actions underway or complete	Status of implementation
Strategy 1: Strengthening good governance, strategies, and legislation	73%	Strong implementation
Strategy 2: Improving knowledge and information generation, management, and sharing	55%	Implementation on track

Q **Method 1.5**	Alignment matrix
Level of effort	Medium
Description	A table tracking whether climate change adaptation is integrated into development policies, plans, strategies, and budgets across sectors and levels of government.
When to use	To demonstrate policy coherence and mainstreaming efforts.
How to use (step-by-step)	1. Define integration criteria (e.g., no integration, little integration, strong integration) 2. Develop table with three columns • Column 1: List of plans, strategies, or budgets (title + year). • Column 2: Qualifier criteria. • Column 3: Evidence of integration (link, page, budget code). 3. Populate matrix via desk review and key-informant checks.
✂ **What you'll need**	• People: NAP team and sector focal points. • Data: Policy documents, budgets. • Tools: Spreadsheet.
⊘ **Benefits**	• Provides evidence of mainstreaming. • Highlights gaps.
⚠ **Things to consider**	• Scores can be subjective, so add page numbers as evidence for transparency. • Policy alignment may precede actual budget shifts.
☼ **Tips**	• Can be combined with colour-code system. • Include a column on alignment with existing GESI policies.

Country example	Spain tracked the level of mainstreaming of climate change adaptation into policies, plans, and strategies in its NAP evaluation (2019).

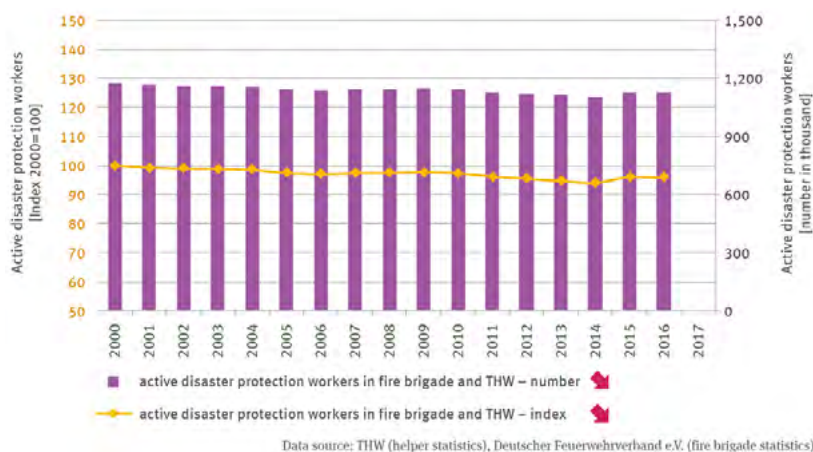| Ámbito	Medida / Acción	Documentos en los que aparece								Ejecutada (Si/No/ Parcialmente)	Verificación / Observaciones
		Planificación				Seguimiento					
		PNACC	PT1	PT2	PT3	IS1	IS2	IS3	IS4		
Integración de la adaptación al cambio climático en la normativa sectorial (eje 2)	Identificación de los instrumentos normativos sectoriales donde realizar la integración										☑ El trabajo de identificación no se ha realizado de forma comprehensiva y sistemática, sin embargo, se han enviado propuestas y comentarios en las consultas internas para la elaboración de un amplio conjunto de normas sectoriales
	⮞ Realización del estudio 'Evaluación y análisis de las opciones de integración de la adaptación al cambio climático en la normativa de las políticas del Ministerio de Medio Ambiente y Medio Rural y Marino (MARM)'										

🔍 **Method 1.6**	Budget and investment tracking
Level of effort	Medium
Description	A table that, for every NAP activity, shows planned cost, funds already secured (including disbursed funds), funding gap, and the source mix.
When to use	To report on the financing related to the NAP implementation.
How to use (step-by-step)	1. Develop table with labels (e.g., activity, cost, secured %, source mix) 2. List each activity alongside its total estimated cost. 3. Record the amount of funding already committed. 4. Calculate % secured (= committed ÷ total cost) and the gap (= total − committed). 5. Tag each committed amount by source category (e.g., public–private, domestic–international).
🛠 **What you'll need**	• People: Engagement with the finance or planning ministry. One finance focal point to collect figures from ministries and funders. • Data: Budget approvals, grant or loan agreements, corporate social responsibility reports. • Tools: Simple spreadsheet.
⊘ **Benefits**	• Shows which actions are funded or not. • Feeds directly into climate budget tagging exercises. • Highlights funding gaps for resource mobilization efforts.
⚠ **Things to consider**	• "Committed" money should be evidence-based (e.g., budget line, grant letter). • Include currency and date of last update.
💡 **Tips**	• It can be combined with a traffic light system. • Add a notes column for next steps (e.g., "submit GCF proposal"). • Aggregate totals at the bottom to show the NAP-wide finance gap. • Tag each entry with a GESI code (e.g., "direct GESI benefit," "indirect," "none").
Country example	Chile used this method in its annual NAP progress report listing for each sector and each measure of the level of implementation, the amount invested so far, and the source of financing.

Medida	Descripción	Porcentaje de Implementación hasat el 2018	Montos invertidos 2018	
			Valor (CLP)	**Tipo de Financiamiento**
1	Fortalecer la planificación y gestión de los recursos hídricos a nivel nacional para optimizar el uso del agua en la agricultura	100%	$ 3.441.868.072	NACIONAL
2	Establecer un programa nacional para fomentar la gestión eficiente y sustentable del agua en la agricultura de riego.	100%	$ 5.000.000.000	NACIONAL**

| 🔍 **Method 1.7**	Indicator tracking tables
Level of effort	High
Description	Regular tracking of indicators tied to outputs, climate context, or processes.
When to use	When SMART (specific, measurable, achievable, relevant, time-bound) indicators have already been defined, and evidence is needed to highlight their trends.
How to use (step-by-step)	1. Review your list of predefined indicators in line with your NAP objectives and activities. 2. Set baselines and targets. 3. Assign data collection responsibility and schedule. 4. Enter results into a spreadsheet. 5. Visualize trends in tables and charts.
⚒ **What you'll need**	• People: Data analyst. • Data: Administrative records, surveys, remote sensing. • Tools: Online management information system (MIS), or national platform.
⊘ **Benefits**	• Objective, comparable numbers.
⚠ **Things to consider**	• Higher cost and capacity needs. • Avoid collecting indicators you won't use. • Requires a set of indicators over implemented systematically.
💡 **Tips**	• Keep the indicator set focused on decision-critical metrics. • Require disaggregation where possible (e.g., gender, age, disability). • Can add a summary of trends through the years.
Country example	Germany regularly tracks a large set of indicators in its monitoring report to inform the implementation of its national adaptation strategy.

Data source: THW (helper statistics), Deutscher Feuerwehrverband e.V. (fire brigade statistics)

☰ Objective 2. Evaluate the performance, outcomes, and impacts

☰ **Method 2.1**	Feasibility assessment
Level of effort	Medium
Description	Scores each adaptation measure against key feasibility criteria (technical/coordination complexity, funding need, and expected risk-reduction impact) to guide sequencing, budgeting, and quick-win selection.
When to use	When decision-makers need an evidence-based shortlist for prioritization, phasing, and budget allocation.

How to use (step-by-step)	1. Confirm that monitoring data generated under Objective 1 is available.
	2. Define and agree on feasibility criteria. For example:
	   • Technical/coordination complexity: This refers to the implementation needs, such as the expertise and coordination needed.
	   • Funding required for implementation.
	   • Expected impact: The potential for risk reduction.
	3. Determine scale for each category (e.g., low, medium, high, or 1 to 10).
	4. Go through the list of measures and assign scores under each category.
	5. Add a comments column for context and issues.
	6. Group measures by sector/program/theme.
	7. Visualize using charts.

✂ **What you'll need**	• People: NAP team with one analyst along with sector leads. • Data: Measure descriptions, cost estimates. • Tools: Spreadsheet.
⊘ **Benefits**	• Helps in prioritizing measures. • Provides an initial cost estimate for each measure.
⚠ **Things to consider**	• Needs consensus on definition and scale for each category.
�💡 **Tips**	• Revisit classifications as NAP processes evolve. • Can add an "equity impact" axis (low/medium/high) to assess GESI aspects of measures.

:≡ Method 2.1   Feasibility assessment

Country example   Albania used this method in the country's <u>first NAP progress report</u> to account for differences in effort needed to implement measures contained in the NAP.

Figure 4. Evaluation of measures' complexity disaggregated by PAs – Albania NAP 2019–2023
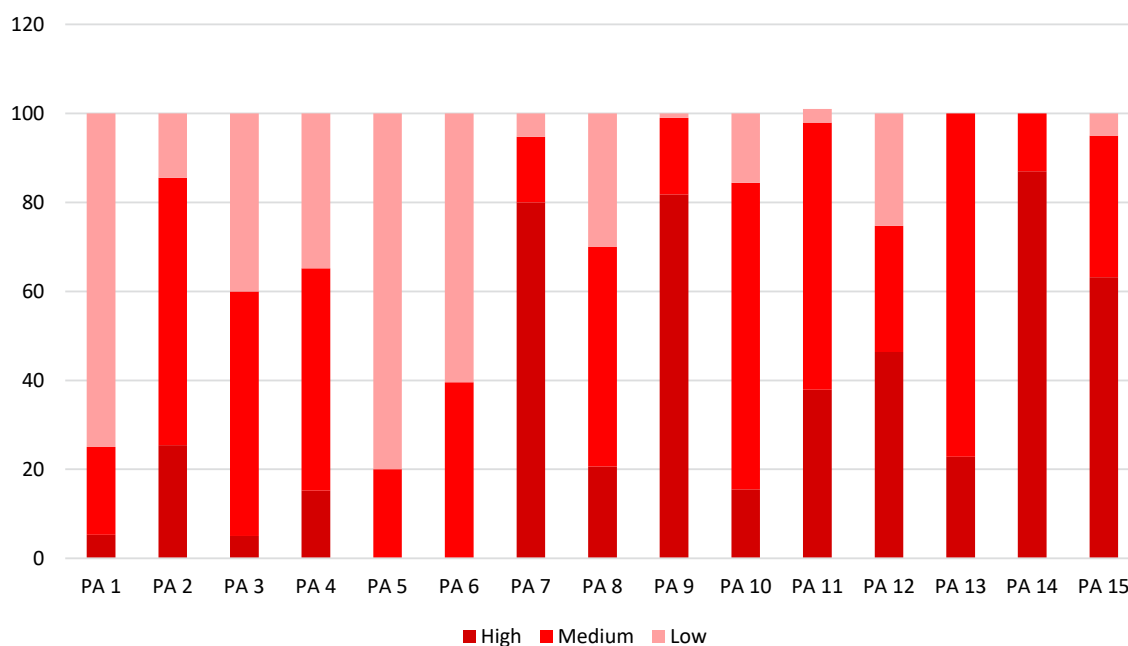
	PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13	PA 14	PA 15
High	5.3	25.4	5	15.2	0	0	80	20.6	81.8	15.5	37.9	46.4	22.8	87	63.2
Medium	19.7	60.1	55	50	20	39.6	14.7	49.4	17.2	68.9	60	28.3	77.2	13	31.8
Low	75	14.5	40	34.8	80	60.4	5.3	30	1	15.6	3.1	25.3	0	0	5

Method 2.2	Criteria-based assessment
Level of effort	High
Description	A set of criteria to assess the performance of NAP processes (e.g., effectiveness, relevance, coherence, efficiency, sustainability, impact).
When to use	Mid-term or end-term reviews to look at specific aspects of the NAP process.
How to use (step-by-step)	1. Confirm that monitoring data generated under Objective 1 is available. 2. Define criteria set (e.g., Organisation for Economic Co-operation and Development DAC 6 criteria,[2] gender responsiveness, country ownership). 3. Develop guiding questions per criterion. 4. Apply each criterion based on the collected evidence (documents, interviews, field visits, gender-disaggregated data). 5. Combine the information and present it using charts and tables to visualize it.
⚒ What you'll need	• People: Evaluation team, sector focal points. • Data: Reports, indicators, key actors' interviews. • Tools: Scoring spreadsheet or online survey.
⊘ Benefits	• Globally recognized criteria. • Allows extra lenses (gender, ownership). • Comparable across priorities and sectors.
⚠ Things to consider	• Good-quality interviews and document reviews take time, so plan ahead.
🔅 Tips	• Look at how other countries have approached this method and adapt to country context. • GESI can be as a stand-alone criterion scored 1–4 or using a gender scale (gender blind, sensitive, responsive, transformative).

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[2] https://www.oecd.org/en/topics/sub-issues/development-co-operation-evaluation-and-effectiveness/evaluation-criteria.html

≔ Method 2.2　　　Criteria-based assessment

Country example　Finland used evaluation criteria in its [midterm NAP evaluation](#) (2022)

Adaptation Plan evaluation	
Criterion	**Questions**
Evaluation criteria and questions relevant to the implementation process	
Institutional capacities	Do the sectors find that awareness of climate change and the risks associated with it is sufficiently high? Do they find the resources adequate for implementing adaptation actions? What capabilities do the sectors have for responding to climate change risks? Do the branches have key processes promoting preparedness in place, including plans, warning and monitoring systems etc., in which climate risks are addressed?
Barriers	What types of barriers to implementing the Adaptation Plan related to legislation, information, cooperation or authority and similar issues have the sectors come across?
Stakeholder participation	How has stakeholder participation been ensured in Adaptation Plan implementation? Which stakeholders have participated and how? How has stakeholder participation promoted the plan's implementation?
Collaboration of actors	How has collaboration related to climate risk management and the promotion of adaptation work between different actors and sectors progressed? What types of questions/themes does the collaboration focus on and what methods are used?
Lessons learnt	Is information on the plan's implementation, its success and its challenges collected systematically? Has the collected information been used to develop adaptation activities?
Evaluation criteria and questions relevant to Adaptation Plan effectiveness	
Effectiveness	How and in what ways has Adaptation Plan implementation promoted Finnish society's capacity for managing climate risks and adapting to climate change? How has the national plan influenced the preconditions for regional and local adaptation work?
Efficiency	To what extent have the sectors discussed or assessed the perspective of efficiency in the context of Adaptation Plan implementation?
Relevance	Are the objectives and actions of the Adaptation Plan correctly targeted considering up-to-date information on climate change risks and impacts?
Coherence	Are the Adaptation Plan actions compatible with other policy objectives and associated measures?
Side effects	What types of (unanticipated) positive or negative side effects (economic, social or environmental) have cropped up in the context of implementing the Adaptation Plan? Have the actions supported or undermined capabilities for climate change mitigation?

Method 2.3	Enabling environment analysis
Level of effort	High
Description	Aims to assess key enabling factors to support NAP implementation.
When to use	To determine what are the main factors and barriers to progress for an effective implementation.
How to use (step-by-step)	1. Confirm that monitoring data generated under Objective 1 is available. 2. Define the enabling factors for the NAP implementation. For example, the NAP Global Network identifies 1) leadership, 2) institutional arrangements, 3) engagement, 4) data, knowledge, and communications, 5) skills and capacities, and 6) financing). 3. Develop guiding questions for each enabling factor (e.g., "Is there a high-level champion?" for Leadership). See more examples in the MEL Toolkit (Beauchamp et al., 2024). 4. Assess the progress made to date and the key next steps for each of the enabling factors. 5. Determine what the next steps are in strengthening the enabling environment.
⚒ What you'll need	• People: Small evaluation team, ministry focal points. • Data: Policy documents, budgets, interview transcripts. • Tools: Spreadsheet or online survey form.
⊘ Benefits	• Pinpoints systemic barriers beyond individual activities. • Produces a clear action plan for capacity-building or resource mobilization.
⚠ Things to consider	• Scoring is qualitative. Be transparent about evidence. • Some factors, such as finance, may be politically sensitive.
💡 Tips	• Can pair each factor with a mini case study to illustrate the progress made. • Assess GESI considerations under each of the enabling factors.

☰ Method 2.3   Enabling environment analysis

Country example   Fiji conducted an analysis of the NAP's enabling environment for implementation in its 2022 progress report looking at the factors identified by the NAP Global Network, adding technologies as a seventh enabling factor.

Enabler	Recommendation	Primary responsibility
Leadership	**In line with international good practices, complete the process of gazetting and publishing the operational regulations of the Climate Change Act.** Without a legal mandate, there is a risk of lack of coordination, limited stakeholder engagement, uncertainty for private sector investments and development partners support, inadequate funding, non-compliance with international commitments, and stalled implementation. In particular, the Act requires the introduction of ministerial guidelines, which would hold ministries responsible for ensuring alignment with the NAP.	OPM with sectors

≔ Method 2.4	Outcome indicator analysis
Level of effort	High
Description	Interpret outcome data to assess whether adaptation measures are delivering the expected resilience benefits and for whom.
When to use	When SMART indicators have already been defined, and you want to analyze the results, look at why changes are happening.
How to use (step-by-step)	1. Review your list of predefined indicators. 2. Confirm that monitoring data and baselines are available. 3. Establish baseline from existing data. 4. Set realistic targets. 5. Compare baseline and current status against the targets using evidence collected. 6. Include qualitative analysis and case studies for each indicator. 7. Highlight benefits and challenges (data gaps, method issues). 8. Recommend improvements.
⚒ What you'll need	• People: MEL officer, team to validate findings, community focal points. • Data: Existing baseline studies, new surveys, interviews. • Tools: Spreadsheet or MIS for storage. Basic geographic information system (GIS) for maps.
⊘ Benefits	• Provides objective evidence. • Combines numbers with human context for richer decisions.
⚠ Things to consider	• Higher cost and capacity needs than output tracking. • Requires greater engagement with communities.
⌾ Tips	• Include methodology and list of people interviewed in the report for future reference. • Disaggregate data where possible (e.g., gender, age, disability).
Country example	Rwanda assessed outcomes indicators in the human settlements and transport sectors in its technical report (2024) which included quantitative analysis complemented with qualitative case studies.

NDC indicators (Rwanda's 2020 NDC)	Most recent baseline values	Targets (NDC implementation framework)	Actual status 2020–21
Percentage of the rural population living in clustered settlements	61.7% of rural households settled in integrated, planned, green rural settlements (EICV5) (2016–17)	Increase to 80% of rural households settled in integrated, planned, green rural settlements by 2025	65.4% (RPHC5)

🗨 Objective 3. Learn and communicate on progress

🗨 **Method 3.1**	Narrative report
Level of effort	Low
Description	A story-driven document that synthesizes monitoring and evaluation findings for policy-makers and the public.
When to use	To present the results in an accessible and engaging way.
How to use (step-by-step)	1. Confirm that monitoring/evaluation data generated under Objectives 1 and 2 are available. 2. Outline key messages overall and by sector (progress, challenges, next steps). 3. Draft short sections: context, methods, results, lessons. 4. Use plain language and infographics to explain data. 5. Validate with line ministries for accuracy and disseminate.
🛠 **What you'll need**	• People: Lead writer, data graphics support. • Data: Condensed monitoring and evaluation tables, photos. • Tools: Word processor, basic chart software (Excel, Canva).
⊘ **Benefits**	• Easy to distribute. • Accessible to non-technical audiences.
⚠ **Things to consider**	• Risk of being too long. Keep it focused on decisions. • Need to have data from operationalized MEL system.
💡 **Tips**	• Start each section with a one-sentence headline. • Translate the document into local languages if needed. • Include a "Who Benefits?" section to highlight GESI results.
Country example	Brazil developed an M&E report (2017) focusing on summarizing the findings, main achievements, and next steps for each of its priority sector, leaving all the details for the annex.

⊘ **Method 3.2**	Case studies
Level of effort	Low
Description	Short story boxes that highlight one adaptation action's context, results, and lessons.
When to use	To document the human element behind the numbers and show who benefits from these actions.
How to use (step-by-step)	1. Develop template for case studies (e.g., context, benefits, lessons) 2. Select actions with visible outcomes and willing key actors (can be identified during interviews and surveys). 3. Conduct interviews. 4. Gather photos to help visualize the story. 5. Draft narrative with key numbers (people reached, funds leveraged, risk reduced).
⚒ **What you'll need**	• People: Writer and photographer. • Data: Reports, interview notes, photos. • Tools: Word processor, camera.
⊘ **Benefits**	• Turns numbers into stories. • Encourages key actors' participation. • Can provide visual storytelling.
⚠ **Things to consider**	• Get consent for use of information and photos. • Ensure representative sampling of voices.
⌯ **Tips**	• Integrate photos in the narrative to help visualize the action. • Highlight case studies from different sectors and themes. • Spotlight at least one story with women or marginalized communities as the main actors.
Country example	Kenya integrated case studies into the 2nd progress report (2021) for its National Climate Change Action Plan 2018–2022.

CASE STUDY 1: Supporting adaptation among smallholder farmers through the promotion of sorghum-based beer

Kenya Breweries Limited (KBL) developed a low-cost beer made from sorghum, a drought tolerant crop. The move to a sorghum-based beverage created new market opportunities for KBL while providing a cash crop for smallholder farmers that helped to improve livelihoods, enhance food security, and increase climate resilience.

optimum yields. KBL's increased demand for sorghum encouraged crop diversification and helped smallholder farmers transition from subsistence farming to sustainable commercial farming.

Benefits to the economy under a changing climate
The benefits of KBL's sorghum programme include:
- Enhanced household food security: The jilishe kisha uuze (feed yourself then sell) programme encourages that sorghum first be used as a household food, with the remainder being sold to KBL.

| ⬭ **Method 3.3**	NAP awareness survey
Level of effort	Medium
Description	Assessment of key actors' awareness of the NAP and understanding of their role in implementing it.
When to use	To understand awareness and perception of key actors across government implementing the NAP.
How to use (step-by-step)	1. Define survey objectives and key questions (awareness, satisfaction, inclusiveness). 2. Design a short questionnaire. 3. Collect data (online form, phone, or face-to-face) from a sample of key actors. 4. Visualize findings using charts. 5. Summarize insights and integrate them into the report.
⚒ **What you'll need**	• People: Survey designer, analyst. • Data: Responses and baseline if available. • Tools: Kobo, Google Forms, Survey Monkey. Excel for analysis.
⊘ **Benefits**	• Gives voice to actors across sectors and levels of government. • Tracks NAP awareness over time.
⚠ **Things to consider**	• Low response rates can be a challenge, so plan to send reminders. • Protect privacy by storing data securely. • Ensuring representative sampling.
💡 **Tips**	• Keep survey short (fewer than 15 questions). • Share key findings with respondents to build trust. • Ensure gender balance and representation of marginalized groups in the responses.
Country example	Finland conducted a survey of key actors at the local, regional, and sectoral levels to understand the level of awareness of the NAP in its mid-term evaluation (2022)
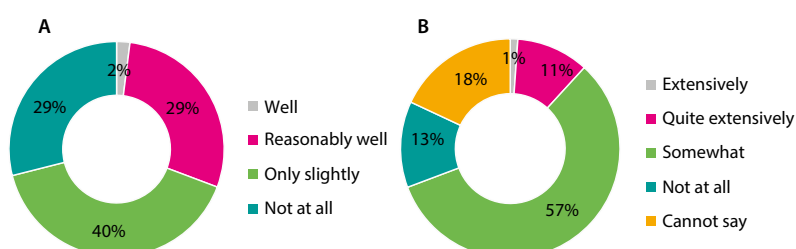
Figure 2. A. I know the National Climate Change Adaptation Plan. B. How widely do you think the plan is known in your sector? N=449. Stakeholder survey. For an itemisation by sector, see Annex 3.

Method 3.4	Reflection forum
Level of effort	Medium
Description	A facilitated, multistakeholder event to reflect on findings, validate evidence and co-generate recommendations.
When to use	After results have been synthesized into a draft report but before finalization.
How to use (step-by-step)	1. Confirm that monitoring/evaluation data generated under Objectives 1 and 2 are available. 2. Set clear objectives. 3. Map and invite key actors 4. Share the draft progress report at least one week in advance. 5. Design an agenda with short presentations and breakout groups. 6. Facilitate the forum using participatory tools. 7. Consolidate feedback on-site 8. Integrate agreed changes in the final report.
⚒ **What you'll need**	• People: Facilitator, event coordinator, note-taker. • Data: Draft progress report, key actors list with contact data, pre-forum survey. • Tools: Meeting venue, sticky notes, flipcharts, laptop.
⊘ **Benefits**	• Validates evidence with lived experience, increasing credibility. • Builds ownership across sectors and actor groups.
⚠ **Things to consider**	• Requires time and budget for logistics and participant travel. • Be explicit about how feedback will be used.
💡 **Tips**	• Ensure women and marginalized groups are represented. • Include a post-event survey to capture views participants felt uncomfortable voicing publicly. • Share a short summary of forum insights after the event to maintain transparency.
Country example	Grenada (2023) convened a NAP Experience Forum with 50+ participants from government, non-governmental organizations, the private sector, and community groups to validate the draft progress report and generated concrete recommendations (Roberts & Leiter, 2022).

⬭ **Method 3.5**	Digital platform
Level of effort	High
Description	A public website to track and report progress on the NAP using graphs, maps, and documents.
When to use	You want one convenient place for ministries, partners, and citizens to see the latest data easily.
How to use (step-by-step)	1. Confirm that monitoring/evaluation data generated under Objectives 1 and 2 are available. 2. List the data you will publish on the platform. 3. Choose tool to design the site. 4. Create visuals like maps, charts, and trend lines. 5. Link your data by uploading your spreadsheets or connect to an online sheet/API for automatic refresh. 6. Publish the site and train staff on how to add or edit the data. 7. Maintain to keep the information updated.
⚒ **What you'll need**	• People: One web developer to build it, one data manager to keep it updated. • Data: Reports. Clean spreadsheets or database exports. • Tools: Web hosting, content management system software.
⊘ **Benefits**	• Data access for all actors. • Users can filter and download the data they need.
⚠ **Things to consider**	• Upfront cost and IT maintenance. • Set clear rules on who can upload or change data. • Ensure long-term maintenance budget.
🔅 **Tips**	• Start with a simple site and add features later. • Offer file download to meet open data standards.
Country example	South Africa's Let's Respond Toolkit is an online platform that equips local governments with tools, data, and step-by-step guidance to plan effective climate change adaptation measures. It enhances transparency and collaboration by supporting stakeholder engagement and enabling public input on municipal climate plans.

5
Conclusion

Progress reporting plays a critical role in NAP processes by showing countries how far they've come with their adaptation efforts, highlighting what works or not, and guiding adjustments as needed. When done well, it builds accountability to key actors, including funders, technical partners, and, crucially, to the communities and ecosystems that are hardest hit by climate change. It helps governments make more strategic decisions, and it can feed into other national and international reporting obligations.

The methods for progress reporting highlighted in this brief come from real-world examples and are meant to be flexible. A country can start with a simple approach, build on existing systems, and expand as capacity grows, and information becomes more available. There's no one-size-fits-all approach. Each country can shape it around its own context, needs, and constraints.

It's helpful to think of progress reporting as part of a continuous learning cycle. It isn't a one-off exercise. Each new report should build on the last, gradually improving and deepening engagement with key actors. Whatever the starting point, the advice is the same: learn, improve, repeat.

When governments treat progress reporting as a strategic priority, backing it with staffing, budget, and a genuine commitment to act on the findings, they make adaptation efforts more effective, more inclusive, and, ultimately, more impactful. By demonstrating readiness, they can unlock funding. And by showing that the resilience-building measures are working, they also build public trust.

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NAP Global Network

www.napglobalnetwork.org
info@napglobalnetwork.org
✗ @NAP_Network
⦿ @NAPGlobalNetwork
in nap-global-network

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